



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON WEDNESDAY 31st MAY 2023 AT 7.30PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

Present:

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

District Cllr Sir Nicholas White
District Cllr Katie Montgomery
16 members of the public

In attendance

Fay Elwood, Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

None.

1.2 Declarations of Interest

None.

1.3 Minutes of Meeting held on 26th April 2023

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

1.4 Minutes of Annual Meeting held on 15th May 2023

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 ratified the payments listed below. Cash at bank on **10th May 2023** amounted to **£75,038.76**.

Date	Description	Amount
02/02/2023	P & W Events -Table hire for Coronation	£371.00
17/04/2023	EDF Energy	£153.00
10/05/2023	Rita Russell - Plants for pond	£95.00
21/04/2023	L & D Community Centre Office Rental for 2023/24	£1,656.00
21/04/2023	Cypress Bay (N. Elwood) Lawn Maintenance	£160.00
08/05/2022	HSBC - Charges	£8.00
08/05/2023	Into the Blue – Main act for Coronation	£800.00
08/05/2023	Ian Cuthbert – PA Services for Coronation	£150.00

08/05/2023	Mariam Mickels (Whiskey Sours) Coronation	£200.00
Pending	St John's Ambulance - Coronation	£309.00
10/05/2023	Highho Princess Parties - Coronation	£100.00
08/05/2023	Fay Elwood Expenses - Coronation	£69.96
Pending	Hire a Loo - Coronation	£920.00
08/05/2023	Stanton Vehicle Hire - Coronation	£150.00
17/05/2023	Gibbins School of Irish Dance - Coronation	£100.00
08/05/2023	Clive Jecks - Grill at Memorial	£40.98
26/04/2023	Viking Direct - Coronation	£38.92
17/05/2023	SLCC - Subscription	£187.00
11/05/2023	April Skies - Internal Audit	£167.50
31/05/2023	Lingfield Running Club - grant	£350.00
31/05/2023	Jason Fudge – Expenses for CAA	£112.08
31/05/2023	Surrey ALC Limited - Subscription	£1,500.09
31/05/2023	Information Commissioner – Annual Fee	£40.00
	Total	£7,678.53

2.2 Internal Audit

Members noted receipt of the report from the Internal Auditor with no issues arising.

2.3 Accounts for Year ending 31st March 2023

The clerk presented the Financial Statements for the year ending 31st March 2023.

Resolution: Members approved the Financial Statements.

2.4 Annual Governance Statement 2022/23

The clerk presented the AGAR which has been checked by the Internal Auditor.

Resolution: Members approved Section 1 of the Annual Return, the Annual Governance Statement for 2022/23.

2.5 Accounting Statements 2022/23

Resolution: Members approved Section 2 of the Annual Return, the Financial Statement for 2022/23.

2.6 Email accounts for members

Members are having difficulties accessing their parish council email accounts on some devices. Cllr Fudge offered to come up with proposals to resolve the issues.

Action: Cllr Fudge will prepare a proposal for the June PC meeting.

2.7 Standing Orders

Cllr Duggan proposed an amendment to Standing Orders to increase the time for public participation at meetings. The Chairman has the right to allow people to speak for longer than stated in the Standing Orders and she said she will continue to be flexible but also recognising the need to fulfil our obligation to deal with official business.

Resolution: Members agreed not to change Standing Orders but the Chairman will continue to exercise flexibility on the time allowed for members of the public to speak.

2.8 Social Media Policy

Cllr Downing provided a draft Social Media Policy for consideration. Members indicated they would like to propose changes and make the document more concise.

Resolution: Members will send proposed changes to the clerk and the item will be on the agenda for further discussion in June.

Action: Members to send suggestions for amendment to the clerk by 14th June.

2.9 Google Analytics

Members approved expenditure of £40 to pay for an upgrade from Google analytics to GA4.

2.10 Planning Committee

Members noted that Cllr Steeds wishes to resign from the LPC Planning Committee as she feels her position would conflict with her role on the Planning Committee at Tandridge District Council.

