

# *Lingfield Parish Council*

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## **MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON TUESDAY 29<sup>th</sup> SEPTEMBER 2009 AT 8PM IN THE LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

### **Present:**

Ron Palmer – in the chair

Fran Palmer

Valerie Millar

Sonia Perkins

Lisa Bangs

District Cllr Brian Perkins (part of meeting)

County Cllr Michael Sydney (part of meeting)

In attendance:

Fay Elwood, Clerk to the Parish Council

## **1 PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

Mary Edwards and Graham Marks.

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

Lisa Bangs declared a personal interest in Items 5.2 to 5.4 because of her membership of the Community Services Committee and the Local Area Committee.

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

The minutes of the meeting held on 28<sup>th</sup> July 2009 were signed as a true and accurate record.

### **1.4 Correspondence**

Members noted correspondence received between 23<sup>rd</sup> July 2009 and 21<sup>st</sup> September 2009 .

## **2 FINANCE AND ADMINISTRATION**

### **2.1 Progress Report and Actions outstanding**

Clerk's Pension – The clerk has still received no response from Surrey County Council and Michael Sydney was asked to investigate the situation.

Chain of Office – **Members agreed** to purchase a new ribbon for the existing badge and abandon the idea of providing a new chain.

**Action: Clerk**

## 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 1<sup>st</sup> September 2009 was £41598.29.

The following cheques were agreed for payment:-

Chq No.	Details	Total	Power to spend
1475	R.V. Deller - Village Maintenance	£700.00	LGA 1972 Sch 14
1476	John Healy - Clock Repair	£125.00	PCA 1957 s2
1477	Cancelled	0.00	
1478	Mrs F. Elwood - Clerk's Salary	£861.87	LGA 1972 S. 111
1479	Inland Revenue	£224.10	LGA 1972 S. 111
1480	Viking Direct	£139.87	LGA 1972 S. 111
1481	Gillett and Johnston - Clock Maintenance	£163.30	PCA 1957 s2
1482	Hopes Grove Nursery - Hawthorn Bushes	£213.95	LGA 1972 Sch 29
1483	Cancelled	0.00	
1484	BDO Stoy Hayward - Audit	£327.75	LGA 1972 S. 111
1485	LexisNexis - CAB	£59.05	LGA 1972 S. 111
1486	P.Jones - Cleaning of Talbot Road	£35.00	LG(MP)A 1976 s19
1487	Sussex Assoc of Local Councils	£51.75	LGA 1972 S. 111
1488	Biggin Hill News - Advertising	£869.40	LG(MP)A 1976 s19
1489	Countrywide Grounds Maintenance	£197.23	PHA 1875 s164
1490	Lingfield & Dormans Comm Centre	£8.00	LGA 1972 Sch 29
1491	Alex Nash - Gun Pond Wall	£4,363.50	LGA 1972 Sch 14
1492	Alex Nash - Bricks	£345.80	LGA 1972 Sch 14
1493	Alex Nash - Repairs to war memorial	£3,090.00	War Mem Act 1923
1494	J. Glancy - refund of key deposit	£50.00	LG(MP)A 1976 s19
1495	HM Revenue & Customs -PAYE	£223.90	LGA 1972 S. 111
1496	F. Elwood - Clerk's Salary	£862.07	LGA 1972 S. 111
1497	EDF Energy - Electricity Bill	£52.96	War Mem Act 1923
1498	BT - Phone Bill	£81.87	LGA 1972 S. 111
1499	L. Bangs – Members Allowance	£40.00	LGA 1972 S. 111
1500	R.V. Deller	£660.00	LGA 1972 Sch 14
	<b>Total</b>	<b>£13,746.37</b>	

## 2.3 Precept

Members noted receipt of the second half of the precept - £15,500.

## 2.4 Budget Virement

**Members agreed** a budget virement of £8000 from the 'Talbot Road' budget to the 'Environment' budget to cover the expenditure on Gun Pond wall and the war memorial.

## 2.5 Conclusion of Audit

Members noted conclusion of the Audit by BDO Stoy Hayward. The only point to note was that the figures in one column disagreed by £1 due to a rounding error. The chairman expressed his frustration at the cost of this exercise and the clerk explained that the external auditor is appointed by the Audit Commission and the fees are set by them. The chairman asked that a

letter be sent to the Audit Commission to object to the fact that we have no choice in the matter.

**Action: Clerk**

**2.6 Certificate in Local Government Administration**

**Members agreed** that the clerk can register for the CiLCA qualification at a cost of £150. The clerk has agreed to undertake the study in her own time but members noted that successful completion of the course will entitle her to an incremental increase in salary.

**Action: Clerk**

**2.7 Talbot Road Locks**

**Members agreed** expenditure up to £200 to change the locks on Talbot Road pavilion and the vehicular entrance to the recreation ground.

**Action: Clerk**

**2.8 Remembrance Sunday**

**Members agreed** the following arrangements for the Remembrance Day service:-

The roads will be closed as in previous years, using volunteers. John Elwood will recruit four volunteers and arrange for the road closure notices and cones to be deployed. The chairman will not be available to lay the wreath this year so the vice-chairman, Mary Edwards, will be asked to stand in. The chairman will contact the two volunteers who helped last year.

**Action: Clerk/Chairman**

**2.9 Recruitment of a Sports and Recreation Assistant**

Members noted a report detailing the recruitment of a Sports and Recreation Assistant and agreed the appointment of Adrian Heaton on the rate of pay detailed in the report. Adrian will be asked to provide a plan of action for the next PC meeting to be held in November. The chairman suggested the formation of a committee with delegated powers to include users of the facility. The clerk will check the rules governing committees with delegated powers. Adrian will be invited to meet members of the parish council.

