



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON TUESDAY 27th APRIL 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
Liz Lockwood
Graham Marks
Camilla Downing
Cath Hearnden

County Cllr Lesley Steeds
District Cllr Mark Ridge
District Cllr Sir Nicholas White
PCSO Conrad Cheeseman
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 30th March 2021 were signed as true and accurate record.

1.4 Minutes of EGM

The minutes of the EGM held on 9th April 2021 were signed as a true and accurate record.

1.5 Annual Parish Assembly

The minutes of the Annual Parish Assembly held on 19th April 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 April 2021 amounted to £68,638.36.

Date	Payment type	Payee	Amount £
25/03/2021	BP	R.Coleman - Expenses	146.96
25/03/2021	BP	St Silvans - Covid Fund	500.00
25/03/2021	BP	Viking Direct	7.61
25/03/2021	BP	R.V. Deller	560.00
25/03/2021	BP	Lingfield United Trust	500.00
25/03/2021	BP	M. Lawson - Skip Hire	120.00
22/04/2021	BP	Surrey Alc Limited	1436.38
15/04/2021	BP	Roger Ohlson - Duck houses	140.46
15/04/2021	BP	F. Elwood - Banners	44.22
15/04/2021	BP	Cobalt Electrical	882.00
15/04/2021	BP	F. Elwood - coffees for volunteers	16.50
15/04/2021	BP	N. Elwood (Cypress Bay)	120.00
15/04/2021	BP	Air Ambulance KSS	300.00
15/04/2021	BP	TVA - Befriending Scheme	500.00
15/04/2021	BP	TVA - Subs	20.00
15/04/2021	BP	Peter Homewood	616.20
15/04/2021	BP	Fay Elwood	1,109.39
15/04/2021	BP	HMRC	159.20
15/04/2021	BP	Surrey Pension Fund	307.05
06/04/2021	DD	BT Business	143.27
15/04/2021	DD	EDF Energy	10.00
		Total	7,639.24

Resolution: Payments listed above were approved.

2.2 Freedom of Information

Members noted a Freedom of Information request dated 29th March 2021 asking questions about the refurbishment of Gun Pond.

Resolution: Members approved the draft response prepared by the clerk.

Action: The clerk will send the response on 28th April which is the date it is due.

2.3 Invoice for work to pond

Members had given their approval by email for a letter to be sent to one of the contractors involved with the refurbishment of Gun Pond questioning the amount being charged and the service we received. We have since received an email attempting to justify their charges.

Resolution: The response to our letter does not answer the questions posed so members agreed the invoice remains in dispute.

Action: Cllr Downing will draft a further letter to the contractor.

Action: The clerk will send a holding email to confirm our position. Late payment interest should not be applied to an invoice which is under dispute.

3 GRANT APPLICATIONS

None.

4 PARISH FACILITIES AND CRIME REPORT

4.1 Cost of skips for allotment work parties

Members had previously approved expenditure of £320 to provide two skips for allotment working parties. The company providing the quote is not operating at the moment so the clerk has obtained a quote from another supplier.

Resolution: Members approved a further £96.60 to pay for skips for working parties at the two allotment sites.

Action: The clerk will arrange delivery and collection.

4.2 Rubbish removal at Centenary Fields Allotments

Non compostable rubbish is deposited in an area near to the entrance of the allotments. This material needs removing every couple of years.

Resolution: Members approved expenditure of £240 to remove the rubbish heap at the entrance to Centenary Fields allotments.

Action: The clerk will arrange the work and liaise with the allotment holders to provide access through the padlocked gate.

4.3 Gun Pond Refurbishment

The Chairman read out her statement about the ongoing work at Gun Pond. The project has been more problematic than we anticipated but work to the island is now finished.

We have been contacted by an Enforcement Officer from Tandridge District Council informing us the work has been reported as a possible breach of planning. We remain of the opinion that the work does not require planning permission and the clerk will meet the Enforcement Officer and Project Manager at the pond on 28th April to discuss.

