

Lingfield Parish Council

MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON TUESDAY 31ST MARCH 2009 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
Lisa Bangs

District Cllr Brian Perkins (part of meeting)
County Cllr Ken Rimington (part of meeting)
One member of the public (part of meeting)
One member of the press

In attendance:

Fay Elwood, Clerk to the Parish Council

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

None.

1.2 Declarations of Personal or Prejudicial Interest

Lisa Bangs declared an interest in item 5.4 because in her capacity as a District Councillor she is a member of the Community Services Committee.
Lisa Bangs declared an interest in item 5.2 because in her capacity as a District Councillor she is a member of the Development Control Committee.

1.3 Minutes of Previous Meeting

The minutes of the meeting held on 27th January 2009 were signed as a true and accurate record.

1.4 Actions arising from meeting held on 27th January 2009

Items dealt with under specific heading below.

1.5 Correspondence

Members noted correspondence received between 21st January and 23rd March 2009.

2 FINANCE AND ADMINISTRATION

2.1 Progress Report and Actions outstanding

Banking Arrangements – The Chairman has been reviewing interest rates and charges at alternative banks and concluded that in the current financial climate there is nothing to be gained by switching to a different bank.

2.2 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 28th February 2009 was £46576.39.

The following cheques were agreed for payment:-

Chq No.	Details	Total	Power to spend
390	Lingfield Living	56.00	LGA 1972 s.111
391	BT - Business Line	22.37	LGA 1972 s.111
392	Lingfield and Dormans Comm Centre	8.00	LGA 1972 Sch 29
393	LWA - Allotment Track Resurfacing	200.00	PHA 1875 s164
394	Safelincs - Fireproof Storage	132.13	LGA 1972 s.111
395	Lingfield Living	56.00	LGA 1972 s.111
396	R.V. Deller	360.00	LGA Act 1972 Sch 14
397	Ling & Dormans Comm Centre - Rent	180.00	LGA 1972 s.111
398	NM Joinery New Noticeboard	425.00	LGA 1972 s.111
399	F. Elwood - Clerk's Salary	823.36	LGA 1972 s.111
400	Inland Revenue	218.68	LGA 1972 s.111
401	Mrs J. Baldwin - allotment expenditure	23.00	LGA 1972 Sch 29
402	Viking Direct - Stationery	101.20	LGA 1972 s.111
403	Windsock Company - Flagpole Repairs	437.00	HA 1980 s144
404	F. Elwood - Clerk's Salary	846.82	LGA 1972 s.111
405	Inland Revenue	233.57	LGA 1972 s.111
406	Lingfield & Dormans Centre - Allotments	8.00	LGA 1972 Sch 29
407	Lingfield Chamber of Commerce - Lights	700.00	LGA 1972 s.137
408	SALC - Clerk's Networking Day	51.75	LGA 1972 s.111
409	Action for Life - Grant	100.00	LGA 1972 s.137
410	F. Elwood - Net Pegs for Talbot	19.93	LG(MP)A 1976 s19
411	F. Elwood - AVG Virus Protection	46.95	LGA 1972 s.111
412	Lingfield Youth FC - Grant	250.00	LG(MP)A 1976 s19
413	D. Netherclift - Padlock for allotment shed	15.59	LGA 1972 Sch 29
414	BT Phone Bill	68.98	LGA 1972 s.111
415	Viking Direct - Stationery	94.88	LGA 1972 s.111
416	Lingfield Cricket Club	250.00	LG(MP)A 1976 s19
417	R.V. Deller - Gun Pond	610.00	LGA Act 1972 Sch 14
418	Lingfield Guides - Grant	180.00	LGA 1972 s.137
419	Lingfield Explorers - Grant	180.00	LGA 1972 s.137
420	Lingfield and District Twinning - Grant	300.00	LGA 1972 s.137
	Total	£6,999.21	

2.3 Budget 2008/09

Members approved the following budget virements:-

£1500 was moved from 'Elections' to 'Salaries'

£500 was moved from 'Graffiti Removal' to 'Parish Property'

In addition, **members approved** an overspend on the 'Salaries' budget of £46.91.

2.4 Clerk's Appraisal

It was resolved to deal with this matter under Part II when members of the public and press can be excluded.

2.5 Pension Arrangements

Members agreed the clerk's admission to the Local Government Pension Scheme.

The clerk will make the necessary arrangements with Surrey County Council.

