



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL  
HELD ON TUESDAY 22ND MAY 2018 AT 8PM  
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

**Present:**

John Cole - in the chair  
 Vivien Hepworth  
 Rody Kaiser-Davies  
 Andrea Watson  
 Liz Lockwood  
 Graham Marks

County Councillor Lesley Steeds - part of meeting  
 District Councillor Mark Ridge.  
 District Councillor Nicholas White

In attendance: Fay Elwood, Parish Clerk

**1. PROCEDURAL MATTERS**

**1.1 Apologies for Absence**

Apologies were accepted from Camilla Downing.

**1.2 Declarations of Interest**

Vivien Hepworth declared an interest in item 3.2 as her husband is the chairman of Lingfield and Dormansland Community Centre.

**1.3 Minutes of meeting held on 24th April 2018**

These were signed as a true and accurate record of the meeting.

**1.4 Minutes of the Annual Meeting held on 8th May 2018**

These were signed as a true and accurate record of the meeting.

**1.5 Matters arising from previous minutes (not on the agenda)**

See Chairman's Report.

**2. FINANCE AND ADMINISTRATION**

**2.1 Finance Report**

**Members approved** the financial report to 15th May 2018. Cash at the bank amounted to £85,050.01. The following cheques were approved for payment:-

Date	Cheque	Description	Amount £
03/05/18	773	SCC Speed Survey	720.00
03/05/18	774	Lawn and Order	110.00
03/05/18	775	Oneill Homer (RCOH)	1,290.00
08/05/18	776	Vision ICT - GOV Domain Name	66.00
08/05/18	777	Surrey Fire and Rescue	50.00
10/05/18	778	F. Elwood - Salary	1,063.90
09/05/18	779	HMRC - PAYE	172.35



## LINGFIELD

Parish Council

09/05/18	780	Surrey Pension Fund	291.31
10/05/18	781	Clifton Energy	530.00
10/05/18	782	St Peter and St Paul's Church	3,000.00
10/05/18	783	L & D Meals on Wheels	800.00
10/05/18	784	Community News Lingfield	800.00
10/05/18	785	LWA Grant	2,000.00
10/05/18	786	L & D Community Centre	100.00
14/05/18	787	Entertee	155.52
14/05/18	788	RCOH	600.00
15/05/18	dd	EDF	5.00
21/05/18	789	Peter Frost - Auditor	168.74
21/05/18	790	R. Burberry- grass cuts	90.00
		<b>Total</b>	<b>12,012.82</b>

### 2.2 Chairman's Report

The chairman has deliberately not contacted Richard (about the vacancy for a Litter Picker) whilst he was ill. John will contact him again during the next two weeks.

A branch from a Silver Birch tree has fallen into a property in Glebe Close. John has spoken to the Lingfield Nature Reserves and confirmed this is the responsibility of Lingfield Parish Council. John will contact Connick Tree Care for a quote. **Action: John Cole**

Hanging baskets - John will speak to the contractor to find out the minimum number of baskets needed to make it viable for them to come to Lingfield. **Action: John Cole**

The transfer of the Guest House Trust should take place on 31st May 2018. The Nature Reserves have requested access to our water supply at the allotments. John will investigate and report back. **Action: John Cole**

### 2.3 Accounts for year ending 31<sup>st</sup> March 2018

**Members approved** the accounts for the year ending 31st March 2018.

### 2.4 Section1 of the Annual Return

**Members approved** Section 1 of the Annual Return for the year ending 31st March 2018.

### 2.5 Section 2 of the Annual Return

**Members approved** Section 2 of the Annual Return for the year ending 31st March 2018.

### 2.6 Internal Auditor's Report

Members noted the contents of the Internal Auditor's report. No action is required.

### 2.7 CIL Receipt

Members noted receipt of CIL payment for £1512.13 from Tandridge District Council.

### 2.8 Meeting dates for 2019

**Members approved** meeting dates for 2019. John asked for recommendations for a speaker for next year's annual parish assembly. John will contact Ian Jones and the RH7 group to request a talk about the history of the Guest House trust.

**Action: John Cole**



## **2.9 Internet Banking**

The clerk gave an update on the progress with registering for internet banking with HSBC. They do not offer internet banking with a two stage approval process so the clerk has decided to withdraw the application. The clerk will keep the situation under review.

