

# *Lingfield Parish Council*

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## **MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON TUESDAY 26<sup>th</sup> MAY 2009 AT 8PM IN THE LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

### **Present:**

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

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

### **In attendance:**

Fay Elwood, Clerk to the Parish Council

## **1 PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

Mary Edwards.

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

Graham Marks declared his interest in Item 3.2 because of his involvement with Community News.

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

The minutes of the meeting held on 31<sup>st</sup> March 2009 were signed as a true and accurate record.

### **1.4 Actions arising from meeting held on 31<sup>st</sup> March 2009**

See separate headings below.

### **1.5 Correspondence**

Members noted correspondence received between 30<sup>th</sup> March and 19<sup>th</sup> May 2009.

### **1.6 Minutes of the Annual Meeting**

The minutes of the Annual Meeting held on 12<sup>th</sup> May were signed as a true and accurate record.

### **1.7 Annual Parish Assembly**

The minutes of the Annual Parish Assembly held on 20<sup>th</sup> April were signed as a true and accurate record.

## 2 FINANCE AND ADMINISTRATION

### 2.1 Progress Report and Actions outstanding

**Clerk's Pension** – a request has been sent to SCC for the clerk to join the Local Government Pension Scheme. An acknowledgement has been received and the necessary arrangements will be made in due course. Details of the Parish Council contribution will be advised when known.

**Twinning Reception** – the twinning reception went smoothly and was well received. The Chairman thanked those involved in its organisation.

### 2.2 Finance Report and Cheques for Payment

Members noted receipt of the financial report which included details of expenditure against budget for 2009/2010. The cash held in the bank at 30<sup>th</sup> April was £55504.28.

The following cheques were agreed for payment:-

Chq No	Details	Total	Power to spend
421	EDF Energy - Electricity	£62.23	War Mem Act 1923
422	Mrs J. Baldwin - Hire of machine for allotments	£80.00	LGA 1972 Sch 29
423	Lingfield and Dormansland Comm Centre - Caretaker	£129.39	LG(MP)A 1976 s19
424	D. Netherclift - Petrol for allotments	£30.00	LGA 1972 Sch 29
425	SCAPTC - Subs	£968.34	LGA 1972 s111
426	Vison ICT - Website hosting	£112.70	LGA 1972 s111
427	Surrey Community Action - Subs	£35.00	LGA 1972 s111
428	Inland Revenue - Month 1	£148.90	LGA 1972 s111
429	F. Elwood - Clerk's Salary - Month 1	£862.07	LGA 1972 s111
430	F. Elwood - Expenses - St George's Flag	£51.17	LGA 1972 s111
431	Lingfield Living - Noticeboard Feature	£56.00	LGA 1972 s111
432	D. Arbor - Catering at Annual Parish Assembly	£20.00	LGA 1972 s111
433	F. Elwood - Expenses for Annual Parish Assembly	£14.65	LGA 1972 s111
434	Our Lady and St Peters Church - Room Hire	£45.00	LGA 1972 s111
435	F. Elwood - Twinning Reception - Drinks	£82.94	LGA 1972 s111
436	V. Millar - Twinning Reception - Food	£20.00	LGA 1972 s111
437	F. Elwood - Clerk's Salary - Month 2	£861.87	LGA 1972 s111
438	Inland Revenue - Month 2	£224.10	LGA 1972 s111
439	L & D Comm Centre - Meeting Room Cost	£100.00	LGA 1972 s111
440	St Peter and St Pauls Church - Burial Grounds	£3,000.00	LGA 1972 s214
441	CAB - Grant	£300.00	LGA 1972 s142 (2A)
442	Lingfield Wildlife Area - Grant	£1,500.00	PHA 1975 s164
443	Countrywide Grounds - Mowing	£197.23	PHA 1975 s164
444	Ling and Dormans Comm Centre - Rent	£180.00	LGA 1972 s111
		<b>£9,081.59</b>	

### 2.3 Annual Return and Year End Accounts for 2008/09

**Members approved** the end of year accounts for 2008/09 following receipt of the Financial Statements prepared by the RFO. **Members also approved** Section 1 and Section 2 of the Annual Return. The accounts will be available for inspection by members of the public from 1<sup>st</sup> June to 26<sup>th</sup> June 2009.

