

# *Lingfield Parish Council*

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## MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON TUESDAY 25<sup>th</sup> NOVEMBER 2008 AT 8PM IN THE LINGFIELD AND DORMANSLAND COMMUNITY CENTRE

### **Present:**

Ron Palmer – in the chair  
Fran Palmer  
Graham Marks  
Valerie Millar  
Sonia Perkins  
Mary Edwards

District Cllr Brian Perkins  
County Cllr Ken Rimington (part of meeting)

In attendance:

Clerk absent due to sickness

## **1 PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

Lisa Bangs and Fay Elwood.

### **1.2 Declarations of Personal or Prejudicial Interest**

None.

### **1.3 Minutes of Previous Meeting**

The minutes of the meeting held on 30<sup>th</sup> September 2008 were signed as a true and accurate record.

### **1.4 Actions arising from meeting held on 30<sup>th</sup> September 2008**

**Community Notice Board** – the clerk has made a request to Colin Pearse, SCC Highways, for a plan of any services in the area alongside the fence of St Christophers. Colin has advised this could take several weeks.

**Banking Arrangements** – Ron has approached Abbey and Barclays and will also speak to Lloyds and Alliance and Leicester before making a recommendation. **Action: RP**

**Plaque for Thatched Cottage** – the Heritage Society have not replied to our request. The clerk will refer the matter to the RH7 Society. **Action: Clerk**

**Fireproof Storage** – Suggest contacting South East Surrey Museum to seek assistance and advice. **Action: Clerk**

**New Noticeboard** – the clerk will place the order for the new notice board to go on the wall of the Co-Op. **Action: Clerk**

**1.5 Correspondence**

Members noted correspondence received between 25<sup>th</sup> September 2008 and 17<sup>th</sup> November 2008.

**2 FINANCE AND ADMINISTRATION**

**2.1 Finance Report and Cheques for Payment**

Members noted receipt of the financial report which included details of expenditure against budget for 2008/09. The cash held in the bank at 31<sup>st</sup> October 2008 was £58852.47. The following cheques were agreed for payment:-

<b>Chq</b>	<b>Details</b>	<b>Total</b>	<b>Power to spend</b>
347	Countrywide Grounds Maintenance - mowing	£201.51	PHA 1875 s164
348	Cancelled		
349	F. Elwood - USB Memory Stick	£30.00	LGA 1972 s.111
350	R. Deller - work around village and gun pond	£580.00	LGA Act 1972 Sch 14
351	EDF Energy - Electricity for war memorial	£19.11	War Mem Act 1923
352	F. Elwood - Scanner	£39.50	LGA 1972 s.111
353	Lingfield Living	£56.00	LGA 1972 s.111
354	SLCC - Conference Fees	£135.12	LGA 1972 s.111
355	F. Elwood - Clerk's Salary	£746.59	LGA 1972 s.111
356	Inland Revenue	£170.02	LGA 1972 s.111
357	Lingfield and Dormansland Comm Centre - Rent	£150.00	LGA 1972 s.111
358	British Legion Poppy Wreath	£16.50	LGA 1972 s.111
359	Lingfield Horticultural Society - Plants	£65.65	LGA 1972 s.111
360	BDO Stoy Hayward - Audit	£499.38	LGA 1972 s.111
361	F. Elwood - Clerk's Salary	£746.79	LGA 1972 s.111
362	Inland Revenue	£169.82	LGA 1972 s.111
363	Mrs F. Elwood - Mileage to Conference	£23.48	LGA 1972 s.111
364	Mrs F. Elwood - Gratuities to volunteers	£20.00	LGA 1972 s.111
365	SLCC - Reference Books	£48.40	LGA 1972 s.111
	<b>Total</b>	<b>£3,717.87</b>	

**2.2 Clerk's Salary**

**Members approved** a payment of £1912.66 to the clerk to rectify underpayment of salary.

**2.3 Clerk's Appraisal**

The Chairman will draw up a procedure and will aim to complete the clerk's appraisal in February/March.

