

# *Lingfield Parish Council*

---

## **MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON TUESDAY 30<sup>TH</sup> NOVEMBER 2010 AT 8PM AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

### **Present:**

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

Cllr Brian Perkins (part of meeting)

In attendance:-

Mrs Fay Elwood, Parish Clerk

## **1 PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

Lisa Bangs had child care problems because of the bad weather.

### **1.2 Declarations of Interest**

None.

### **1.3 Minutes of meeting held on 28<sup>th</sup> September 2010**

These were signed as a true and accurate record.

### **1.4 Correspondence received since last meeting**

Members noted correspondence received between 27<sup>th</sup> September 2010 and 17<sup>th</sup> November 2010.

## **2 FINANCE AND ADMINISTRATION**

### **2.1 Action points outstanding**

Preparation of the draft Emergency Plan is still outstanding.

#### **Action: Clerk**

The action to transfer the broadband account from a domestic account to a business account was cancelled because no savings would result.

The action to transfer the Jubilee Clock to the Community Centre was cancelled.

## 2.2 Financial Report

**Members approved** the Financial Report dated November 2010. Cash in the bank as at 1<sup>st</sup> November 2010 was £37,549.36. The following cheques were agreed for payment:-

| Date       | Chq no. | Details                                    | Amount (£)      |
|------------|---------|--|-----------------|
| 28/09/2010 | 1636    | BT – Phone Bill                            | 81.07           |
| 28/09/2010 | 1637    | Countrywide Grounds Maintenance            | 1875.89         |
| 28/09/2010 | 1638    | Surrey Playing Fields Assoc                | 10.00           |
| 28/09/2010 | 1639    | D. Netherclift – replacement chq           | 11.60           |
| 05/10/2010 | dd      | Orange Broadband                           | 19.99           |
| 07/10/2010 | 1640    | R.V. Deller – Gun Pond                     | 600.00          |
| 07/10/2010 | 1641    | Gillett and Johnston – Clock Servicing     | 175.08          |
| 15/10/2010 | 1642    | A. Heaton – Oct Salary                     | 201.60          |
| 12/10/2010 | 1643    | F. Elwood – Oct Salary                     | 825.26          |
| 15/10/2010 | 1644    | HM Revenue                                 | 233.40          |
| 15/10/2010 | 1645    | Surrey County Council – Pension            | 227.97          |
| 05/11/2010 | dd      | Orange Broadband                           | 19.99           |
| 17/11/2010 | 1646    | Royal British Legion                       | 25.00           |
| 17/11/2010 | 1647    | Lingfield Horticultural Society            | 92.47           |
| 17/11/2010 | 1648    | Downsview Monumental                       | 687.38          |
| 17/11/2010 | 1649    | D. Netherclift – Allotments                | 6.73            |
| 17/11/2010 | 1650    | SALC – Clerk’s Networking Day              | 52.88           |
| 22/11/2010 | 1651    | F. Elwood – Clerk’s Salary                 | 825.26          |
| 22/11/2010 | 1652    | A. Heaton- Salary                          | 192.00          |
| 22/11/2010 | 1653    | HM Revenue                                 | 231.00          |
| 22/11/2010 | 1654    | Surrey County Council – Pension            | 227.97          |
| 22/11/2010 | 1655    | Lingfield and Dormansland Community Centre | 180.00          |
|            |         | <b>Total</b>                               | <b>£6802.54</b> |

## 2.3 Budget and Precept

**Members approved** a budget of £47,800 for 2011/12 and a precept requirement of £32,000.

## 2.4 Replacement Plaques

**Members approved** expenditure of £39 plus £5 fixing to replace the plaque in memory of Doug Edwards. It was agreed this will be fixed to the wall so that it does not go missing again. Mary will contact Ms Pocock concerning a plaque in memory of her sister. The clerk will order plaques.

**Actions: ME and Clerk**

## **2.5 Allotment Rents**

**Members approved** an increase of £2 on allotments rents. The clerk will advise allotment holders that the increase will be effective from 2012.

**Action: Clerk**

## **2.6 Grit Bins**

**Members approved** the purchase of three grit bins at a cost of £131.67 each. The clerk will place the order and arrange for them to be filled by 'Clutterbucks' at a cost of £58 per bin. The bins will put in the following locations (subject to permissions required):-

Outside Community Centre

Adjacent to public toilets in Godstone Road

Near to Boots Pharmacy.

