

# *Lingfield Parish Council*

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## MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON 30<sup>TH</sup> JANUARY 2018 AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE STARTING AT 8PM

### **Those present:**

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

Lesley Steeds, Surrey County Councillor

2 members of the public

### **In attendance:**

Fay Elwood, Parish Clerk

## **1 PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

Apologies were accepted from Liz Lockwood.

### **1.2 Declarations of Interest**

None

### **1.3 Minutes of meetings**

The minutes of meetings held on 28<sup>th</sup> November 2017 and 9<sup>th</sup> January 2018 were signed as a true and accurate record.

### **1.4 Actions outstanding from previous minutes**

Walk Leaflet – The clerk has given Jeremy Clarke the go ahead to produce the artwork on the basis of A4 printing on 150gm paper. Map on one side and text on other side. 500 copies of each map, tri-folded. He will send a proof before going ahead with printing.

Community Centre Clock – the masterclock has now been replaced and it is working well.

Surveys relating to speed reduction in the High Street – Surrey County Council will do this in the Spring.

CCTV – The clerk has asked for advice from Surrey Police and this has been distributed under a separate email (hard copy for Graham). Graham provided some information on sources of grant funding.

Key Person Insurance – The clerk has consulted SSALC and they have no advice to offer on this topic. Further investigation shows that Came and Company offer key person insurance as part of their policy. The clerk will get a quote for consideration when our policy is up for renewal on 1<sup>st</sup> June. We are currently insured with Zurich.

Parking on verges (Drivers Mead) – John visited Drivers Mead and didn't think there was anything the Parish Council could do at the moment. We will monitor the situation.

War Memorial – Graham is collecting information about funding and quotes for cleaning the memorial.

Slip Road to Newchapel Road

David Curl has reported that time restrictions cannot be used in this location and double yellow lines (which are already there) is the most suitable deterrent.

Vacancy on council

No expressions of interest had been received at the time of the meeting. However, we have now received details of someone interested in being co-opted. Details will be circulated to members for consideration at the February meeting.

## 2 FINANCE AND ADMINISTRATION

### 2.1 Finance Report

**Members approved** the Finance Report, including cheques for payment. Money in the bank as at 15<sup>th</sup> January 2018 amounted to £76,766.04.

Cheques for payment:-

<b>Date</b>	<b>Cheque</b>	<b>Description</b>	<b>Amount</b>
21/11/2017	704	Countrywide Grounds Maintenance	205.80
22/11/2017	705	Jeremy Clarke	469.00
22/11/2017	706	Countrywide Grounds	95.00
08/12/2017	dd	Broadband	31.00
11/12/2017	707	HMRC - PAYE	147.19
11/12/2017	708	F. Elwood - Salary	1,004.03
11/12/2017	709	Surrey Pension Fund	272.06
11/12/2017	710	F. Elwood - Payslip software	18.00
11/12/2017	711	Entertee Hire Services	829.08
11/12/2017	712	R. Burberry	85.00
11/12/2017	713	R. V. Deller	605.00
11/12/2017	714	Countrywide Grounds Maintenance	95.00
15/12/2017	dd	EDF Energy	32.58
19/12/2017	715	Gillett and Johnston (Clock)	1,040.52
02/01/2018	dd	BT Business	150.84
08/01/2018	716	F. Elwood, Clerk's Salary	1,003.83
08/01/2018	717	Surrey Pension Fund	272.06
08/01/2018	dd	Broadband	31.00
08/01/2018	718	HMRC - PAYE	147.39
08/01/2018	719	S. Barnett - Water at Pollards	12.70
08/01/2018	720	Sutton & East Surrey Water	12.71
08/01/2018	721	Sutton & East Surrey Water	57.22
08/01/2018	722	Countrywide Grounds Maintenance	95.00
15/01/2018	dd	EDF Energy	5.00
22/01/2018	723	D. Allonby	332.05
22/01/2018	724	Lingfield Wildlife Area	101.60
22/01/2018	725	Lingfield Wildlife Area	300.00
		<b>Total</b>	<b>7,450.66</b>

## **2.2 Chairman's Report**

The Chairman reported that he has received numerous phone calls complaining about the installation of a new meter at Gunpit Road Car Park. Residents are unhappy about the need to input car registration details in order to obtain a ticket, but also they are surprised that Tandridge District Council has spent money on this at a time when budgets are being cut. It was suggested that the machine has been installed in readiness for the introduction of parking charges.

The baskets on the railings outside the Community Centre have been replanted by Rita Russell. Members expressed their appreciation for her hard work. The clerk will reimburse her for the cost of the plants. **Action: Clerk**

Finally, the Chairman referred to the recent spate of catapult attacks, specifically at the William Buckwell Memorial Almshouses, where one property has been targeted 7 times. CCTV has been suggested but the trustees are doubtful this would produce good enough images to result in a conviction.

