



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON TUESDAY 23rd FEBRUARY 2021 AT 7.30 PM
VIA ZOOM**

This meeting was held remotely, as permitted by emergency legislation introduced on 6th 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 11th 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

None.

1.3 Minutes of meetings

The minutes of the meeting held on 26th January 2021 were signed as a true and accurate record.

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 10th February 2021 amounted to £79,458.31.

Date	Type	Description	Amount £
03/02/21	BP	G. Ledden – Covid 19 Support	500
15/02/21	BP	Lingfield Cricker Club – 2 nd grant	500
15/02/21	BP	L. Lockwood – NP Insurance	89
15/02/21	BP	M. Clark – Electrical Cabinet	1163.31
15/02/21	BP	R.V. Deller – Work around the pond	540.00
15/02/21	BP	HMRC	161.89

15/02/21	BP	F.Elwood – Salary	1107.39
15/02/21	BP	Surrey Pension Fund	307.05
15/02/21	BP	P.Homewood – Salary	410.80
15/02/21	DD	EDF Energy	10.00
18/02/21	BP	Lingfield Chamber of Commerce	1500.00
		Total	6289.44

Resolution: Payments listed above were approved.

2.2 Risk Assessments

The clerk carried out the following risk assessments today:-

Financial Management

Grants

Parish Office

Covid-19

Parish Property

Allotments

Resolution: Members approved the risk assessments for 2021.

Action: The Covid 19 Risk Assessment will be reviewed and updated as necessary.

2.3 Annual Meeting

In the light of uncertainty about the continuation of the emergency legislation which allows the council to meet virtually, members agreed to change the date of the Annual Meeting.

Resolution: The Annual Meeting will now be held on Tuesday 4th May 2021 starting at 7pm by Zoom.

2.4 Annual Parish Assembly

Members considered the best way to comply with our obligation to hold the Annual Parish Assembly before 1st June. It was agreed that the information announced by the Prime Minister on 22nd February did not allow for a physical gathering before this date.

Resolution: The Annual Parish Assembly will be held on the original date of 19th April by Zoom.

Action: The clerk will arrange publicity and compile a report.

2.5 Lingfield Christmas Lights

Clive Jecks participated in the discussion at the start of the meeting and explained that Lingfield Chamber of Commerce has only requested £1500 of the £2000 set aside for the Christmas Lights installation in 2020. He requested the remaining £500 be ring fenced and added to the £1500 in the budget for 2021.

Resolution: Members agreed to ring-fence £500.

Action: The clerk will change the amount in the budget to £2000.

Members requested that discussion about the amount required for Christmas Lights in future years be made in October so it can be part of the budget setting process.

3 GRANT APPLICATIONS

We have received a request for financial support from Tandridge Voluntary Action to assist with the continuation of the Befriending Scheme. Members recognise this is a valuable service and agreed they would like to support it.

Resolution: Members approved a payment of £500 per year for three years to pay towards the cost of a co-ordinator.

Action: The clerk to request information about the number of Lingfield residents who have benefitted from the service and to request some publicity posters. Also to suggest TVA does an article in Community News (next cut off date 7th April).

4 PARISH FACILITIES

4.1 Gun Pond

Cllr Coleman confirmed the pond will be drained and inspected during the week commencing 15th March. The Heras fencing will be delivered on 12th March and erected by volunteers on 13th March. Silt will be removed from the site by tanker. Cllr Coleman has arranged for a replacement duck house. Cllr Hearnden expressed surprise that the forthcoming work to Gun Pond was announced by the County Councillor on social media and it was agreed this announcement should have come from the parish council.

The clerk reported that we have been unable to get confirmation from East Surrey Water that the water from the pond can be discharged into the drains. Verbal permission was given to Cllr Coleman. The contractor has been consulted and does not think this will cause any problems.

Action: The Chairman will prepare a statement about the forthcoming work.

4.2 The Cage

Cllr Watson has met with Surrey County Council to discuss the possibility of moving the granite bollards located near to the Cage. The Highways Engineer said there are too many utilities underground and moving the bollards is unlikely to solve the parking issue. Permission for this was therefore refused.

Members discussed the suggestion of illuminating the old oak tree, the cage and the willow tree in the centre of the pond.

Resolution: The majority of members agreed in principle to providing illumination in these areas (subject to necessary consents). Cllr Hearnden agreed in principle with illumination to the oak and cage but not the willow.

