

# *Lingfield Parish Council*

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## MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON 27TH MARCH 2018 AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE STARTING AT 8PM

### **Those present:**

John Cole - Chairman  
Liz Lockwood  
Graham Marks  
Rody Kaiser-Davies  
Camilla Downing  
Andrea Watson

County Cllr Lesley Steeds  
District Cllr Brian Perkins  
District Cllr Maureen Young

### **In attendance:**

Fay Elwood, Parish Clerk

## **1 PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

Apologies were accepted from Vivien Hepworth.

### **1.2 Declarations of Interest**

None.

### **1.3 Minutes of meeting held on 27th February 2018**

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

### **1.4 Matters arising from previous minutes**

**Cleaning the war memorial** Graham Marks has organised an inspection and will provide a report for the next meeting. **Action: GM**

**Walk leaflets** These have now been printed. Copies will be available at the community centre. Sandra Silvester is setting up a display in the library for the Easter period. The clerk will put a notice on the boards and take a supply to the railway station. Graham asked that a separate article be included in Community News if space is available.

**Internet banking** The clerk has applied for internet banking to help with the issue of bank statements not arriving on time to produce the Finance Report.

**Grass cutting (verges)** We have received information about TDC's proposals to take over grass cutting. Members are not yet convinced that parish councils should be making a financial contribution to improve the level of service.

**Sheds on allotments** - members agreed not to change the Terms and Conditions to allow sheds on the allotments.

**Grass cutting at The Pollards** - the first cut has been done and William Woodrow has been asked to inspect the quality.

## **2 FINANCE AND ADMINISTRATION**

## 2.1 Financial Report

**Members approved** the Financial Report dated 15<sup>th</sup> March 2018. Cash in the bank as at 15th March 2018 amounted to £70,039.10. The following cheques were approved for payment:-

Date	Cheque	Description	Amount
05/03/2018	736	F. Elwood - Printing of Lingfest tickets	£81.54
06/03/2018	737	SLCC Membership	147.00
07/03/2018	dd	EE Broadband	25.50
08/03/2018	738	Countrywide Grounds Maintenance	95
10/03/2018	739	F. Elwood - Salary	1003.83
08/03/2018	740	HMRC - PAYE	147.39
08/03/2018	741	Surrey Pension Fund	272.06
08/03/2018	dd	EDF Energy	5.00
15/03/2018	742	Royal British Legion	250.00
19/03/2018	743	Vision ICT Website	168.00
20/03/2018	744	Countrywide Grounds Maintenance	95
20/03/2018	745	Lingfield Chamber of Commerce	1000
		<b>TOTAL</b>	<b>3290.32</b>

## 2.2 Chairman's Report (added after the meeting)

I spent time with a group from Young Epilepsy judging the winners of National Epilepsy Purple Day on Monday. Winners were Ballard & Shortall, Hair Design and Cunday.

I managed to contact Richard Ford regarding the street cleaning position. He is ill at the moment but is interested and will contact the Parish Office at a later date.

I delivered the Lingfest letters to houses backing onto Jenners Field.

Took a video of the road surface in Saxby's Lane, will take a further one once the dryer weather returns. Will then send them onto Surrey Highways.

Spoke to 'Shell' truck driver about access for HGV around proposed refuge. Said it would be practically impossible to negotiate safely, if installed.

Contacted Chris D'Avray regarding reception after Annual Parish Assembly. He has agreed to attend.

## 2.3 EPC Reports

**Members approved** expenditure of £530 to pay for EPC Reports and Declarations

for Lingfield and Dormansland Community Centre. The clerk will instruct James Rankin.

**Action: Clerk**

#### **2.4 Clerk's Appraisal**

The chairman thanked the clerk for her efforts and **members approved** an increase of one spinal point to Point 32 on the salary scale. This equates to an increase of £407 per year.

#### **2.5 Risk Assessments**

**Members approved** the risk assessments for 2018. Liz pointed out that a bench outside the Nature Reserves had been missed. Graham asked for detail to be added about the frequency of allotment inspections.

**Action: Clerk**

#### **2.6 Annual Parish Assembly**

**Members approved** the arrangements for the Annual Parish Assembly and agreed to combine the reception with a farewell party for Chris D'Avray and Mary Ayres, in recognition of their contributions to the community during their time in Lingfield. The clerk will advertise the event and arrange catering.

**Action: Clerk**

#### **2.7 Changes to Data Protection Legislation**

We are still waiting for detailed guidance from the Society of Local Council Clerks. The clerk will act on this as soon as it is received and report progress to future meetings of the parish council.