**Action: Clerk**

## **2.7 Cheque Signing Powers for the Clerk**

Following discussions with the internal auditor and SCAPTC, **members agreed** to alter the clerk's cheque signing powers. The clerk will be able to sign cheques for items of budgeted or approved expenditure up to a limit of £500 per month. This will be a separate account linked to the main account. This will not be actioned until the result of the application to Awards for All is known and the arrangement will be suspended if our grant application is successful. This is in order to comply with three conditions of a grant, whereby two signatures are required for all items of expenditure.

**Action: Clerk**

## **2.8 Meter Box**

**Members approved** expenditure of £186 to provide a new meter box at the war memorial.

**Action: Clerk**

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

## **3.1 Actions outstanding**

The Youth Club grant has not yet been paid. See below.

## **3.2 Grant Applications Received**

Four grant applications have been received since the last meeting. **Members agreed the following:-**

Chamber of Commerce – To provide Christmas Lights in the village – up to £1000 match funding.

Community Care – New Dishwasher and other equipment - £800.

Lingfield Cricket Club – Nets for Newchapel Ground - £500 in 2010/11 and £500 in 2011/12.

Community Centre – To provide additional software for IT suite – grant application unsuccessful.

The clerk was asked to write to Tandridge District Council to express our concern at the relatively small contribution from them towards Community Care.

**Action: Clerk**

### **3.3 Grant for Youth Club**

Following the agreement at the last meeting of the Parish Council, the clerk requested some clarification about the conditions for paying out the grant to the Youth Club. Members had expressed concern about parting with money before being sure the club will reopen. **The following was agreed:-**

- 1) The Parish Council will arrange insurance for the Taster Evening.
- 2) The Parish Council will pay the rent for the Taster Evening.
- 3) We will pay up to £100 for items purchased for Taster Evening (receipts required) but this will be reimbursed from the Youth Club funds.
- 4) We will pay remainder of grant on receipt of details of numbers of volunteers; number of members; confirmation that Community Centre is booked; schedule of events.
- 5) The clerk will pursue the transfer of funds from the treasurer of the previous club.

**Action: Clerk**

## **4 PARISH FACILITIES**

### **4.1 Actions outstanding**

Lingfield Running Club has asked the Parish Council to provide them with a key for Talbot Road Pavilion so that they can use the showers free of charge. Members considered this suggestion but felt that we should keep key holders to a minimum. **It was therefore agreed** that they should now be charged the same rate as other users - £10 per session.

### **4.2 Sport and Recreation**

Members noted Adrian's report for November. The clerk has contacted Tandridge District Council concerning the repairs required in the pavilion. The Chairman was concerned that users are leaving the pavilion dirty when it is clearly stated in the Terms and Conditions that the pavilion should be swept and mopped at the end of each game. The clerk will contact users to inform them that in future they will be charged £15 for cleaning if they do not adhere to the Terms and Conditions. At the start of the next season a deposit will be required which will be forfeited if they leave the changing rooms dirty.

**Action: Clerk**

### **4.3 Poisoned Trees**

Members are concerned that if these trees have, as suspected, been poisoned, there may be contamination of vegetables grown on the adjoining allotment. It was, therefore, agreed not to renew the tenancy agreement for this allotment. The clerk will try to find out who could carry out some soil analysis on our behalf.

**Action: Clerk**

### **4.4 The Pollards Allotments**

The clerk reported on progress concerning the proposed allotment site in Newchapel Road. The lease has been prepared and has been passed to the owner of the land for their comments/agreement. Mike Redmond has agreed to draw some plans which will allow us to submit a planning application for moving the entrance to the site. The Parish Council is grateful to Mike for offering to do this free of charge. Once the lease is in place, the grant application will be resubmitted. Dormansland Parish Council has agreed to pay £5000 towards preparation of the allotment site, as well as half the cost of the lease. Planning permission will be the determining factor in whether this project goes ahead as both Parish Councils have agreed to share the cost in the event that the grant application is unsuccessful. **Members approved** Tony Clark as the contractor to undertake the work. He was recommended by Forest Row Parish Council and has undertaken work on allotments in other areas. The budget virement was deferred until the order is placed.