**Action: Clerk**

## **2.10 GDPR compliance**

We are working towards GDPR Compliance. There is still uncertainty about whether parish councils need to pay for Data Protection Officer services. The clerk will monitor the situation. Our policies are in place (see 2.11 below) and the clerk will carry out a data audit in August.

**Action: Clerk**

## **2.11 Policies**

**Members approved** the following policies:-  
Information Data Protection Policy  
The Management of Transferable Data Policy  
Document Retention and Disposal Policy  
Removal Media Policy  
Social Media Policy

## **2.12 Insurance Renewal**

**Members approved** renewal of insurance with Zurich at a cost of £2234.71. The clerk has sought prices for insurance which includes key person cover but these are well over £3,000 for any meaningful level of cover. The clerk will make a provision in the budget for a ring-fenced reserve to cover this risk.

**Action: Clerk**

## **2.13 EPC Reports**

Members noted receipt of the Energy Performance Reports from James Rankin. Copies have been provided to the Community Centre Management Team to help them manage the energy costs associated with the buildings.

# **3 GRANTS**

## **3.1 Kent Surrey and Sussex Air Ambulance**

**Members approved** a grant of £300 to help with the running costs of Kent Surrey and Sussex Air Ambulance.

## **3.2 Lingfield and Dormansland Community Centre**

**Members approved** a grant application to Lingfield and Dormansland for £1072 to replace the rear door.

# **4 PARISH FACILITIES**

## **4.1 War Memorial**

Item deferred until we know the result of the Listing application.

Graham asked that we send SCC the recent photos of the war memorial and that we request a physical inspection.

**Action: Clerk**

# **5 COMMUNITY EVENTS**



### **5.1 Lingfest**

Members noted receipt of the minutes of a meeting of the Lingfest organising committee held on 17th May 2018.

## **6 HUB PROJECT**

Members noted the winding up of the Lingfield Hub and **approved** the transfer of surplus funds to Tandridge District Council . This amounts to £27,856.44. This money has been received from Surrey County Council and it will be used to help TDC offset the cost of maintaining service levels in relation to grass cutting in 2018/19.

## **7 NEIGHBOURHOOD PLAN**

### **7.1 Progress Report**

The report has been received from the consultant and there is quite a lot to do. Andrea said she misunderstood what the consultant would provide. Liz doesn't agree there is that much left to do but accepted there is still some work for the Steering Group. Andrea is concerned about the amount it could cost to get the consultant to take on the remainder of the work. 'Locality' advises that we should wait until the Local Plan is made in case our plan conflicts with it.

### **7.2 Expenditure**

Two invoices have been received from RCOH. The total cost amounts to £1575 plus VAT.

## **8 VILLAGE ENVIRONMENT AND HIGHWAYS ISSUES**

### **8.1 Current Highways Issues**

Saxbys Lane drainage – Lesley had suggested that Vernon Deller could carry out some further investigation outside 3 Saxbys Lane. However, John Cole said that this is not something the Parish Council should be funding. SCC is of the opinion that the broken drain is the responsibility of the householder so is also refusing to pay for repairs. It has been suggested that the householder may be able to claim on household insurance.

Pinch Points in Godstone Road – Colin Kemp is reasonably confident that he may be able to get something done about the pinch points. We await further details.

Blocked gullies in Station Road – We have reported blocked drains in Station Road and Town Hill. Lesley will report them again but we have been advised there is no budget for extra gully cleaning. The extent of the blockage suggests they may have been missed in the routine cleaning visits.

## **9 TRAINING AND MEETINGS**

Graham asked if we can provide training sessions in Lingfield for us and other parishes. This will be more appropriate after the elections in 2019.

## **10 REPORTS FROM OUTSIDE BODIES**

Members noted receipt of the minutes of the meeting of the Lingfield Nature Reserves held on 17<sup>th</sup> April 2018.

## **11 CURRENT CONSULTATIONS**

Nothing to report.

## **12 MINUTES OF THE PLANNING COMMITTEE**

**Members approved** the minutes of the meetings of the planning committee held on 24th April and 9th May 2018.



**13 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA**

13.1. Lingfield Park Racecourse - state of their park after race meetings

**14 DATE OF NEXT MEETING**

The next meeting will be held on 26th June 2018. John Cole gave apologies as he will be on holiday.

Meeting closed 9.05pm