

Lingfield Parish Council

MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON TUESDAY 31ST MAY 2016 AT 8PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE

Present:

John Cole - in the chair
Valerie Millar
Rody Kaiser-Davies
Liz Lockwood
Graham Marks

Two members of the public
County Cllr Michael Sydney
District Cllr Brian Perkins

In attendance:-

Fay Elwood - Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies were accepted from Vivien Hepworth.

1.2 Declaration of Interests

None.

1.3 Minutes of meeting held on Tuesday 26th April 2016

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

1.4 Minutes of Annual Meeting held on 10th May 2016

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

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

Village Developments

We will wait until the houses have been completed before sending another letter.

Town Hill overgrown vegetation

John reported that this is not as simple as it first seemed but he will try to make some progress before the next meeting.

Action: JC

Listing of War Memorial

The clerk is still collecting information to help members decide whether to proceed with listing the war memorial.

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 May 2016 amounted to £55,663.86.

The following cheques for payment were approved:

Date	Cheque	Description	Amount
05-05-16	303	Lingfield Silver Band	50.00
05-05-16	304	Lingfield and Dormans Fairtrade - Wine for Beacon Lighting event	203.66
05-05-16	305	Lingfield and Dormans Fairtrade - Wine for Parish Assembly	42.94
15-05-16	306	Surrey Pension Fund - April 2016	334.50
15-05-16	307	HMRC	147.84
15-05-16	308	F. Elwood Clerk's Salary	982.80
15-05-16	309	Surrey Pension Fund - May 2016	334.50
12-05-16	310	Peter Frost - Intenal Audit	153.99
19-05-16	311	Zurich Municipal	1,485.55
24-05-16	312	HMRC	147.64
25-05-16	313	Complete Garden Care	72.00
24-05-16	314	Tower Mint (coins for school children)	1,179.12
		Total	5,134.54

2.2 Chairman's Report

John reported that he has had a quiet month. He received calls about the water levels at the pond but this has now been rectified. He has received complimentary remarks about the beacon lighting event. The commemorative coins have been received and these have been given to Lingfield Primary School to be given out at the tea party to commemorate the Queen's official birthday on 10th June. The LPSA have paid for half the cost. John visited Cavendish House Charity Shop to hand over the Community Award to Marlene Hughes.

2.3 Salary Increase

Members approved a salary increase of £135.50 per year for the clerk as recommended by the National Association of Local Councils.

2.4 Internal Audit

Members noted that the Internal Audit has been completed and there are no matters to report.

2.5 Section 1 of Annual Return

Members approved the Annual Governance Statement for 2015/16.

2.6 Section 2 of Annual Return

Members approved the Accounting statements for 2015/16.

THE MEETING WAS SUSPENDED TO TAKE COMMENTS FROM A MEMBER OF THE PUBLIC

2.7 Logo for Letterhead

Members approved expenditure of £250 for design work for a new logo. John Cole will instruct Ashley (daughter of Peter and Heather Francis). She will provide a choice of designs. **Action: JC**

2.8 Community Infrastructure Levy

Liz suggested that we should come up with a list of design ideas to deter parking on grass verges and submit an application for the cost of oak posts. Liz and John will drive round the village to decide which are problematic. Initial analysis suggests the corner of Saxbys Lane and Station Road; the grass verge in front of the slip road in Saxbys Lane; the corner of Little Lullenden; Selbys; Drivers Mead and the entrance to New Place Gardens. **Action: JC/LL**

2.9 Skip Hire

Members approved expenditure of £220 for the cost of hiring a skip at The Pollards Allotments.

2.10 Oak tree inspection

Members approved expenditure of £325 for an inspection of the oak tree by Quaife Woodlands. This inspection by an arboricultural consultant was recommended by the tree officer at Tandridge District Council. The clerk will make arrangements. **Action: Clerk**

2.11 Insurance Renewal

Members approved renewal of the insurance policy at a cost of £1485.55.

3 GRANT APPLICATIONS

Nothing to report.

4 PARISH FACILITIES

4.1 The Pollards Allotments

The clerk gave an update about the situation at The Pollards Allotments. A recent inspection found that roughly half the 34 plots are being worked in accordance with the regulations. We have 7 vacancies but it will be impossible to let these until Mr & Mrs Barnett sign the lease. Warning letters have been sent to those people not looking after their plots. At the suggestion of Andrea Watson (an allotment tenant), a working party has been arranged for 11th June to tidy up communal areas and generally improve the overall appearance. Mr Barnett has said they will review the lease situation after 11th June.

