



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL  
HELD ON WEDNESDAY 28<sup>th</sup> SEPTEMBER 2022 AT 7.30PM  
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

**Present:**

Cath Hearnden – in the chair  
Camilla Downing  
Liz Lockwood  
Vivien  
Jason Fudge

District Cllr Sir Nicholas White  
District Cllr Katie Montgomery

**In attendance**

Fay Elwood, Clerk

**1 PROCEDURAL MATTERS**

**1.1 Apologies for Absence**

Apologies were received and accepted from Clive Jecks and Graham Marks.

**1.2 Declarations of Interest**

None.

**1.3 Minutes of Meeting held on 27<sup>th</sup> July 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 10<sup>th</sup> September 2022 amounted to £43,013.81.

Date	Payment type	Description	Amount
15/08/2022	BP	F. Elwood	£1,215.12
15/08/2022	BP	P. Homewood	£382.70
15/08/2022	BP	HMRC	£293.12
15/08/2022	BP	Surrey Pension Fund	£337.65
28/07/2022	BP	TVA - Subs	£30.00
15/08/2022	BP	Surrey Fire and Rescue	£200.00
15/08/2022	DD	EDF Energy	£13.00
28/07/2022	BP	Ohlson Gardening	£360.00
13/09/2022	BP	R.V.Deller	£700.00
31/07/2022	DD	Charges	£8.00
13/09/2022	BP	Cypress Bay/Nick Elwood	£233.50
15/09/2022	BP	F. Elwood	£1,215.12
15/09/2022	BP	P. Homewood	£366.00

15/09/2022	BP	HMRC	£288.92
15/09/2022	BP	Surrey Pension Fund	£337.65
01/09/2022	BP	Sussex Door to Door	£120.00
01/09/2022	BP	Sensible PC Solutions	£75.00
01/09/2022	DD	Charges	£8.00
		Total	£6,183.78

## 2.2 Internal Audit

After several years with the same internal auditor LPC switched to Mike Platten to carry out the internal audit in 2022. He has recommended we have an interim audit in November to reduce the burden of work at the end of the financial year.

**Resolution:** Members approved the signing of the Letter of Engagement

**Action:** The clerk will arrange a date for the interim audit in November.

## 2.3 Accounting Package

The clerk presented details of the RBS Accounts package, along with a quote for transferring LPC's accounts. The cost is £575.25 for the first year and £129 per year in subsequent years. Members felt this was an unnecessary cost for the number of transactions processed each year.

**Resolution:** Members agreed to remain with the existing method of accounting using Excel.

## 2.4 Bank Mandate

The clerk presented forms to update our bank mandate by removing previous councillors and adding Cllr Hearnden to the list of signatories.

**Resolution:** Members signed an amendment to the bank mandate. Signatories are now as follows:- Cllr Hearnden, Cllr Lockwood, Cllr Marks, Cllr Hepworth and the clerk.

## 3 GRANT APPLICATIONS

None received.

## 4 PARISH FACILITIES AND CRIME REPORT

### 4.1 Friends of Lingfield Pond

Members approved the minutes of the meeting held on 26<sup>th</sup> July 2022 and the decisions recorded therein.

**Resolution:** Members approved emergency expenditure of £ 256.20 to purchase oxygenating plants during the summer.

### 4.2 Lingfield Nature Reserves

The committee of Lingfield Nature Reserves are intending to plant a wooded area on the edge of the nature reserves and asked if members have any objections.

**Resolution:** Members have no issue with the planting of extra trees.

### 4.3 Flagpole Maintenance

Members considered two quotes for cleaning and maintenance of the flagpole and decided they were too expensive.

**Action:** Cllr Fudge will arrange for the pole to be cleaned and will make a visual inspection of the ropes.

## 5 NEIGHBOURHOOD PLAN

There is nothing further to report on this at the moment. Cllr Hepworth asked for an update on timings. Cllr Lockwood said the document needs some tweaking and then will be ready to go out to public consultation before the end of November.

## 6 HIGHWAYS AND ENVIRONMENT

### 6.1 Conservation Area Appraisal

The clerk has instructed Christopher Reynolds (Surrey County Council) to start work on an appraisal of the Conservation Area. A meeting has been scheduled for next week and will be attended by Cllr Lockwood, Cllr Hearnden and the clerk.

### 6.2 New Bench

The clerk presented a request for a new bench from the co-ordinator of Gunpit Road sheltered housing scheme. Cllr Lockwood informed members that even if we agreed to pay for a bench, TDC would not agree to it being installed on their land.

**Resolution:** Members do not wish to add to the number of benches we are responsible for.

## 7. CURRENT CONSULTATIONS

None.

## 8. MEETINGS AND TRAINING

### 8.1 Drunken Cow Licence Application

Cllr Lockwood and Cllr Jecks will meet the applicant on Tuesday 4<sup>th</sup> October at 11am to view the premises and discuss the proposed amendments to the application. A hearing has been arranged for 10<sup>th</sup> October. Cllr Lockwood will attend.

### 8.2 Conservation Area Appraisal

As mentioned above, a meeting has been arranged (on Microsoft Teams) for 5<sup>th</sup> October at 11am. Cllr Lockwood, Cllr Hearnden and the clerk will attend.

### 8.3 Interim Audit

A remote interim audit has been arranged for 28<sup>th</sup> November 2022.

## 9. PLANNING COMMITTEE

Members approved the comments made at the planning committee meeting held on 17<sup>th</sup> August 2022.

## 10. MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

### 10.1 Extra Flower Displays

Cllr Jecks has sent an email (as he was not present at the meeting) requesting that the Parish Council includes the flower displays (in barrels) when planning for 2023. The clerk explained that we have been trying to move away from using volunteers for this purpose as the job of watering throughout the summer can become onerous. The clerk will request a quote from Amethyst Horticulture to include this in the arrangements for next year.

**10.2 Phone and Broadband Contract**

The clerk asked for permission to renew the contract for provision of telephone and broadband.

**Resolution:** Members approved a new contract with British Telecom for a period of 24 months at a cost of £33.95 per month (excluding calls).

**Action:** The clerk will make arrangements

**11. DATE OF NEXT MEETING**

The next meeting will be held on 26<sup>th</sup> October 2022. Cllr Downing gave apologies in advance.

Meeting closed at 8.14pm