



**MINUTES OF THE ANNUAL MEETING OF LINGFIELD PARISH COUNCIL HELD
ON MONDAY 15TH MAY 2023 AT 7PM AT LINGFIELD AND DORMANSLAND
COMMUNITY CENTRE**

Present:

Cath Hearnden – in the chair
Julie Duggan
Lesley Steeds
Liz Lockwood
Jason Fudge
Camilla Downing
Graham Marks

District Cllrs Katie Montgomery and Sir Nicholas White
4 members of the public

1. Election of Chairman

Cath Hearnden was elected as Chairman.

2. Apologies for absence

None.

3. Election of vice-Chairman

Liz Lockwood was elected as Vice-Chairman.

4. Appointment of the Planning Committee and review of Terms of Reference

All members of the parish council were appointed to the Planning Committee. Members approved the Terms of Reference.

5 'Friends of Lingfield Pond'

Members agreed to change this group from a committee to a working party. The working party will meet when necessary and report to the parish council regularly. As working parties do not have delegated powers, it was agreed that the clerk, in conjunction with Cllr Fudge (the parish council representative), will have emergency expenditure powers up to a limit of £500.

6 Chairman of the Planning Committee

Liz Lockwood was elected as Chairman of the Planning Committee.

7 Appointments to outside bodies

The following appointments were agreed:-

Surrey and Sussex Association of Local Councils (Cllr Duggan and Cllr Downing)

Lingfield Wildlife Area (Cllr Marks and Cllr Lockwood)

Gatwick Airport (Cllr Lockwood)

Neighbourhood Plan (Cllr Lockwood, Cllr Hearnden, Cllr Marks)
Conservation Area Appraisal (Cllr Lockwood and Cllr Hearnden)
Allotments (Cllr Downing)
Finance (Cllr Hearnden)
Lingfield Community Library (Cllr Duggan)

8 To complete and sign the Declaration of Interests

All members completed and signed their Declaration of Interests and Declaration of Acceptance of Office.

9 Financial Matters

9.1 The following contracts and agreements were approved:-

Lingfield & Dormansland Community Centre – Parish Office Rent - £1656 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 at each site

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 until 2039

Centenary Fields Management – Lingfield Nature Reserves – leased until 2047

9.2 Schedule of Assets

Members approved the Schedule of Assets for 2023.

9.3 Grants, subscriptions and affiliations

The following grants, subscriptions and affiliations provided in the 2023/24 budget were approved:-

Grants:

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

Lingfield Nature Reserves - £2000 towards maintenance

Christmas Lights – £1500

Meals on Wheels – £800

Community News - £800

Subscriptions and affiliations:

Surrey Association of Local Councils (including NALC) £1500.09

Society of Local Council Clerks - £187

Tandridge Voluntary Action - £20

GAGNE - £10

9.4 Allowances

The following allowances were approved for members who wish to claim:- £25 to compensate for telephone calls, £25 to compensate for computer consumables.

This amount is doubled for the chairman and chairman of planning committee.

9.5 Mileage allowance

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

9.6 General Power of Competence

Members confirmed that Lingfield Parish Council meets the criteria to use the General Power of Competence.

9.7 Allotment Rents

Members agreed to keep allotment rents at £25 for a full plot for 2024/25.

10 Procedures and Policies

10.3 Standing Orders

Members confirmed our Standing Orders are still fit for purpose.

10.4 Financial Regulations

Members confirmed our Financial Regulations are still fit for purpose.

11 Internal Auditor

Members approved appointment of Mike Platten as internal auditor for 2023/24.

12 Insurance

Members approved insurance renewal with Zurich Municipal at a price of £2607.16 per year which is the annual price offered for a 3 year commitment.

13 Date of next meeting – 31st May 2023

Meeting closed at 7.14pm