

# *Lingfield Parish Council*

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## **MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL** **HELD ON TUESDAY 31<sup>ST</sup> 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 3<sup>rd</sup> 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 9<sup>th</sup> and 13<sup>th</sup> 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 24<sup>th</sup> 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 31<sup>st</sup> 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 29<sup>th</sup> March 2011**

These were signed as a true and accurate record.

### **1.4 Minutes of the Annual Meeting held on 17<sup>th</sup> 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 19<sup>th</sup> April and 20<sup>th</sup> May 2011.

## **2 FINANCE AND ADMINISTRATION**

### **2.1 Financial Report**

**Members approved** the Financial Report dated May 2011. Cash in the bank as at 28<sup>th</sup> 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
		<b>Total</b>	<b>29,901.92</b>

## 2.2 New Councillor Training

**Members approved** expenditure of £120 for Chris D’Avray and John Cole to attend Councillor Introduction courses on 2<sup>nd</sup> 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 31<sup>st</sup> March 2011**

**Members approved** the accounts for the year ended 31<sup>st</sup> 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 30<sup>th</sup> 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 22<sup>nd</sup> 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 29<sup>th</sup> March, 26<sup>th</sup> April and 17<sup>th</sup> 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 7<sup>th</sup> August.

**12 DATE OF NEXT MEETING**

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

Part I of the meeting closed at 9.32pm