

Full Council meeting – 24th January 2024

Minutes of the meeting of Lingfield Parish Council as above, held at Lingfield & Dormansland Community Centre, 19:30.

Present: Cllrs Hearnden (Chair), Downing, Duggan, Fudge, Lockwood, Marks, Steeds.

Absent: None.

In attendance: L Dunkley, Clerk. 0 members of the public.

2024/01/1: Apologies for absence. None.

2024/01/2: Declarations of interest/Request for dispensations. None.

2024/01/3: Public Participation. None.

2024/01/4: District and County Councillors' reports

Cllr Steeds (SCC & TDC) reported various updates including: a planning enforcement order regarding caravans being sited off Newchapel Road. Skate park graffiti has been reported to TDC but has not been removed (**Cllr Steeds to forward photos to Clerk to report via that channel**). Jack's Bridge road works will begin in February (junction works at Blackberry Lane) though opposition has been made clear by Cllr Steeds to SCC as these may fall in conjunction with other diversions and road closures which are causing significant delays and concern; the water leak at Victoria Sports Club has been investigated and drains appear to be silted up in the car park and require rodding – this is the responsibility of the Victoria Club who are aware that the works are required.

2024/01/5: Council meeting minutes: 29th November 2023

RESOLVED that the [minutes](#) of the meeting of the Council as above having been previously circulated, be taken as read and approved. Cllrs Fudge/Duggan. 5 in favour, 2 abstained: Cllrs Hearnden, Downing. No matters arising **NOTED**. **Clerk to publish.**

2024/01/6 Planning Application live consultations

RECEIVED planning applications consultations and **RESOLVED** responses:

App number	Address	Description	Due
2023/1508	18 East Grinstead Road, Lingfield, Surrey, RH7 6EP	Change of Use of commercial unit (Class E) to residential (Class C3) in association with Drivers, 18 East Grinstead Road	16 Feb 2024
No objection provided that there is no contravention of DP3 detailed policies 2014. Cllrs Hearnden/Lockwood. Unanimous.			
2023/289/Cond1	22 Godstone Road, Lingfield, Surrey, RH7 6BW	Details pursuant to the discharge of condition 4 (Hard and Soft Landscaping) of planning permission ref: 2023/289 dated 25 July 2023 (Demolition of existing external stores and canopy. Erection of	28 Feb 2024

		single storey rear extension, two storey side extension, and rear dormer in association with loft conversion to facilitate 2no. additional self-contained flats (C3).	
No objection. Cllrs Hearnden/Lockwood. Unanimous.			
2024/46/TPO	1 Glebe Close, Lingfield, Surrey, RH7 6AX	T1) - Holly - Reduce by appx 2m to leave at 5m appx.	11 Mar 2024
No objection. Cllrs Hearnden/Lockwood. Unanimous.			

2024/01/7 Insurance costs at Nature Reserve

CONSIDERED a [request](#) to fund 50% of the above as per previous years and **RESOLVED** to do so. Cllrs Fudge/Downing. Unanimous.

2024/01/8 Schedule of payments and budget report

RESOLVED to approve as above ([1](#), [2](#), [3](#)). Cllrs Hearnden/Lockwood. Unanimous. **Clerk to action.**

Payee	Description	Gross amount
SLCC	Discounted conference fee	£306.00
Glassfibre Flagpole Ltd	Repair to flag	£667.20
Vision ICT	Hosted email - annual	£21.60
L&D Community Centre	Supply new lock for office door	£22.00
	Staffing - December	£2,650.03
Power Platform Services	Cherry picker hire - Install Xmas lights	£516.00
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Merranti Accounting	CCTV and laptop hardware	£2,299.32
R V Deller	Various landscape works	£680.00
Liz Lockwood	Reimburse Neighbourhood Plan insurance	£96.00
Post Office	Stamps	£18.00
Lingfield Nature Reserve	50% of PL Insurance	£152.37
April Skies	Interim Internal audit	£182.80
	Staffing - January	£2,911.95

