

# *Lingfield Parish Council*

---

## **MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON TUESDAY 28<sup>th</sup> SEPTEMBER 2010 AT 8PM IN THE LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

### **Present:**

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

Brian Perkins, District Councillor (part of meeting)  
Michael Sydney, County Councillor (part of meeting)  
1 member of the press

### In attendance:

Fay Elwood, Clerk to the Parish Council

## **1 PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

Mary Edwards and Valerie Millar.

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

Lisa Bangs declared a personal and prejudicial interest in item 3.2 because she is vice chairman of the youth club management committee. She left the room whilst the item was discussed.

Lisa Bangs declared an interest in item 4.5 because she is on the Planning Committee of Tandridge District Council.

### **1.3 Minutes of meeting held on 27<sup>th</sup> July 2010**

These were signed as a true and accurate record.

### **1.4 Correspondence**

Members noted correspondence received between 19<sup>th</sup> July 2010 and 14<sup>th</sup> September 2010

## **2 FINANCE AND ADMINISTRATION**

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

Emergency Plan still needs to be drafted.

**Action: Clerk**

The Orange Business Broadband has been ordered but is not yet operational. The clerk to progress.

**Action: Clerk**

## 2.2 Finance Report and Cheques for Payment

Members approved the financial report which included details of expenditure against budget for 2010/11. The cash held in the bank on 1<sup>st</sup> September 2010 was £28308.98.

The following cheques were agreed for payment:

Date	Chq No.	Description	Amount
			£
27/07/2010	1616	Lingfield Living	56.00
27/07/2010	1617	R. V. Deller - Gunpond	530.00
05/08/2010	dd	Orange Broadband	19.99
09/08/2010	1618	EDF Electricity - war memorial	95.74
09/08/2010	1619	D. Netherclift - Allotments	17.85
09/08/2010	1620	TVSC - Subs	10.00
18/08/2010	1621	F. Elwood - Clerk's salary	825.06
18/08/2010	1622	A. Heaton - Salary	105.60
18/08/2010	1623	D. Heaton - Salary	28.00
18/08/2010	1624	HM Revenue & Customs	209.60
18/08/2010	1625	Surrey County Council - Pension	227.97
17/08/2010	1626	Countrywide Grounds Maintenance	201.51
19/08/2010	1627	G. Stearn - Allotment Rent Refund	10.00
06/08/2010	dd	Orange Broadband	19.99
15/09/2010	1628	F. Elwood - Clerk's salary	825.26
15/09/2010	1629	HM Revenue & Customs	216.60
15/09/2010	1630	Surrey County Council - Pension	227.97
15/09/2010	1631	A. Heaton - Salary	134.40
15/09/2010	1632	BDO LLP - Auditors	334.88
15/09/2010	1633	Lingfield Living	56.00
15/09/2010	1634	Lingfield Wildlife Area - Insurance	112.50
22/09/2010	1635	Lingfield and Dormansland Community Centre	180.00
28/09/2010	1636	BT – Phone Bill	81.07
28/09/2010	1367	Countrywide Grounds Maintenance	1875.89
28/09/2010	1368	Surrey County Playing Fields Association	10.00
28/09/2010	1639	D. Netherclift (replacement for chq 1608)	11.60

## 2.3 Precept

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

## 2.4 Conclusion of Audit

Members noted conclusion of the external audit which endorsed the recommendations made by the internal auditor. The clerk will implement the recommendations. The Chairman proposed that a letter is sent to our MP expressing concern that parish councils are required to pay for two audits when our budgets are comparatively small. Copy to be sent to SCAPTC.

**Action: Clerk**

**2.5 Clerk's Training**  
**Members approved** the cost of £45 for the clerk to attend a Networking Event on 20<sup>th</sup> October 2010.

**2.6 Jubilee Clock**  
**Members approved** the cost of £149 to service the clock at the Community Centre but suggested that in future years this should be paid for by the Community Centre.

**Action: Clerk**

**2.7 Standing Orders**  
**Members agreed** to adopt the model standing orders which have been adapted by the clerk to suit our requirements. Section 28 will be removed because we do not have a specific policy for dealing with the press.

**Action: Clerk**

**2.8 Financial Regulations**  
**Members approved** the revised Financial Regulations.

**2.9 Remembrance Sunday**  
**Members agreed** the arrangements for closing the road on Remembrance Sunday. The Chairman will lay the wreath on behalf of the Parish Council. Lisa Bangs will act as first-aider.

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

**3.1 Progress Report and Actions Outstanding**  
No actions outstanding.

**3.2 Lingfield Youth Club**  
Members considered the application from Lingfield Youth Club for funding to pay for CRB checks, insurance, rent and initial outlay for a tuck shop. There was concern that there is no confirmation that there will be sufficient volunteers or members for the club but the Parish Council is keen to see the youth club reform if there is demand. Consequently **members agreed** the following:- The Parish Council awards a grant of up to £500 but requests that minimal expenditure is committed until the management committee is sure it will have enough members. The clerk will contact the management committee to offer to look after the previous funds until the club is up and running.

**Action: Clerk**

### **4 PARISH FACILITIES**

**4.1 Action Points and Progress Report**  
All outstanding action points are covered on the agenda.

**4.2 Sport and Recreation**  
Members noted the report on Talbot Road Recreation Ground but agreed that no money should be spent improving the ground until the issue of a lease has been resolved with Tandridge District Council. However, members appreciate Adrian's offer to carry out the work himself to keep costs low.

