

# *Lingfield Parish Council*

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## **MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL** **HELD ON TUESDAY 25<sup>TH</sup> APRIL 2017 AT 8PM** **AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

### **Present:**

John Cole – in the chair  
Rody Kaiser-Davies  
Andrea Watson  
Jane Gould-Smith

1 member of the public (part of meeting)

### **In attendance:-**

Fay Elwood - Clerk

## **1 PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

Apologies were accepted from Vivien Hepworth and Liz Lockwood.

### **1.2 Declaration of Interests**

None.

### **1.3 Minutes of meeting held on 28<sup>th</sup> March 2017**

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

### **1.4 Matters arising from previous minutes (not listed on the agenda)**

#### **Telephone Kiosk in Felcourt Road**

We have registered our interest in adopting the phone kiosk and are waiting for BT to make contact with us.

#### **Library Sign**

John advised that Michael Sydney has taken this on – remove from agenda.

**Parking restrictions in Bakers Lane and Ash Close** – David Curl has provided maps. John and Andrea will visit the site and suggest additional parking restrictions.

**Action: JC/AW**

No further progress on the **walk leaflet** due to other priorities. **Action: Clerk**

The due date for the **Night Flights consultation** has passed so no further action is recommended. Andrea will attend the GATCOM meeting and compose a response to the Airspace consultation if one is required. **Action: AW**

**Godstone Road Pedestrian Refuge** – to be discussed at the meeting scheduled for 30<sup>th</sup> May.

## 2 FINANCE AND ADMINISTRATION

### 2.1 Finance Report

**Members approved** the Finance Report, which includes cheques for payment. Cash in the bank at 15th April 2017 amounted to £69,269.60

The following cheques were approved for payment:

<b>Date</b>	<b>Cheque</b>	<b>Payee</b>	<b>Amount £</b>
06/04/17	546	Vision ICT	168.00
06/04/17	547	Surrey ALC	1,286.11
06/04/17	548	A. J. Belton - installation work	425.00
06/04/17	549	East Surrey Domestic Abuse	250.00
06/04/17	550	Kent Surrey and Sussex Air Ambulance	250.00
06/04/17	551	F. Elwood - Salary	1,004.03
06/04/17	552	HMRC - Paye	147.19
06/04/17	553	Surrey Pension Fund	272.06
07/04/17	dd	EE Broadband	31.00
10/04/17	554	Brian Waddingham - Award	30.00
10/04/17	555	Rita Russell - Award	30.00
10/04/17	556	Lingfield Horticultural Society	30.00
10/04/17	557	F. Elwood - Food for APA	45.16
12/04/17	558	F. Elwood - Electricity Bill	55.99
12/04/17	559	Cox Skips - Allotments	262.80
12/04/17	560	The Print Room - Reports	70.00
12/04/17	562	L & D Comm Centre - Parish Office	720.00
19/04/17	563	Surrey Hills Solicitors	582.60
19/04/17	564	Surrey Hills Solicitors	276.00
19/04/17	565	L & D Comm Centre - NP	15.75
20/04/17	566	F. Elwood Premises Licence Applic	100.00
24/04/17	567	F. Elwood - Keyboard and pointer	39.33
24/04/17	568	F. Elwood - Advert for Licence	222.48
24/04/17	569	Clark Ground Care - Hub	2,202.00
		<b>Total</b>	<b>8,515.5</b>

### 2.2 Chairman's Report

John reported that Willow Nurseries will be supplying the hanging baskets for the High Street.

### 2.3 Meeting Dates

The date for the full parish council meeting in May was changed from 23<sup>rd</sup> to 30<sup>th</sup> May. The clerk will not be in attendance.

### 2.4 Community Awards

**Members approved** expenditure of £90 for the community awards which were presented at the recent Annual Parish Assembly.

## **2.5 The Pollards Allotments**

**Members agreed** expenditure up to £400 for strimming the vacant plots at The Pollards allotments. UPDATE: The clerk has negotiated a cost of £75 for this with our existing contractor.

## **2.6 Jennings Hall and Lingfield and Dormansland Community Centre**

**Members approved** expenditure of £400 for formal valuations of The Jennings Hall and Lingfield and Dormansland Community Centre.

## **3 GRANT APPLICATIONS**

Nothing to report.

## **4 PARISH FACILITIES**

### **4.1 The Pollards Allotments**

Members noted that allotment tenants at The Pollards are not happy with the first cut by the new contractors. The clerk has asked them to return to cut the paths which were missed.

## **5 COMMUNITY EVENTS**

### **5.1 Lingfest**

The clerk has submitted an application for a Premises Licence at a cost of £100. An advertisement has been placed in the East Grinstead Courier at a cost of £185.40 plus VAT. **Members approved** both items of expenditure. Free tickets will be available on Eventbrite from the end of April. The event has been publicised in Community News. The organising committee is working hard to attract sponsorship for the event. The committee will be meeting on 3<sup>rd</sup> and 17<sup>th</sup> May. We were not successful in securing a grant from Gatwick Airport Community Trust.

## **6 HUB PROJECT**

**Members approved** payment of £1835 plus VAT for the April payment of the urban grass cutting.

## **7 NEIGHBOURHOOD PLAN**

### **7.1 Progress Report**

Nothing to report.

### **7.2 Expenditure**

**Members approved** expenditure of £15.75 for the hire of a meeting room.

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

### **8.1 Planters and Hanging Baskets**

Shrubs have been removed from the planters and re-used around the pond. Rita and Bob have replanted the village planters and arranged for them to be watered regularly. The hanging baskets have been ordered from Willow Nurseries.

### **8.2 Village Leaflets**

Andrea would like to rewrite the text for the village leaflets and **members agreed** to the change. Andrea will circulate the draft before the clerk sends to the printer.

**Action: AW/Clerk**

### **8.3 Vicarage Close – Parking Problems**

At the last meeting Liz suggested engaging with Lingfield Primary School to try to deter inconsiderate parking at school drop off and pick up times. Lingfield Primary School is not in favour of children issuing ‘fake’ parking tickets because of potential safety problems. The clerk will contact the school to ask them to appeal to parents to park considerately.

**Action: Clerk**

## **8 TRAINING AND MEETINGS**

### **9.1 ‘Your Call 2017’**

Members noted an invitation to events being held on 16<sup>th</sup> and 17<sup>th</sup> May to find out more about the local ambulance service. Members will book direct if they wish to attend.

### **9.2 Internal Audit**

Members noted that the internal audit will take place on 8<sup>th</sup> June 2017, starting at 10am.

## **9 REPORTS FROM OUTSIDE BODIES**

Members noted information about a new accessible minibus service which launched on Monday 3<sup>rd</sup> April.

## **10 CURRENT CONSULTATIONS**

The closing date for the Gatwick Airport Airspace consultation is 25<sup>th</sup> May 2017.

## **12 PLANNING COMMITTEE**

**Members approved** minutes of the meetings of the Planning Committee held on 28<sup>th</sup> March and 11<sup>th</sup> April 2017.

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

### **13.1 New Bench**

Rita has requested a new bench next to the planter outside Beauty and Beyond to deter people from sitting on the planter. The clerk will get some prices for approval at the next meeting. **Action: Clerk**

**14 DATE OF NEXT MEETING**

The next ordinary meeting will be held on 30<sup>th</sup> May 2017. The Annual Meeting will be held on 9<sup>th</sup> May 2017.

Meeting closed at 8.55pm