



---

Minutes of the Annual Meeting of **LINGFIELD PARISH COUNCIL** held on **Wednesday 11<sup>th</sup> May 2022 at 7pm** at Lingfield and Dormansland Community Centre

**Present:**

Cath Hearnden – in the chair  
Vivien Hepworth  
Camilla Downing  
Graham Marks  
Clive Jecks  
Jason Fudge  
Liz Lockwood

District Cllr Katie Montgomery

In attendance: Fay Elwood, Clerk

**1. Election of Chairman**

Cath Hearnden was unanimously elected as chairman for the coming year.

**2. Declaration of Acceptance of Office**

Cath Hearnden duly signed the Acceptance of Office in the presence of the Clerk.

**3. Apologies for absence**

None.

**4. Election of Vice-Chairman**

Vivien Hepworth was unanimously elected as vice-chairman for the coming year.

**5. Planning Committee**

All members of the parish council will be members of the planning committee. It is recognised that Cllrs Jecks and Downing may not always be available. It was agreed that the mid month planning committee meetings will be cancelled where there is enough time to consider plans at the end of month meeting. Members approved the Terms of Reference.

**6. 'Friends of Lingfield Pond' committee**

Members reconfirmed the membership of the 'Friends of Lingfield Pond committee as follows:-

Parish Council members: Clive Jecks and Jason Fudge

Non parish council members: Roger Ohlson, Rita Russell and Ian Tomsett.

Members reconfirmed the Terms of Reference.

**7. Chairman of the Planning Committee**

Liz Lockwood was unanimously elected as chairman of the planning committee for the coming year and she duly signed the Declaration of Acceptance of Office in the presence of the Clerk.

**8. Appointments to outside bodies**

**The following appointments were confirmed:-**

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, Cllr Marks)  
Allotments (Cllr Downing)  
Finance (Cllr Hearnden)  
Lingfield Community Library (Cllr Jecks)

## **9. Members' Register of Interests**

Members confirmed there are no amendments to their Registers of Interests.

## **10. Financial Matters**

### **10.1 Contracts and Agreements**

The following contracts and agreements were approved:-

Lingfield & Dormansland Community Centre – Parish Office Rent - £1596 per year

R.V. Deller – maintenance of Gun Pond and village centre -£3000 per year

Grass cutting at allotments – Cypress Bay (N.Elwood) - £40 per cut

D. Ohlson – mowing at Centenary Fields – up to £3000 per year

British Telecom – broadband and phone for Parish Office

EDF Energy – electricity for the war memorial

Lingfield and Dormansland Community Centre and The Jennings Hall – leased on peppercorn rent

Centenary Fields Management Agreement – currently being renewed for 25 years

### **10.2 Schedule of Assets**

Members approved the Schedule of Assets for 2022.

### **10.3 Grants and Affiliations**

The following grants, subscriptions and affiliations provided in the 2022/23 budget were approved for payment:

Grants:

St Peter and St Paul's Church – burial grounds and donation to lighting costs - £3500

Lingfield Nature Reserves - £2000 towards maintenance

Christmas Lights – £1750

Meals on Wheels – £800

Community News - £800

Subscriptions and affiliations:

Surrey Association of Local Councils (including NALC) £1468.16

Society of Local Council Clerks - £171

Tandridge Voluntary Action - £20

GAGNE - £4

### **10.4 Allowances**

Members approved the provision of allowances for those members who wish to claim it 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 committee.

**10.5 Mileage allowance**

Members approved an amount of 45p per mile for pre approved journeys.

**10.6 General Power of Competence**

The clerk advised members that we no longer meet the criteria to use the General Power of Competence but, on checking the rules, realised that having 5 members who stood for election is enough. The clerk will add this to the agenda for the next PC meeting to confirm.

**10.7 Allotment Rents**

Members reviewed the allotment rents for 2024 and agreed to keep the charge at £25 per plot

**11. Procedures and Policies**

**11.1 Standing Orders**

Members approved changes to Section 18 of the Standing Orders as recommended by NALC.

**11.2 Financial Regulations**

Members reviewed the Financial Regulations and agreed they are still fit for purpose.

**12. Internal Auditor**

Members approved appointment of Mike Platten as internal auditor for 2022/23.

**13. Insurance**

Members approved renewal of insurance with Zurich at a cost of £2713.13.

**14. Date of next meeting – 25<sup>th</sup> May 2022**

Meeting closed at 7.10pm