



## LINGFIELD PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC  
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28<sup>th</sup> September 2023

### TO MEMBERS OF THE COUNCIL

Dear Members,

I hereby give you notice that the Meeting of Lingfield Parish Council will be held on **Wednesday 4<sup>th</sup> October at Lingfield and Dormansland Community Centre at 19:30**. All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely

Lee Dunkley, Parish Clerk

Press & Public are invited to attend. Meetings are open to the public and could be filmed or recorded by broadcasters, the media or members of the public.

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### AGENDA

**1. Apologies for absence**

To **RECEIVE** any apologies.

**2. Declarations of interest/Request for dispensations**

To **RECEIVE** any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.

**3. Public Participation**

Members of the public are welcome to attend the meeting. Any member of the public, who so wishes, may speak at this point of the meeting on items within the remit of the Council. No previous notice need be given. The maximum time allotted for this item is 15 minutes in total unless directed otherwise by the Chair.

**4. District and County Councillors' reports**

To **NOTE** as above.

**5. Council meeting minutes: 26<sup>th</sup> July 2023**

To **RESOLVE** that the [minutes](#) of the meeting of the Council as above having been previously circulated, be taken as read and approved. To **NOTE** any matters arising.

**6. Bank mandate change**

To **RESOLVE** to remove F Elwood and add L Dunkley, enabling access to banking, including the making of payments.

**7. Grant Request: St Catherine's Hospice**

To **RECEIVE** as above ([1](#), [2](#), [3](#)) for £500 and to **RESOLVE** a course of action.

**8. Gun Pond historic costs**

To **RECEIVE** a request for payment [as above](#) from P Myall and to **RESOLVE** a course of action.

**9. Schedule of payments and budget report**

To **RESOLVE** to approve [as above](#) . Any queries to be directed to the office before the meeting.

**10. Internal audit**

To **NOTE** that the outgoing Clerk has signed and returned the [Letter of Engagement](#) for the internal auditor.

**11. External audit**

To **NOTE** the [report](#) from the external auditor for 2022/23.

**12. New Council IT**

To **CONSIDER** the need and cost for [new IT hardware and software](#) for the efficient operation of the Council. To **RESOLVE** a course of action.

**13. East Surrey Transport Committee**

To **CONSIDER** membership of [the above](#) and to **RESOLVE** a course of action.

**14. Parish Facilities updates**

To **RECEIVE** on:

- CCTV installation at Gun Pond (Cllr Fudge to lead)
- Repair and clean of war memorial
- Cost of repairs and painting of the skate ramp. To **RESOLVE** a course of action if applicable.
- Request for permission to use the Cage for Santa on Lingfield Day. To **RESOLVE** a course of action.

**15. Training**

To **CONSIDER**:

- Attendance at the [SALC conference](#) (19<sup>TH</sup> October- £20 per person) and to **RESOLVE** a course of action.
- [Training courses for members](#) (details sent by email) and to **RESOLVE** a course of action.
- A date for a Visioning Exercise and to **RESOLVE** a course of action.

**16. Lingfest 2024**

To **CONSIDER** the [withdrawal](#) of the lead organiser and the future of the event.

**17. Social Media policy breach**

To **CONSIDER** if a breach has occurred. To **DISCUSS**.

**18. "20 is Plenty" Campaign**

To **CONSIDER** any further action on the above.

**19. Consultation: Surrey Boundary Review**

To **CONSIDER** a response to [the above](#) and to **RESOLVE** a course of action.

**20. Star Fields development**

To **RECEIVE** a report on the appeal relating to planning application 2022/685 – Land at the Old Cottage, Station Road (Star Fields).

**21. Remembrance Sunday**

To **RECEIVE** an update (Clerk).

**22. Neighbourhood Plan update**

To **RECEIVE** as above. To **RESOLVE** to incur expenditure if applicable.

**23. Notification of meeting/Suggested items for agenda: 25<sup>th</sup> October 2023**

To **NOTE** any suggested items for the next Council meeting: Tree branch works; flagpole repair and maintenance.

**24. Public Bodies (Admissions to Meetings) Act 1960**

To **RESOLVE** that in view of the confidential/special nature of the business about to be transacted it is advisable that the press/public be excluded and instructed to withdraw during discussion on the following items: Staffing.

**25. Litter Warden**

To **NOTE** the retirement of the litter warden. To **RESOLVE** to recruit to fill the vacancy on a like for like basis and to incur expenditure to advertise the position.