## **2.3 Donation**

**Members approved** a donation of £25 to RNLI in memory of Valerie Millar, who served on the council for over 30 years. **Action: Clerk**

## **2.4 Lingfield Youth Club**

Members noted receipt of £1637.36 from Lingfield Youth Club which is no longer in existence. The money will be ring-fenced but can be used to benefit the youth in Lingfield.

## **2.5 The Haven**

Members noted receipt of £722 from Tandridge Voluntary Services Committee to be held on behalf of The Haven, to cover any expenses incurred in the running of this voluntary group which meets at Lingfield and Dormansland Community Centre.

## **2.6 Defibrillator**

**Members approved** expenditure of £205.20 per year to cover the maintenance costs of the defibrillator at Lingfield and Dormansland Community Centre. The clerk will accept the quotation. **Action: Clerk**

# **3 GRANT APPLICATIONS**

## **3.1 The Samaritans**

**Members approved** a grant of £75 to The Samaritans.

## **3.2 RH7 History Group**

**Members approved** a grant of £100 to the RH7 History Group to help towards the cost of putting on an exhibition to commemorate World War I. Graham asked that it be mentioned that Lingfield Parish Council was already in existence before the start of the war.

# **4 PARISH FACILITIES**

#### **4.1 The Pollards Allotments**

Members noted cancellation of the grass cutting contract at The Pollards allotments. Members considered a quotation which has been obtained from a local contractor. One member has experience of his work and was concerned that the quality is inconsistent. When he does the work himself it is very good but this is not the case when one of his employees does the job. In addition, it was felt that, comparing the price to that of previous contractors, the work could not possibly be done to a good standard for the price quoted. For these reasons, members decided not to accept this quotation. The clerk will explore other options.

**Action: Clerk**

### **5 COMMUNITY EVENTS**

#### **5.1 Lingfest**

Members noted receipt of the notes from the meeting of the Lingfest organising committee held on 23<sup>rd</sup> January 2018. The Chairman praised the hard work of the committee. There has been discussion about making Lingfest a 'cashless' event making use of wristbands to pay for food and drink. Members felt that this does not really suit the demographic of the event.

### **6 HUB PROJECT**

Nothing to report.

### **7 NEIGHBOURHOOD PLAN**

The meeting scheduled for January had to be cancelled due to illness. The committee is considering employing a consultant to get the plan to the pre-submission stage which would enable the steering group to meet the deadline with Tandridge District Council. Andrea is liaising with the consultant and will forward their quotation once it is received. There has been no expenditure since the last meeting.

**Action: AW**

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

#### **8.1 Lingfield Park Racecourse**

It has been noticed that the clear up operation after race meetings is not as good as it should be. The clerk will draft a letter to Lingfield Park asking them to provide enough bins and to make sure their staff know what is expected of them.

#### **8.2 Footpath 381**

Members noted a further extension of the diversion of footpath number 381 to 8<sup>th</sup> July 2018. Some members are concerned that Network Rail is not meeting its obligation to comply with the Disability Discrimination Act. However, we have been informed that Network Rail is adamant they do not have funding to provide a bridge with lifts.

#### **8.3 Highways Issues**

Prior to the meeting, Lesley Steeds gave members an update on the progress with Highways issues. The Chairman thanked Lesley for her hard work in getting SCC to pay attention to our problems.

**9 TRAINING, MEETINGS AND EVENTS**

**Members approved** expenditure of £45 for the clerk to attend the Surrey Spring Conference on 1<sup>st</sup> March 2018.

**10 REPORTS FROM OUTSIDE BODIES**

Members noted an update from NALC about the forthcoming changes to the Data Protection laws. We will need to consider how we meet our obligations, particularly the appointment of a Data Protection Officer. We will assess the situation as more information emerges.

**11 CURRENT CONSULTATIONS**

Nothing to report.

**12 MINUTES OF PLANNING MEETINGS**

**Members approved** minutes of the meetings of the planning committee held on 28<sup>th</sup> November 2017 and 9<sup>th</sup> January 2018.

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

**13.1 EPC Reports**

As landlord of the Community Centre and Jennings Hall, we have an obligation to provide Energy Performance Certificates for both buildings. The clerk has received one quote but the Chairman advised that this service can be obtained cheaper. He will forward information to the clerk. **Action: JC/Clerk**

**13.2 Gatwick Airport Insulation Grants**

Andrea reported that the deadline for applications for the Gatwick Airport insulation grants is March 2018. The clerk will put some posters on the notice boards and ask Kevin Black to put an article in the County Border News.

**Action: Clerk**

**13.3 Tandridge District Council**

Members noted that the decision on a location for the Garden Village has been delayed.

**14 DATE OF NEXT MEETING**

The next parish council meeting will be held on 27<sup>th</sup> February 2018

Meeting closed at 9.22pm