



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON WEDNESDAY 26th JULY 2023 AT 7.30PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

Present:

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

District Cllr Katie Montgomery
District Cllr Sir Nicholas White

7 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 21st June 2023

These were signed as a true and accurate record of the meeting. Cllr Duggan and Cllr Steeds made reference to item 10.4 commenting that the information from Cllr Lockwood was only received today so they haven't had time to read it.

1.4 Minutes of Parish Meeting held on 19th June 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 July 2023** amounted to **£50,668.42**. The following payments were ratified:-

Date	Description	Amount
14/07/2023	L & D Community Centre	£33.00
14/07/2023	Vision ICT - GA4	£48.00
13/07/2023	TDC - Election	£5,970.20
14/07/2023	SES Water - Gun Pond	£70.10

14/07/2023	SES Water - allotments	£80.72
15/08/2023	F. Elwood - Salary	£1,270.19
15/08/2023	P. Homewood - Salary	£379.72
15/08/2023	HMRC	£364.30
15/08/2023	Surrey Pension Fund	£346.74
	Total	£8,562.97

2.2 Budget Virements

Members approved the following budget virements:-

£4,000 from 'Contingency' to 'Gun Pond' to cover cost of CCTV

£1,970 from 'Contingency' to 'Elections'.

2.3 Appointment of Parish Clerk and RFO

The vacancy was advertised on our website, notice boards, Facebook and Indeed. 12 people enquired about the job and were asked to complete an application form. Three people completed the application form and all of these were invited for interview. Interviews were carried out by the Chairman and Cllr Fudge. The job was offered to Lee Dunkley who is a qualified clerk relocating to the area (subject to Council approval).

Resolution: Members approved the appointment of Lee Dunkley as the Parish Clerk and RFO on a salary point of 37 on the NALC Scale of Pay. Lee will commence employment at the beginning of October.

Action: The clerk will arrange a locum for September.

2.4 Social Media Policy

Cllr Downing presented a revised Social Media Policy, taking account of comments from other members.

Resolution: Members approved the policy

Action: The clerk will upload the revised policy to the website.

2.5 Freedom of Information request

Members noted the receipt of a Freedom of Information request on the subject of responses to the Neighbourhood Plan Regulation 14 consultation.

2.6 'Thank You' Letters

Members noted receipt of 'Thank You' letters for grants given to Community News and Kent, Surrey and Sussex Air Ambulance.

2.7 Visioning Exercise

SALC has agreed to facilitate a Visioning Exercise to help members focus on the priorities for the next 4 years. This was due to take place on 6th September but following advice from Anne Bott it was agreed this will be deferred until the new clerk is in post.

2.8 Eden for Nature

John Madden has provided some information about the Eden for Nature project and he asked whether LPC would help by letting them use our bank account to receive funds and pay bills.

Resolution: Whilst recognising the value of the project members did not agree to use of the LPC bank account.

2.9 Lingfest

The new committee to organise Lingfest is due to have its first meeting in September.

Resolution: The clerk and Cllr Fudge will be part of the organising committee.

3 GRANT APPLICATIONS

None.

4 PARISH FACILITIES

4.1 CCTV

Cllr Fudge explained that all equipment would be purchased by the end of the week and the system will be up and running within the next 4 weeks. The signage will be displayed in advance. Documentation requirements will be passed to the locum clerk.

4.2 Bench at Gun Pond

We have received a request for a memorial bench around Gun Pond. The clerk has identified a bench behind the Co-Op which is in need of refurbishment.

Resolution: Members agreed that the bench can be replaced with one made from recycled material.

Action: The clerk will send a copy of our Memorial Asset Policy and a quote for the cost of a bench to the applicant.

4.3 Work at The Pollards

Members considered an estimate for extra work at The Pollards.

Resolution: Members approved expenditure of £125 to pay for strimming of the car park and empty plots.

5 NEIGHBOURHOOD PLAN

5.1 Expenditure

No expenditure to report since the last meeting.

5.2 Regulation 14 Consultation

The Steering Group has ploughed through the responses to put together a summary. Some of the responses are difficult to summarise. The Steering Group will be meeting again to check the redactions are correct and then a meeting will be arranged with parish council members. At least a week's notice will be given of the date of the meeting and the TDC response to the consultation will also be discussed at the meeting.

6 HIGHWAYS AND ENVIRONMENT

6.1 Skate Ramp at Jenners Field

Members noted an email from Jacqui O'Sullivan following a meeting she had with Ian Hudson at TDC.

Resolution: Members are in favour of painting the skate ramp with 'professional' graffiti and also enquired about the cost of any repairs which may be required.

Action: The clerk will make enquiries.

6.2 Footpath Closure

Members noted the continued closure of Footpath 381 until 8th December 2023.

6.3 SCC Focus Group

Members noted details of a new Surrey County Council focus group but no members wish to join.

6.4 Replacement street lights

The clerk reported that there are still two hanging baskets missing from the High Street following the street light replacements.

Action: Cllr Steeds will find out what has happened to them and report back.

6.5 Parking Restrictions

Following a recent incident in Church Road, it was suggested that the area would benefit from some parking restrictions. After some discussion, it was decided that LPC would request yellow lines on corners.

Action: The clerk will send a map showing proposed restrictions to Surrey County Council for consideration.

7. CURRENT CONSULTATIONS

None.

8. MEETINGS AND TRAINING

Cllr Steeds attended the New Councillor training course at East Court and found it very useful. Cllr Marks would like to attend a refresher training session.

Action: The clerk will provide councillors with details of upcoming events.

9. PLANNING COMMITTEE

9.1 Minutes from Planning Committee meetings

Members approved minutes from the planning committee meeting held on 21st June 2023.

9.2 Star Fields Appeal

A meeting with Cliff Thurlow (virtual) will take place on Friday. Cllrs Steeds and Duggan are concerned about the content in the Proof of Evidence document.

10. MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

10.1 Railway Station Ticket Office

There is a proposal to close several ticket offices at railway stations. Lingfield is one of the stations to be closed. They are proposing that members of staff will be on site but there is concern that they may be difficult to locate when needed, particularly for people with learning difficulties.

Action: The clerk will submit an objection on the basis of the above.

10.2 Gatwick Airport

Members noted that Gatwick Airport has submitted a Development Consent Order (DCO) application for the Northern Runway Project to the Planning Inspectorate.

Tandridge District Council will be submitting a detailed response. No action needed from LPC.

10.3 War Memorial

Brian Williamson has offered to repair and clean the war memorial free of charge. Brian has vast experience of conservation work on historic buildings and structures. The clerk has contacted Chris Reynolds (Heritage Officer at Surrey County Council) who has confirmed that the methods proposed are acceptable and do not require special permission. The work will take place in August. We have been warned that cleaning the memorial will highlight the areas where different stone has been used but this will become less obvious as time goes on.

Action: The clerk will put a post on Facebook in an attempt to minimise negative comments.

11. DATE OF NEXT MEETING

The next Parish Council meeting will be held on 27th September 2023.

Meeting closed at 8.28pm