**Action: Clerk**

### **3 GRANT APPLICATIONS**

#### **3.1 The Samaritans**

Members noted receipt of a letter of thanks from The Samaritans.

#### **3.2 Safe Drive Stay Alive**

Members considered a request from the Safe Drive Stay Alive campaign and **approved** a grant of £50 to be sent with an accompanying letter to request they ask the private schools for a contribution. . The clerk will arrange payment.

**Action: Clerk**

### **4 PARISH FACILITIES**

Nothing to report.

### **5 COMMUNITY EVENTS**

#### **5.1 Lingfest**

Members noted receipt of the minutes of the meeting of the organising committee held on 8th March 2018. It was also noted that we have been awarded a grant of £3000 from Tesco's 'Bags of Help' scheme.

#### **5.2 Lingfest Expenditure**

**Members approved** the list of expenditure for Lingfest. It is difficult at this point to know how much we will be able to raise through sponsorship, but the parish council contribution looks to be well within budget provision.

## 6 HUB PROJECT

Lingfield Hub is organising a final urban and rural cut before handing back responsibility to Surrey County Council. Tandridge District Council is considering entering into an agency agreement with SCC to take over grass cutting from 2019.

## 7 NEIGHBOURHOOD PLAN

### 7.1 Progress Report

A meeting with the consultant has been arranged for 18th April 2018.

### 7.2 Expenditure

**Members approved** expenditure of £560 to pay for 4 years hosting of the web site.

## 8 VILLAGE ENVIRONMENT

### 8.1 Speedwatch

It has been difficult to recruit volunteers for Speedwatch. Part of the reason for this is the abuse people encounter when carrying out the speed checks. We will hold on to the camera for now in case any new volunteers come forward.

### 8.2 Snow Angels scheme

The clerk has taken over as co-ordinator for the snow angels scheme and is in the process of obtaining a salt spreader to replace the one which was stolen. There hasn't been a big response from the previous volunteers so it may be necessary to recruit new people.

### 8.3 CCTV

Following a recent survey and advice from Surrey Police members decided not to proceed with CCTV cameras in the village because cameras cannot be located in the areas where the problems occur. Installing cameras in the centre of the village would be of limited benefit and their most likely use would be determining liability in road traffic accidents.

### 8.4 Litter Warden

**Members approved** a job description for a Litter Warden to be employed for 15 hours a week. The Chairman has approached Richard Ford, who was made redundant from this role by Tandridge District Council. He has indicated interest in taking on the role. The clerk will make contact with him to offer him the position. Tandridge District Council has agreed to supply the barrow and tools and to collect the rubbish from the community centre.

**Action: Clerk**

### 8.5 Highways Issues

Members noted receipt of a list of Highways Issues. Lesley Steeds, our County Councillor, confirmed that there is nothing further to report on these issues. Surrey County Council is aware of the blocked drains in Station Road, Town Hill and Racecourse Road but there is no budget to get the work done.

### 8.6 Pedestrian Refuge in Godstone Road

Members decided not to proceed with a feasibility study for a pedestrian refuge because of the difficulty it would cause to drivers of large vehicles. We will investigate whether a pelican crossing could be installed.

**Action: Clerk**

**9 TRAINING, MEETINGS AND EVENTS**

Members noted there is a meeting for parish councils being held at Tandridge District Council on Wednesday 28th March 2018 starting at 6.30pm. The clerk and Liz Lockwood will attend.

**10 REPORTS FROM OUTSIDE BODIES**

Nothing to report.

**11 CURRENT CONSULTATIONS**

**11.1 Talk on Water - Draft Water Resources Management Plan Consultation - due 25th May 2018**

Members will pass any comments to the clerk to prepare response from the parish council.

**Action: Members/Clerk**

**12 MINUTES OF PLANNING MEETINGS**

**Members approved** minutes of the meetings of the planning committee held on 27th February and 13th March 2018.

**13 MATTERS FOR REPORTING OR INCLUSION OF FUTURE AGENDAS**

**13.1 Accidents in Station Road** - Andrea suggested getting a log of accidents to support a request for a sign warning drivers to slow down or risk an accident.

**Action: AW**

**13.2 Lingfield Park Racecourse**

Rody reported that the rubbish clearance after race days has still not improved. The clerk will write to Lingfield Park Racecourse.

**Action: Clerk**

**14 DATE OF NEXT MEETING**

The next meeting will be held on 24th April 2018. The Annual Parish Assembly will be held on 9th April 2018.

Meeting closed at 9.45pm