

# *Lingfield Parish Council*

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## **MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON TUESDAY 30<sup>th</sup> MARCH 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

District Cllr Brian Perkins

### **In attendance:**

Fay Elwood, Clerk to the Parish Council

## **1 PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

Lisa Bangs due to illness.

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

None.

### **1.3 Minutes of meeting held on 26<sup>th</sup> January 2010**

These were signed as a true and accurate record.

### **1.4 Minutes of a meeting held on 9<sup>th</sup> March 2010**

These were signed as a true and accurate record.

### **1.5 Correspondence**

Members noted correspondence received between 1<sup>st</sup> February 2010 and 17<sup>th</sup> March 2010.

## **2 FINANCE AND ADMINISTRATION**

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

No actions outstanding.

### **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 on 1<sup>st</sup> March was £31,711.45.

The following cheques were agreed for payment:

Chq No.	Details	Total	Power to Spend
1542	Lingfield Chamber of Commerce	£1,000.00	LGC 1972 s.137
1543	Ling and Dormans Comm Centre	£180.00	LGA 1972 s111
1544	LYFC - Grant	£250.00	LG(MP)A 1976 s19
1545	R. Deller - Gun Pond	£360.00	LGA 1972 Sch14
1546	F. Elwood - Stamps	£14.40	LGA 1972 s111
1547	A. Heaton - Salary	£211.20	LGA 1972 s111
1548	F.Elwood - Salary	£825.40	LGA 1972 s111
1549	Surrey CC - Pension	£227.97	LGA 1972 s111
1550	Inland Revenue - PAYE	£235.32	LGA 1972 s111
1551	Viking Direct - Stationery	£261.86	LGA 1972 s111
1552	Ling & Dormans Comm Centre	£9.00	LGA 1972 s111
1553	Lingfield & Dormansland Scouts	£250.00	LGC 1972 s.137
1554	Hedleys Solicitors	£205.63	LGA 1972 s111
1555	A. Heaton - Salary	£211.20	LGA 1972 s111
1556	D. Heaton - Salary	£42.00	LGA 1972 s111
1557	F. Elwood - Salary	£825.40	LGA 1972 s111
1558	SCC - Pension	£227.97	LGA 1972 s111
1559	Inland Revenue - PAYE	£235.32	LGA 1972 s111
1560	TDC – Earthquaking Treatment	£150.00	LG(MP)A 1976 s19
1561	Cancelled	£0.00	
1562	EDF Energy	£64.03	War Mem Act 1923
1563	BT – Phone Bill	£86.31	LGA 1972 s111
1564	SALC – Clerk's Networking Day	£52.88	LGA 1972 s111
1565	SCC – December Pension Payment	£227.97	LGA 1972 s111
1566	Lingfield Living – 3 months	£168.00	LGA 1972 s111
1567	F. Elwood – Stamps	£21.60	LGA 1972 s111
		<b>£6,343.46</b>	

### 2.3 Budget Virement

**Members approved** a budget virement of £3646 from ‘Talbot Road’ to ‘Salaries’. The overspend on salaries was due to the clerk joining the Local Government Pension Scheme and the employment of a Sports and Recreation Assistant.

### 2.4 Budget Overspend

**Members approved** an overspend of £19.39 on the ‘Allotments’ budget.

### 2.5 Sport and Recreation Assistant

**Members approved** renewal of the contract for the Sport and Recreation Assistant on the basis of him working an average of 35 hours per month. The clerk will issue a new fixed term contract for 12 months.

**Action: Clerk**

### 2.6 Annual Parish Assembly

The Annual Parish Assembly is scheduled for Monday 19<sup>th</sup> April 2010. The format will be the same as last year. Mary Edwards will arrange for refreshments to be served. The clerk will issue a notice to be placed on noticeboards, the web site and ask the East Grinstead Courier to publicise the event. The Chairman will

address issues raised at the last Parish Assembly in his report for the meeting. Suggested topics for the second session are Talbot Road Improvements and the proposed traffic calming scheme for Godstone Road. Reports will be required from members.

