



**MINUTES OF THE ANNUAL MEETING OF LINGFIELD PARISH COUNCIL HELD ON  
TUESDAY 4<sup>th</sup> MAY 2021 AT 7PM ON ZOOM**

**Present:** Graham Marks, Andrea Watson, Liz Lockwood, Vivien Hepworth, Camilla Downing, Cath Hearnden

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

**In attendance:** The Clerk

**1. Election of Chairman**

Cllr Hearnden was unanimously elected as Chairman for the coming year.

**2. Declaration of Office**

Cllr Hearnden signed the Declaration of Office of Chairman.

**3. Apologies for absence**

None.

**4. Election of Vice-Chairman**

Cllr Hepworth was elected to the position of Vice Chairman.

**5. Appointment of Planning Committee**

The following members were appointed to the planning committee:-

Liz Lockwood, Vivien Hepworth., Andrea Watson, Cath Hearnden, Graham Marks

**6. Chairman of planning committee**

**Members agreed** to elect Liz Lockwood as Chairman of the Planning Committee.

**7. Appointments and representation to outside bodies were approved as follows:**

Surrey and Sussex Association of Local Councils	Cllr Hepworth and Cllr Downing
Lingfield Wildlife Area	Cllr Marks and Cllr Lockwood
Gatwick Airport	Cllr Lockwood
Neighbourhood Plan	Cllr Lockwood, Cllr Hearnden and Cllr Marks
Allotment Inspections	Cllr Downing
Member responsible for Finance	Cllr Hearnden
Lingfest committee	Cllr Hepworth and the Clerk

It was agreed that an advisory working party will be set up called 'Friends of Lingfield Pond'.  
**Action:** Cllr Watson will compose a Terms of Reference for the group for agreement at the next parish council meeting.

**8. Members' Interests**

Cllr Lockwood has given the clerk some amendments to her Register of Interests. All other members confirmed their Registers of Interests are correct.

## **9. Financial matters:**

### **9.1 The following contracts and agreements were noted:**

Lingfield & Dormansland Community Centre – Parish Office - £133 per month  
Lingfield & Dormansland Community Centre and The Jennings Hall – lease – peppercorn rent.  
Centenary Fields Management Agreement - 10 year lease from 2014  
Countrywide Grounds Maintenance – Nature Reserves mowing contract (up to £3000)  
Vernon Deller – maintenance of Gun Pond and village centre  
The Pollards Allotments – informal arrangement (free of charge)  
Cypress Bay – grass cutting at The Pollards and Centenary Fields at £40 per cut

### **9.2 The following grants, subscriptions and affiliations provided in the 2020/21 budget were agreed:**

#### **Grants:**

St Peter & St Paul's Church – burial grounds and donation to lighting costs £3500  
Lingfield and Dormansland Community Centre regarding use for meetings £100  
Lingfield Nature Reserves - £2000 maintenance grant  
Christmas Lights - £2000 (incl £500 from previous year)  
Meals on Wheels - £800  
Community News - £800 (if required)

#### **Subscriptions and affiliations:**

Surrey Association of Local Councils (SALC)  
CAGNE  
Surrey Community Action  
Tandridge Voluntary Action

### **9.3 Members' Allowances**

Members allowances were noted as follows:-  
£25 to compensate for telephone calls, £25 to compensate for computer consumables.  
This amount is doubled for the chairman and chairman of planning.

### **9.4 Mileage Allowance**

The mileage allowance for 2020/21 is 45p per mile

### **9.5 General Power of Competence**

It was confirmed that Lingfield Parish Council meets the criteria for adopting the General Power of Competence.

### **9.6 Allotment Rents**

**Members agreed** to keep allotment rents at £25 per year for 2022.

## **10. Procedures and Policies**

### **10.1 Standing Orders**

**Members confirmed** the Standing Orders are still fit for purpose.

### **10.2 Financial Regulations**

**Members confirmed** the Financial Regulations are still fit for purpose.

**11. Internal Auditor**

Members noted that because of the pandemic we have continued to use Peter Frost to carry out our internal audit. The 2020 and 2021 audits were carried out remotely. We will appoint a new auditor for 2022.

**12. Insurance Renewal**

Members approved the renewal of our insurance with Zurich at a cost of £2447.82.

**13. Accounts**

Members approved the accounts for the year ending 31<sup>st</sup> March 2021.

**14. Annual Return**

Members approved Sections 1 and 2 of the Annual Return for the year ending 31/3/21.

**15. Gun Pond Refurbishment**

The pond is now being refilled. The clerk is not able to report the total cost of the project because one of the invoices is still being disputed.

**16. Date of next meeting**

This will be the last meeting held on Zoom (unless there is a last minute change to the regulations). The meeting of the planning committee scheduled for 11<sup>th</sup> May is cancelled. The next meeting will be held at Lingfield and Dormansland Community Centre on 25<sup>th</sup> May. The planning committee will meet at 7.30pm, followed by the parish council meeting at 8pm. Social distancing measures are still likely to be in place so members of the public will be asked to advise the clerk in advance if they wish to attend.

Meeting closed at 7.30pm