

Lingfield Parish Council

MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL **HELD ON TUESDAY 31ST MAY 2011 AT 8PM** **AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

Present:

Chris D'Avray – in the chair

Graham Marks

Sonia Perkins

Valerie Millar

Lisa Bangs

John Cole

Cllr Brian Perkins

Cllr Michael Sydney

Two members of the public

In attendance:-

Mrs Fay Elwood, Parish Clerk

Report from County Councillor – Michael Sydney

The new Highways contract started on 3rd May. May Gurney is the principal contractor but some work is directly contracted to other companies. Michael will try to obtain a Powerpoint presentation to show to parishes.

There is a new system for reporting pot holes online. When the pothole has been repaired, the person reporting it will receive a photo of the repair.

There will be a meeting between the 9th and 13th June between the Highway Engineer and the Local Committee to discuss the outcome of the public consultation on the proposed traffic calming scheme for Godstone Road. It has taken longer than expected to analyse the results. No alternative scheme has yet been put forward. Michael promised to keep us informed and advised that the next meeting of the Local Area Committee to be held in public will be on 24th June.

He was pleased to report that the plan to introduce charges for on-street parking has been scrapped in Tandridge.

Commuter parking is still an issue and the County Council will be looking at the situation in Dormansland soon. Lingfield is not under review at the moment.

Michael advised that each County Councillor will be given £5000 to spend on projects which meet the criteria of 'Community Pride'. Applications were invited and the money must be spent by 31st March 2012.

Regarding Lingfield Library, Michael has given a report to David Hodge, stating clearly that Lingfield should be treated as a special case. In other areas, the County Council is providing the building and communities are asked to provide the staff. In Lingfield, we provide the building so the County Council should provide the staff.

Finally, Michael reported that he is now Chairman of the Tandridge Local Area Committee and they will be watching the emergence of the Localism bill with interest to discover new ways of working with parishes.

District Councillors Reports

Brian Perkins welcomed the newly elected members and said in his position as Chairman of Tandridge District Council he is hoping to highlight Lingfield during the coming year. He supports Lisa's campaign to get a fence around the playground in Jenners Field. He referred to the opportunity for a twenty year lease on Talbot Road Recreation Ground and hoped the new Council takes the opportunity to take this forward.

Lisa reported that she has presented a petition with 511 signatures to Tandridge District Council in support of fencing the playground.

Following the public consultation on the proposed traffic calming scheme in Godstone Road, Lisa has sent a list of questions to the Chief Executive at Surrey County Council and she awaits a detailed reply.

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

Mary Edwards is away on holiday.

1.2 Declarations of Interest

Lisa Bangs declared an interest in items relating to Talbot Road Recreation Ground because she is a member of the Community Services Committee of Tandridge District Council.

Lisa Bangs declared a personal and prejudicial interest in item 3.2 and left the room whilst the item was discussed.

Chris D'Avray declared an interest in item 4.9 and left the room whilst the item was discussed.

1.3 Minutes of meeting held on 29th March 2011

These were signed as a true and accurate record.

1.4 Minutes of the Annual Meeting held on 17th May 2011

It was agreed that these are an accurate record of the meeting.

1.5 Minutes of the Twelfth Annual Parish Assembly

These were signed as a true and accurate record.

1.6 Correspondence received since last meeting

Members noted receipt of a list of correspondence received between 19th April and 20th May 2011.

2 FINANCE AND ADMINISTRATION

2.1 Financial Report

Members approved the Financial Report dated May 2011. Cash in the bank as at 28th April 2011 was £46,720.02. The following cheques were agreed for payment:-

