

Lingfield Parish Council

MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON TUESDAY 29th JULY 2008 AT 8PM IN THE LINGFIELD AND DORMANSLAND COMMUNITY CENTRE

Present:

Ron Palmer – in the chair
Fran Palmer
Graham Marks
Valerie Millar
Lisa Bangs
Sonia Perkins

District Cllr Brian Perkins

1 member of the press

In attendance:

Fay Elwood (Parish Clerk)

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

Mary Edwards.

1.2 Declarations of Personal or Prejudicial Interest

None.

1.3 Minutes of Previous Meeting

The minutes of the meeting held on 27th May 2008 were signed as a true and accurate record.

1.4 Actions arising from meeting held on 27th May 2008

Noticeboard – Despite several attempts the clerk has been unable to make arrangements for the noticeboard to be delivered to the Rail Station. It was generally felt that it would probably be too large to be accommodated in the waiting room anyway and **members agreed** to use it as an open community noticeboard adjacent to the fence at St Christophers. Ron Palmer will make enquiries. **Action: RP**

Investment Plans – Reinvestment in the Co-Op Guaranteed Investment Bond is a satisfactory arrangement for the next six months. Ron Palmer will review all the Parish Council's banking arrangements during the next six months and formulate a proposal. **Action: RP**

Post Box for members – the Community Centre refused permission to install a box on the outside of the building but will make the key code available to members for a post collection point inside the building. The clerk to advise members of code. **Action: Clerk**

Village Map – The clerk has received advice from Surrey County Council that while they can provide a map of footpaths, it cannot be reproduced for sale due to licence restrictions. The clerk will investigate the cost of installing a weather proof map in the centre of the village.

Action: Clerk

Affordable Housing – The Chairman asked Graham Marks why he had not made other members aware of the sites under consideration if an affordable housing project goes ahead. Cllr Marks explained that the delay in adopting the Core Strategy meant that the whole project has been put on hold and any sites that have been identified are purely academic. The Chairman asked the clerk to record in the minutes that he is disappointed and concerned that information obtained on behalf of the Parish Council is not to be made available to other members. The Chairman went on to say that there could be no question of further consideration being given to any Affordable Housing Scheme until that information was made available to the members of the Council and that view was endorsed by all members other than Cllr Marks. Eventually, Cllr Marks agreed to ask Mona Johannson, the Housing Enabling Officer, to provide a map showing the sites which have been identified.

Action: GM

1.5 Correspondence

Members noted correspondence received between 23rd June and 22nd July 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 and budget for 2008/09. The cash held in the bank at 1st July 2008 was £48552.23. The following cheques were agreed for payment:-

Chq No.	Details	Total	Power to spend
318	Lingfield Living - Noticeboard feature June	£56.00	LGA 1972 s.111
319	F. Elwood - Clerk's Salary	£736.59	LGA 1972 s.111
320	Inland Revenue - paye and NI	£180.02	LGA 1972 s.111
321	Countrywide Grounds Maintenance - mowing	£201.51	PHA 1875 s164
322	BT - Phone Bill	£80.75	LGA 1972 s.111
323	Viking Direct - Stationery	£252.62	LGA 1972 s.111
324	Lingfield Living - Noticeboard feature July	£56.00	LGA 1972 s.111
325	Countrywide Grounds Maintenance - mowing	£201.51	PHA 1875 s164
326	Sutton & East Surrey Water - allotments	£22.96	LGA 1972 Sch 29
327	Sutton & East Surrey Water - pond	£12.37	LGA Act 1972 Sch 14
328	Mrs F. Elwood - Clerk's Salary	£736.79	LGA 1972 s.111
329	Inland Revenue - paye and NI	£179.82	LGA 1972 s.111
	Total	£2607.94	

2.2 Guaranteed Investment Bond

Members agreed to reinvest £25000 in a Guaranteed Investment Bond for Six Months. The Clerk will return the mandate.

Action: Clerk

2.3 Training Fees

Members agreed expenditure of £25 for Graham Marks to attend a training course at Ashurstwood subject to his availability.

