

Lingfield Parish Council

MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON 27th FEBRUARY 2018 AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE STARTING AT 8PM

Those present:

John Cole – in the chair
Vivien Hepworth
Liz Lockwood
Rody Kaiser- Davies
Andrea Watson
Camilla Downing

In attendance:

Fay Elwood, Parish Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies were accepted from Graham Marks.

1.2 Declarations of Interest

The clerk declared an interest in item 4.2.

1.3 Minutes of meetings

The minutes of meetings held on 30th January 2018 were signed as a true and accurate record.

1.4 Actions outstanding from previous minutes

Possibility of cleaning the war memorial – waiting for quotes from Graham Marks.

Planting on the railings – Rita declined to submit expenses. It is her gift to the village.

All other outstanding items are on the agenda.

1.5 Co-Option

Members agreed to co-opt Camilla Downing onto the Parish Council to fill the vacancy created by Jane Gould-Smith's resignation. Camilla duly signed the declaration of Acceptance of Office.

2 FINANCE AND ADMINISTRATION

2.1 Finance Report

Members approved the cheques for payment. The clerk was unable to produce a full Finance Report because the bank statement has not arrived. The clerk will register for Internet Banking to avoid this problem in future. **Action: Clerk**

The following cheques were approved for payment:-

Date	Cheque	Description	Amount £
31/01/2018	726	RNLI	25.00
31/01/2018	727	R.V. Deller	450.00
07/02/2018	728	The Samaritans	75.00
07/02/2018	729	RH7 History Group	100.00
10/02/2017	730	F. Elwood - Salary	1,003.83
10/02/2018	731	Surrey Pension Fund	272.06
10/02/2018	732	HMRC - Paye	147.39
14/02/2018	733	Hibernian Healthcare - AED	246.24
27/02/2018	734	Burstow Parish Council - Hub	1,000.00
27/02/2018	735	F. Elwood - Cloud storage	30.00
		Total	3,349.52

2.2 Chairman's Report

The Chairman reported that the vandalism at the Almshouses seems to have stopped for the time being. Perspex has been added to the window of the property which was being targeted.

He referred to the problem with the road surface outside 3 Saxbys Lane and said he will meet with the resident to hear his concerns. SCC is saying that the drainage of surface water is the responsibility of the home owner.

The chairman has obtained contact details for Richard (the former street sweeper) who now lives in Lingfield. The clerk will contact him to ask if he would be interested in a part time position.

Action: Clerk

Lingfield Primary School is intending to carry out a litter pick on 23rd March and we have agreed to lend them some equipment.

2.3 Walk Leaflets

Members approved expenditure up to £800 to produce a set of walk leaflets.

The clerk was asked to pass on some suggested amendments and to request proofs of all leaflets before they go to print. Andrea offered to proof read the leaflets.

Action: Clerk/AW

2.4 EPC Certificates

This item was deferred pending more information about our responsibility in this regard.

Action: Clerk

2.5 Changes to Data Protection Legislation

This item was deferred pending further information.

Action: Clerk

3 GRANT APPLICATIONS

3.1 Tandridge Neighbourhood Watch

Members approved a grant of £100 towards the cost of security marking equipment.

4 PARISH FACILITIES

4.1 Centenary Fields Allotments

Members noted a request from an allotment holder to have either a shed or a field shelter at the allotments in Centenary Fields. Sheds are prohibited under our terms and conditions because Tandridge District Council does not permit sheds on allotments in the Green Belt. The idea of a field shelter was rejected because of the cost. It was suggested that the allotment holder could erect a temporary structure using plastic and this would provide shelter from showers.

4.2 The Pollards Allotments

Since the opening of The Pollards allotments, we have tried 3 different contractors. Unfortunately, none of these provided a consistently satisfactory service. There seems to be two reasons for this. Firstly, the person pricing the job is probably not the person doing the work and our requirements are not accurately passed on. Secondly, the job is priced to get the contract but it is not realistic in terms of the time taken to carry out the work.