- 2.4 Report from Internal Auditor**  
Members noted the report received from the Internal Auditor. There were two recommendations arising from the Internal Audit. These are detailed below:-
- Storage of important documents – the auditor considers a fire safe is not sufficient and recommends that we continue to explore the possibility of storing off site. **Members agreed** that we have taken sufficient steps to protect important documents and they do not think it is necessary to consider changing banks to find one which offers the facility to store documents.
- Chairman’s Review of Finances** – the Clerk will ask the auditor to speak to the Chairman to explain his recommendation.
- Action: Clerk**
- 2.5 Visit by SCAPTC Support Officer**  
The clerk provided details of a visit by Anne Bott on 13<sup>th</sup> May and explained her offer to provide a ‘Visioning’ exercise for the council. **Members agreed** not to proceed with this at the moment.
- 2.6 Guest House Clock**  
**Members agreed** expenditure up to £150 to repair the clock which is kept at the Guest House. The clerk has received one quote and will obtain another before placing an order. Following repair, the clock will be donated to the Library with any further repairs becoming their responsibility.
- Action: Clerk**
- 2.7 Parish Council Insurance**  
The clerk reported that the Community Centre had made a request for the ‘buildings’ element of the insurance to be transferred to Zurich because they offer a special policy for village halls. The quotation received is more than £300 cheaper than the ‘buildings’ element covered by Norwich Union. **Members agreed** that the insurance can be split provided there is no financial implication to the Parish Council. **Members further agreed** not to take advantage of the 5% discount if the policy is fixed for three years because the saving is not significant enough to offset the freedom to compare providers.
- Action: Clerk**
- 2.8 Chairman’s Chain**  
Following the recent Twinning Reception, the Chairman reported that the existing ‘necklace’ has seen better days. He proposed that we either do not have a chain or purchase something more appropriate. The clerk will get quotations in time for the next PC meeting.
- Action: Clerk**
- 2.9 Concessionary Race Tickets**  
Lingfield Park Racecourse will be taking over administration of the concessionary residents’ tickets starting on 1<sup>st</sup> June 2009. They propose to make the tickets available between 9am and 5pm on the day before a fixture. Members felt this is too restrictive and would result in making the scheme

inaccessible to residents who work. The clerk will contact the Managing Director to ask them to consider making the arrangements more flexible.

**Action: Clerk**

**2.10 St George's Day Flag**

**Members agreed** expenditure of £44.49 for purchase of the St. George's Day Flag.

**2.11 Clerk's Annual Leave**

Members noted the dates when the Parish Office will be closed. Members contact details will be placed on the door of the Parish Office.

**2.12 Chairman's Allowance**

Members noted that the Chairman has claimed £150 allowance, to cover the cost of computer consumables and telephone calls, following adoption of Members' Allowances at the previous PC meeting.

**3 GRANTS, FUNDING AND COMMUNITY PROJECTS**

**3.1 Actions Outstanding and Progress Report**

The clerk has paid the grant to the Twinning Association.

**3.2 Grant Applications**

Two applications for grants have been received since the last meeting.

Following recommendation by the responsible councillors, **members agreed** the following:-

Community Care Association will receive £600 with a further £400 being made available in the event of an increase in their deficit for the year.

Community News will not receive Parish Council funding this year due to the size of their reserves and the fact that £300 of last year's grant has not yet been spent and the fact that this has been used to bolster their reserves. It is obvious from their accounts that they are capable of financing current expenditure from current revenue and their reserves are more than adequate to fund any shortfall.

The grant to Community Care will be made using Section 137 of the Local Government Act 1972.

**4 PARISH FACILITIES**

**4.1 Actions Outstanding and Progress Report**

All outstanding items are dealt with as separate agenda items.

**4.2 Lingfield Wildlife Area**

The Parish Council and the Lingfield Wildlife Area Committee have agreed that the lease can be renewed without any changes to the terms and conditions. The clerk will contact Hedleys to find out what we need to do.

**Action: Clerk**

**4.3 Recreation Assistant**

**Members agreed** the job description for an assistant to the Parish Clerk with particular responsibility for Talbot Road Recreation Ground. A person specification and advertisement will be produced.

**Action: Chairman**

#### **4.4 Land Issues**

Members noted the update from Lingfield Park Racecourse on the various land issues under discussion at the moment.

**Station Road Car Park** – Arena Leisure is likely to look favourably on a lease to use a field for commuter parking but will only come up with terms and conditions if, and when, planning permission is obtained.

**Talbot Road Recreation Ground** – Arena Leisure would probably give permission for a surface drain to go across their land but any land sale/transfer would only be considered as part of a wider scheme.

**Allotment Land** – Arena Leisure would not consider the area of land that we had previously identified but Robin Longstaff-Tyrrell will try to identify an alternative.

