



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL  
HELD ON TUESDAY 30<sup>th</sup> MARCH 2021 AT 7.30 PM  
VIA ZOOM**

*This meeting was held remotely, as permitted by emergency legislation introduced on 6<sup>th</sup> April 2020 in response to the ban on public gatherings to reduce the transmission of the Corona Virus – Covid-19 – which was declared a global pandemic by WHO on 11<sup>th</sup> March 2020*

**Participating:**

Vivien Hepworth – in the chair  
Andrea Watson  
Ron Coleman  
Liz Lockwood  
Graham Marks  
Camilla Downing  
Cath Hearnden

County Cllr Lesley Steeds  
District Cllr Mark Ridge  
District Cllr Sir Nicholas White  
2 members of the public

**Facilitating:**

Fay Elwood, Clerk

**1 PROCEDURAL MATTERS**

**1.1 Apologies for Absence**

None.

**1.2 Declarations of Interest**

Cllr Watson declared an interest in item 4.1 because she is an allotment holder.

**1.3 Minutes of meetings**

The minutes of the meetings held on 23<sup>rd</sup> February and 24<sup>th</sup> March 2021 were signed as true and accurate records.

**2 FINANCE AND ADMINISTRATION**

**2.1 Finance Report**

Members received the Finance Report, including cheques and online payments listed below. Cash at the bank on 10<sup>th</sup> March 2021 amounted to £73,694.18.

Date	Payment type	Payee	Amount £
15/03/21	BP	F. Elwood - Helloprint	37.78
15/03/21	BP	Cypress Bay (N. Elwood)	375.00
15/03/21	BP	Greenbarnes	474.81
15/03/21	BP	F. Elwood Salary	1,107.39
15/03/21	BP	P. Homewood - Salary	472.42
15/03/21	BP	Viking Direct	70.81

15/03/21	BP	HMRC	161.89
15/03/21	BP	Surrey Pension Fund	307.05
15/03/21	BP	F.Elwood - Zoom subs and ties	61.17
		<b>Total</b>	<b>3,068.32</b>

**Resolution:** Payments listed above were approved.

## 2.2 Risk Assessments

The risk assessment for the Lingfield Nature Reserves and the updated Covid 19 risk assessment were presented to the Council.

**Resolution:** Members approved the risk assessments.

## 2.3 Annual Parish Assembly

The format of the Annual Parish Assembly will be a presentation of the Chairman's report, followed by a questions from the public. To facilitate the meeting, those attending will be asked to type questions into the 'chat' facility and the clerk will read them out. The clerk will arrange publicity and members of the public will be encouraged to contact the clerk for the details to join the meeting on Zoom.

## 2 GRANT APPLICATIONS

### 3.1 Surrey, Sussex and Kent Air Ambulance

Members considered a request for a grant of £300 towards the cost of running the Air Ambulance.

**Resolution:** Members approved a grant of £300

**Action:** Clerk will inform the applicant and arrange payment.

## 4 PARISH FACILITIES AND CRIME REPORT

### 4.1 Allotments

Allotment holders at both sites have requested a skip to dispose of rubbish from a working party.

**Resolution:** Members approved expenditure of £320 for two skips.

### 4.2 Village Cage

Cllr Watson has provided regular email updates about investigation into the possibility of providing lights at the Cage. Cllr Coleman suggested that a cable could be laid in preparation for the work.

**Resolution:** The majority of members agreed that any work to improve the cage should be postponed until the pond is finished. The electricity cable will therefore not be installed at this time.

### 4.3 Gun Pond Refurbishment

The Chairman reported we have received a Freedom of Information request in relation to the works being undertaken on the pond and she would like to meet with Cllr Coleman and the clerk to put together the details for a reply. Cllr Coleman reported that a site manager is permitted to relocate duck eggs if they are discovered during a project. Cllr Coleman then made a request for delegated authority to do what is necessary to finish the project without the need to provide three quotes for each element of the remaining work. He has contractors ready to do the work and a local farmer has agreed to have the silt spread on her land. He said that if members do not agree to this he will be resigning from his role as project manager.