**Action: Clerk**

**2.10 Process for dealing with consultations**

The current situation whereby consultations are delegated to members at a PC meeting is felt to be unsatisfactory because comments are submitted on behalf of the council without its approval of the content. In future, the clerk will delegate consultations when they arrive in the office and council responses will be approved at PC meetings before they are submitted. If the timescale is too short to allow this, the member preparing the response should do so in time for it to be circulated to members for informal agreement which can be ratified at the PC meeting.

**2.11 Local Works Campaign for Sustainable Communities**

**Members agreed** that we will not provide active support for this campaign either in the form of money or lobbying our MP.

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

#### **3.1 Actions Outstanding and Progress Report**

No actions outstanding.

#### **3.2 Surrey Crime Stoppers**

**Members agreed** with the recommendation from Fran and Sonia not to provide a grant towards the running costs of Surrey Crimestoppers. The clerk will send a letter advising them of the decision.

**Action: Clerk**

### **4 PARISH FACILITIES**

#### **4.1 Actions Outstanding and Progress Report**

A quotation for tree works at the Lingfield Wildlife Area has been accepted and Connick Tree Care has been instructed to carry out the work at a cost of £130.

The clerk is in the process of instructing Hedleys to renew the lease for Lingfield Wildlife Area.

#### **4.2 Allotment Holders' Forum**

Members received notes of an Allotment Holders' Forum held on 1<sup>st</sup> September 2009.

#### **4.3 Community Centre**

A request has been received for financial assistance towards the cost of remedial electrical work at the Community Centre. The Chairman explained their financial position and expressed a view that they should budget for repairs by increasing their revenue or deferring expenditure. After some discussion, **members agreed** to support Mary Edwards' recommendation for a grant of £1000. The Chairman asked the clerk to inform the Community Centre that this is a one-off grant to assist with general repairs and that future grants will only be considered for capital projects in accordance with LPC's grant funding policy.

**Action: Clerk**

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

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

Nothing outstanding.

#### **5.2 Parking in Gunpit Road**

Members noted a letter from a resident suggesting installation of double yellow lines in Gunpit Road because access to the car park is hampered. Although sympathetic to the views of local traders, who already have limited parking for staff, members agreed that the parking situation in Gunpit Road deters shoppers from using the car park. **Members agreed** that the clerk will

email Janet Johnson at Tandridge District Council to request their support for a request to Surrey County Council.

**Action: Clerk**

**5.3 Parking in Station Road**

Arena Leisure is unwilling to give a written commitment to allow the Parish Council to use the field adjacent to Brook Cottage for commuter parking. Officers at Tandridge District Council have advised that planning permission would only be granted in exceptional circumstances and they could give no guarantee of a 'Residents Only' parking scheme. Consequently, **members decided** not to proceed with a survey of residents' views and an application for planning permission.

**6 VILLAGE ENVIRONMENT**

**6.1 Actions outstanding and Progress Report**

None outstanding.

**6.2 Flooding in Newchapel Road**

Members noted a letter from Mr Cunnah, Surrey County Council Highways Department. Sonia will draft a reply making it clear that it is the view of two members but the sentiments have Parish Council support. A copy will be sent to Michael Sydney.

**Action: SP**

**6.3 Verges, Ditches and Hedges**

Members received details of a proposal from SCC Cllr Michael Sydney concerning Parish Councils taking over responsibility from the County Council for maintenance of hedges, verges and ditches. The Parish Council would need to increase the precept to cover the cost of such a scheme. **Members agreed** that it would be worth taking part in discussions about the details of such a scheme but the Chairman felt there was not enough detail yet to commit to it.

**6.4 Repairs to Gun Pond and War Memorial**

Members noted receipt of a report from the clerk concerning recent repairs to the wall around Gun Pond and the war memorial. It was further noted that the cost of extra bricks referred to in the original estimate totaled £345.80. It was further agreed that any future work of this nature would be overseen by a suitable professional.

**7 TRAINING AND MEETINGS**

**7.1 TVSC Network Lunch – 30<sup>th</sup> September 2009**

Members noted the TVSC Network Lunch. Sonia Perkins will attend.

**7.2 SCAPTC and Surrey Community Action Joint AGM – 6<sup>th</sup> October 2009**

Valerie Millar will attend on behalf of LPC.

**7.3 East Surrey Parishes Liaison Group – 28<sup>th</sup> October 2009**

Ron Palmer will attend on behalf of LPC.

**7.4 Tandridge Access Guide Launch – 8<sup>th</sup> October 2009**

Members noted the forthcoming launch of the Tandridge Access Guide.

**8 REPORTS FROM OUTSIDE BODIES**

Members noted receipt of the Minutes of a Meeting of the Redhill Aerodrome Consultative Committee held on 16<sup>th</sup> September 2009.

**9 CURRENT CONSULTATIONS**

**9.1 Gatwick Noise Action Plan**

**Members approved** Graham's comments on the Gatwick Noise Action Plan and a letter from Peter Ainsworth noting his intention to respond.

**9.2 South East Coast Ambulance Service**

Members will respond individually if they think it is necessary.

**10 MATTERS FOR REPORTING**

**10.1 Tandridge Local Area Committee**

Members noted the next meeting of the Tandridge Local Area Committee on 2<sup>nd</sup> October 2009

**11 DATE OF NEXT MEETING**

The next meeting of Lingfield Parish Council will be held on 24<sup>th</sup> November 2009.

Meeting closed 9.10pm