2.11 Planning Committee meeting

Members noted that the clerk has cancelled the meeting of the planning committee scheduled for 14th June because we also have a meeting scheduled on 21st June.

2.12 Buildings

Following advice from our insurers, the clerk instructed Redmond and Associates to carry out a review of our building reinstatement costs for the Community Centre and the Jennings Hall.

Resolution: The reinstatement costs provided by Zurich Municipal provide sufficient cover.

Action: The clerk will renew insurance with Zurich at a cost of £2,607.16 as agreed at the Annual Meeting.

3 GRANT APPLICATIONS

3.1 Bloomin' Arts

The Bloomin' Arts charity has applied for a grant to complete their group project.

Resolution: Members approved a grant of £549.

3.2 TVA Befriending Scheme

Members approved the third payment of £500 to help pay for a co-ordinator for the Befriending Scheme run by Tandridge Voluntary Action. Members had previously approved £500 per year for a three year period.

Action: The clerk will write to TVA to remind them this is the last payment for the previously agreed arrangements and ask them to submit a proposal if they need future funding.

3.3 Lingfield Wildlife Area

We are still waiting for the committee of Lingfield Wildlife Area to let us know the cost of repairing the track leading to the allotments at Centenary Fields.

Resolution: This item is deferred until further details have been obtained.

3.4 Kent, Surrey and Sussex Air Ambulance

Members considered a grant request for £300 towards the running cost of Kent Surrey and Sussex Air Ambulance.

Resolution: Members approved a grant of £300.

4 PARISH FACILITIES

4.1 Electrical Work at Parish Office

Members considered a quote for electrical work to provide extra sockets in the Parish Office. Cllr Fudge made some improvements to take away the immediate problem of a trailing cable causing a trip hazard so this work is no longer urgent.

Resolution: Members deferred a decision until Cllr Fudge has come up with a proposal to upgrade IT in the office.

4.2 Flagpole maintenance

The clerk presented a quote for maintenance and repair to the flag pole.

Resolution: Members felt the cost to be too high and asked the clerk to seek alternative quotes.

Action: The clerk will invite further quotes and compare to the price of a new flag pole.

4.3 The Pollards Allotments

Members have previously considered quotes for reducing the height of trees at The Pollards allotments. The clerk had been asked to find cheaper quotes but it is now recommended we leave this work until the Autumn.

Resolution: Item deferred.

4.4 War Memorial

The clerk presented a quote from Virgo Monumental for cleaning and maintenance to the war memorial.

Resolution: This item will be deferred and members will consider making budget provision in the next financial year.

4.5 Gun Pond Working Group

Cllr Fudge provided members with a written summary before the meeting and he summarised the immediate priorities identified by the Working Group . The working group comprises:- Clive Jecks, Rita Russell, Roger Ohlson and Jason Fudge.

Immediate priorities are as follows:-

An invasive pond weed has been introduced to the pond which has quickly spread. It is believed to be Curly Pond Weed. It is impossible to completely eradicate so it will be necessary for the parish council to provide an annual budget to cover the cost of removal.

There is an area around the pond where the hedges have grown so tall it has become a security issue. The pond working party has asked Vernon to reduce and remove some plants to give the area an open feel and make it easier to see what is happening. Cllr Fudge in conjunction with the clerk approved emergency expenditure of £200 to pay for this work.

Communication with residents needs to be improved so residents know what is happening and understand why.

Actions: A page dedicated to Gun Pond will be added to our website. We will make more use of social media to inform residents. We will produce a regular article for Community News.

The clerk is away from the office for much of June so she will give Cllr Fudge access to post updates on the Facebook page.

4.6 Weeds at Gun Pond

See item 4.5

4.7 CCTV for Gun Pond

Members are aware of residents' concerns about activities around Gun Pond. The Crime Prevention Officer at Surrey Police had hoped to be awarded Section 106 funding from the recent planning permission granted for Young Epilepsy. However, this request was not granted.

There are challenges to be overcome before CCTV can be installed and Cllr Fudge offered to come up with a proposal, working in conjunction with Clive Jecks who is on the Gun Pond working group.

Resolution: Cllr Fudge will prepare a proposal for consideration at a future PC meeting.

