



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON WEDNESDAY 25th MAY 2022 AT 7.30PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

Present:

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

District Cllr Katie Montgomery
County Cllr Lesley Steeds (part of meeting)
PCSO Conrad Cheeseman (part of meeting)

In attendance

Fay Elwood, Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies were received and accepted from Camilla Downing.

1.2 Declarations of Interest

None.

1.3 Minutes of Meeting held on 27th April 2022

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

1.4 Minutes of Annual Meeting held on 11th May 2022

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

1.5 General Power of Competence

The clerk has reassessed the situation in relation to the number of councillors required to have stood for election and advised members that LPC still meets the requirements to use the General Power of Competence.

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 May 2022** amounted to **£46158.34**.

Date	Type	Payee	Amount
01/05/2022	DD	Charges	£8.00
15/05/2022	BP	Surrey Pension Fund	£337.65
15/05/2022	BP	Fay Elwood – May salary	£1,185.31
15/05/2022	BP	Peter Homewood – May salary	£364.20

09/05/2022	BP	L & D Community Centre	£1,596.00
09/05/2022	BP	Farsight Consulting (Internal Auditor)	£384.00
09/05/2022	BP	N.Elwood/Cypress Bay (Allotments)	£160.00
09/05/2022	BP	Cox Skips	£258.00
15/05/2022	BP	HMRC	£318.73
26/05/2022	BP	Fay Elwood (Jubilee)	£313.95
26/05/2022	BP	KSS Air Ambulance - grant	£300.00
26/05/2022	BP	Mulberry & Co (Training)	£48.00
26/05/2022	BP	Viking Direct – printer cartridges	£148.90
15/06/2022	BP	Peter Homewood – June salary	£366.00
15/06/2022	BP	Fay Elwood – June salary	£1,185.31
15/06/2022	BP	HMRC	£318.73
15/06/2022	BP	Surrey Pension Fund	£337.65
	DD	ICO - Data Protection	£40.00
28/05/2022	BP	Zurich Insurance	£2,713.13
		Total	£10,383.56

2.2 CIL Payment

Members noted receipt of a CIL payment of £1448.34.

2.3 Internal Audit

Members considered the report from the Internal Auditor and accepted the following recommendations:-

The clerk will ensure the risk assessments are reviewed at least once in each financial year.

The asset register has already been amended to take account of the planters.

The AGAR is being considered as three separate items on the agenda.

The clerk's salary will be reviewed annually and this will be minuted.

LPC will consider increasing the general reserve in its next budget.

2.4 Accounts

Members approved the accounts for the year ending 31st March 2022.

2.5 Section 1 of the Annual Return

Members approved the Annual Governance Statement for 2021/22 .

2.6 Section 2 of the Annual Return

Members approved the final Accounting Statements for 2021/22.

2.7 Freedom of Information

Members noted receipt of an FOI request from Mark Ridge. He has asked the clerk to provide details of individual items of expenditure relating to the Neighbourhood Plan. The clerk has acknowledged the request and has put together the information. The information will be made available as soon as it has been verified by the Neighbourhood Plan Steering Group and no later than 15th June.

3 GRANT APPLICATIONS

Cllr Lockwood provided information about the Youth Hub which is to be set up using the Lingfield Victoria Sports and Social Club as a venue. The organising committee will need funding for room hire and a youth worker. LPC holds ring fenced funds from the Youth Club which used to run at Lingfield and Dormansland Community Centre. When the money was handed to the parish council it was on the condition it should be used to help the youth of the village.

Resolution: Members agreed to transfer £1637 to St Peter and St Paul's Church, to be held in a restricted fund, for use in the setting up of a Youth Hub.

Action: The clerk will contact Rev'd Ian Whitley to make arrangements for the transfer.

4 PARISH FACILITIES AND CRIME REPORT

4.1 Allotments

We have received a request to rent an allotment from a lady who runs a well-being group. She had been invited to attend this evening to explain how it would be used. She has been in contact with the clerk to ask for the item to be deferred to the next meeting.

Action: The clerk will put this item on the agenda for June.

4.2 Crime Report

Conrad reported that there have been less calls than in previous months although there have been 9 reports of anti social behaviour (mainly the use of catapults to harm or kill wildlife).

There was discussion about the level of reporting and it was assumed that people are reluctant to report things for two reasons:- The amount of time it takes to get through on the phone, and the perceived lack of action by the police when things are reported. The Chairman suggested that Surrey Police could help the public understand how reporting crime helps to build a picture to inform future situations.

There have been 4 road traffic accidents – none of these have caused serious injury. There have been a couple of reports of a vehicle being driven around Jenners Field but the police have not been able to substantiate these. Cllr Marks asked what can be done about vehicles obstructing paths. Conrad explained that the police can only deal with this in the case of a wilful and total obstruction.

5 COMMUNITY EVENTS

5.1 Queen's Platinum Jubilee Event

Members noted receipt of the notes from meetings held on 4th and 24th May 2022 and approved decisions taken by the working party.

5.2 Risk Assessment

Members approved the risk assessment for the event to be held on 2nd June. This has been sent to our insurance company who have agreed to cover the event with a capacity up to 800 people.

6 NEIGHBOURHOOD PLAN

The draft plan is almost ready to present to the parish council. It will be sent to the parish council by email before 18th June. Cllr Jecks enquired about the format of the public meeting. There will be information boards and presentations and the purpose is to get feedback on the sites. There will be 2 six week public consultation periods later in the year. No expenditure to report at the moment but there will be some after the meeting.

7 HIGHWAYS AND ENVIRONMENT

Before the start of the main meeting Lesley Steeds explained that she has done an inspection of roads in Lingfield which need attention. Those identified will either be resurfaced, surface dressed or patched. She has been given a further members' allocation and asked us to email her with any small projects we would like to be considered. The Chairman identified the area at the bottom of Vicarage Road near the junction with Saxbys Lane. Cllr Marks asked for vegetation to be cleared in Newchapel Road. Cllr Lockwood mentioned the camber of the road in Station Road near to the junction with Racecourse Road.

Action: Members to tell the clerk if they have any other ideas.

Action: The clerk to email Lesley Steeds with suggestions.

8 CURRENT CONSULTATIONS

None.

9 MEETINGS AND TRAINING

Clive Jecks is attending a training session on 'Plan Making' on 9th June.

10 PLANNING COMMITTEE

Members approved the decisions taken at the planning committee meeting held on 27th April 2022.

11 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

11.1 Gun Pond

Cllr Fudge asked for authorisation to spend up to £500 to carry out water testing and acquire some oxygenating plants.

Resolution: members approved expenditure up to £500.

Action: Cllr Fudge will provide some recommendations at the 'Friends of Lingfield Pond' meeting to be held on 15th June.

12 DATE OF NEXT MEETING

The next meeting will be held on 29th June 2022. Cllrs Hearnden and Jecks gave apologies in advance.

Meeting closed at 8.17 pm