4.2 Allotment Inspections

Members noted a report of the Allotment Inspections. See item 4.1 for The Pollards. Centenary Fields allotments are looking good with the exception of two plots. There is one vacancy at Centenary Fields. **Members approved** expenditure of £45 per cut (roughly every three weeks) for grass cutting at Centenary Fields allotments. One of the allotment holders will take on this job. **Members approved** expenditure up to £150 to flatten the compost heap at Centenary Fields. Allotment holders will be asked to use compost bins to avoid a build up recurring. **Action: Clerk**

4.3 Community Partnered Library

Members approved a donation of £1000 to help with the setting up costs of the Community Partnered Library.

4.4 History Board

Members approved the draft of the History Board. The clerk will arrange for a full size draft for approval at the June meeting. **Action: Clerk**

5 HIGHWAYS ISSUES

5.1 Local Area Committee

Members considered the details of the request which will be put to the Local Area Committee on 24th June. **Members agreed** the following:-

Reduction of speed limit to 20 mph through the centre of the village, from the pinch points to Church Road and on Newchapel Road as far as the new houses. Installation of a pedestrian refuge in Godstone Road to help people cross to the new Post Office.

The road markings on the village side of the pinch points be moved to a safer distance.

The clerk will send the request to Sarah Woodworth and Liz Lockwood will attend the meeting on 24th June to raise the questions.

Action: Clerk

5.2 Pavement Improvements

Members noted the planned improvements to the pavement in Newchapel Road. Graham Marks requested that the length of the improvement be extended to opposite 'Avondale'.

Requests for future improvements are:-

Dropped kerbs outside Magnus Deo and the Funeral Directors are damaged and need replacing with a more flexible material

Pavement in High Street outside Konak (former Lingfield Travel) is lifting because of tree roots.

5.3 Parking problems

We are concerned about the lack of enforcement in Lingfield which is leading people to ignore double yellow lines and also to park in the Disabled bay.

Michael Sydney has informed us that Reigate and Banstead Enforcement Team are intending to liaise with the Parish Council in an attempt to tackle areas where parking infringements are happening regularly.

6 HUB PROJECT

6.1 Payment for Urban Cutting

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

7 NEIGHBOURHOOD PLAN

7.1 Progress Report

Liz reported that there is slow but steady progress on the Neighbourhood Plan. They had been asked to make a contribution to the RH7 Exhibition which they have done in the form of posters.

7.2 Expenditure

Members approved expenditure of £78 to pay for the posters produced for the RH7 exhibition.

8 VILLAGE ENVIRONMENT

8.1 Railway Crossing

The Chairman is keen to reach a consensus about the solution to the problem of the railway crossing. Rody asked if it is possible to build a crossing for lifts (without stairs) so that we are not duplicating what is already there? John will talk to David Skilleter to try to come up with a list of proposals. Michael enquired about the location in Suffolk which Chris D'Avray had previously referred to as an example of using electric gates. John will contact Chris and pass the information to Michael.

Action: JC

8.2 Garth Farm

The Environment Agency will be attending the public meeting on 16th June to explain what is happening at Garth Farm in relation to trying to stop the illegal waste disposal and bonfires. Surrey County Council and Tandridge District Council are working together to resolve the issue and there is a public enquiry in July. Following this, Surrey County Council will apply to the Magistrates Court for an injunction.

8.3 Footpaths - Temporary Closures

Members noted temporary closures of footpaths 388 and 391 for track improvement works. The closures will be in effect overnight on specified dates. The clerk will publicise the dates and times on social media.

Action: Clerk

9 TRAINING AND MEETINGS

9.1 Environment Agency - Garth Farm

Meeting to update members of the public on the situation of illegal waste disposal at Garth Farm to be held on 16th June 2016 at 7pm at Lingfield and Dormansland Community Centre.

9.2 Quarterly Update at Tandridge District Council

The clerk and chairman will attend this meeting on 15th June at 6.30pm. Graham Marks said that he would also like to attend.

9.3 Launch of Community Partnered Library

The launch of the Community Partnered Library will take place on 25th June at 10am.

10 REPORTS FROM OUTSIDE BODIES

10.1 SSALC

Members noted receipt of the May Newsletter from Surrey and Sussex Association of Local Councils.

10.2 Surrey Police

Members noted receipt of an update from Surrey Policed dated May 2016 (Issue Number 47 of the Stakeholders Bulletin)

11 CURRENT CONSULTATIONS

None to report.

12 PLANNING COMMITTEE

Members approved minutes of the meetings of the Planning Committee held on 26th April and 10th May 2016.

13 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA
The farewell drinks for Chris D'Avray will be held on 24th June at Lingfield and Dormansland Community Centre, starting at 6.30pm.

14 DATE OF NEXT MEETING
The next meeting will be held on 28th June 2016.

Meeting closed at 9.27pm