

Lingfield Parish Council

MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON TUESDAY 29TH APRIL 2014 AT 8PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE

Present:

Chris D'Avray – in the chair
Valerie Millar
Sonia Perkins
Lisa Bangs

7 members of the public (part of the meeting)

District Cllr Brian Perkins

In attendance:-

Mrs Fay Elwood, Parish Clerk

Report from District Councillor, Lisa Bangs

Lisa reported that she has contacted the Downland Association in relation to the kissing gates at Jenners Field. Tandridge District Council has agreed to rebuild the gates using stronger materials. Chris reported that the recycling collections have not been happening as they should but this may just be a 'blip' due to the bank holiday. Lisa will look into it.

1. PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies were accepted from Graham Marks, Vivien Hepworth and John Cole.

1.2 Declaration of Interests

None.

1.3 Minutes of meeting held on Tuesday 25th March 2014

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

1.4 Minutes of Annual Parish Assembly held on 14th April 2014

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

1.5 Matters arising from previous minutes

1. Repair of Jubilee Clock

Lisa said that it should be possible to use S106 money to replace the master clock but TDC are keen to see the money used to set up a Farmers Market as well.

2. Farmers Market

We need to decide on a date for a trial market day and complete an application to TDC.
Action: Clerk

3. Bank Account

Two members are yet to produce their identification document to HSBC. Lisa cannot get to the bank during opening hours so it was decided to progress the application without her as signatory for now.

2 FINANCE AND ADMINISTRATION

2.1 Financial Report

Members approved the Financial Report and noted that cash in the bank as at 31st March 2014 was **£22,517.15**.

The following cheques were approved for payment:-

| Date | Cheque | Payee | Amount £ |
|------------|--------|---|-----------------|
| 19/03/2014 | 2247 | HM Revenue and Customs - PAYE | 138.35 |
| 31/03/2014 | 2248 | R. V. Deller | 505.00 |
| 31/03/2014 | 2249 | BT | 117.19 |
| 31/03/2014 | 2250 | Ian Dobson - materials for benches | 64.82 |
| 05/04/2014 | dd | Orange Broadband | 18.50 |
| 07/04/2014 | 2251 | TVSC - subscription | 10.00 |
| 07/04/2014 | 2252 | Surrey ALC Limited | 1,068.88 |
| 07/04/2014 | 2253 | Surrey ALC Limited - LCR Subs | 34.00 |
| 07/04/2014 | 2254 | F. Elwood - Banner for APA | 33.53 |
| 14/04/2014 | 2255 | F. Elwood - food for APA | 16.05 |
| 14/04/2014 | 2256 | Cowell and Edwards - Track | 1,791.60 |
| 14/04/2014 | 2257 | L & D Comm Centre - Stationery | 11.99 |
| 14/04/2014 | 2258 | Trevor Crowhurst - Comm Award | 40.00 |
| 14/04/2014 | 2259 | Ian Blackford - Comm Award | 40.00 |
| 14/04/2014 | 2260 | L & D Comm Centre - Rent | 180.00 |
| 17/04/2014 | 2261 | Clark Ground Care | 60.00 |
| 17/04/2014 | 2262 | Clark Ground Care allotment grass | 48.00 |
| 17/04/2014 | 2263 | Lingfield and Dormans CC - photocopying | 20.00 |
| 17/04/2014 | 2264 | Action in Rural Sussex | 210.00 |
| 17/04/2014 | 2265 | F. Elwood - Salary | 949.73 |
| 17/04/2014 | 2266 | Surrey Pension Fund | 278.66 |
| 17/04/2014 | 2267 | HM Revenue and Customs | 124.04 |
| | | Total | 5,760.34 |

2.2 **Chairman's Report**

The Chairman reported that he has asked Surrey County Council to consider additional parking restrictions in Godstone Road outside the shops. David Curl is sympathetic but will not be able to add these to the list until 2015.

He reported that he had attended a presentation by Gatwick Airport at the Aurora Hotel on 29th April. The presentation was about options for an additional runway and it covered the following topics:- environment and flooding; housing and staff; job creation; surface transport. He believes the presenters were being optimistic in their expectations and he was not convinced by their arguments. The response to the consultation is due on 16th May and Chris will respond on behalf of the parish council.

Action: CD

2.3 **Neighbourhood Plan**

Members approved the decision taken at the Annual Parish Assembly to apply for a Neighbourhood Plan designation. Liz Lockwood and Andrea Watson will set up a steering group and apply for grants. John Cole will be the Parish Council representative on the Steering Group. Liz and Andrea have arranged to have a stand at the Lingfield Marathon to recruit volunteers. **Members agreed** to pay for the website domain name. The Steering Group will set up its own bank account in due course.

2.4 **Twinning Association Funds**

Members of the Twinning Association committee attended the meeting to report that there appears to be no interest in Twinning Activities at the moment. There had been the possibility of a visit to France in October with an Arts and Crafts theme but no-one seems interested. Consequently, they have taken the decision to pass the remaining funds to the Parish Council for future use if Twinning Activities are resurrected. **Members agreed** to ring fence £2696.81 for the Twinning Association.

