

# *Lingfield Parish Council*

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## **MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON TUESDAY 25<sup>th</sup> MAY 2010 AT 8PM IN THE LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

### **Present:**

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

### **In attendance:**

Fay Elwood, Clerk to the Parish Council

## **1 PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

Lisa Bangs due to child's illness.

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

None.

### **1.3 Minutes of meeting held on 30<sup>th</sup> March 2010**

These were signed as a true and accurate record.

### **1.4 Minutes of the Annual Meeting of the Parish Council held on 11<sup>th</sup> May 2010**

These were signed as a true and accurate record. The Chairman has contacted Lisa Bangs concerning representation on outside bodies and **it was agreed** that Lisa Bangs and Mary Edwards will represent LPC at the meetings of Lingfield Wildlife Area but that only one representative would attend each meeting. Graham Marks will continue to attend meetings in his own right. No members are able to attend the Surestart meetings because of the timing of these meetings. The clerk will request copies of minutes.

**Action: Clerk**

### **1.5 Minutes of the Annual Parish Assembly held on 19<sup>th</sup> April 2010**

These were signed as a true and accurate record although Graham Marks requested that the provision of new benches in Vicarage Road and Church Road be recorded in the minutes of this meeting. All actions arising from the meeting have been carried out.

### **1.6 Correspondence**

Members noted correspondence received between 30<sup>th</sup> March 2010 and 18<sup>th</sup> May 2010.

## 2 FINANCE AND ADMINISTRATION

### 2.1 Progress Report and Actions outstanding

The review of Standing Orders and draft Emergency Plan are still outstanding but not yet due.

**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 2010/11. The cash held in the bank on 28<sup>th</sup> April 2010 was £42,935.93.

The following cheques were agreed for payment:

Chq No.	Details	Total	Power to Spend
1569	D. Netherclift - Allotment Expenditure	165.7	LGA 1972 Sch 29
1570	St. Catherine's Hospice - Grant	200	LGA 1972 s.137
1571	Surrey Community Action - Afiliation	35	LGA 1972 s111
1572	F. Elwood - Salary Month 1	825.26	LGA 1972 s111
1573	A. Heaton - Salary Month 1	264	LG(MP)A 1976 s19
1574	D. Heaton - Salary Month 1	49	LG(MP)A 1976 s19
1575	Surrey County Council - Pension	227.97	LGA 1972 s111
1576	Vision ICT - Web Hosting	185.06	LGA 1972 s111
1577	SCAPTC - Afiliation	1003.01	LGA 1972 s111
1578	D. Arbour - Teas at APA	20	LGA 1972 s111
1579	Ling & Dormans Comm Centre	180	LGA 1972 s111
1580	F. Elwood - Supplies for APA	15.79	LGA 1972 s111
1581	Lingfield Living	56	LGA 1972 s111
1582	D. Reeves - Audit	335	LGA 1972 s111
1583	F. Elwood – Clerk's Salary	903.93	LGA 1972 s111
1584	A. Heaton – Salary	211.20	LG(MP)A 1976 s19
1585	Surrey County Council – Pension	227.97	LGA 1972 s111
1586	Inland Revenue – Month 2	224.06	LGA 1972 s111
1587	St Peter and St Paul Church – Burial Grounds	3000.00	LGA 1972 s215(6)
1588	Citizens Advice Bureau – Grant	300.00	LGA 1972 s142(2A)
1589	Lingfield Wildlife Area – Grant	1500.00	PHA 1875 s164
1590	D. Heaton – Cleaner	56.00	LG(MP)A 1976 s19
	<b>Total</b>	<b>£9984.95</b>	

### 2.3 Precept

Members noted receipt of the first half of the precept from Tandridge District Council - £15,500.

### 2.4 Year End Accounts 2009/10

**Members approved** the end of year accounts to 31<sup>st</sup> March 2010.

### 2.5 Annual Return

**Members approved** Sections 1 and 2 of the Annual Return.

## **2.6 Internal Audit**

Members noted the report from the Internal Auditor. The auditor had experienced problems with an audit trail for payments to HM Revenue and Customs but the clerk explained this was a one-off situation which arose when administration of the pension scheme meant that past months had to be recalculated. It was accepted that this would not present a problem in future years so no action needs to be taken. Members noted that the current arrangements to provide broadband do not allow reclaiming of VAT. The clerk will arrange to transfer to a business tariff. It was noted that the CCTV camera is not mentioned on the Insurance Policy although the clerk has received confirmation that it is covered by the insurance policy. The clerk will ensure this is detailed on the renewed policy.

**Action: Clerk**

## **2.7 Insurance Renewal**

**Members agreed** to insure with Zurich for 2010/11 at a cost of £1418.91. The renewal quotation from Aviva was £2191.76.

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

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

Nothing to report.

