

Lingfield Parish Council

MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL

HELD ON TUESDAY 27TH JUNE 2017 AT 8PM

AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE

Present:

John Cole – in the chair
Vivien Hepworth
Andrea Watson
Rody Kaiser-Davies

In attendance:

Fay Elwood - Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for absence

Apologies were accepted from Jane Gould-Smith, Graham Marks and Liz Lockwood.

1.2 Declaration of Interests

None.

1.3 Minutes of meeting held on Tuesday 30th May 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)

The Walk Leaflet and updates to the History Board

These are deferred until Fay has more time.

Action: Clerk

The map showing proposed **parking restrictions for Ash Close** has been forwarded to David Curl.

Community Centre Clock – needs repair

Action: Clerk

Allotments – Vivien and the clerk will carry out inspections of both sites.

Action Clerk/VH

Issues to Report to Lesley Steeds – the following issues have been reported:-

Possibility of installing railings outside the Co-Op to deter parking

Removal of rusty pole opposite the Co-Op

Removal of Vehicle Activated Sign in Newchapel Road

Repairs to road surface in Saxbys Lane

Possibility of a feasibility study for a pedestrian Refuge in Godstone Road

Tree works in twitten between High Street and Church
Reopening of the footpath across the railway line

Changes to grass cutting schedules to protect wild flowers

Now that the Hub is handing back responsibility for grass cutting to Surrey County Council, we will need to submit a request to them. A list of verges suitable for protection should be submitted to the clerk. **Action: Members**

Section 106 money from TDC

The clerk will ask Liz to find out why the money has not yet been transferred.
Action: Clerk

Community Infrastructure Receipts

It was agreed these funds will be ring-fenced for now but there is a time limit on spending the money.

Reduction in funding for Rights of Way maintenance

Graham has requested a copy of the Surrey Countryside Access booklet. The clerk will order one. John has spoken to Chris D'Avray about the volunteer maintenance team and he confirmed that three people have undergone training.
Action: Clerk

2 FINANCE AND ADMINISTRATION

2.1 Finance Report

Members approved the Finance Report, which includes cheques for payment. Cash in the bank at 15th June 2017 amounted to £55,547.68.

The following cheques were approved for payment:

Date	Cheque	Description	Amount £
05/06/17	586	Noble Jacks Deposit	275.00
07/06/17	dd	EE Broadband	31.00
08/06/17	587	Zurich Municipal	321.23
08/06/17	588	R.V. Deller	700.00
08/06/17	589	Information Commissioner	35.00
08/06/17	590	Countrywide Grounds	190.00
08/06/17	591	John Cole- Planters	572.90
08/06/17	592	HMRC - Paye	147.39
08/06/17	593	Surrey Pension Fund	272.06
08/06/17	594	F. Elwood - Salary	1,003.83
12/06/17	595	Peter Frost - Auditor	139.24
12/06/17	596	Countrywide Grounds	205.80
17/06/17	597	Mrs F. Elwood - Wristbands	216.00
19/06/17	598	Higos Insurance - Lingfest	563.50
19/05/17	599	Performing Rights Society	600.35
19/06/17	600	Entertee Hire Services	2,763.60
19/06/17	601	Surrey Hills Solicitors	414.00
19/06/17	602	The Print Room - Letters	36.00
21/06/17	603	St Peter and St Paul's Church	3,000.00
21/06/17	604	Lingfield and Dormans Com Centre	1,000.00

21/06/17	605	Meals on Wheels	800.00
21/06/17	606	Community News	800.00
21/06/17	607	Lingfield Wildlife Area	2,000.00
		Total	16,086.9

2.2 Chairman's Report

John attended the William Buckwell Almshouses annual lunch for residents. There was talk about undertaking tree works to the rear of the Almshouses. On Sunday he attended the 'Friends of Lingfield' Church Service led by Kathryn Percival. It was disappointing that it was not well attended. He has installed hanging baskets in the High Street but needs volunteers to help with the watering.

2.3 Year End Accounts

Members approved the accounts for the year ending 31st March 2017.

2.4 Annual Return

Members approved Sections 1 and 2 of the Annual Return for the year ending 31st March 2017.

2.5 Internal Audit

Members noted the contents of the Internal Audit report and confirmed that Internal Controls & Procedures have been reviewed in accordance with the Governance & Accountability Guide 2017 and the Accounts & Audit Regulations 2015. The clerk will investigate the cost of key person insurance to cover the cost of employing a locum in the event of the incapacity of the Clerk.

Action: Clerk

3 GRANT APPLICATIONS

Nothing to report.

4 PARISH FACILITIES

Nothing to Report.

5 COMMUNITY EVENTS

5.1 Lingfest

Members noted that arrangements for Lingfest are well under way. More volunteers are required.

5.2 Expenditure for Lingfest

Members approved the following expenditure for Lingfest:-

Description	Amount (£)
Licences (Premises, PRS, PLL)	837.35
Insurance (Public Liability,	990.8

Cancellation,)	
Bands	2800
Heras Fencing, Ped barriers and track mats	2303
Stage and associated equipment	2600
Generators	630
Toilet Cleaners	160
Toilets	810
Programme production	800
Flyers and banner	82.15
First Aid	378.4
Signs	453
Volunteer T-shirts	325
Contingency for damage repair to field	1000
Security Lighting	450
SIA Staff	1296
Radio hire	208.5
Wristbands	216
Bands PL insurance	208
Gazebos	147.27
Bunting	240.49
Collection buckets	51
Catering for works team	124.48
Stage Banner	231.95
Sundry supplies (Paint, torches etc)	150
Water and snacks for bands etc	71.13
Cables	400
Total	16021.66

LPC has £8000 in the budget towards the cost of Lingfest. At the start of this project it was hoped that the event would be self-funding. However, licence conditions imposed by TDC has meant the event will cost more than expected. We do not expect to exceed parish council expenditure to exceed £8000.

6 HUB PROJECT

6.1 Urban grass cutting

Members approved the monthly payment of £1835 + VAT for the urban grass cutting.

6.2 Future of the Hub

The clerk informed members that the Hub Working Party has decided to hand back responsibility for grass cutting to Surrey County Council.

7 NEIGHBOURHOOD PLAN

7.1 Progress Report

There has been no progress on the Neighbourhood Plan this month.

7.2 Expenditure since last meeting

Nothing to Report.

8 VILLAGE ENVIRONMENT AND HIGHWAYS ISSUES

Residents have reported problems with speeding in Lingfield Common Road. We will contact them to ask if they would be prepared to undertake Speedwatch duties. Lesley Steeds has arranged a meeting with Highways officers. **Action: JC**

9 TRAINING, MEETINGS AND EVENTS

9.1 Lingfield and Dormansland Community Centre AGM

This will be held on 12th July 2017 starting at 8pm. John and Vivien will attend.

9.2 Sutton and East Surrey Water Stakeholders Meeting

This will be held on Friday 21st July between 8am and 4pm.

10 REPORTS FROM OUTSIDE BODIES

Members noted receipt of an update from Surrey Police Chief Constable.

11 CURRENT CONSULTATIONS

Nothing to Report.

12 PLANNING COMMITTEE

Members approved minutes of the meetings of the Planning Committee held on 30th May and 13th June 2017.

13 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

Footpaths across racecourse land.

14 DATE OF NEXT MEETING

25th July 2017