**Resolution:** The majority of members felt they could not approve Cllr Coleman's request and the decision should be delayed until we have received the required number of quotes and confirmation of permission to dispose of the silt locally.

Cllr Coleman left the meeting at this point and it was agreed the clerk will call him to try to persuade him to return to the project. Members are hugely appreciative of the work he has put in up to this point and would like him to be involved in the completion of this project

**Action:** The clerk will obtain three quotes for the following work:-

A mini excavator to move the silt to the twitten side of the pond.

A grab service to remove the silt from the pond and transport it locally.

Repairs to the brickwork.

**Action:** The clerk will arrange EGMs for 7<sup>th</sup> April and 9<sup>th</sup> April 2021 to consider the quotes.

**Action:** The clerk will seek confirmation of our obligations in relation to disposal of the silt.

#### **4.4 Additional benches at Gun Pond**

We have received two separate requests for memorial benches to be installed around Gun Pond. Unfortunately, there is no space for additional benches at the moment but it was suggested they might like to consider providing memorial benches at the Nature Reserves or Jenners Field.

**Action:** The clerk will reply to the requests and pass on this suggestion.

#### **4.5 Crime Report**

PCSO Conrad Cheeseman gave a report about crime and anti-social behaviour and emphasised the importance of reporting incidents by calling 101. Two people at the meeting had recently tried to do this but the phone line was still not answered after a 15 minute wait. Conrad said that it is still worth reporting on-line after the event as it helps them build a picture of when these events are likely to occur. Summarising recent events, Conrad referred to three catapult attacks, the attempted theft of a vehicle in Dormansland High Street and criminal damage in Jenners Field. Cllr Steeds reported there has been vandalism in Dormans Park but Conrad had not been made aware of this.

### **5 COMMUNITY EVENTS AND INITIATIVES**

Nothing to report.

### **6 NEIGHBOURHOOD PLAN**

#### **6.1 Progress and Expenditure**

Cllr Hearnden reported that following the relaxation of lockdown restrictions she will organise a face to face meeting of the Steering Committee.

### **7 HIGHWAYS AND ENVIRONMENT**

#### **7.1 Hanging Baskets**

The clerk presented a revised quote for floral displays.

**Resolution:** Members approved expenditure of £3136.90 for hanging baskets, floral cubes and watering of an existing planter throughout the summer months.

#### **7.2 Anti Social Behaviour**

A member of the public has contacted the parish council to ask for support in getting Tandridge District Council to smarten up Jenners Field. He is complaining about the overflowing bins, litter and graffiti on the skate park. The skate ramp has not been repainted and only offensive graffiti has been removed. He offered to paint the ramp himself if Tandridge District Council agrees.

**Resolution:** Lingfield Parish Council will seek permission from Tandridge District Council to paint the ramp and will pay for the paint.

**Action:** The clerk will report the problems to Tandridge District Council and seek permission to paint the skate ramp

## **8 CURRENT CONSULTATIONS**

### **8.1 Gatwick Airport – Night Flights**

Responses to the remaining questions are due by 31<sup>st</sup> May 2021.

**Action:** Cllr Lockwood to provide draft for approval/information.

## **9 PLANNING APPLICATIONS**

Members approved minutes of the meeting of the planning committee held on 23<sup>rd</sup> February and 9<sup>th</sup> March 2021.

## **10 MATTERS FOR REPORTING OR INCLUDING ON FUTURE AGENDA**

### **10.1 Gatwick Airport**

Members noted receipt of ‘Gatwick in Touch’ dated March 2021.

### **10.2 Virtual Meetings**

The chairman reported that the Government has not extended the legislation which allows parish councils to meet on Zoom beyond 7<sup>th</sup> May 2021. With social distancing in place until 21<sup>st</sup> June this could make it difficult to hold the meeting scheduled for end of May. We will take advice about hybrid meetings.

## **11 DATE OF NEXT MEETING**

An EGM will be held on 7<sup>th</sup> April 2021 or 9<sup>th</sup> April if necessary.

Meeting closed at 9.47pm