Action: Clerk

2.6 Members Allowances

The Council considered the report of the Remuneration Panel of Tandridge District Council. Members noted that whilst no allowance is recommended, a guideline is quoted of between £25 and £250 which might be paid to members to defray costs incurred. On consideration, **Members** who voted (three) **agreed** to adopt the allowances detailed below. Four members abstained from voting. The following allowances will be payable from 1st April 2009.

£150 each per annum for the Chairman of the Parish Council and the Chairman of Planning Committee – to cover cost of phone calls, short journeys and computer consumables.

£50 per annum for each ordinary member to cover cost of phone calls, short journeys and computer consumables.

£25 for each member not using computers

The allowances are taxable and members will inform the clerk if they wish to claim their allowance.

2.7 Risk Assessments

Members approved the Risk Assessments for:- The Allotments; Centenary Fields; Talbot Road; Parish Property; The War Memorial and Village Cage; Financial Risk; Parish Office. The clerk will identify any action which is required as a result of the Risk Assessments.

Action: Clerk

2.8 Surrey Village of the Year 2009

Members agreed not to enter the Surrey Village of the Year competition in 2009.

2.9 Annual Parish Assembly

The Annual Parish Assembly will be held on Monday 20th April in the Lingfield and Dormansland Community Centre starting at 7.30pm. The format will be the same as for 2008. Councillors will report on their areas of responsibility, followed by a break for tea/coffee and biscuits. The second half of the assembly will be a question and answer session with the likely topics being:- Parking in Station Road; Parking in the High Street; Talbot Road Facilities; Affordable Housing. The event has been publicised in Lingfield Living and Community News and the clerk will publicise on the website and notice boards.

Action: Clerk

3 GRANTS, FUNDING AND COMMUNITY PROJECTS

3.1 Actions Outstanding and Progress Report

All organisations being awarded Parish Council grants in 2008/09 have now supplied the paperwork necessary to enable the cheques to be released. Lingfield Chamber of Commerce received a total of £1000 towards the Christmas Lights. The grant for the Christmas Lights is paid using S.137 of the Local Government Act 1972.

3.2 Grant Application from Twinning Association

An application for a grant of £1000 has been received from Lingfield and District Twinning Association for the purpose of entertaining visitors from France in May 2009. The Chairman pointed out that the Parish Council has no legal or moral duty to support twinning but he felt the historic situation, and the fact that the French counterparts receive generous support from local government, was leading members of the twinning association to expect similar support from us. He stresses that they are welcome to apply for grants but their applications will be assessed against the same criteria as other applicants. **Members agreed** a grant of £300.

Action: Clerk

4 PARISH FACILITIES

4.1 Actions Outstanding and Progress Report

The action relating to detailed proposals for Talbot Road relate to a job specification and not to the provision of new facilities. The clerk will provide a list of tasks to the Chairman and a job specification will be drafted for approval at the May PC meeting. A spring working party was held at the allotment gardens. The metal shed has now been sited in its permanent position. The clerk reported that Parish Councils are being advised to do all they can to fulfil their duty to provide allotments. The clerk will find out how much other Parish Councils are paying for allotment land.

Action: Clerk

4.2 Petrol for Allotments

Members approved £30 for David Netherclift to supply petrol for the mower used on the communal areas of the allotments.

4.3 Tree works

Members agreed to accept the quote of £195 for work to trees adjoining the allotment gardens. The clerk will instruct Connick Tree Care.

Action: Clerk

4.4 Talbot Road Land

Members noted exchange of correspondence between the Clerk and Richard Woodward at Tandridge District Council concerning the possible release of some recreation land at Talbot Road to facilitate the building of the new surgery. It was noted that any proceeds from sale of the land will go into the general budget at TDC and bids for purchase of additional land would have to be submitted. The clerk was asked to write to TDC to point out that the majority of leisure facilities are in the north of the district.

Action: Clerk

4.5 Lingfield Wildlife Area lease

Members noted that the lease is due for renewal in 2010. Lisa and Mary will make contact with the LWA committee to ask if they require any changes to the terms of the lease when it is renewed.

Action: ME/LB

5 HIGHWAYS, TRAFFIC AND PARKING

5.1 Actions Outstanding and Progress Report

Graham and Sonia are not satisfied with the response from Surrey County Council concerning the recent flooding in Newchapel Road. They will draft a reply for the clerk to send.

Action: SP/GM

5.2 Planning Application for a Car Park in Station Road

Lisa Bangs abstained from this discussion because of her involvement on the Development Control Committee.

Members agreed to pursue a planning application for a car park adjacent to Brook Cottage in Station Road, subject to positive reaction from residents at the Annual Parish Assembly and agreement in principle from Lingfield Park Racecourse that they would make the land available.