2024/01/9 Skate park replacement costs

RECEIVED and **CONSIDERED** a [request](#) from Tandridge District Council for a financial contribution as above. It is known that at least £80,000 is budgeted by TDC for skate park works specifically in Lingfield. The Parish Council is not in a financial position to make a meaningful contribution. **RESOLVED** to not contribute direct funds to the project and to request information on the funds that TDC have ring fenced for the project. Cllrs Hearnden/Downing. Unanimous. **Clerk to respond.**

2024/01/10 Christmas Lights

CONSIDERED [funding and management issues](#) including a request for £640 contribution towards the Christmas 2023 labour installation costs. **RESOLVED** to pay £640 per the request. Cllrs Fudge/Downing. Unanimous. **Cllrs Hearnden and Fudge to meet with Christmas Lights coordinators to discuss options.**

2024/01/11 Budget 2024/25

RECEIVED input from the working group and **CONSIDERED** options ([1](#), [2](#)). The working group explained that general reserves were below the amount set out in guidance and that the level of earmarked reserves for future projects needed significantly increasing in order to achieve the ambitions of the Council and the community – for example delivery of Lingfest, provision for new Christmas lights, funds towards emergency tree works, events, and elections. **RESOLVED** to set the 2024/25 budgeted expenditure (plus reserves additions) at £124,580 and the precept at £120,626 as set out in budget option [1](#). Council acknowledged that this meant that a D-band household will pay £61.43 per year (£1.18 per week), which is an increase of £29.65 per year (57p per week), and that while this is a large percentage increase, it remains overall a much lower figure paid by households in many other parishes in the District (namely: Crowhurst, Outwood, Burstow, Tatsfield, Horne, Tandridge), indicating that Lingfield Parish Council has historically raised too little funds and spent too much from its reserve – which cannot be sustained long-term. Cllrs Downing/Fudge. Unanimous. **Clerk to inform TDC. Clerk & Cllr Fudge to liaise on PR matters to keep the public informed.**

2024/01/12 General Risk Assessment 2023/24

RESOLVED to adopt [as above](#). Cllrs Hearnden/Lockwood. Unanimous. **Clerk to publish.**

2024/01/13 Litter warden purchases

CONSIDERED purchasing a new barrow as the current one is not fit for purpose and unrepairable ([1](#), [2](#), [3](#), [4](#)).

CONSIDERED purchase of a [waterproof coat](#) for the litter warden. **RESOLVED** to purchase a barrow up to the value of £600 and a coat up to the value of £80. Cllrs Downing/Fudge. Unanimous. **Clerk to action.**

2024/01/14 Surrey Rights of Way Improvement Plan survey

APPOINTED a working group (Cllrs Lockwood & Downing) to review and recommend a response to the [survey](#) as above. Recommendation to be brought to the February Council meeting for resolution. **Cllr Lockwood to convene.**

2024/01/15 Infrastructure improvement list

CONSIDERED the need for the above and **APPOINTED** Cllr Lockwood to compile and bring to a future meeting. **Cllr Lockwood to action.**

2024/01/16 Update: CCTV

RECEIVED on CCTV installation at Gun Pond: Cllr Fudge reported that with weather improvements the work will be able to be completed.

2024/01/17 Update: Website and email overhaul

RECEIVED as above: email infrastructure is being developed and it is planned to be operational for all Council personnel in February; the new website framework is being developed. Thanks were given to Cllr Fudge for his work on the project.

2024/01/18: Notification of meeting/Suggested items for agenda: 28th February 2024

NOTED suggested items for the next Council meeting: Surrey Rights of Way Improvement Plan survey resolution; Social Media Policy update; Infrastructure Improvement list; meeting start times, Orchard Court if applicable.

2023/11/19 Public Bodies (Admissions to Meetings) Act 1960. None.

Meeting closed at 21:10.