



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON WEDNESDAY 25th JANUARY 2023 AT 7.30PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

Present:

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

2 members of the public

In attendance

Fay Elwood, Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies were received and accepted from Jason Fudge.

1.2 Declarations of Interest

None.

1.3 Minutes of Meeting held on 30th November 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 January 2023 amounted to **£65,388.73**.

Date	Type	Payee	Amount
15/12/2022	BP	Fay Elwood (incl back pay)	£1,676.85
15/12/2022	BP	Peter Homewood (incl back pay)	£674.32
15/12/2022	BP	HMRC	£686.52
15/12/2022	BP	Surrey Pension Fund	£512.34
01/12/2022	BP	Power Platforms (Xmas Lights)	£516.00
01/12/2022	DD	Charges	£8.00
15/12/2022	BP	Vision ICT	£21.60
15/12/2022	BP	April Skies Interim Audit	£167.50
15/12/2022	BP	Cath Hearnden	£89.82
15/12/2022	BP	Molly Manwill	£141.22
15/12/2022	BP	R.V. Deller	£720.00
15/12/2022	BP	Viking Direct	£93.69
15/12/2022	BP	Stephen D'Aulby	£197.20
15/12/2022	BP	Liz Lockwood	£96.00

15/12/2022	DD	EDF Energy	£9.00
31/12/2022	DD	Charges	£8.00
03/01/2023	DD	BT Business	£139.09
12/01/2023	BP	Power Platform Services	£516.00
12/01/2023	BP	Lingfield Nature Reserves	£120.00
12/01/2023	BP	Fay Elwood - Gift for litter warden	£16.00
12/01/2023	BP	Stuart Barnett	£40.00
12/01/2023	BP	Fay Elwood - Cloud storage	£50.00
15/01/2023	BP	Fay Elwood - Salary	£1,270.19
15/01/2023	BP	Peter Homewood - Salary	£401.08
15/01/2023	BP	Surrey Pension Fund	£357.06
15/01/2023	BP	HMRC	£320.10
12/01/2023	BP	SES Business Water	£105.76
12/01/2023	BP	SES Water	£358.43
		Total	£9,311.77

2.2 Data Protection Officer

The clerk presented information from a company called Satswana who offer services to provide small organisations with a Data Protection Officer. Members considered whether they thought it necessary to appoint and pay for this service.

Resolution: Members decided it is not necessary to have an external Data Protection Officer as long as we have a Data Protection Policy and are registered with the ICO.

2.3 Interim Internal Audit

Members noted receipt of the report of the Interim Internal Audit with no matters arising.

3 GRANT APPLICATIONS

None received.

4 PARISH FACILITIES AND CRIME REPORT

4.1 Allotments

The clerk reported that there are 4 vacancies at Centenary Fields (CF) and 6 vacancies at The Pollards. All those on the waiting list for CF will be offered a tenancy for 2023. Four out of the six plots at The Pollards are partly in the shade which may make them more difficult to let.

4.2 Drainage at the war memorial

The chairman met with County Councillor, Lesley Steeds and Michal Laiewka from Surrey County Council to discuss the possibility of improving the drainage around the war memorial. Cllr Marks had hoped it would be possible to install extra drainage in the road to solve the problem but the cost of this is prohibitive. Michal has offered an alternative solution which is to replace the grid in front of the memorial and arrange for the surface water to be drained on to the land below (the flower beds around the pond). Cllr Marks expressed concern that plants around the pond would be affected by contaminated water and that this water could end up in the pond during periods of heavy rainfall.

Resolution: Members agreed to accept the offer from Surrey County Council to divert the surface water onto the land below provided that there is some means to make sure the water does not drain into the pond . There is to be a condition that the drain cannot be used for anything other than surface rain water.

Action: The clerk will write to Surrey County Council to accept their offer and give permission for the water to be drained onto the land below the war memorial.

5 NEIGHBOURHOOD PLAN

The chairman circulated a timetable for the completion of the Neighbourhood Plan. It was due to be finished by the 25th January but this has slipped to 27th January 2023. When the Plan is finished it will be made available to the parish council. There will be expenditure related to publicity for the consultation. Details of this will be reported to the parish council when the information is available.