| Date | Cheque | Details | Amount £ |
|------------|--------|---|------------------|
| 31/03/2011 | 706 | Hedleys Solicitors – Lease | 420.00 |
| 31/03/2011 | 707 | R.V. Deller – Maintenance Work | 400.00 |
| 01/04/2011 | 708 | Redmond Associates – Plans for allotments | 420.00 |
| 01/04/2011 | 709 | F.Elwood- Expenses for Parish Assembly | 22.87 |
| 01/04/2011 | 710 | Lingfield and Dormansland Comm Centre - Rent | 180.00 |
| 01/04/2011 | 711 | Vision Ict - Web Site Hosting | 128.40 |
| 01/04/2011 | 712 | Community Care - Room Hire | 30.00 |
| 18/04/2011 | 713 | F. Elwood - Clerk's Salary | 851.33 |
| 18/04/2011 | 714 | A. Heaton - Salary | 105.60 |
| 19/04/2011 | 719 | Surrey Pension Fund | 258.78 |
| 18/04/2011 | 716 | HM Revenue & Customs - PAYE | 174.01 |
| 19/04/2011 | 717 | SLCC - CiLCA Management | 40.00 |
| 20/04/2011 | 720 | D. Netherclift - Petrol for Mower | 7.18 |
| 20/04/2011 | 722 | TDC - Verti-draining of Talbot Road | 450.00 |
| 04/05/2011 | 723 | F. Elwood - Padlock for allotments | 17.69 |
| 04/05/2011 | 724 | F.Elwood - Salary | 851.13 |
| 04/05/2011 | 725 | Surrey Pension Fund | 258.78 |
| 04/05/2011 | 726 | HMRC - PAYE | 183.81 |
| 04/05/2011 | 727 | A. Heaton - Salary | 144.00 |
| 24/05/2011 | 728 | F. Elwood - Postage | 4.50 |
| 24/05/2011 | 729 | Countrywide Grounds Maintenance – Mowing Contract | 205.80 |
| 24/05/2011 | 730 | SCAPTC - Subscription | 979.09 |
| 24/05/2011 | 731 | Zurich Municipal Insurance | 1,457.22 |
| 24/05/2011 | 732 | GACC - Subs | 10.00 |
| 24/05/2011 | 733 | TVSC - Subs | 10.00 |
| 24/05/2011 | 734 | Surrey Community Action - Subs | 35.00 |
| 24/05/2011 | 735 | St Peter and St Paul's Church - Grant | 3,000.00 |
| 24/05/2011 | 736 | Citizens Advice Bureau - Grant | 300.00 |
| 24/05/2011 | 737 | Lingfield Wildlife Area – Grant | 1500.00 |
| 24/05/2011 | 738 | L & D Community Centre – for meetings | 100.00 |
| 31/05/2011 | 739 | Viking Direct – Stationery and stamps | 307.42 |
| 31/05/2011 | 740 | Viking Direct | 22.04 |
| 31/05/2011 | 741 | David Netherclift – Padlock | 20.28 |
| 31/05/2011 | 742 | SALC – Councillor Training | 120.00 |
| 31/05/2011 | 743 | Clark Ground Care – Allotments | 16886.99 |
| | | Total | 29,901.92 |

2.2 New Councillor Training

Members approved expenditure of £120 for Chris D’Avray and John Cole to attend Councillor Introduction courses on 2nd June 2011.

2.3 Chairman’s Training

Members approved expenditure of £85 for Chris D’Avray to attend the Chairmanship Course.

2.4 Insurance

Members approved insurance renewal with Zurich at a cost of £1457.22.

2.5 Organisation of Responsibilities

The Chairman presented a paper outlining his suggestions for councillor responsibilities:-

Members agreed the following working parties (which do not have delegated powers). The lead councillor is responsible for bringing recommendations to full Council for approval.

Sports and Leisure – led by John Cole

To look at Talbot Road and sports facilities in general in conjunction with the Sports Association and the Victoria Sports and Leisure Club, together with Adrian Heaton and Robert Mitchell (others to be invited as required) and make recommendations to Council on the running of such facilities. To further address parking and access to Talbot Road Recreation Ground.

Health and the Lingfield Surgery – led by Lisa Bangs

Diane Riddlestone, the Practice Manager, is approaching the partners with a view to establishing a working group to analyse ways and means to enable the surgery to expand. To explore possible funding from the Public Works Loan Board, together with environmental grant funding. (Trevor Leggo to be consulted). Access to parking by doctors and ancillary staff at the rear of the surgery is to be considered, especially if such parking were designed primary for users of the sports facility. It will be necessary to survey residents in Talbot Road. Lisa will invite members to join the group as required and make recommendations to Council.

Allotments – Mary Edwards

Mary Edwards was appointed as the Councillor responsible for allotments and she will carry out regular inspections on both sites.

Grants – Sonia Perkins

Sonia Perkins will assess all grant applications received and make recommendations to the Council.

Environment (including Hub Project) – Graham Marks

Each councillor will be responsible for keeping an eye on an area of the parish (areas yet to be agreed) and report back to Graham Marks who will be the lead councillor. Graham will attend meetings of the Hub with the other seven parishes in the Lingfield division. John Cole will assist and attend meetings in his absence.

Finance – Chris D’Avray

The Internal Auditor has recommended that a councillor is designated to take responsibility for financial procedures. Chris D’Avray will take on the responsibility with assistance from a community accountant when required.

THE CHAIRMAN STRESSED THAT ALL MEMBERS CAN ATTEND MEETINGS OF WORKING PARTIES IF THEY SO CHOOSE.

Lingfield Primary School

It was suggested that the Parish Council should have the right to appoint a member to the School Governing Board. Chris D'Avray will approach the Board of Governors but it was suggested that Valerie Millar, as an existing governor, may be able to report back to the Parish Council. **Action: Chris**

Police Liaison

PC Paul Clifton has agreed to give a verbal report at the July PC meeting and regularly thereafter.

Graham Marks suggested a need for a Community Groups Liaison and he was asked to come up with proposals for how this might work. **Action: Graham**

2.6 Data Protection Act

Members approved expenditure of £35 to renew our registration with the Information Commissioner. This is a legal requirement. **Action: Clerk**

2.7 Accounts for year ended 31st March 2011

Members approved the accounts for the year ended 31st March 2011.

2.8 Annual Return

Members approved Sections 1 and 2 of the Annual Return and this was duly signed by the Chairman and the Clerk.