## **3.2 St Catherine's Hospice**

Members noted receipt of a thank you letter from St Catherine's Hospice but it was agreed that such letters will not be circulated in future unless a reply is required.

# **4 PARISH FACILITIES**

## **4.1 Action Points and Progress Report**

Surrey County Council Highways Department has advised us that there is no safe place for vehicle access onto the land offered for allotments by NCYPE. We have since received an offer of land to rent for allotments in Newchapel Road. The clerk has contacted SCC Highways to ask for an assessment for vehicle access. If the location is suitable, sufficient parking needs to be made available (possibly one per allotment holder) and it would be desirable to ask for one year's notice to be part of the terms of agreement.

## **4.2 Sport and Recreation Committee**

Members confirmed the minutes of the Sport and Recreation Committee Meetings held on 13<sup>th</sup> April 2010.

# **5 TRAFFIC AND PARKING**

## **5.1 Action Points and Progress Report**

Surrey County Council is currently consulting residents and businesses on the question of time limited parking in the High Street. Results will be discussed at the Tandridge Local Area Committee in June.

We have contacted Tandridge District Council to ask for Gunpit Road to be returned to free all day parking. This will be discussed at the Community Services Committee meeting to be held on 1<sup>st</sup> July 2010.

## **6 VILLAGE ENVIRONMENT, HIGHWAYS, INFRASTRUCTURE AND PROPERTY**

### **6.1 Action Points and Progress Report**

All actions completed. Morrisons has finished gas main repairs in Lingfield and the clerk will email them to remind about work still needed to reinstate verges.

**Action: Clerk**

A tree has been planted near to Gun Pond in memory of Ms Pocock. Mary will contact her sister to arrange for a plaque to be made. Mary will also find out the cost of replacing the sign in memory of Doug Edwards which seems to have gone missing.

**Action: Mary Edwards**

### **6.2 Town Hill Development**

Developers have suggested that the new access road off Town Hill be named 'The Birches'. Members rejected this suggestion and the clerk will write to TDC to say that 'Forge Close' is acceptable.

**Action: Clerk**

## **7 TRAINING AND MEETINGS**

Valerie Millar will attend the AGM of SCAPTC on 24<sup>th</sup> July 2010.

Sonia Perkins will attend the AGM of Tandridge Access Group on Tuesday 1<sup>st</sup> June 2010.

Sonia Perkins will attend Standards Training at Oxted on 8<sup>th</sup> June 2010 and provide a summary for members.

Graham Marks will attend Sussex Community Rail Partnership Annual Stakeholders Meeting on 21<sup>st</sup> June 2010.

## **8 REPORTS FROM OUTSIDE BODIES**

Members noted receipt of a letter from South East Surrey Care Association concerning the winding up of their organisation.

## **9 CURRENT CONSULTATIONS**

**9.1** Plan for Waste Management in Surrey – deadline 12<sup>th</sup> August 2010  
Graham will consider this consultation and circulate his suggested response.

**9.2** Surrey Transport Plan – Proposed Vision and Objectives Consultation – due 2<sup>nd</sup> July 2010. Graham will consider this consultation and circulate his suggested response.

**10 MINUTES OF THE PLANNING COMMITTEE**

Members confirmed minutes of the meetings of the Planning Committee held on 30<sup>th</sup> March 2010, 13<sup>th</sup> April 2010, and 11<sup>th</sup> May 2010.

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

**11.1 Youth Club**

Members noted receipt of notes from two meetings of the proposed youth club management committee. Lisa Bangs is part of the management committee but this is not as a LPC representative. The clerk will continue to provide assistance during the setting up period provided other commitments allow.

**11.2 Rural Transport**

The clerk will arrange a meeting with Marcus Dode to discuss rural transport initiatives. Graham Marks and Valerie Millar will attend.

**Action: Clerk**

**11.3 Police**

Members noted receipt of a copy of a letter from Chris D'Avray to the Chief Constable suggesting the Police are accommodated at the Community Centre. The clerk will write to the Chief Constable to say that the Parish Council would welcome the use of the Community Centre as a Police office and that if he wishes to proceed he should contact the Management Committee whom we understand are agreeable to this suggestion. The clerk will also invite Paul Clifton to attend Parish Council meetings.

**Action: Clerk**

**11.4 Village Open Day**

Members noted an email received from Paul Hearnden asking for financial assistance for a forthcoming village open day. Clerk to reply saying they are welcome to apply in the normal way but the Parish Council considers they have supported the business community well in the provision of Christmas lights and its willingness to pay to have Gunpit Road Car Park free for all day parking.

**Action: Clerk**

**12 DATE OF NEXT MEETING**

The next meeting of the full Parish Council will be held on 27<sup>th</sup> July 2010.

Meeting Closed at 9.05pm