

Lingfield Parish Council

MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL **HELD ON TUESDAY 29TH MARCH 2011 AT 8PM** **AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

Present:

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

Cllr Brian Perkins
Cllr Michael Sydney

Three members of the public

In attendance:-

Mrs Fay Elwood, Parish Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

None.

1.2 Declarations of Interest

Lisa Bangs declared an interest in Item 4.2 because she is a member of the Planning Committee of Tandridge District Council.

1.3 Minutes of meeting held on 25th January 2011

These were signed as a true and accurate record.

1.4 Correspondence received since last meeting

Members noted receipt of a list of correspondence received between 31st January and 21st March 2011.

2 FINANCE AND ADMINISTRATION

2.1 Action points outstanding

Replacement of the meter box was deferred awaiting further research on solutions.

Action: Clerk

The preparation of an Emergency Plan is still outstanding but will be removed from the action list.

Action: Clerk

2.2 Financial Report

Members approved the Financial Report dated March 2011. Cash in the bank as at 1st March 2011 was £28,987.07. The following cheques were agreed for payment:-

| Date | Chq | Description | Amount £ |
|------------|------|---|----------------|
| 25/01/2011 | 1680 | Sutton & East Surrey Water | 254.74 |
| 25/01/2011 | 1681 | Sutton & East Surrey Water | 48.60 |
| 25/01/2011 | 1682 | Cancelled | 0.00 |
| 25/01/2011 | 1683 | Connick Tree Care | 192.00 |
| 25/01/2011 | 1684 | Connick Tree Care | 354.00 |
| 01/02/2011 | 1685 | R.V. Deller - Gun Pond | 360.00 |
| 01/02/2011 | 1686 | Foxhole Farm - Grit Bins | 260.80 |
| 04/02/2011 | dd | Orange Broadband | 19.99 |
| 09/02/2011 | 1687 | A. Skinner - Youth Club | 278.63 |
| 09/02/2011 | 1688 | Lingfield & Dormans Comm Centre - Youth Club Rent | 300.00 |
| 09/02/2011 | 1689 | SALC - Postage | 1.80 |
| 15/02/2011 | 1690 | F. Elwood - Clerk's salary | 822.26 |
| 15/02/2011 | 1691 | HM Revenue & Customs | 216.60 |
| 15/02/2011 | 1692 | Surrey County Council - Pension | 227.97 |
| 15/02/2011 | 1693 | A. Heaton - Salary | 134.40 |
| 22/02/2011 | 1694 | Lingfield & Dormans Comm Centre | 15.00 |
| 22/02/2011 | 1695 | Gillet and Johnston - Clock Repair | 158.40 |
| 05/03/2011 | dd | Orange Broadband | 19.99 |
| 08/03/2011 | 1696 | N. Cole - Lingfield Youth Club | 127.43 |
| 16/03/2011 | 1697 | F.Elwood - Salary | 825.26 |
| 16/03/2011 | 1698 | A. Heaton - Salary | 62.40 |
| 16/03/2011 | 1699 | Surrey County Council - Pension | 227.97 |
| 16/03/2011 | 1700 | HMRC - PAYE and NI | 198.60 |
| 16/03/2011 | 1701 | SCAPTC - LCR Subs | 31.00 |
| 16/03/2011 | 1702 | Lingfield Youth Club - Grant | 500.00 |
| 16/03/2011 | 1703 | Lingfield Youth Club - Transfer | 894.82 |
| 23/03/2011 | 1704 | BT - Phone Bill | 95.42 |
| 23/03/2011 | 1705 | Sussex Assocn of Local Councils | 57.00 |
| | | Total | 6685.08 |

2.3 Auditor for 2010/11

Members approved Derek Reeves as the internal auditor for 2011. The clerk will arrange for the audit to take place during May. **Action: Clerk**

2.4 Clerk's Training

Members noted that the clerk has now submitted her portfolio for the Certificate in Local Council Administration. **Members approved** an incremental rise in salary to point 30 on the pay scale, which represents an increase of £413 per annum as stated in the Clerk's Contract of Employment, subject to receiving a pass mark.

2.5 Jubilee Clock

The 'masterclock' which controls the Jubilee Clock has reached the end of its life. The cost to replace this is £834. A grant offer of £417 has been received from Tandridge District Council. **Members agreed** to expenditure of £417 to allow the work to take place but the clerk was instructed to pursue other avenues for grant funding first.

Action: Clerk

2.6 Lingfield Park Racecourse

Members noted representations from some residents concerning the withdrawal of the free race tickets for residents. The Chairman explained that Lingfield Park Racecourse is arranging a Residents Race Day, to which all residents of Lingfield and Dormansland will be invited, and in his opinion this is a much fairer way of compensating residents. Valerie would like us to have another go at retaining the concession and the clerk will contact Trevor Leggo to see if we have any powers in this respect.

Action: Clerk

2.7 Risk Assessments

Members approved the risk assessments for 2011.

2.8 Annual Parish Assembly

Members noted that the Parish Assembly has been arranged for Monday 4th April in The Day Centre. Transcripts of members' reports should be copied to the clerk for inclusion in the minutes.

Action: Members

2.9 Plaques for grit bins

Members approved expenditure of £60 for three plaques to go on the grit bins.

Action: Clerk

2.10 Book Binding

Members approved expenditure of £80 to bind the minutes of meetings from 2006 to 2010. The clerk to arrange.

Action: Clerk

3 GRANTS, FUNDING AND COMMUNITY PROJECTS

3.1 Actions outstanding

The grant awarded to the Cricket Club has not yet been claimed so £500 will be ring-fenced until they are in a position to provide copies of the relevant invoices.