**Action: RP**

**2.4 Clerk's Holiday Entitlement**

Members noted that the clerk will receive an additional four days holiday from 2009/10 in recognition of five years service. This will give the clerk a total of 22 days plus bank holidays.

## 2.5 **Quality Council Status**

After reading the information concerning the benefits and costs of Quality Council accreditation, **members agreed** not to pursue an application at the present time.

## 2.6 **Budget and Precept**

Members approved the budget and agreed to request a precept of £31,000 for 2009/2010.

## 2.7 **Conclusion of Audit**

Members noted the Conclusion of Audit.

## 2.8 **Issues arising from Audit**

The only comment from the external auditors was that the carry forward figure differed by £1. This is due to a rounding error which the clerk will correct. **Action: Clerk**

## 2.9 **Freedom of Information Act**

**Members agreed** to adopt the model publication scheme to comply with the Freedom of Information Act. It was felt, however, that some charge should be made in recognition of the clerk's time in fulfilling a request. The Chairman and Clerk will make minor amendments and the clerk will publicise the scheme on the Council's website. **Action: RP/Clerk**

## 2.10 **Parish Office Library**

**Members approved** the cost of some additional books purchased from SLCC at a cost of £48.40.

## 2.11 **Remembrance Day**

Remembrance Day was well supported and the road closures worked well. **Members approved** the cost of brunch provided for the volunteers at a cost of £20.

## 2.12 **Allotment Shed**

The Parish Council has received a metal shed which has been donated by a resident of Dormansland to be used for tool storage at the allotments. The clerk will write a letter of thanks. **Members approved** the clerk's claim for expenses for the cost of moving the shed - £20.

**Action: Clerk**

## 2.13 **Subscription to Campaign for the Protection of Rural England**

Members were undecided whether to renew this subscription. The Chairman will ask the clerk to provide details of membership benefits.

**Action: Clerk**

# 3 **GRANTS, FUNDING AND COMMUNITY PROJECTS**

## 3.1 **Actions Outstanding**

None.

### **3.2 Progress Report**

The Chairman thanked Fran and Sonia for the good work preparing the recommendations for grant funding.

### **3.3 Grant Applications**

**Twelve applications have been received and the following grants were awarded:-**

Lingfield Explorers	£180
Lingfield Guides	£180
Air Ambulance	£400
Christmas Lights	£300 (£700 if there is a shortfall)
St Catherines Hospice	£400
Lingfield Youth FC	£250
Walking for Health	£100
Lingfield Cricket Club	£250

The grants to the following organisations were made under the powers of Section 137 of the Local Government Act 1972:-

Lingfield Chamber of Commerce for the Christmas Lights  
Lingfield Explorers  
Lingfield Guides  
Air Ambulance  
St Catherine's Hospice

**Action: Letters to be drafted by FE/SP/FP**

## **4 PARISH FACILITIES**

### **4.1 Actions Outstanding**

The result of the planning application for a new GP Surgery is expected soon.

### **4.2 Progress Report**

A series of recommendations will be made in relation to Talbot Road. Ron will prepare a paper for submission to the next Parish Council meeting.

**Action: RP**

### **4.3 Allotments**

**Members approved** an increase in allotment rents from £18 per year to £20 from 2010. The clerk will inform allotment holders when tenancies are renewed in January.

**Action: Clerk**

At a recent meeting of the Allotment Holders Forum, it was suggested that the Parish Council approach Lingfield Park Racecourse to ask them to provide some land for additional allotments. The clerk will approach Kevan Hodges with the suggestion.

