



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON WEDNESDAY 30TH MARCH 2022 AT 7.30PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

Present:

Cath Hearnden – in the chair
Liz Lockwood
Vivien Hepworth
Camilla Downing
Graham Marks

County Cllr Lesley Steeds (part of meeting)
District Cllr Mark Ridge (part of meeting)
District Cllr Sir Nicholas White
Jayne Godden-Millar, TVA (part of meeting)

In attendance

Fay Elwood, Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies were received and accepted from Jason Fudge and Clive Jecks.

1.2 Declarations of Interest

None.

1.3 Minutes of Meeting held on 23rd February 2022

These were signed as a true and accurate record of the meeting.

2 FINANCE AND ADMINISTRATION

2.1 Finance Report

Members noted receipt of the Finance Report and approved the payments listed below.

Cash at bank on **10th March 2022** amounted to **£54,558.71**.

Resolution: Members approved a virement of £900 from 'Contingency' to 'Parish Facilities' in the 2021/22 budget.

Date	Type	Payee	Amount
15/02/2022	DD	EDF Energy	£10.00
23/02/2022	BP	Lingfield Chamber of Commerce	£1,250.00
03/03/2022	DD	Charges	£13.50
15/03/2022	BP	Surrey Pension Fund	£307.05
15/03/2022	BP	Peter Homewood	£244.22
15/03/2022	BP	Fay Elwood	£1,109.19
15/03/2022	BP	HMRC	£387.60
01/03/2022	BP	Cagne	£4.00
31/03/2022	BP	F. Elwood Postage Stamps	£31.68

31/03/2022	BP	F. Elwood - Banners	£67.61
		Total	£3,424.85

2.2 Staff Salaries

The National Joint Council for Local Government Services has agreed new pay scales for 2020/21.

Resolution: The clerk and litter warden will receive 1.75% increase in salary backdated to April 2021.

Action: The clerk will make the adjustment in the April payroll.

2.3 Annual Parish Assembly

Arrangements have been made to hold the Annual Parish Assembly on Monday 11th April, starting at 7pm. Cllr Jecks will be giving a presentation about defibrillators with assistance from St John's Ambulance. Wine and nibbles will be served after the presentations.

Action: The clerk will set up the hall and purchase refreshments.

Action: The clerk will publicise on Facebook (to include document 'Shock Tactics').

2.4 Vulnerable Residents

The clerk received and circulated information about how Tandridge District Council identifies residents who may need extra help during an emergency. The chairman said she would like the parish council to consider adopting a policy on this.

Action: The clerk will contact SALC to find out if there is a model policy we could adopt.

2.5 Internal Audit

We have used Peter Frost as our auditor for a number of years so in line with advice to change regularly the clerk has sought recommendations from other parish councils for a replacement.

Resolution: Members agreed to appoint Mike Platten as the internal auditor for 2022 at a cost of £320 if no additional work is deemed necessary.

Action: The clerk will arrange a date for the audit.

3 GRANT APPLICATIONS

Members considered a request from Kent, Surrey and Sussex Air Ambulance.

Resolution: Members approved a grant of £300 to be paid in the financial year 2022/23.

Action: Clerk to pay the grant in April.

4 PARISH FACILITIES AND CRIME REPORT

4.1 Report from PCSO Conrad Cheeseman

TOTAL CALLS in to 101 from 23/02/2022 – 28/03/2022 = 99

NOTABLE CALLS = 59

10 calls relating to Domestic incidents

9 calls relating to neighbour issues

8 calls relating to Mental Health incidents

8 calls relating to ASB - 3 of which were calls about youths firing catapults

7 calls in reporting suspicious activity – 1 resulting in a vehicle being seized for no insurance

5 calls in relating to scams – Supposed Police Officers calling

- 2 calls relating to drugs
- 2 calls relating to criminal damage
- 1 Business Burglary
- 1 Theft

A troublesome family in Lingfield who have been causing ASB issues for the last couple of years have finally had a closure order placed on the address and the council have now reclaimed their property.

A Lingfield Male is now in prison after he was found guilty of theft of motor vehicles and other related offences.

4.2 Defibrilators

The clerk distributed an up-to-date list of defibrillators in Lingfield. Most of them are available to the general public.

4.3 Lingfield Nature Reserves

Members noted a change of contractor for the grass cutting at the Nature Reserves. Danny Ohlson will replace Countrywide Grounds Maintenance.

4.4 Allotments

Members noted there is to be a working party on 23rd April.

Resolution: Members approved expenditure of £215 for skip hire.

4.5 Skate Ramp

The clerk has recently submitted an application for CIL funding to pay for a replacement skate ramp. To increase the chances of success it is necessary to commit some funding from the parish council.

Resolution: Members approved £5000 to be set aside for this purpose. This will come from our own CIL funds with the balance being met from our contingency fund.

4.6 Cage Lighting

The clerk advised that BJ Babb is collecting information about the cost of planning permission and associated reports. This item will be removed from the agenda until there is enough information for members to decide whether to proceed with the project.

MEETING SUSPENDED AT 8.07PM TO TAKE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

5 COMMUNITY EVENTS

5.1 Queen's Platinum Jubilee Event

Members noted receipt of the notes of a meeting held on 9th March.

Resolution: Members approved the format of the event and a budget of £5000.

6 NEIGHBOURHOOD PLAN

The Steering Group has been reconvened and a public meeting has been arranged for 18th June.

7 HIGHWAYS AND ENVIRONMENT

7.1 20's Plenty

Nothing to report. Members agreed we have done as much as we can for now so it will be removed from the agenda unless there is a policy change at Surrey County Council

7.2 Conservation Area Appraisal

The clerk has contacted Chris Reynolds at Surrey County Council and whilst he would like to undertake the conservation area appraisal for Lingfield he doesn't have the time for at least six months. The clerk also contacted James Webb at Forum Heritage. He needs the answers to some questions before he can provide a quote.

Action: Cllr Lockwood will call James to discuss.

7.3 Litter Pick

There will be a village litter pick on 14th May from 10am to 12 noon.

Action: The clerk will arrange equipment and put an article in Community News.

7.4 Disability Bridge at Lingfield Station

Lingfield Station has been put forward for funding for a Disability Access bridge. Sharon Gray at South East Community Rail Partnership is collecting letters of support from local organisations. Cllr Lockwood has sent information on behalf of the parish council. No further action required at the moment.

8 CURRENT CONSULTATIONS

None.

9 MEETINGS AND TRAINING

Nothing to report.

10 PLANNING COMMITTEE

Members approved the decisions taken at the planning committee meeting held on 9th March 2022.

11 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

11.1 Gatwick

Members noted receipt of the Gatwick in Touch Newsletter Edition 7

11.2 VAS in Felcourt

Members noted information from Surrey County Council concerning recommendations for Vehicle Activated Signs in Felcourt. It is not yet clear how these will be funded.

11.3 Meeting dates

Members agreed to cancel the meeting of the pond committee scheduled for 13th April 2022.

Action: The clerk has already consulted the committee but will confirm the next meeting is to be held on 15th June 2022

11.4 Young Epilepsy

Mark Devlin and a representative from Audley will be attending the meeting of our planning committee scheduled for 13th April 2022.