The clerk was asked to write to Network Rail to suggest they factor in extra parking provision when they invite applications for the rail franchise.

Action: Clerk

5.3 Letter from resident

Members noted a copy of a letter sent from Roger Silvester to Surrey County Council suggesting ways to alleviate traffic congestion in Vicarage Road. The clerk will ask for comments from the headmaster at Lingfield Primary School. If he is in agreement, the clerk will send a letter of support to SCC.

Action: Clerk

5.4 Damage to Parking Services Vehicle

Members noted receipt of a letter from Richard Woodward dated 18th March 2009 concerning vandalism to a Parking Services Vehicle.

5.5.Meeting to discuss Parking in Lingfield

Members noted receipt of notes of a meeting which was attended by Mary Edwards on behalf of the Parish Council. As a result of this meeting, the petition for time limited parking in the High Street has been sent to Janet Johnston at TDC and will be presented by Paul Hearnden at the Tandridge Local Committee meeting in July. The clerk was asked to write to Richard Woodward for permission to present the petition to the next Community Services committee meeting.

Action: Clerk

6 VILLAGE ENVIRONMENT

6.1 Actions outstanding and Progress Report

Despite numerous attempts, we have still not received a reply from Martin Higgins, the Conservation Officer at SCC. He has been asked to provide a written report of his inspection of the Village Cage and wall around the pond. The clerk will contact Ken Rimington.

Action: Clerk

Parish Emergency Plan Co-Ordinator

The Chairman will make a request at the Annual Parish Assembly for someone to take on the role of Emergency Planning Co-Ordinator.

Bernard Chappell – **members agreed** the clerk should send a letter of thanks to the relatives of Bernard Chappell to acknowledge the work he has carried out on behalf of the community. A paragraph should also be added to the next article in Community News.

Action: Clerk/Chairman

Donated Bench

Graham will contact Mike Ellis to agree a position for the bench his father has donated. The clerk will then apply for the relevant permission.

Action: GM/Clerk

6.2 Housing Needs Survey

Members noted an exchange of correspondence between WS Planning and the Clerk concerning the Housing Needs Survey they recently conducted in Lingfield.

6.3 Footpath Diversion

Members noted receipt of a diversion notice for Footpath No 437.

7 TRAINING AND MEETINGS

7.1 SCAPTC Saturday 30th May 2009

Valerie Millar will attend the meeting of the Surrey Association of Town and Parish Councils to be held on 30th May.

7.2 DisabledGo-Tandridge

Graham Marks will attend the meeting to be held on 7th April 2009.

8 REPORTS FROM OUTSIDE BODIES

8.1 Lingfield and District Twinning Association

Members noted receipt of a letter from the Twinning Association and agreed the Library would be the best 'home' for the gifts received from residents of Plaisance du Touch.

8.2 Lingfield Art

Members noted receipt of a letter from Lingfield Art concerning a reduction in the number of people being invited to the Private Viewing.

8.3 Lingfield Guest House

Fran Palmer reported that the Guest House Advisory Committee has requested that LPC arranges repairs for the library clock. Valerie will provide the contact details for a local specialist and the library manager will be asked to seek quotes.

Action: VM

8.4 Sure-Start Children's Centre

Members noted receipt of the minutes of a meeting of the Sure Start Steering Group held on 28th January 2009.

8.5 Surrey County Association of Town and Parish Councils

Members noted receipt of the Bulletin dated 18th February 2009.

9 CURRENT CONSULTATIONS

There are no outstanding consultations.

10 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

10.1 St George's Day Flag

The Chairman suggested that the Parish Council should acquire a St. George's Flag and indicated he would be prepared to donate one. Other members felt this should be a Parish Council expense and it was agreed to add this to the agenda for approval at the next meeting. In the meantime, the clerk will order a flag in time for St. George's Day. The Chairman will reimburse the Council if approval is not forthcoming.

Action: Clerk

10.2 Strategic Housing Land Availability Assessment

Copies to be sent to members. Comments will be passed to the clerk for a response.

10.3 Lingfield Marathon

Members noted the temporary road closure associated with the Lingfield Marathon taking place on 3rd May.

11 DATE OF NEXT MEETING

The next meeting of Lingfield Parish Council will be held on 26th May 2009. The Annual Meeting of the Parish Council will be held on 12th May 2009. The Annual Parish Assembly has been arranged for 20th April 2009.

Meeting closed 10.20pm

Minutes for Part II of the meeting follow but are not for publication.