TAB Landscapes recently gave a quote of £25 per cut, when another contractor had struggled to do a good job for £80 per cut. Previous contractors had charged £40 per cut.

Last year, we rejected a contractor called 'Lawn and Order' because the company was run by people related to the clerk and one councillor. Some members were concerned this could invite criticism from residents. Lawn and Order is now a sole trader who is the son of the clerk.

Given the difficulty in finding a suitable contractor, the clerk sought advice from SALC. This is the response to a question about employing a family member of the clerk:-

'There is nothing to stop the council from entering into a contract with this person but the process to enter into the contract needs to be properly followed using the councils financial regulations to ensure he council has given fair regard to competitors. You will have a clause in your financial regs that advises on how the council deal with contracts. '

The contract is worth less than £1000 per annum and our Financial Regulations do not insist we seek three quotes. Therefore, members agreed the following:-

When the weather improves we ask Lawn and Order to cut the grass (with Andrea or William supervising) so that we know exactly how long it takes and they can point out how they want it cut (i.e which paths, and whether it needs strimming as well). If the work and price are acceptable he will be given a trial of two months in the first instance, with a view to issuing the contract for the rest of 2018.

Action: AW/Clerk

5 COMMUNITY EVENTS

5.1 Lingfest

Members noted receipt of the notes from a meeting of the Lingfest committee held on 20th February 2018. The Press Release was issued today and tickets go on sale on 5th March.

6 HUB PROJECT

We are hoping to get one urban and one rural cut before the Lingfield Hub hands over responsibility for grass cutting in April. We haven't been officially informed who will be taking over grass cutting from April but we have been made aware that Tandridge District Council may be asking parish councils to make a financial contribution (which would be calculated as a percentage of our precept).

7 NEIGHBOURHOOD PLAN

7.1 Progress Report

The Neighbourhood Plan group has employed a consultant to help with the formation of policies. There is up to £14,000 grant funding available for groups allocating land for houses.

7.2 Expenditure

Members approved expenditure of £1500 as the initial payment to the consultant.

8 VILLAGE ENVIRONMENT AND HIGHWAYS ISSUES

8.1 Pedestrian Refuge in Godstone Road

Surrey County Council has asked if we are prepared to approve expenditure of £2000 for a feasibility study. The clerk was asked to explore private surveyors in an attempt to get a study carried out for £500.

Action: Clerk

8.2 Highways Issues

Members noted updates to the current Highways Issues and the Chairman asked the clerk to thank County Councillor Lesley Steeds for her efforts.

8.3 Speed Limit on Newchapel Road

Members noted the proposed reduction of the existing 40mph speed limit on a length of Newchapel Road.

8.4 CCTV

This item was deferred until March to give members time to study the information provided by the clerk. No further research is required.

9 TRAINING, MEETINGS AND EVENTS

Nothing to report.

10 REPORTS FROM OUTSIDE BODIES

10.1 Lingfield Nature Reserves

Members noted receipt of the minutes of a meeting from Lingfield Nature Reserves held on 16th January 2018.

10.2 Surrey ALC

Members noted receipt of the SALC Newsletter dated Jan/Feb 2018.

11 CURRENT CONSULTATIONS

Nothing to report.

12 MINUTES OF PLANNING MEETINGS

Members approved minutes of the meetings of the planning committee held on 30th January and 13th February 2018.

13 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

13.1 Street Cleaner

This will be added to the agenda for the March meeting.

13.2 Parish Council funding an extra PCSO

The clerk will make some enquiries about this. It should be noted there is no budget provision for 2018/19.

13.3 Annual Parish Assembly

Members agreed that the LWA Photography Project will be the subject of the Annual Parish Assembly (subject to agreement by the organisers).

14 DATE OF NEXT MEETING

The next parish council meeting will be held on 27th March 2018. The Annual Parish Assembly will be held on 9th April 2018. Vivien gave her apologies for both meetings

Meeting closed at 8.55pm