



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON WEDNESDAY 21st JUNE 2023 AT 7.30PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

Present:

Cath Hearnden – in the chair
Liz Lockwood
Graham Marks
Lesley Steeds
Jason Fudge

6 members of the public

In attendance

Fay Elwood, Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies were received and accepted from Julie Duggan and Camilla Downing.

1.2 Declarations of Interest

None.

1.3 Minutes of Meeting held on 31st May 2023

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

1.4 Minutes of Parish Meeting held on 19th June 2023

Signing of these minutes was deferred until 26th July as they were only distributed today and not all members have read them.

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 June 2023** amounted to **£59,235.19**. The following payments were ratified:-

Date	Description	Amount
15/06/2023	F. Elwood - Salary	£1,270.39
15/06/2023	P. Homewood	£361.28
15/06/2023	Paye and NI	£359.70
15/06/2023	Surrey Pension Fund	£346.74
01/06/2023	Zurich Municipal	£2,607.16
02/06/2023	St Peter & St Paul's Church	£3,500.00
03/06/2023	Lingfield Nature Reserves	£2,000.00
04/06/2023	Lingfield Meals on Wheels	£800.00
04/06/2023	Community News	£800.00
03/06/2023	Tandridge Voluntary Action	£500.00

01/06/2023	Viking Direct	£71.30
01/06/2023	Cypress bay	£160.00
01/06/2023	E.A. Lockwood	£538.16
01/06/2023	St John Ambulance	£370.08
22/06/2023	Amethyst Horticulture	£4,389.18
22/06/2023	Bloomin Arts	£549.00
22/06/2023	Kent and Surrey Air Ambulance	£300.00
22/06/2023	R V Deller	£640.00
22/06/2023	Mulberry and Co - Training	£96.00
22/06/2023	Cypress Bay/Nick Elwood	£160.00
15/07/2023	Peter Homewood	£343.04
15/07/2023	Fay Elwood	£1,270.19
15/07/2023	Surrey Pension Fund	£346.74
15/07/2023	HMRC	£355.30
	Total	£22,134.26

2.2 Vacancy for Parish Clerk

The clerk presented members with a draft advertisement and job description for the vacancy of Parish Clerk and RFO.

Resolution: Members approved the drafts, along with the timetable for recruitment. The clerk will post the advertisement on the web site, Facebook and on the notice boards. It will also be sent to SALC for circulation to other clerks. Members also approved expenditure up to £100 for the position to be advertised on 'Indeed'.

2.3 Members' email addresses

Cllr Fudge has been working on a way to bring councillor email addresses into Google so that it is easier to look at email on mobile phones. He still has some details to check.

Resolution: Item deferred to the July meeting.

2.4 Social Media Policy

This item was deferred until July as the proposer was not present at the meeting.

2.5 Lingfest 2024

There is a group of people willing to step forward to form a new 'Lingfest' committee. Members were asked to consider financially underwriting the event.

Resolution: Members are keen to see Lingfest happen again and approved an amount of £6,000 plus £1,500 contingency which will be made available in the budget for 2024/25.

Action: The clerk will inform Jacqui O'Sullivan and also let her know that Charlotte Swan and Clive Jecks may be prepared to help.

2.6 Cancellation of payment

Members noted that the clerk has cancelled the payment for SLCC membership because of her decision to take early retirement.

2.7 Meeting dates for 2024

Meeting dates for 2024 were agreed. The clerk has already reserved the meeting room for these dates.

2.8 Parish Council Meetings

The clerk presented a handout that has previously been given out at parish council meetings to help those present understand the process and rules for PC meetings. Members felt that it may give the message that we are not flexible but suggested it could be used as part of an overall review of how we interact with residents when the new clerk is in post.

Resolution: A date will be arranged for informal discussion once a new clerk has been recruited.

3 GRANT APPLICATIONS

None received.

4 PARISH FACILITIES

4.1 CCTV

Cllr Fudge explained his proposal to install 4 cameras around Gun Pond. Members of the parish council have received a detailed written proposal ahead of the meeting.

Resolution: Cllr Fudge will lead on this project.

Resolution: Members approved expenditure of £4000 (from the Contingency budget).

Action: The clerk will put Cllr Fudge in touch with Simon Evans, who is the 'Designing Out Crime Officer' for Surrey Police so that he can make sure his proposals comply with Data Protection rules.

5 NEIGHBOURHOOD PLAN

There has been no expenditure since the last meeting. A Parish Meeting took place on 19th June 2023 to give residents the opportunity to ask questions about the draft plan. Minutes from this meeting will be available in due course.

6 HIGHWAYS AND ENVIRONMENT

6.1 Conservation Area Appraisal

Chris Reynolds' time is being split between Surrey County Council and Mole Valley Council so work on the Conservation Area Appraisal will be delayed. No payment has yet been made. Work will resume when he has more capacity.

7. CURRENT CONSULTATIONS

None.

8. MEETINGS AND TRAINING

Cllr Steeds is attending a New Councillor training course on 4th July 2023 at East Court.

9. PLANNING COMMITTEE

Members approved minutes from the planning committee meeting held on 31st May 2023.

10. MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

10.1 Request for allotment

Members approved allocation of an allotment to Mr O'Donnell who lives outside the parishes of Lingfield, Dormansland and Felcourt.

10.2 Street Lights

Street lights in the High Street have been taken down for safety reasons. The contractor for SCC has advised that they will be replaced with similar heritage style columns. The Parish Council hanging baskets are being looked after by the contractor and will be installed on the new lamp posts.

10.3 Overgrown hedges

There are overgrown hedges alongside the footpath which goes from Newchapel Road to Drivers Mead. Cllr Steeds said she will check with SCC who is responsible for keeping this footpath usable.

Threeways and Barn Cottage need a letter asking for their hedges to be cut back.

10.4 Case Statement for Star Fields Enquiry

Cllr Lockwood will email to members the evidence she intends to submit to the Inspector.

11. DATE OF NEXT MEETING

The next Parish Council meeting will be held on 26th July 2023.

Meeting closed at 8.19pm