

Lingfield Parish Council

MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON TUESDAY 27TH SEPTEMBER 2016 AT 8PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE

Present:

John Cole - in the chair
Valerie Millar
Rody Kaiser-Davies
Liz Lockwood
Vivien Hepworth
Andrea Watson (part of meeting)

County Cllr Michael Sydney
District Cllr Lesley Steeds
District Cllr Maureen Young
District Cllr Brian Perkins
Jane Gould

In attendance:-

Fay Elwood - Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies were accepted from Graham Marks.

1.2 Declaration of Interests

Vivien declared an interest in item 3.5 because her husband is the Chairman of the Community Centre Management Team. John Cole declared an interest in items 3.4 and 3.5 because his wife is on the committees of these two organisations.

1.3 Minutes of meeting held on Tuesday 26th July 2016

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

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

1. Design for letter heading
Members approved the design of the logo for our letter heading but would prefer a different type face. Liz suggested Bookman Old Style. John will contact the designer to arrange for the changes to be made.

Action: JC

2. List of design ideas to deter parking
This is still outstanding.

Action: JC/LL

2 FINANCE AND ADMINISTRATION

2.1 Finance Report

Members approved the Finance Report, which includes cheques for payment. Cash in the bank at 15th September 2016 amounted to £65095.02.

The following cheques for payment were approved:

Date	Cheque	Description	Amount (£)
25/07/2016	348	Lingfield Community Library	1,000.00
25/07/2016	349	EDF Energy - light for memorial	41.00
08/16/16	350	HM Revenue and Customs	152.76
08/16/16	351	Mrs F. Elwood	990.10
08/15/16	352	Surrey Pension Fund	337.86
08/16/16	353	R. Burberry - grass cutting	90.00
08/16/16	354	Countrywide Grounds Maintenance	205.80
08/16/16	355	Bill Kear - Grass Cutting	5,280.00
08/16/16	356	R. V. Deller	660.00
08/16/16	357	Clark Ground Care - Hub	2,202.00
08/30/16	358	Jim Warboys - allotments	360.00
09/09/16	359	Quaife Woodlands	390.00
09/09/16	360	Sensible Solutions	100.00
09/09/16	361	BDO LLP	360.00
09/09/16	362	Surrey Pension Fund	337.86
09/09/16	363	F. Elwood - Salary	990.10
09/09/16	364	HM Revenue and Customs	152.76
09/16/16	365	Clark Ground Care - Hub	2,202.00
	366	Cancelled	0.00
09/22/16	367	SSALC	66.00
	dd	BT Business	142.19
09/22/16	368	Viking Direct	230.54
		Total	16,290.97

2.2 Chairman's Report

John reported that he has attended a couple of meetings about the pond, the results of which will be discussed later as an agenda item. A working party has been arranged on 15th October at Centenary Fields allotments with the purpose of creating dedicated composting areas. The old compost heap has been removed. He also attended a meeting about the Community Partnered Library and was happy to report that it seems to be progressing well. They have an extensive list of volunteers and have accumulated funds of over £2000 which will be used to put on special events and foster collaboration with the primary school. The Guest House Trust is progressing and the trustees are in discussion with the Charities Commission about minor issues. Ian Jones is pleased with the progress

and hopes it will be sorted out within the next 5/6 months. Meals on Wheels received a surprise visit from the Health & Safety Inspector and were happy to report that they have been awarded a 5 star rating. The Chairman will be attending a Harvest Assembly at Lingfield Primary School on 4th October.

2.3 Scanner for Parish Office

Members approved expenditure of £90 to purchase a new scanner for the Parish Office. The old scanner is not compatible with the new software (Windows 10).

2.4 Grit Bin

Members approved expenditure of £150 to purchase a grit bin for Blackberry Road.

2.5 Tree works at allotments

Members approved expenditure of £210 to remove a dead tree at Centenary Fields allotments

2.6 Audit

Members noted conclusion of the audit with no issues to report.

