



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON 24TH APRIL 2018 AT 8PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

Those present:

Vivien Hepworth (in the chair)
Liz Lockwood
Graham Marks
Rody Kaiser-Davies
Camilla Downing

County Cllr Lesley Steeds (part of meeting)

In attendance:

Fay Elwood, Parish Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies were accepted from Andrea Watson and John Cole.

1.2 Declarations of Interest

None.

1.3 Minutes of meeting held on 27th March 2018

These were signed as a true and accurate record of the meeting.

1.4 Minutes of the Annual Parish Assembly held on 9th April 2018

These were signed as a true and accurate record of the meeting.

1.5 Matters arising from previous minutes

EPC Reports – The inspection visit has been carried out and we are now waiting for the reports and declaration.

Litter Warden – John has approached Richard Ford who has indicated he would be interested in a part time position as litter warden. TDC will be delivering the barrow to the Community Centre this week. The clerk will approach Richard to make arrangements. **Action: Clerk**

Pelican crossing – We have asked SCC to consider whether a pelican crossing is feasible in Godstone Road.

Lingfield Park – rubbish clearance – the clerk will request a meeting with the new managing director. **Action: Clerk**

2 FINANCE AND ADMINISTRATION

2.1 Financial Report

Members approved the Financial Report dated 31st March 2018. Cash in the bank as at 31st March 2018 amounted to £58,094.41 The following cheques were approved for payment:-

Date	Cheque	Description	Amount
26/03/2018	746	F. Elwood - Leaflet Holders	27.55
26/03/2018	747	Cox & Co Creative	560.00
	748	Cancelled	0.00
26/03/2018	759	J. Clarke	793.00
30/03/2018	749	F. Elwood - Banners	41.64
30/03/2018	750	Bill Kear - Hub Rural	5,280.00
30/03/2018	751	N. Elwood - Grass Cutting	120.00
30/03/2018	752	Clark Ground Care - Hub	4,620.00
30/03/2018	753	Tandridge Neighbourhood Watch	100.00
31/03/2018	754	R. Deller	490.00
05/04/2018	755	F. Elwood – Food APA	98.20
09/04/2018	756	C. D’Avray	30
09/04/2018	757	M. Ayres	30
09/04/2018	758	Viking Direct	190.71
10/04/2018	760	The Print Room	135
10/04/2018	761	R. Burberry	95
10/04/2018	762	SSALC	34
10/04/2018	763	Viking	22.66
10/04/2018	764	F. Elwood	1034.05
10/04/2018	765	HMRC	150.89
10/04/2018	766	Surrey Pension Fund	0.00
12/04/2018	768	SALC Subs	1330.33
12/04/2018	769	Countrywide	95
12/04/2018	770	LDCC	720
16/04/2018	771	Lingfield and Dormans Fairtrade	43.93
17/04/2018	772	Lawn and Order	200
		Total	16,241.96

2.2 Chairman’s Report

Nothing to report.

2.3 Internet Banking

The clerk has applied for internet banking. HSBC has asked for evidence that the council has agreed to the clerk having sole access to the account. We believe this to be in conflict with our financial regulations so the clerk will explore alternative arrangements for ensuring prompt access to the bank statements.

Action: Clerk

2.4 GDPR Compliance

Members noted receipt of draft policies working towards GDPR compliance required by the introduction of new regulations on 25th May 2018. The clerk will

present final documents for approval at the next meeting and will carry out a data audit during August. The advice to parish councils is that we are not expected to be fully compliant on 25th May but we should be able to demonstrate that we are working towards it. **Action: Clerk**

3 GRANT APPLICATIONS

Nothing to Report.

4 PARISH FACILITIES

4.1 Allotments

The allotments were inspected on 24th April. The grass cutting is working well at both sites.

5 COMMUNITY EVENTS

5.1 Lingfest

Members noted receipt of the April meeting notes. Lesley Steeds confirmed that she has approved a grant of £750 from her member's allowance.

5.2 Twinning

The chairman has been invited, by the Mayor of Plaisance du Touch, to attend the commemoration of the 40th anniversary of the twinning of Lingfield with Plaisance du Touch. The event is scheduled to take place on 23rd and 24th March 2019. It was suggested that former members of the Twinning Association may like to accompany him on this visit. We have some ring-fenced funds which could pay for travel and accommodation if necessary. The clerk will try to contact former members.

Action: Clerk

6 HUB PROJECT

A meeting of the Hub Management group has been arranged for 16th May with the purpose of winding up the Hub and agreeing to pay the remaining funds to Tandridge District Council to help with the cost of subsidising grass cutting in 2018/19. LPC will approve the transfer after the auditor has agreed the amount. **Action: Clerk**

7 NEIGHBOURHOOD PLAN

7.1 Progress Report

The consultant met with some of the Neighbourhood Plan steering group and was impressed with what has been achieved so far. He will set an agenda of what to do next. The Neighbourhood Plan group will meet with Sarah Thompson at TDC to discuss a framework to deliver housing. The Neighbourhood Plan should be completed before Christmas.

7.2 Expenditure

Nothing to report.

8 VILLAGE ENVIRONMENT

8.1 Highways Issues

Lesley Steeds said she will give a full report to the next PC meeting as she hasn't had time to look through the list. However, she did report on the drainage problem in Saxbys Lane. SCC cannot pay for repairs to the drain as this is the house owner's

responsibility. However, as the constant breaking up of the road surface is causing a danger to road users, Colin Kemp has said he will contact the Environment Agency to ask if they can help. It was suggested that the parish council should write to the resident, reminding them of their responsibility. It was agreed that the clerk will write to Steve Cunnah to request a report from Highways before deciding whether to write to the resident. **Action: Clerk**

8.2 War Memorial

There was much discussion about the merits (or otherwise) of commissioning the cleaning of the war memorial. Graham Marks proposed that the memorial should be cleaned and repaired because it is the anniversary of the end of World War 1 this year. Members are hesitant because of the disappointing result last time it was cleaned. Due to past repairs the memorial is made up of different types of stone and cleaning the structure highlights this. Members were also presented with a quotation for replacing the memorial but we do not have a budget for this. Members agreed that the clerk will contact Martin Higgins, the heritage officer at Surrey County Council to ask for his advice on repair. **Action: Clerk**

9 TRAINING, MEETINGS AND EVENTS

The clerk will attend a GDPR training session on 25th April 2018 at the SSALC offices in Lewes.

10 REPORTS FROM OUTSIDE BODIES

Nothing to Report.

11 CURRENT CONSULTATIONS

Review of Government Ethical Standards - due 27th April 2018. Members do not wish to respond to this consultation.

12 MINUTES OF PLANNING MEETINGS

Members approved minutes of the meetings of the planning committee held on 27th March and 10th April 2018.

13 MATTERS FOR REPORTING OR INCLUSION OF FUTURE AGENDAS

Nothing to report.

14 DATE OF NEXT MEETING

The next meeting will be held on 22nd May 2018. The Annual Meeting will be held on 8th May 2018 starting at 7.45pm.

Meeting closed at 8.49pm