**Action: Clerk/all members**

### **2.7 Sport and Recreation Committee**

**Members agreed** to co-opt Sonia Perkins to the Sport and Recreation Committee and to adhere to the SCAPTC guidance that the minimum quorum for a committee should be three.

### **2.8 Review of Standing Orders**

The National Association of Local Councils has issued a new set of Model Standing Orders. We have been advised by SCAPTC that we should carry out a review of our standing orders and either amend them or adopt the model. The clerk will compare our existing standing orders and recommend any amendments. The deadline for completion of this action is 28<sup>th</sup> September 2010.

**Action: Clerk**

### **2.9 Risk Assessments**

**Members approved** the risk assessments for 2010. There are some minor actions arising from the allotment and environment risk assessments. The clerk will liaise with the responsible councillors to ensure these issues are addressed.

**Action: Clerk**

### **2.10 Allotment Mower**

**Members approved** expenditure of £111.62 to service a mower donated to the allotments by David Netherclift. Payment to be deferred until the new financial year.

### **2.11 Fuel for Mower**

**Members approved** expenditure of £30 for fuel for the mower to be paid on presentation of receipts.

### **2.12 Grant from TDC**

Members noted receipt of £1545 from Tandridge District Council towards the cost of repairs to the slabs around the war memorial. The chairman thanked Graham Marks for bringing the Environment Initiatives Grant scheme to our attention.

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

### **3.1 Actions Outstanding**

There are no actions outstanding. All grants previously authorised have now been paid and supporting paperwork has been received.

### **3.2 Grant Applications Received**

**Members approved** a grant of £200 for St. Catherine's Hospice. This will be paid using powers under Section 137 of the Local Government Act 1972.

**Members agreed** that no grant should be awarded to Victim Support.

**Action: Clerk**

## **4 PARISH FACILITIES**

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

The clerk has written to Lingfield Park Racecourse again on the subject of land for allotments. No response has been received.

The clerk attended a meeting at NCYPE to look at a piece of land which they may be prepared to lease to Lingfield Parish Council and Dormansland Parish Council. We are investigating road access and water supply and the clerk will formulate a proposal for the council to consider.

**Action: Clerk**

### **4.2 Sport and Recreation Committee**

Members confirmed the minutes of the Sport and Recreation Committee Meetings held on 9<sup>th</sup> February 2010 and 9<sup>th</sup> March 2010.

### **4.3 Sport and Recreation Report**

Members noted receipt of a report prepared by Adrian Heaton. It was agreed that in future it will be sufficient for him to provide a report for the committee meetings and not full council.

### **4.4 Lingfield Wildlife Area**

**Members approved** the signing of the lease to renew the agreement with Lingfield Wildlife Area. The content of the lease remains unchanged.

## **5 TRAFFIC AND PARKING**

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

The proposed traffic calming scheme associated with the affordable housing development in Godstone Road has been referred to the Tandridge Local Area Committee. A public consultation will be held some time after the local council elections.

The clerk has contacted Surrey County Council to ask when time limited parking will be introduced in the High Street. If no response is received the clerk will ask the new Chief Executive why we are not receiving responses to queries as promised.

**Action: Clerk**

### **5.2 Gunpit Road Car Park**

Following an extra-ordinary meeting of the Parish Council on 9<sup>th</sup> March 2010, the clerk wrote to the Director of Community Services at Tandridge District Council to request that Gunpit Road Car Park reverts to being free for all day parking. The request has been acknowledged and we now wait for a response from the Community Services Committee.

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

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

It was accepted that the Vehicle Activated Sign will not be installed until the result of the application for a traffic calming scheme in Godstone Road is known. This item will remain in our budget.