2.4 Accounts and Annual Return

Members approved the Financial Statements for the year ended 31st March 2008. **Members also approved** the Annual Return Statement of Accounts and Annual Governance Statement. The clerk to make submission of Annual Return to BDO Stoy Hayward by 31st July 2008.

Action: Clerk

2.5 Internal Audit

Members noted receipt of the report from Derek Reeves. The Chairman asked for his thanks to the clerk to be recorded. The only recommendation is that we should consider storing deeds and leases off site in case of a fire. The clerk will investigate various options and report back to the Council.

Action: Clerk

2.6 Funding for a Commemorative Plaque

Members were asked to consider funding a commemorative plaque for The Thatched Cottage. It was felt that The Heritage Society would be a more suitable source as this would give official recognition to the fact the W. E. Johns (the author of Biggles) lived in the cottage. The clerk will make enquires.

Action: Clerk

2.7 Meeting with Lingfield Park Racecourse

Members noted receipt of Notes of a Meeting with Kevan Hodges at Lingfield Park Racecourse held on 11th June 2008. The meeting was held at the request of the Managing Director to discuss ways in which Lingfield Park can work with the community. Several suggestions were made which will be pursued at future meetings

3 GRANTS, FUNDING AND COMMUNITY PROJECTS

3.1 Actions Outstanding

Some documentation is still outstanding from organisations receiving grant funding earlier this year. The clerk will continue to pursue and in future, documentation will be required before the cheques are issued.

Action: Clerk

3.2 Objectives and Priorities since last meeting

See 3.3.

3.3 New Grant Form

Members approved the design for the new grant application, subject to two minor amendments.

3.4 Citizens Advice Bureau

Members noted receipt of a letter from Lin Challis dated 6th June 2008 concerning grant funding.

4 PARISH FACILITIES

4.1 Actions Outstanding

Talbot Road – We had been waiting for the outcome of the GP Surgery Planning Application before formulating proposals for improvements at Talbot Road Recreation Ground. Progress on this project awaits policy decisions.

4.2 Progress Report

Allotments – We may have an opportunity to acquire a metal storage shed free of charge. We will know if this is suitable by the end of August. A working party has been arranged for a general tidy up on 13th September. No reply has been received from SCC concerning the width of the access track but no problems with access have been reported yet. It was generally agreed, the allotment gardens are in the best condition for some years. The clerk has consulted LWA concerning trimming of an oak tree in the boundary.

4.3 Allotment Holders Forum

Members noted receipt of the minutes from the Allotment Holders Forum held on 22nd July 2008. **Members agreed** the cost of skip hire for the work party to be held on 13th September (£105 + VAT). The clerk will check the access track is wide enough and order a skip from Cox Hire.

Action: Clerk

4.4 Cost of Rat Baiting

Members were asked to approve a cost of £165 for rat baiting at the allotments. However, concern was raised about the effect on other wildlife considering the proximity to the Nature Reserves. **Members agreed** to reconsider this issue after the general tidy (the removal of rubbish may discourage rats). The clerk will make contact with Lingfield Wildlife Area committee to ask their advice.

Action: Clerk

4.5 Lingfield Running Club

Lingfield Running Club has requested use of the showers in the pavilion on Tuesday and Thursday evenings and Saturday mornings until they manage to install showers at the Victoria Club. **Members agreed** to allow them to use the pavilion free of charge on Tuesdays and Thursdays for the remainder of 2008. The situation will be reviewed in the new year. It was further agreed that they cannot use the facility on a Saturday morning because of prior booking by Lingfield Youth Football Club.

5 HIGHWAYS, TRAFFIC AND PARKING

5.1 Actions Outstanding

Vehicle Activated Sign for Godstone Road – this action is carried forward.

Action: RP

Time-limited parking in the High Street – this has now been taken up by the Lingfield Chamber of Commerce.

5.2 Progress Report

The yellow lines have been installed at the end of Station Road. Lines are also due to be installed at the junction of Bakers Lane and Station Road.