2.9 Internal Auditor's Report

Members noted receipt of the Internal Auditor's Report and **agreed** to implement the five recommendations noted in the conclusion.

Action: Clerk

2.10 Virement

Members approved virement of £5000 into the allotments budget to pay for the development of the new allotment gardens. When the budget was drawn up this amount had been included as expenditure for 2010/11.

2.11 Visioning

Three alternative dates were suggested for the Visioning exercise with Trevor Leggo and the clerk will make arrangements and book a venue.

Action: Clerk

3 GRANTS, FUNDING AND COMMUNITY PROJECTS

3.1 Grant for Cricket Club

Members noted that £1000 has been ring-fence for the Cricket Club. This will be paid upon receipt of invoices.

3.1 Grant Application Received

Members considered a grant application from Lingfield Scouts towards the cost of developing an internet site. **Members approved** a grant of £250 subject to submission of their latest accounts. The clerk was requested to ask if they are making alternative arrangements for members who do not have internet access.

Action: Clerk

4 PARISH FACILITIES

4.1 Actions Outstanding

The terms of a lease on Talbot Road and a wish list of improvements will be considered by the new Leisure and Sports Working Party and recommendations will be put to the Council. This working party will also consider renewal of the contract for Adrian Heaton. John Cole to contact interested parties and set up an initial meeting.

Action: John

4.2 Lingfield Wildlife Area

Members approved an additional grant to Lingfield Wildlife Area of £1000. It was noted that LWA have received grant funding of £1500 per year for the past four years. They will be asked to provide a budget for November PC to support the continuing payment of the extra amount.

Action: Clerk

4.3 Allotments

The Chairman resolved that the discussion concerning the progress of The Pollards Allotments should take place in Part II of the meeting.

4.4 Allotment Allocation

Members agreed that our allocation of allotments will only be given to residents living within our parish.

4.5 Allotment Rents

Members agreed that allotment rents for The Pollards will be set at £25 per year.

4.6 Community Centre

Members were asked to consider early renewal of the lease on the Community Centre. The lease only has three more years to run and this is preventing the Community Centre Management Team from accessing grant funding. Graham Marks said that he would like to see a business plan before agreeing to this. **Members agreed** that the clerk can instruct Hedleys to renew the lease after they have seen the business plan if they are happy with the content. Chris will make the business plan available for members.

Action: Chris

5 TRAFFIC AND PARKING

The Speedwatch scheme has not resumed due to a shortage of volunteers. The clerk will ask the Volunteer Bureau if they know of anyone suitable. Chris will contact John and Ann Ball to ask if they would be prepared to get involved again.

Action: Clerk/Chris

Graham Marks asked the clerk to request that the Police issue tickets when cars are parked on pavements, especially outside The Square and the corner of Newchapel Road.

Action: Clerk

The clerk reported that we have received a complaint about commuters parking in Church Road. Members noted this complaint but there is nothing we can do if they are parked legally.

6 VILLAGE ENVIRONMENT

6.1 Jubilee Clock

Members noted that the grant application to Gatwick Airport Trust was not successful. The meeting was suspended to take comment from County Cllr Michael Sydney who advised that the Community Centre could apply to the Local Area Committee for a grant. John Cole will investigate other solutions.

Action: John

6.2 Highways

Members noted a report from Derek Poole concerning the progress on the Hub project. There will be a meeting of all seven members of the Hub within the next fortnight.

7 TRAINING AND MEETINGS

7.1 Hub Meeting

The clerk will attend the next Hub meeting with Graham Marks. If the date is inconvenient, John Cole will attend in place of Graham.

8 REPORTS FROM OUTSIDE BODIES

Members noted receipt of GACC Newsletter No 94.

9 CURRENT CONSULTATIONS

9.1 Tandridge District Council – Community Infrastructure Levy (CIL) Consultation – responses due 30th June 2011

Lisa will provide list of infrastructure requirements on behalf of the Parish Council and forward this to the clerk for submission to TDC.

Action: Lisa

9.2 National Association of Local Councils – Planning for Traveller Sites – due 22nd June 2011

Mary will formulate a response for the clerk to send on behalf of the Parish Council.

Action: Mary

10 MINUTES OF THE MEETING OF THE PLANNING COMMITTEE

Members approved the minutes of the Planning Committee meetings dated 29th March, 26th April and 17th May 2011.

11 MATTERS FOR REPORTING

11.1 SCAPTC Management Committee

A request has been received for nominations to serve on the SCAPTC Management Committee. **Members agreed** to recommend Chris D'Avray.

11.2 Queen Elizabeth II Diamond Jubilee

It was suggested that a working party should be set up at the next meeting to discuss ways of commemorating the diamond jubilee in 2012.

11.3 Community News Deadline

It was noted that the deadline for articles to appear in the next issue of Community News is 7th August.

12 DATE OF NEXT MEETING

The next Parish Council meeting will be held on Saturday 23rd July 2011 starting at 9.30am. This meeting will be held in the Day Centre.

Part I of the meeting closed at 9.32pm