Action: The clerk will submit an application to Historic England for permission to illuminate the oak tree and the cage and write to residents in the vicinity of the pond to find out if there is any objection to illumination of the willow tree (with time restrictions).

Action: The clerk will obtain a quote for the electrical work.

Concern was expressed about the condition of the door to the cage.

Action: Members agreed we will seek expert advice about what can be done to the door and the clerk will include this in the application to Historic England.

4.3 Crime Report

We are still waiting for the monthly crime report.

Action: The clerk will circulate this to members when it is received.

4.4 Hanging Baskets and Planters

Members considered locations for the floral cubes in Godstone Road.

Resolution: One cube will be placed next to the bench outside the petrol station and the other outside the betting shop or China Dolls tea room.

We have received a quote of £100 per planter for watering our existing planters regularly through the summer months.

Resolution: Members agreed to expenditure of £500 to pay for watering of five planters.

Rita has decided to retire from looking after the planters and we need to find someone to undertake this task on behalf of the parish council.

Action: Members will try to come up with suggestions about volunteers for this role by the date of the next meeting.

5 COMMUNITY EVENTS AND INITIATIVES

5.1 Covid Fund

LPC has received £2500 from Tandridge District Council to help residents who are suffering financial hardship because of the pandemic. We have £1779 left to distribute. The clerk has contacted some local charities with a view to forming a partnership to identify deserving cases.

Resolution: Members agreed to distribute the funds as follows:-

£500 each to St Silvans and United Charities specifically to provide assistance to residents in Lingfield and Felcourt.

£500 towards the cost of a community fridge.

6 NEIGHBOURHOOD PLAN

6.1 Progress and Expenditure

The current restrictions have meant that there has been no meeting of the steering group. Cllr Hearnden said she will arrange a virtual meeting. She had been hoping to resume face to face meetings but it appears this will not be able to happen for a few months.

7 HIGHWAYS AND ENVIRONMENT

7.1 Parking at the Co-Op

We have not received a reply to our letter requesting help with the parking problem outside the Co-Op.

Action: The clerk will send the letter again and ask why we haven't received a reply.

7.2 Speedwatch

We are required to provide Surrey Police with details of our active Speedwatch volunteers. Lingfield volunteers have only carried out six sessions since 2018. The clerk has contacted 7 volunteers and 6 of these are prepared to carry out speedwatch duties in 2021. The clerk took on the co-ordinator role when no-one else would do it but does not have the time to recruit new volunteers or encourage existing ones undertake sessions. Cllr Lockwood offered to help and it was agreed they will share the responsibilities.

Action: The clerk will request some local training once restrictions are eased

7.3 Street Sweeping

Members noted receipt of the Street Sweeping Schedule from Tandridge District Council. County Cllr Lesley Steeds agreed to arrange for two pavements to be cleared of encroaching vegetation. The area from Town Hill to Station Road and a length of Newchapel Road from Mount Pleasant Road to the parish boundary.

7.4 Open Spaces Strategy

Members noted receipt of the Open Spaces Strategy from Tandridge District Council. Cllr Marks is concerned there are other open spaces within the parish

which could be improved, specifically the verges around the Crowhurst Road crossroad.

Action: Cllr Marks will prepare a report for the next meeting

7.5 Litter

There has been an increase in the litter around the village during lockdown because of the number of people buying take-away coffees.

Action: The clerk will write to the shops providing take-away drinks asking them to display a notice about disposing of cups considerately. The clerk will check with TDC about the frequency of emptying the bins in the village as many are full to capacity at the moment.

8 CURRENT CONSULTATIONS

8.1 Gatwick Airport – Night Flights

Cllr Lockwood is preparing a response to the first section of this consultation and will circulate to members before it is submitted.

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

9 PLANNING APPLICATIONS

Members approved minutes of the meeting of the planning committee held on 26th January 2021.

10 MATTERS FOR REPORTING OR INCLUDING ON FUTURE AGENDA

10.1 Ditches

A member of the public raised the issue of blocked ditches in Godstone Road.

Action: The clerk will find out who owns the land and write to remind them of their responsibility as land owner to keep ditches clear and functioning.

10.2 Visioning Exercise

Now the intended date for lifting of restrictions has been announced as 21st June, it was decided to delay the Visioning Exercise until we can meet face to face. Cllr Downing offered to host the event in her garden during the summer.
Date to be arranged.

11 DATE OF NEXT MEETING

The next meeting will be held via Zoom on 30th March 2021.

Meeting closed at 9.45pm