5 NEIGHBOURHOOD PLAN

5.1 Expenditure

Members approved expenditure of £538.16 to pay for leaflet printing and distribution and production of banners to advertise the Regulation 14 consultation.

5.2 Consultation Responses

It was agreed that all members of the parish council will be able to view the consultation responses before they are made public.

6 HIGHWAYS AND ENVIRONMENT

Nothing to Report.

7. CURRENT CONSULTATIONS

7.1 Proposed changes to Infrastructure Levy

Members noted the consultation on the proposed changes to the Infrastructure Levy.

Resolution: LPC does not need to provide a response.

7.2 Local List Application Validation – Surrey County Council

Members noted the consultation from Surrey County Council on the Local List for application validation.

Resolution: LPC does not need to provide a response.

8. MEETINGS AND TRAINING

8.1 New councillor training

Members approved expenditure of £80 for new councillor training for Cllr Steeds.

Action: The clerk will book a place on the event taking place in East Grinstead on 4th July 2023.

8.2 Visioning Exercise

Members agreed the clerk can arrange a Visioning Exercise and that this can take place on 6th September in the evening (to coincide with the meeting of the planning committee).

8.3 Lingfield and Dormansland Community Centre

Members noted an invitation to the AGM of Lingfield and Dormansland Community Centre to be held on 28th June 2023.

8.4 Tandridge Corporate Plan

Members noted there is to be a workshop on Tandridge Corporate Plan to be held on 8th June 2023 from 10am to 12 noon. We will not be sending a representative as no-one is available to attend.

8.5 Bloomin' Arts Event

Members noted an invitation to the Bloomin' Arts event to be held on 9th June 2023 from 6pm to 8pm. Members will RSVP directly if they wish to attend.

9. PLANNING COMMITTEE

Members approved minutes from the planning committee meeting held on 26th April 2023.

9.1 Land at The Old Cottage (Star Fields)

Our statement relating to the appeal on this application needs to be submitted by 7th June 2023.

Resolution: Members approved the content of the document previously circulated.

Action: Cllr Lockwood will submit the statement on behalf of the parish council.

10. MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

10.1 Meeting at GP Surgery

The Chairman reported that the meeting to find out about changes to health care provision was very positive and there is a Patient Participation Group being set up.

10.2 Lingfest

The clerk reported that a group of residents would like to volunteer to organise Lingfest in 2024.

Resolution: This will be added to the agenda for June for members to decide if LPC is prepared to underwrite the event.

10.3 Electoral Commission

Members noted the consultation on proposed changes to district council ward boundaries. Members will respond individually if they wish to.

10.4 Clerk's Retirement

The Chairman reported that the clerk has given notice of her intention to take early retirement. The exact timing is to be agreed but will be no later than the end of August.

Action: A recruitment plan will be discussed at the meeting to be held in June.

10.5 Call for a Parish Meeting

The clerk reported that she has received a request from six residents of the parish to call a Parish Meeting to discuss the Neighbourhood Plan. This is a formal process which requires 7 clear days notice. Parish Councillors are not obliged to attend this meeting but if the Chairman or Vice Chairman are present they are obliged to chair it. The Parish Council is not obliged to act on any vote taken at the meeting. There

was some discussion about why the meeting is required as the Neighbourhood Plan is currently in the Regulation 14 consultation phase and everyone is encouraged to submit their comments. In addition, some members of the parish council are concerned that the tone would be the same as the planning meeting where Lingfield House was discussed.

Cllrs Steeds and Duggan said they feel residents need an opportunity to ask questions to help them understand the process and how recommendations have been arrived at.

It was suggested it might be more appropriate to ask the Neighbourhood Plan Steering Group to organise a public question and answer session. Cllr Fudge offered to act as mediator to ensure that everyone is treated respectfully.

Action: The Chairman will contact the Steering Group with the request.

Action: The clerk will send a reply to Ron Coleman as he was the person who delivered the request.

11. DATE OF NEXT MEETING

The next Parish Council meeting will be held on 21st June 2023.

Meeting closed at 9.11pm