



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON WEDNESDAY 27th APRIL 2022 AT 7.30PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

Present:

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

District Cllr Mark Ridge

In attendance

Fay Elwood, Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies were received and accepted from Jason Fudge and Cath Hernden.

1.2 Declarations of Interest

None.

1.3 Minutes of Meeting held on 30th March 2022

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

1.4 Minutes of Annual Parish Assembly held on 11th April 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 April 2022** amounted to **£49,706.93**.

Date	Type	Payee	Amount
31/03/2022	BP	Cypress Bay (N Elwood)	£155.00
31/03/2022	BP	Happy Henna	£82.50
23/02/2022	BP	Lingfield Chamber of Commerce	£1,250.00
31/03/2022	DD	Charges	£8.00
04/04/2022	DD	BT	£198.00
15/04/2022	BP	F. Elwood	£1,358.40
15/04/2022	BP	P. Homewood	£443.49
15/04/2022	BP	HMRC	£432.45
15/04/2022	BP	Surrey Pension Fund	£376.92
06/04/2022	BP	Surrey ALC	£1,468.16
06/04/2022	BP	Vision ICT	£180.60

06/04/2022	BP	SLCC	£171.00
21/04/2022	BP	F. Elwood - Jubilee	£30.00
21/04/2022	BP	R.V. Deller	£560.00
21/04/2022	BP	Vision ICT	£129.60
21/04/2022	BP	F. Elwood - Catering APA	£55.08
21/04/2022	BP	The Print Room	£60.00
21/04/2022	BP	F. Elwood - Defib Battery	£246.00
21/04/2022	BP	M. Hobden - Plumber	£90.00
		Total	£7,295.20

2.2 Defibrillator

The clerk has arranged for the battery and pads to be replaced on the defibrillator held at the Community Centre.

Resolution: Members approved the emergency payment of £246.

2.3 Expenditure at Centenary Fields Allotments

Allotment holders at Centenary Fields allotments reported a broken stop cock in one of the water troughs.

Resolution: Members approved the emergency expenditure of £90 to replace the ball cock.

2.4 Accounts for year ending 31st March 2022

The clerk presented the draft accounts for consideration.

Resolution: Members approved the draft accounts subject to checking by the Internal Auditor.

2.5 Annual Governance Statement Section 1 of the Annual Return

The clerk presented the draft of the Annual Return Section 1.

Resolution: Members approved Section 1 of the Annual Return subject to checking by the Internal Auditor.

2.6 Annual Governance Statement – Section 2 of the Annual Return

The clerk presented the draft of the Annual Return Section 2.

Resolution: Members approved Section 2 of the Annual Return subject to checking by the Internal Auditor.

2.7 Risk Assessments

The clerk presented Risk Assessments for the following:-

Parish Property

Parish Office

Finance and Grants

Allotments

Nature Reserves

Remembrance Day

Resolution: Members approved the risk assessments listed above.

2.8 Clerk's Salary

Resolution: Members of the press and public were excluded to allow members to discuss the clerk's appraisal and salary. The clerk also left the room while this item was discussed. The Chairman has carried out an Appraisal and recommended an increase to Spinal Point 29 on the NALC Salary Scales.

Resolution: The clerk will move to spinal point 29 which equates to an annual salary of £16,743. This increase will take effect from 1st May 2022. This will be reviewed annually in future.

3 GRANT APPLICATIONS

None received.

4 PARISH FACILITIES AND CRIME REPORT

4.1 Allotments

The clerk reported that most allotments are being looked after at both sites. She has sent a letter to a few tenants to remind them about their obligation to keep their plots free from weeds. The working party at Centenary Fields was well attended. There is an issue with the track which leads to the allotments. The boundary fence is in a poor state of repair. The clerk has made some enquiries and it appears the fence is the responsibility of Cala Homes who took over responsibility for the communal areas of the Glebe Close development.

Resolution: The clerk will contact Cala Homes to report the broken fence.

4.2 Lingfield Nature Reserves

The committee of Lingfield Nature Reserves has confirmed they would like a 25 year lease on our portion of the land to match the length of lease being arranged on the land owned by Tandridge District Council.

Resolution: Members approved a lease renewal of 25 years.

Action: The clerk will instruct Roger Taylor. The estimated fee is £765 plus VAT.

4.3 Report from PCSO Conrad Cheeseman

Conrad was unable to supply a report this month.

5 COMMUNITY EVENTS

5.1 Queen's Platinum Jubilee Event

Members noted receipt of the notes from a meeting held on 6th April 2022 and approved decisions taken by the working party.

6 NEIGHBOURHOOD PLAN

The Steering Group is still on track for the informal consultation meeting in June. The Steering Group is arranging a meeting with the officer at TDC who is responsible for Neighbourhood Planning. They are seeking clarification about the types of consultation required. If there is an extra step to accommodate their requirements this may push the timescale for completion of the plan to November. TDC has previously stated that the Steering Group has made no contact for two years. This statement is untrue.

7 HIGHWAYS AND ENVIRONMENT

7.1 Replacement Skate Ramp

We have previously applied to TDC for CIL funds to replace the skate ramp. However, a key person at TDC is off sick and the information they hold is crucial.

Resolution: Members agreed to put our application for CIL funds on hold.

7.2 Speed on Town Hill

A resident has asked us to consider if there are any measures we can take to reduce the speed of motorists at the bottom of Town Hill and the approach to the junction with Station Road. It is accepted that a speed survey would not support a reduction in the speed limit.

Resolution: We will try to get some Speedwatch volunteers in this location.

8 CURRENT CONSULTATIONS

None.

9 MEETINGS AND TRAINING

Clive Jecks would like to attend a training session on Plan Making.

Resolution: Members approved payment of £40 to register his place.

10 PLANNING COMMITTEE

Members approved the decisions taken at the planning committee meetings held on 30th March and 13th April 2022.

11 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

11.1 Ukrainian Refugees

The clerk reported information concerning the arrangements being made in Tandridge to accept refugees under the 'Homes for Ukraine' scheme. Anyone arriving from Ukraine will be given £200 on a prepaid credit card to see them through the first couple of weeks. Host families will be responsible for registering them at GP surgeries and getting them to job centre appointments. Tandridge District Council is arranging support in various parts of the district.

Action: The clerk will find out how many refugees are being hosted in Lingfield.

12 DATES OF UPCOMING MEETINGS

11th May – Annual Meeting

25th May – PC Meeting

Clr Downing gave apologies for 25th May.

Meeting closed at 8.15pm