



LINGFIELD PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC
lingfieldpc@gmail.com
01342 835557

18th April 2024

TO MEMBERS OF THE COUNCIL

Dear Members,

I hereby give you notice that the Meeting of Lingfield Parish Council will be held on **Wednesday 24th April at Lingfield and Dormansland Community Centre at 19:00**. 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.

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: 27th March 2024

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. Committee minutes

To **NOTE** the minutes and resolutions therein of the Committee meetings as below:

Planning Committee – [26th July 2023](#)

Planning Committee – [11th October 2023](#)

Planning Committee – [8th November 2023](#)

Planning Committee – [13th December 2023](#)

Planning Committee – [10th January 2024](#)

Planning Committee – [10th April 2024 \(draft\)](#)

7. Schedule of payments and budget report

To **RESOLVE** to approve as above ([payments](#), [bank reconciliation](#), [budget report](#)). Any queries to be directed to the office before the meeting.

8. Grant Request: Tunbridge Well and District Samaritans

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

9. Section 1 – Annual Governance Statement 2023/24

To **RESOLVE** to approve as [above](#).

10. Section 2 – Accounting Statements 2023/24

To **RESOLVE** to approve as [above](#).

11. Internal Audit year-end report 2023/24

To **NOTE** the recommendations and findings as [above](#).

12. Tree works at Pollards Field allotment site

To **DISCUSS** the need for tree height reduction as above (Clerk to lead).

13. Nature Reserve “Nature Makers” event

To **DISCUSS** as [above](#). To **RESOLVE** a course of action.

14. Training reports

To **RECEIVE** verbal reports as above.

15. Update: Lingfest 2025

To **RECEIVE** as above.

16. Update: CCTV

To **RECEIVE** on CCTV installation at Gun Pond (Cllr Fudge to lead).

17. Notification of meeting/Suggested items for agenda: 22nd May 2024

To **NOTE** any suggested items for the next Council meeting: Appointment of Chair and Vice Chair, various admin procedures for the new municipal year.

18. 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: Personal Data; Quotations.

19. Skip quotation for allotment site

To **CONSIDER** a request for a skip at Pollards Field allotment site. To **RECEIVE** quotes (attached) and to **RESOLVE** a course of action.

20. Accounts packages quotations

To **CONSIDER** the need for the Council to use a targeted accounts package for local councils, per the internal auditor report. To **RECEIVE** quotes (attached) and to **RESOLVE** a course of action.

21. Memorial bench request

To **CONSIDER** a request for replacing a bench at Gun Pond (attached). To **CONSIDER** options and to **RESOLVE** a course of action.