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

### **5.1 Actions Outstanding and Progress Report**

**Station Road Car Park** - The clerk has written to Network Rail asking them to consider an increase in parking facilities as part of the conditions when inviting companies to tender for the renewal of the franchise.

### **5.2 Change of Responsibility**

Graham and Valerie agreed to take responsibility for Highways and this will now be dealt with under 'Village Environment'.

### **5.3 Parking Petition**

The petition to introduce time-limited parking in the High Street and discounted parking permits in Gunpit Road Car Park has been sent to Tandridge District Council. It will be presented to the Community Services Committee by Mary Edwards on 2<sup>nd</sup> July 2009 and to the Tandridge Local Area Committee by Paul Hearnden on 3<sup>rd</sup> July 2009.

### **5.4 Parish Lengthsman Scheme**

Information has been received from Surrey County Council concerning a scheme whereby the County Council devolves some of the responsibility for minor works to Parish Councils. The clerk will make further investigations (including a question about help to fund the scheme) and report back to the July PC meeting.

**Action: Clerk**

### **5.5 Station Road Car Park – Survey of Residents**

Following views expressed at the Parish Assembly, **members agreed** to carry out a survey of residents to find out if the Parish Council has support to proceed with a planning application for commuter parking in the field adjacent to Brook House in Station Road. The clerk will find out the cost of printing, distribution and Freepost.

**Action: Clerk**

A car park in Station Road would only be effective if Residents' Parking was introduced in Station Road so the clerk was asked to contact SCC to find out if this is possible.  
**Action: Clerk**

**5.6 VAS in Godstone Road**

We have been informed by SCC that despite pledging £2000 towards a Vehicle Activated Sign for Godstone Road, it is still way down the list of priorities. Consideration was given to funding the total cost of £5000 but **members agreed** not to do this. The £2000 will continue to be ring-fenced for this purpose. Graham Marks asked if the clerk could contact SCC to ask them to reinstate the 'Lingfield' sign which has been missing for some time.

**Action: Clerk**

**5.7 Vicarage Road**

Members discussed the suggestion of a one-way system for traffic in Vicarage Road and agreed that a question on this topic will be included in the survey of residents.

**Action: Clerk**

**6 VILLAGE ENVIRONMENT**

**6.1 Actions outstanding and Progress Report**

We still await permission from SCC to install the bench on the corner of Newchapel Road and Godstone Road.

**6.2 Repair works to Gun Pond wall and the war memorial**

Work which has previously been allocated to a contractor has still not been started. An alternative quote has been received from Alex Nash but the price is much higher than quoted by Fergus Webb. **Members agreed** to proceed with Alex Nash if he can reduce the price to £6000 but to proceed with repairs to the war memorial if the price cannot be reduced. Graham Marks will contact and report to the clerk.

**Action: GM**

**6.3 Replacement Benches**

Two benches are in a dangerous condition and require replacement or repair. **Members agreed** to purchase two benches at a cost of £250 each but asked the clerk to try to negotiate a discount to allow us to purchase three benches for £600.

**Action: Clerk**

**7 TRAINING AND MEETINGS**

**7.1 Planning Seminar at Tandridge District Council 10<sup>th</sup> June 2009**

Mary Edwards, Fran Palmer and Sonia Perkins will attend. The clerk will also attend if there are extra places available.

**Action: Clerk**

**7.2 Tandridge Access Group AGM 9<sup>th</sup> June 2009**

Graham Marks will attend.

**7.3 Garden Party at the Red Barn**

Members will attend a Garden Party at the Red Barn on 13<sup>th</sup> June 2009. The clerk will send a reply.

**Action: Clerk**

**8 REPORTS FROM OUTSIDE BODIES**

Members noted receipt of the Annual Report from the South East Surrey Care Association.

**9 CURRENT CONSULTATIONS**

None.

**10 MATTERS FOR REPORTING**

**10.1 Lingfield Football Club**

Members agreed to let Lingfield Football Club use Talbot Road Recreation Ground for pre-season training during June, with the conditions that they avoid training on the re-seeded areas and cover the cost of cleaning the pavilion.

**10.2 Housing Needs Survey**

A reply has been received from Asprey Homes concerning our request to receive results from the recent Housing Needs Survey carried out by WS Planning on their behalf. **Members agreed** they would like to see the results of the survey before agreeing to a meeting. The clerk will reply.

**Action: Clerk**

**10.3 Police Matters**

Graham Marks asked the clerk to request that a regular report is sent to the Parish Council.

**Action: Clerk**

**11 DATE OF NEXT MEETING**

The next meeting of Lingfield Parish Council will be held on 28<sup>th</sup> July 2009.

Meeting closed 10.40pm