**Action: Clerk**

#### **4.5 Offer from Scotia Gas Networks**

In October, the bronze plaques were stolen from the war memorial in the centre of the village. Fortunately, the Police were able to recover the plaques, thanks to the kindness of a local scrap merchant. The war memorial was repaired and the plaques replaced in time for Remembrance Sunday, thanks to Downsview Monumental Masons rearranging their work schedule. The publicity surrounding the theft led to an offer from Scotia Gas Networks to pay for the plaques to be reinstated 'as a thank you to residents for their patience whilst the roads were disrupted when they were replacing gas mains earlier in the year. **Members agreed** to accept the kind offer (without prejudice).

**Action: Clerk**

#### **4.6 Plaques on war memorial**

The clerk has received a quote from a company called Antique Bronze to clean the bronze plaques on the war memorial. The majority of members are against cleaning the plaques because they prefer the weathered look. If plaques were to be cleaned, the stonework should also be cleaned and when this was attempted in the past, the result was unsatisfactory. **Members agreed** not to clean the plaques at the moment but to invite Antique Bronze to inspect the memorial and provide their opinion. Graham Marks will arrange this.

**Action: GM**

## **5 TRAFFIC AND PARKING**

### **5.1 Actions outstanding**

None.

### **5.2 Traffic Calming Scheme in Godstone Road**

Members noted the date of the appeal concerning the proposed traffic calming scheme associated with The Bays, Godstone Road – 8<sup>th</sup> December 2010. Mary Edwards will attend.

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

## **6.1 Actions outstanding**

None.

## **6.2 Tree outside 'Suitables'**

Members were asked to consider making a financial contribution towards the felling of a tree outside 'Suitables', the roots of which are coming up through the pavement. Members felt it is not acceptable that Surrey County Council has decided not to deal with this due to lack of funds. The clerk will write to SCC and raise the matter with Michael Sydney. It is particularly important that this is dealt with as this is a location used by school children to cross the road. Graham Marks pointed out that there is also a tree stump outside 68 Saxbys Lane which needs removing.

**Action: Clerk**

## **6.3 Highways Horticulture**

A meeting has been arranged between Michael Sydney and representatives from the seven parishes in the Lingfield division (the Hub) to take place on Monday 13<sup>th</sup> December at 7pm. **Members agreed** that we should pursue the idea of parishes taking over responsibility for highways horticulture and make a final decision if and when details of the scheme have been agreed with Surrey County Council.

## **6.4 Highways Improvements**

Most members have submitted reports to the clerk concerning desirable highways improvements in the area they have been requested to survey. Reports are still awaited from Lisa and Valerie. This information must be submitted to Michael Sydney before the meeting with John Lawlor on 8<sup>th</sup> December. Graham Marks suggested that B-roads should be maintained to a higher standard. The Chairman will amend his report to include this request.

**Action: VM/LB/RP**

## **7 TRAINING AND MEETINGS**

7.1 Members noted a meeting of the Lingfield Hub on Monday 13<sup>th</sup> December 2010 at 7pm. The Clerk and Chairman will attend.

7.2 Members noted a meeting with Michael Sydney and John Lawlor to discuss Highways Issues on Wednesday 8<sup>th</sup> December at 10am. The Clerk and Chairman will attend.

## **8 REPORTS FROM OUTSIDE BODIES**

Members noted receipt of the minutes of the East Surrey Parishes Liaison Group meeting held on 27<sup>th</sup> October 2010.

## **9 CURRENT CONSULTATIONS**

Review of Local Bus Services – Phase 2 – responses due by 31<sup>st</sup> January 2011.

**Action: GM**

**10 MINUTES OF THE MEETING OF THE PLANNING COMMITTEE**

Members noted receipt of the minutes of the Planning Committee meetings held since 28<sup>th</sup> September 2010.

**11 MATTERS FOR REPORTING**

11.1 Members noted that the clerk has received copies of 'Capital to Coast' walks planned for 2011.

11.2 The clerk informed members about a suggestion from a resident to increase the amount of woodland around the village. **Members agreed** that this is not a viable suggestion as the land in question is not for sale and the cost would be prohibitive.

Meeting closed at 10.20pm