We have approached Lingfield Park Racecourse to ask if their race day car park could be used for a limited amount of commuter parking. We await their response.

We have received one comment from a resident expressing disappointment at the scrapping of the village gateways but it is generally felt that Vehicle Activated Signs are a more effective method to reduce speeding.

Speedwatch volunteers continue to carry out regular monitoring in Lingfield.

Offenders are sent warning letters from the Casualty Reduction Officer.

5.3 Letter from Chamber of Commerce

Members noted a letter from the Lingfield Chamber of Commerce to Tandridge District Council concerning parking issues in Lingfield. Lisa Bangs will ask Barbara Saunders, the Parking Manager at TDC, to target problem areas. It was suggested that members should attend the Tandridge Local Committee meeting to raise awareness of the parking problems. The clerk will check whether the Oxted Chamber of Trade receives an allocation of free spaces.

Action: Clerk

5.4 E-mail from Paul Apling

Following a recent attempted attack, we have received a request to consider installing extra street lights in Station Road. The clerk will write to Surrey County Council to find out their current policy on Street Lighting.

Action: Clerk

Lisa Bangs carried out a survey of Station Road (including a question about street lighting). She will make her findings available.

Action: LB

6 VILLAGE ENVIRONMENT

6.1 Actions Outstanding

Planting Scheme – Graham Marks has requested some advice on planting schemes for Godstone Road and the Drivers Mead twitten and he is waiting for the Horticultural Society to provide information. Action carried forward.

Action: GM

6.2 Progress Report

Twitten between Drivers Mead and Newchapel Road – The Parish Council has arranged for this to be maintained on a regular basis. One resident is still disposing of garden waste in the twitten. Tandridge District Council has been informed and will be sending a warning letter before taking further action.

Refurbishment of noticeboard on wall of Co-Op – The cost of refurbishment is prohibitive. **Members agreed** to consider replacing with a purpose made board in the next financial year.

Oak Tree – Connick Tree Care will be removing dead wood from both trees on 2nd August.

Repointing wall around Gun Pond – Awaiting quote from local builder – action carried forward. Clerk to check whether wall is listed.

Action: Clerk

The village cage – the clerk has requested an inspection by English Heritage.
Flagstones around war memorial – waiting for quote from a local builder.

6.3 Repairs to benches

Members noted a quotation for rubbing down and oiling the benches around Gun Pond. The clerk was asked to find out the cost of structural repairs.

Action: Clerk

Members will provide names of possible contractors and it is getting very difficult to find tradesmen in this area.

Action: All members

6.4 GP Surgery

Members noted refusal of the planning permission for the new GP Surgery. It is understood that a revised plan will be submitted in the near future. Parking for the sports facility is likely to be resisted by the developers for security reasons and this will need to be taken into account when responding to future applications.

6.5 Plastic Bag Campaign

The Chairman explained that he had been contacted to ask for the Parish Council's support in the campaign to reduce the use of plastic bags. **Members agreed** it is not appropriate for the Parish Council to become involved in this campaign, although individual members may choose to do so.

7 TRAINING AND MEETINGS

Nothing to report.

8 REPORTS FROM OUTSIDE BODIES

None.

9 CURRENT CONSULTATIONS

9.1. Rural Issues Background Paper from Mid Sussex District Council

This will be passed to Mary Edwards for her to decide whether a Parish Council response is required.

Action: ME

10 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

10.1 Surrey Compact Funding Code Review

Clerk will copy to Fran, Sonia and Graham.

Action: Clerk

10.2 Lorries off Rural Detours

Graham Marks reported that there is no action required by the Parish Council at the present time.

10.3 Talbot Road Recreation Ground

Members noted receipt of a letter from Richard Woodward dated 24th July 2008 detailing the restrictions on Talbot Road Recreation Ground.

11 DATE OF NEXT MEETING

The next meeting of Lingfield Parish Council will be held on 30th September 2008. The Chairman gave his apologies in advance

Meeting closed 9.40pm