Since the original project manager departed, and the original method of silt removal was abandoned, a budget of £12,000 plus a £3,000 contingency had been approved at an EGM. Members are advised that we may exceed this by a small amount. The cost of this project will be met from our CIL and s106 funds. The balance will be taken from the Key Person Contingency fund and this will be replaced at the next budget.

The Project Manager has reported that all work apart from the rendering will be completed by 30th April. Quotes for rendering the wall have been received and range from £2,500 to £4,000. The contractors providing the quotes are not able to start the work until the middle of May. There is a difference of opinion about whether it is desirable to carry out the rendering because a pond this size could never be completely water tight without introducing a pond liner. Also there are thought to be advantages to the pond and the surrounding area if small amounts of water are able to go in and out of the pond.

Resolution: We will not proceed with the rendering. The pond will be refilled when the re-pointing to the outer wall has been finished. We will monitor the water loss and decide whether any further work is desirable.

Resolution: We will set up an advisory working party – Friends of Lingfield Pond - to identify any future work needed to the pond and surrounding area. If further work is identified, we will apply for grant funding to pay for it.

4.4 Memorial plaques at Gun Pond

A resident has asked if a memorial plaque could be placed somewhere around the pond as this is where she used to spend time with her mum when she was alive. Members were very sympathetic but felt that it would set a precedent and if too many requests were received would change the nature of the area.

Resolution: Members decided not to grant permission for a memorial plaque.

STOP PRESS: Friends of the Pond will decide whether space could be made for 2 further benches.

4.5 Crime Report

PCSO Cheeseman reported that since the last meeting there have been 89 calls from the Lingfield area which equates to around 3 per day. 35 of these calls were not domestic and 20 were anti-social behavior. 13 of the calls related to one location. 4 reports of criminal damage, 3 thefts and 5 reports of suspicious activity. There have been no reports of criminal or anti social behavior in the Nature Reserves or Jenners Field during the past month. PCSOs have been patrolling the Nature Reserves and Jenners Field and signs have been put up. He informed us that an extra PCSO has joined the team in Lingfield.

5 COMMUNITY EVENTS AND INITIATIVES

Nothing to report.

6 NEIGHBOURHOOD PLAN

6.1 Progress and Expenditure

Nothing further to report.

7 HIGHWAYS AND ENVIRONMENT

7.1 20's Plenty Campaign

Pam Erskine reported that there has been a national meeting of the campaign and details can be found on the 20s Plenty website. National Road Safety Week is being held 17-23 May.

8 CURRENT CONSULTATIONS

Electronic Communications Infrastructure – due Friday 21st May 2021

Action: Cllr Lockwood will provide a response.

9 PLANNING APPLICATIONS

Members approved minutes of the meeting of the planning committee held on 30th March 2021

10 MATTERS FOR REPORTING OR INCLUDING ON FUTURE AGENDA

10.1 Newsletter from SALC

Members noted receipt of the April Newsletter from SALC.

10.2 The Cage Project – Next Steps

Cllr Watson reported that advice has been sought from a large array of experts, including lighting engineers, an arboriculturist, and an archeologist. The cost is likely to be around £10,000 to provide six uplighters around the cage. These will be commercial quality providing subtle illumination. It was suggested that the cage project could be included in the 'Friends of Lingfield Pond' but the majority of members disagreed with this suggestion.

Action: The clerk will liaise with Cllr Watson and submit any grant applications that may be suitable.

Action: The clerk to chase Historic England for a response to our request for Scheduled Monument Consent.

PART 2 - PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 – EXCLUSION OF PUBLIC AND PRESS

MEMBERS APPROVED THE FOLLOWING RESOLUTION:

That by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following item(s) under Section 1 of the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended.

The minutes of Part 2 are confidential and only available to members of the parish council.

11 DATE OF NEXT MEETING

The Annual Meeting will be held on 4th May 2021.

Meeting closed at 8.55pm