Action: Clerk

The grant has now been paid to the Youth Club, along with the funds transferred from the previous Youth Club.

4 PARISH FACILITIES

4.1 Actions outstanding

Graham has met with a representative from 'Antique Bronze' to discuss cleaning the plaques on the war memorial. A decision on whether to proceed was deferred.

4.2 The Pollards Allotment Gardens

A planning application has been submitted and the target date for a decision is 30th March 2011. Surrey County Council has not objected to moving the entrance but has stipulated conditions which may have cost implications. We still await confirmation of lottery funding. Members have previously agreed to use Tony Clark to prepare the allotments and accepted his quote of £14,072.49 + VAT. Three quotes were invited and only two were received. The other contractor quoted £18,840 + VAT. **Members approved** the following costs associated with the project:

Preparation of lease £400
Planning application £168.75
Preparation of plans

Members agreed to expenditure associated with conditions imposed by Surrey County Council Highways authority up to an amount which would not exceed the total budget of £5000 (LPC's contribution) to provide the allotments.

Members discussed the rents to be charged on the new allotments and agreed it should be in the range of £25 to £30 per plot (subject to clerk researching the amount charged in other parishes).

Action: Clerk

4.3 Talbot Road Recreation Ground

Members noted that TDC has agreed in principle to a 20 year lease on Talbot Road Recreation Ground, subject to working out the details of cost and conditions. The Chairman thanked our district councillors (Brian in particular) for helping to make this happen. **Members agreed** that Mary Edwards, together with the clerk, will work on the details with Richard Woodward at Tandridge District Council. Graham suggested talking to Trevor Leggo about the fact that the land was originally bequeathed to the village.

Action: Clerk

The Chairman suggested that the clerk should work with our recreation assistant to come up with a 'wish list' of improvements.

Action: Clerk

4.4 Report from Sport and Rec Assistant

Members noted a report from the Sport and Recreation Assistant and asked the clerk to check on the status of repairs to showers.

Action: Clerk

4.5 Verti-draining football pitch

Members approved expenditure of £375 for verti-draining of the football pitch. The clerk will arrange.

Action: Clerk

4.6 Queen Elizabeth Fields in Trust Challenge

Members noted that Talbot Road football pitch has been nominated by Tandridge District Council for the Queen Elizabeth Fields in Trust Challenge and look forward to the funding opportunities that it affords.

5 TRAFFIC AND PARKING

5.1 Actions outstanding

None.

6 VILLAGE ENVIRONMENT, HIGHWAYS, INFRASTRUCTURE AND PROPERTY

6.1 Actions outstanding

Michael Sydney will investigate progress on the removal of the tree outside 'Suitables'.

6.2 Highways Improvements

Members noted Michael Sydney's request for a list of the worst roads in the parish and the chairman reminded him about the report produced for John Lawlor by the Parish Council. The following roads were identified as most in need of urgent repair:-

High St/Town Hill/ Racecourse Road

Vicarage Road

Crowhurst Road Junction

Michael Sydney agreed to take this list back to the County Council.

6.3 Traffic Calming Scheme proposed for Godstone Road

The chairman reported on the successful campaign to raise awareness of the public consultation on a proposed traffic calming scheme for Godstone Road and thanked those involved. The campaign was supported by groups and the business community and there was no cost to the Parish Council. Although the meeting was well attended, there was concern about the way the meeting was run by SCC. **Members agreed** that the clerk will send letters drafted by the Chairman to the Chief Executive of Surrey County Council and the Chairman of the Local Area Committee.

Action: Clerk

6.3 Lingfield Division Hub Project

Members noted receipt of minutes of meetings held on 2nd and 22nd March 2011. Lisa Bangs expressed disappointment at the reduction in the figure which SCC proposes to pay to the hub which has now reduced to £34,000. Although it had been hoped that parishes would be choosing and managing a contractor for grass cutting by April 2011, this has not proved possible so the existing contract has been extended for a further year. It is proposed that this is managed by the hub for the first year, although management arrangements are not yet in place. We await further information.

7 TRAINING AND MEETINGS

The clerk and Mary Edwards are due to attend a free conference on Wednesday 30th March 2011 on the subject of 'Communities in Control'.

8 REPORTS FROM OUTSIDE BODIES

None received.

9 CURRENT CONSULTATIONS

9.1 Lingfield Library

Following the inclusion of Lingfield Library in the Public Value Review exercise, being conducted by Surrey County Council, it was subsequently agreed at the SCC meeting that Lingfield Library should be treated as a special case because of the Hayward Trust which provides the building and pays for maintenance. A group has been established which will aim to retain the current arrangements whereby the library is run by paid staff. **Members agreed** that the library should be preserved but that no action is required by the Parish Council until we know the outcome of discussions between the action group and Surrey County Council.

9.2 Local List of Planning Application Requirements

Mary Edwards will pass comment to the clerk for submission.

Action: Mary

10 MINUTES OF THE MEETING OF THE PLANNING COMMITTEE

Members noted receipt of the minutes of the Planning Committee meetings held on 25th January, 22nd February, and 8th March 2011.

11 MATTERS FOR REPORTING

11.1 Members noted an invitation to the Mayor of East Grinstead's Charity Dinner Dance due to take place on 16th April 2011.

12 DATE OF NEXT MEETING

The next Parish Council meeting will be held on 31st May 2011. The Chairman noted that this is the last Parish Council meeting before the elections and thanked all members for their hard work over the past four years.

Meeting closed at 9.35pm