2.7 Remembrance Day

Members approved the arrangements for Remembrance Sunday and **agreed** to expenditure of £40 to purchase some second hand posts and rope to save borrowing the equipment from Lingfield Park Racecourse.

2.8 Notice Board

The clerk has tried to get the new notice board installed at Lingfield Victoria Club with no success. **Members agreed** that it will be installed on the opposite site of the road at Lingfield and Dormansland Community Centre.

2.9 Summer Event for 2017

Members agreed to make a budget provision of £8000 to underwrite the summer event to be held on 15th July 2017. The working party will attempt to cover as much of the cost as possible and hope to make it self funding.

2.10 Cost of Training

Members approved expenditure of £55 for Andrea to attend the Planning Event to be held in dorking on Wednesday 9th November.

2.11 Storage Shed

Members approved expenditure of £300 to purchase storage for road signs and litter pick equipment currently stored in the Parish Office.

2.12 History Board

Members approved the final draft of the History Board.

2.13 Meeting Dates for 2017

Members approved the meeting dates for 2017, noting that the May meeting is not taking place on the last Tuesday of the month.

3 GRANT APPLICATIONS

3.1 Thank you letters

Members noted receipt of 'Thank You' letters for grants received from Lingfield Community Library and The Church of St Peter and St Paul.

3.2 St Catherine's Hospice

Members approved a grant of £200 for St Catherine's Hospice, although it was noted that their financial reserves are high.

3.3 Footpath Resurfacing

Members approved a grant for £2000 for Lingfield Nature Reserves to cover the cost of resurfacing paths forming the Safe Route to School.

3.4 Lingfield and Dormansland Community Centre

Members approved a grant of £1000 towards to cost of providing CCTV at Lingfield and Dormansland Community Centre.

4 PARISH FACILITIES

4.1 Allotments

The owner of The Pollards allotments has informed the clerk that she is not prepared to give a three year lease on the land because she is uncertain of her future plans. She has said she will promise to give one year's notice if she decides to reclaim use of the land. This is ok for tenants who have already established their plots but it may be difficult to let vacant plots. We will monitor the situation and continue whilst it is self-funding. Liz Lockwood suggested contacting the owner of the site in Lingfield Common Road to see if they would be prepared to sell their land for allotments.

Action: Clerk

4.2 Gun Pond

Some residents have expressed concern about the quality of the water and the lack of oxygenating plants. We arranged for Beaver Water World to visit and make recommendations for improving the pond. They suggest removing the ducks and installing a domestic breed (as these are meant to deter the wild ducks). They also suggested removing the irises and provided a quotation for replanting. **Members agreed** to expenditure of £500 to cover the cost of skip hire and removal of the irises. They further agreed to expenditure of £1000 for the cost of replanting, provided that the plants would tolerate the ducks remaining on the pond. The consensus was that people would rather see the ducks than plants!

4.3 Ancient Oak Tree

Members noted the contents of a report from Quaife Woodlands on the condition of the ancient oak adjacent to Gun Pond. In summary, the tree is in very good condition, and is coping well with its harsh growing environment. The telegraph pole is no longer supporting the tree and it was suggested that this could be cut down. However, members decided that it is not a hazard and its existence prevents people from pinning notices to the tree. Since the report was received, Rita Russell has notice that the tree is suffering from blooms of beefsteak fungus. We have asked Jim Quaife for his advice on how to deal with this.

5 COMMUNITY EVENTS

5.1 Christmas event and ‘Lingfield’s got Talent’

The Chairman suspended the meeting to hear a proposal from Jane Gould

Members agreed to support Jane in her efforts to organise a Christmas event at Lingfield and Dormansland Community Centre and ‘Lingfield’s Got Talent’. Both events are intended to provide promotion for Lingfest. Jane will inform us what help she needs. This support she needs is likely to be financial.

5.2 ‘Lingfest’ or ‘Lingfield Party in the Park’

Members approved a summer event for 2017 in the form of a one-day music festival. **Members approved** the setting up of a working party to organise the event and agreed to underwrite the event (see item 2.9)

6 HUB PROJECT

6.1 Payment for Urban Cutting

Members approved the monthly payment of £1835 plus VAT to Clark Ground Care.