The subject of fly posting has been raised with the District Council and we have been advised that Surrey County Council has the power to remove notices which are displayed on the highway. Tandridge District Council can take action if the notice is on private land and they tend to do this if it causes an issue of amenity or highway safety. Lingfield Parish Council only has jurisdiction over its own notice boards and it was noted that anyone can use the open notice board outside Barclays Bank to advertise a local issue or event. Commercial advertisements such as items for sale or job vacancies will be removed.

Members noted receipt of a letter from a resident following the incident of a man reportedly loitering in Station Road. The resident supports the installation of extra street lights. The Parish Council has not received an overwhelming demand to increase the number of lights so it was agreed that the clerk will reply to the resident asking her to provide evidence of a majority view.

**Action: Clerk**

SCC has still not replaced the village sign in Godstone Road. **Members agreed** that the Parish Council will not fund a replacement but the clerk will contact SCC again to request that they replace it.

**Action: Clerk**

It was noted that the Twinning sign is not on the Parish Council's asset register so the clerk was asked to notify the Twinning Association that maintenance and repair is their responsibility.

**Action: Clerk**

Graham Marks expressed concern about the area being used for storage by Morrisons whilst they carry out repairs to the gas main. The clerk will write to Morrisons requesting that they leave the area as they found it. Copy to be sent to SCC.

**Action: Clerk**

The Chairman reported a letter received from a resident complaining about the state of the village as a result of the street sweeper being on sick leave. The matter was reported to Tandridge District Council's Amenity Department and we were advised that they had sent a team to carry out some of his work. The clerk will contact TDC again to ask for a progress report.

**Action: Clerk**

## **6.2 Request from resident**

**Members agreed** to the request from a resident to donate a tree to be planted around the pond in memory of a deceased relative. The clerk will seek advice from Vernon Deller to ensure that it will not grow too large.

**Action: Clerk**

### **6.3 Hedges, Verges and Ditches**

The Chairman gave a verbal report of a hub meeting chaired by Michael Sydney and attended by five of the Parish Councils in the Lingfield Division. He explained the proposals to allow Parish Councils to take on some of the roadside works from Surrey County Council and gave his view that he did not think the parishes combining would be a workable solution.

### **THE CHAIRMAN SUSPENDED THE MEETING TO TAKE COMMENTS FROM DISTRICT COUNCILLOR BRIAN PERKINS**

**Members agreed** that they did not think that combining with other parishes would work but they decided not to rule it out completely at this stage. However, depending on costs, they would prefer Lingfield PC to take on this work as a single entity. The Chairman and the Clerk will continue to attend Hub Meetings for the time being.

### **6.4 Parish Emergency Plan**

**Members agreed** that the clerk should prepare a draft emergency plan for members to consider at a future meeting.

**Action: Clerk**

## **7 TRAINING AND MEETINGS**

There will be a meeting of Surrey County Association of Town and Parish Councils on 20<sup>th</sup> April. The clerk will attend.

## **8 REPORTS FROM OUTSIDE BODIES**

Members noted receipt of the following:-

Newsletter Number 92 from Gatwick Airport Conservation Campaign

Newsletter from The Friends of East Surrey Museum

Newsletter 'Action for Water' dated 10<sup>th</sup> February 2010

Letter from Surrey Hills Society dated 10<sup>th</sup> February 2010

Notes of a meeting with the Chief Constable held on 26<sup>th</sup> January 2010

## **9 CURRENT CONSULTATIONS**

There are no consultations currently outstanding.

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

Members confirmed minutes of the meetings of the Planning Committee held on 9<sup>th</sup> February 2010 and 9<sup>th</sup> March 2010.

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

The clerk has received details of five people prepared to become involved in the setting up of a new youth club. A meeting will be arranged with Surrey County Council's youth worker in the near future.

**Action: Clerk**

## **12 DATE OF NEXT MEETING**

The Annual Meeting of the Parish Council will be held on 11<sup>th</sup> May 2010.

Meeting Closed at 9.30pm