#### **4.3 Reply from Tandridge District Council**

##### **THE MEETING WAS SUSPENDED TO RECEIVE COMMENTS AND SUGGESTIONS FROM MICHAEL SYDNEY**

Members considered a reply from TDC dated 3<sup>rd</sup> September 2010 concerning the issue of granting a lease on Talbot Road Recreation Ground and the arrangements for parking in Gunpit Road Car Park.

It was agreed that LPC will not take any further action on the subject of parking until after time limited parking has been implemented in the High Street and the effects can be monitored.

On the subject of a lease for Talbot Road, **members agreed** that our County Councillor and District Councillors should try to find a way forward working with Tandridge District Council to provide better facilities for our residents.

**Action: MS/LB/BP**

#### **4.4 Lingfield Running Club**

Lingfield Running Club has been allowed to use Talbot Road showers free of charge whilst they explored the option of installing showers at Lingfield Victoria Club. It has now become clear that this will not be happening. Consequently, **members agreed** that the Running Club should now be charged at the same rate as other users, namely £10 per session. The clerk will inform them.

**Action: Clerk**

#### **4.5 Proposed allotments at The Pollards**

**Members agreed** that they would be willing to spend up to £5000 to prepare land at The Pollards for use as allotments for a minimum of five years. It was noted that the owner of the land will only agree to a five year lease if it starts no later than January 2011.

#### **4.6 Poisoning of Oak Trees at allotments**

Members noted that five oak trees are dying in the nature reserves adjacent to the allotment gardens. Although we have information about who poisoned the trees, it will be difficult to prove without evidence that the trees have been poisoned. The clerk will ask for Surrey County Council to carry out a detailed analysis.

**Action: Clerk**

#### **4.7 Banners at Community Centre**

Banners on the Community Centre railings should only be displayed for events taking place within the Community Centre. The Chairman reported that he is satisfied the Community Centre Management Team are adhering to this policy.

### **5 TRAFFIC AND PARKING**

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

No action points outstanding.

## **5.2 Review of Speedwatch**

The chairman reported that he will be unable to undertake speedwatch duties for the foreseeable future and Graham Marks agreed to act as Fran's partner when his other commitments allow.

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

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

Mary Edwards has still to arrange for plaques to be ordered.

**Action: ME**

### **6.2 Gun Pond Wall**

Alex Nash has carried out some remedial work to the wall around Gun Pond free of charge.

### **6.3 Skate facilities at Jenners Field**

We have been informed that the skate ramps are to be removed because they are suffering from damp rot and no longer viable to repair. Tandridge District Council is investigating replacement solutions.

### **6.4 Winter Grit Bins**

We have been asked by Surrey County Council if we would like to meet the cost of supplying additional winter grit bins. **Members agreed** expenditure up to £1000 to supply three extra bins in the first year. Graham Marks suggested five possible sites and it was agreed he will identify the three most important locations.

**Action: GM**

### **6.5 East Grinstead Choral Society**

**Members agreed** that the East Grinstead Choral Society could perform around Gun Pond on 2<sup>nd</sup> October 2010 although it is not clear if it still their intention to do so.

### **6.6 Banners on Junction of East Grinstead Road and High Street**

Members noted a letter from the Chairman of Lingfield Chamber of Commerce informing us about the new policy on banners around the fence at the junction of East Grinstead Road and High Street. The clerk will write to say LPC welcomes this decision.

**Action: Clerk**

## **7 TRAINING AND MEETINGS**

### **7.1 East Surrey Parishes Liaison Group**

Members noted the next meeting of the East Surrey Parishes Liaison Group due to take place on 27<sup>th</sup> October 2010 at 7.30 at Tandridge District Council Offices in Oxted. The Chairman will not be able to attend. Graham Marks will inform the clerk if he is able to attend.

**Action: Clerk/GM**

**7.2 Joint AGM of SCAPTC and Surrey Community Action**  
In Valerie's absence, the clerk will attend the joint AGM of SCAPTC and Surrey Community Action to take place on 5<sup>th</sup> October 2010.

**7.3 Invitation to Care Home**  
Members noted an invitation to visit Windmill Manor Care Home in Hurst Green and will contact the home direct if they wish to visit.

**7.4 Lingfield Evening 2010**  
Members noted that the Chamber of Commerce is meeting on 6<sup>th</sup> October to discuss Lingfield Evening 2010. Sonia Perkins will represent the Parish Council.

## **8 REPORTS FROM OUTSIDE BODIES**

**8.1 Lingfield Chamber of Commerce**  
Helen Pink has been elected as Chairman of Lingfield Chamber of Commerce. The clerk will write to welcome her to the role.

**Action: Clerk**

**8.2 GACC Newsletter**  
Members noted receipt of GACC Newsletter Number 93.

## **9 CURRENT CONSULTATIONS**

**9.1 Surrey County Council's Passenger Transport Strategy and Freight Strategy**  
Responses to this web consultation are due before 12<sup>th</sup> November 2010. Graham Marks will inform the clerk if he thinks a response is required.

**Action: GM**

## **10 MINUTES OF THE PLANNING COMMITTEE**

Members noted receipt of minutes of the Planning Committee held since the last meeting of the Parish Council.

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

**11.1 Electoral Review of Surrey**  
Members noted that there is to be an electoral review of Surrey County Council.

**11.2 'No Need for Nuclear' Campaign**  
**Members agreed** not to support the 'No Need for Nuclear' campaign as it is against the council's policy to support political interest groups.

## **12 DATE OF NEXT MEETING**

The next meeting of the full Parish Council will be held on 30<sup>th</sup> November 2010.

Meeting Closed at 10.15pm