2.5 **Representative on GACC**

Members appointed Chris D'Avray as the representative on all matters concerning Gatwick Airport.

2.6 **Lingfield Nature Reserves**

Members considered the request from Lingfield Nature Reserves to renew the management agreement without using Hedleys solicitors. David Hadley has requested several changes to the wording. Hedleys will charge £400 to set up a new agreement. **Members agreed** to renew the agreement with existing wording without appointing a solicitor. However, if LNR are insistent on the changes, the

cost of renewing the agreement will be taken from the grant funding set aside for the Nature Reserves.

2.7 Risk Assessments

Members approved risk assessments for 2014.

2.8 Internal Audit

Members noted that the Internal Audit will be carried out on 4th June 2014 by Peter Frost.

3 GRANT APPLICATIONS

3.1 Victim Support

Members approved a grant of £75 for Victim Support. Sonia reported that Victim Support are currently working on six cases in the Lingfield area.

3.2 Orchard Court

Members approved a grant of £250 towards the cost of a minibus for Orchard Court. The clerk was instructed to inform the applicant that they can apply next year towards the cost of maintenance. **Action: Clerk**

4 PARISH FACILITIES

4.1 Allotments

Members agreed to appoint Vivien Hepworth as the member responsible for allotment inspections.

5 HIGHWAYS ISSUES

The Chairman reported that he has challenged SCC about the ice which collected on the pavement adjacent to the traffic calming scheme in Godstone Road, contributing to a pedestrian accident during the winter months. Lisa said she was still waiting for an answer to the question 'will data collected before the official monitoring period be used in the evaluation of the scheme?' The Chairman said he will forward a copy of an email from Caroline Smith which states that the Local Committee will be asked to assess the success of scheme at its meeting in September or December.

Action: CD

Concern was expressed about a letter which has been distributed to some households stating that if permission is given for the homes off Newchapel Road, a traffic calming scheme will be needed. Lisa asked for a PC press release to state 'there is currently no proposal for a traffic calming scheme on Newchapel Road'.

Action: Clerk

6 HUB PROJECT

Members approved the monthly payment of £1700 plus VAT to Clark Ground Care to pay for the urban grass cutting.

7 VILLAGE ENVIRONMENT

7.1 Gun Pond

The Chairman said that this project is becoming very complicated and it is clear we need more information before deciding on a course of action. In the meantime, the clerk has been made aware of a significant rat infestation and has consulted '3 Counties' Pest Control for advice. The proprietor lives in Lingfield and said he has been aware that rats live around the pond for many years. However, he said that setting bait boxes will not be effective whilst they have such a good food supply in the bread left for the ducks. **Members agreed** expenditure of up to £100 for two signs which will be positioned in the pond. This will ask members of the public not to feed the ducks whilst we try to reduce the rat population. **Action: Clerk**

7.2 Lingfield Railway Bridge

Members agreed that John Cole will represent the Parish Council on the working party set up to explore alternatives to the bridge proposed by Network Rail. Sonia has put together a list of people which represents councils, commuters, neighbours, schools, disability groups and parishioners. The clerk will set up an initial meeting. **Action: Clerk**

8. TRAINING AND MEETINGS

John Cole will replace the clerk at the Surrey Local Council Forum to be held on 1st May 2014 at Dorking Halls.

9. REPORTS FROM OUTSIDE BODIES

Members noted the resignation of the paid worker for the Youth Club. It was noted that the funding was being used to pay an administrator. The Parish Council had originally intended the funding to be used to pay for a youth worker. **Members agreed** that the funding promised for 2014 would not be withdrawn but any future funding will be the subject of a new application.

10. CURRENT CONSULTATIONS

Gatwick second runway consultation responses are due by 16th May 2014.

11. PLANNING COMMITTEE

Members approved minutes of the meetings of the planning committee held on 25th March and 15th April 2014.

12. MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

12.1 Letter from Gilbert Reed dated 27th March 2014

Members noted a letter from Gilbert Reed concerning his intention to apply for some development at Pond Farm. No further action is required at this stage as plans have yet to be prepared.

12.2 Letter from Mrs Worley dated 16th April 2014

Members noted receipt of a letter from Mrs Worley concerning the death of her daughter last year. Members expressed sympathy for her loss but agreed there is nothing further for the council to do.

12.3 Defibrillator for Lingfield

Members noted a request from Jacqui Smith asking for the council's support 'in principle' for the idea of acquiring a defibrillator for Lingfield. Members indicated their support and asked the clerk to forward a grant application form to start the fund raising.

Action: Clerk

12.4 Insurance Excess

Members noted receipt of £100 reimbursement of the insurance excess relating to the recent claim for a new notice board.

13. DATE OF NEXT MEETING

The next meeting will be held on 27th May 2014.

Meeting closed at 9.05 pm