6.2 Future of Rural Grass Cutting

The Hub Administrator has informed Surrey County Council that we would like them to take over administration of the rural grass cutting.

7 NEIGHBOURHOOD PLAN

7.1 Progress Report

The Neighbourhood Plan Steering Group is almost ready to draft policies and are planning an open day in November.

7.2 Expenditure

Members approved expenditure of £208.05 to pay the insurance premium.

8 VILLAGE ENVIRONMENT AND HIGHWAYS ISSUES

Members noted that a speed survey will be conducted by Surrey County Council during the Autumn to assess whether the proposed 20mph speed limit through the village is viable. The clerk has sent a request to Michael Sydney to ask if he could fund a design survey for a pedestrian refuge in Godstone Road from his Members' Allowance.

9 TRAINING AND MEETINGS

9.1 Surrey Association of Local Councils

Vivien and Rody will attend to SALC AGM to be held on 13th October if they can share a lift with Dormansland Parish Councillors. The clerk will check whether this is an option. **Action: Clerk**

9.2 Gatwick Airport

Members noted an invitation from Gatwick Airport to be included in future liaison meetings between Gatwick Airport and Parish Councils. John and Liz would like to attend any future meetings. The clerk will register our interest. **Action: Clerk**

9.3 TVSC Lunch

Members noted the TVSC Network Lunch will take place on Thursday 29th September 2016 at the Sacred Heart Church in Caterham commencing at 12 noon.

9.4 Invitation from Dormansland Parish Council

Members noted an invitation from Dormansland Parish Council to meet Martin Fisher, the leader of Tandridge District Council, on 2nd November 2016. The clerk will try to get Martin Fisher to attend our Annual Parish Assembly in 2017. **Action: Clerk**

9.5 Surrey Heritage Showcase

Members noted that the Surrey Heritage Showcase event will be held on Saturday 8th October between 12 noon and 4pm at Lingfield and Dormansland Community Centre. The Chairman asked members to call in if they are available.

9.6 Training Programme for 2017

Members noted receipt of the Training Programme from Sussex and Surrey Association of Local Councils. The clerk will liaise with Andrea to book a place on the new councillor training event. **Action: Clerk**

9.7 Planning Update

Members noted the Planning Update for Surrey Parishes to be held on Wednesday 9th November. Andrea will attend. The clerk will book her place. **Action: Clerk**

10 REPORTS FROM OUTSIDE BODIES

10.1 Lingfield Nature Reserves

Members noted receipt of the minutes from a meeting of Lingfield Nature Reserves held on 19th July 2016.

10.2 SSALC

Members noted receipt of the September newsletter from Sussex and Surrey Association of Local Councils.

11 CURRENT CONSULTATIONS

11.1 Airspace Change

Members noted that there is a consultation on airspace change – responses due by 7th October 2016.

11.2 Surrey County Council

Members noted a consultation on the proposed changes to the South East Permit Scheme – responses due by 7th October 2016.

12 PLANNING COMMITTEE

Members approved minutes of the meetings of the Planning Committee held 12th and 26th July, 16th August and 6th September 2016.

13 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

13.1 Funding for WW1 projects

Members noted a letter from Sam Gyimah concerning funds available for WW1 commemoration. The clerk will pass the information to the RH7 History Group.

Action: Clerk

13.2 Letter from Gary Spring

Members noted a letter from Gary Spring, informing us that he is no longer available to attend Parish Council meetings on a Tuesday night. Gary was considered for co-option at the July meeting.

13.3 Recycling Centres

Members noted receipt of information concerning the introduction of charging at Surrey Recycling Centres. There is concern that the introduction of charging will increase fly-tipping. Liz reported that this has already started to happen.

13.4 Community Transport

Members noted a press release from Tandridge District Council concerning proposed changes to provision of community transport.

14 DATE OF NEXT MEETING

The next meeting will be held on 25th October 2016.

Meeting closed at 9.15pm