6 HIGHWAYS AND ENVIRONMENT

6.1 Conservation Area Appraisal

Members noted receipt of the minutes from a meeting held on 12th January 2023 and approved the arrangements to hold an initial public consultation on 8th February at 6.30pm in The Jennings Hall. Chris Reynolds (Surrey County Council) has been commissioned to carry out the appraisal and he will give a 30 minute presentation to explain the process.

Resolution: Members agreed the clerk can sign the contract for the provision of a Conservation Area Appraisal at a cost of £7,790.50.

Actions: The clerk will sign the contract and return one copy to Chris Reynolds.

The clerk will publicise the meeting due to be held on 8th February 2023.

The working party will approve the format of the leaflet to be distributed to residents.

The clerk will arrange for printing and delivery of the leaflet

6.2 Footpath 381

Members noted a further extension to the closure of footpath 381 (across the rail track) until 8th July 2023. Members expressed their disappointment at the length of time this footpath has been closed. Cllr Lockwood said that we should find out in February if the bid for a new disabled crossing at Lingfield Station has been successful.

Resolution: We will wait for the result of the bid to be announced before deciding on further action to try to get the footpath reopened.

6.3 Treescapes Agreement

LPC has entered into an agreement with Surrey County Council to take free trees for planting on the Nature Reserves.

Resolution: Members approved the signing of the agreement (which they had already approved via email).

Action: The clerk has already returned the signed agreement.

Lingfield Nature Reserves committee has taken responsibility for planting.

6.4 CCTV

The clerk circulated a draft response to Tandridge District Council concerning the provision of CCTV in Lingfield.

Resolution: Members agreed that Version 2 can be forwarded on behalf of LPC.

6.5 Floral Displays

We have received a quotation from Amethyst Horticulture who have provided floral displays in the village for the past few years. The contract includes supply and watering of plants. The reason we do not obtain other quotes is that our requirement is too small for most contractors. Amethyst Horticulture is able to accommodate our requirements because they have a larger contract in a neighbouring town.

Resolution: Members approved expenditure of £ 3657.65 to pay for hanging baskets and floral cubes for Summer 2023. The clerk has already received the licence for hanging baskets from SCC

Action: The clerk will place the order with Amethyst Horticulture.

7. COMMUNITY EVENTS

7.1 Coronation of King Charles III

The parish council has considered several options to celebrate this occasion, hoping to make the event different to the recent celebration for the Queen's Platinum Jubilee. However, financial and logistical constraints have led us back to holding a Street Party in Church Road. We are grateful to Simon Skinner at The Star Inn for agreeing to help us host this event in May 2023.

Information from Buckingham Palace was only released last weekend and this has led us to change the date as well as the location.

Resolution: The event to celebrate the Coronation of King Charles III will be held on Sunday 7th May 2023 in Church Road and The Star Inn. We will try to organise a lunch rather than a teatime event but this will need to be confirmed.

Actions: The clerk will contact Simon Skinner to confirm we would like to accept his offer to co-host the event.

The clerk will book table hire and toilets.

The clerk will contact a local theatre company to see if they can assist with a small production

8. CURRENT CONSULTATIONS

8.1 Tandridge Electoral Review

The Local Government Boundary Commission for England is conducting an electoral review of Tandridge. The consultation closes on 20th March 2023.

Members of Lingfield Parish Council do not have strong views about this review but would be happy to meet with adjacent parish councils if requested.

9. MEETINGS AND TRAINING

The clerk is taking part in a SALC meeting to discuss the elections on 26th January 2023.

10. PLANNING COMMITTEE

Members approved minutes from the planning committee meetings held on 30th November 2022, 14th December 2022 and 11th January 2023.

11. MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

11.1 Lingfield Fire Station

Lingfield Fire Station is being upgraded and members have been invited to a presentation of their plans on 2nd February.

Action: Members will RSVP direct.

11.2 Queen Victoria Hospital

The governors of Queen Victoria Hospital have offered to come along to meet members to talk about their decision to reject the proposed merger, the sustainability of QVH and the role of Integrated Care Boards.

Resolution: We will invite a governor to give a short presentation at our Annual Parish Assembly.

11.3 Lingfield Christmas Lights

Cllr Jecks asked for the provision of Christmas lights to be placed on the agenda for February.

12. DATE OF NEXT MEETING

22nd February 2023

Meeting closed at 8.26pm