**Action: Clerk**

## **5 HIGHWAYS, TRAFFIC AND PARKING**

### **5.1 Actions Outstanding**

Ron Palmer will pursue the request for a VAS in Godstone Road with SCC as advised by Colin Pearse. **Members agreed** that the Parish Council will contribute £2000. **Action: RP**

## 5.2 **Progress Report**

Members noted receipt of the notes from a recent meeting to discuss parking in Lingfield. A petition is being prepared asking traders and residents to support the idea of time limited parking and reduced fees for traders in Gunpit Road car park.

Lisa has agreed to draft a letter to TDC welcoming the additional parking warden presence in Lingfield

The issue of commuter parking will be dealt with separately and Mary Edwards has arranged a meeting with Bob Evans at Tandridge District Council to discuss the planning implications.

**Action: RP/LB/ME**

## 6 **VILLAGE ENVIRONMENT**

### 6.1 **Actions outstanding**

Lisa still has two actions outstanding. The clerk will contact to see if they are now complete.

**Action: Clerk**

### 6.2 **Progress Report**

Graham will continue to pursue the ownership of the land at the corner of Crowhurst Road and Lingfield Common Road.

**Action: GM**

### 6.3 **Donation of bench**

Mike Ellis has contacted the Parish Council to ask if his father can provide a bench in memory of his late wife. A site on the corner of Newchapel Road and Godstone Road has been suggested but Gunpit Pond was suggested as another possibility for siting the bench.

### 6.4 **Gunpit Pond Wall**

**Members agreed** that Fergus Webb will be instructed to repoint the wall around Gunpit Pond at a cost £1700. The clerk will place the order.

**Action: Clerk**

### 6.5 **Flagstones around war memorial**

**Members agreed** the cost of lifting and relaying flagstones around the war memorial. Fergus Webb will carry out the work for a cost of £840. The clerk will place the order.

**Action: Clerk**

### 6.6 **Village Cage**

**Members agreed** the cost of repairs to the village cage. Fergus Webb will carry out the work at a cost of £170. The clerk to place order.

**Action: Clerk**

- 6.7 Replacement Benches**  
Fran Palmer has identified a competitively priced bench. Graham and Valerie will make enquiries about the quality and **members agreed** to expenditure up to £1800 for three benches (this includes the bench discussed at the last PC meeting).

**Action: GM/VM**

- 6.8 Parish Emergency Plan**  
The Parish Council has received a request from Surrey County Council to form an Emergency Plan for the parish. **Members agreed** that a plan is needed and that a co-ordinator needs to be identified, possibly paid a set fee for taking on the role. Ron Palmer will approach John Ball to ask if he would be interested and other members were asked to submit names of possible candidates.

**Action: All members**

## **7 TRAINING AND MEETINGS**

- 7.1 Meeting with Lingfield Park Racecourse**  
Members noted receipt of the notes of an informal meeting with Kevan Hodges held on 15<sup>th</sup> October 2008.
- 7.2 Tandridge Voluntary Services Council**  
Fran and Sonia will attend the Network Luncheon to be held on 4<sup>th</sup> December.
- 7.3 Regional One-Day Conference**  
Fay, Sonia and Mary attended the SLCC Regional One-Day Conference. It was a successful and useful day.

## **8 REPORTS FROM OUTSIDE BODIES**

None.

## **9 CURRENT CONSULTATIONS**

- 9.1 Members' Allowances**  
Members were asked to submit comments to the clerk for compilation into a joint response. Responses due by 31<sup>st</sup> December.

**Action: All members**

- 9.2 Code of Conduct**  
Ron will prepare a response to this document – due 24<sup>th</sup> December.

**Action: RP**

- 9.3 Surrey Police Authority Questionnaire**  
Ron will prepare a response to this consultation – due by 8<sup>th</sup> December.

**Action: RP**

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

The Chairman has received a request for a donation from the Samaritans. The clerk will forward a grant application form and their request will be considered.

**11 DATE OF NEXT MEETING**

The next meeting of Lingfield Parish Council will be held on 27<sup>th</sup> January 2009.

Meeting closed 10.55pm