MINUTES OF THE ANNUAL MEETING OF THE LINGFIELD PARISH COUNCIL HELD ON TUESDAY 14th MAY 2019 AT 7PM IN THE LINGFIELD & DORMANSLAND COMMUNITY CENTRE, HIGH STREET, LINGFIELD

Present: Graham Marks, Andrea Watson, Liz Lockwood, Vivien Hepworth, Camilla Downing, Cath Hearnden, Ron Coleman

Two members of the public

In attendance: The Clerk

1. Election of Chairman
Vivien Hepworth was unanimously elected as Chairman for the coming year.

2. Declaration of Office
Vivien signed the Declaration of Office of Chairman.

3. Apologies for absence
None.

4. Election of Vice-Chairman
Cath Hearnden was elected to the position of vice chairman.

5. Appointment of Planning Committee
The following members were appointed to the planning committee:-
Liz Lockwood, Vivien Hepworth., Andrea Watson, Cath Hearnden, Graham Marks, Ron Coleman

6. Chairman of planning committee
Members agreed to elect Liz Lockwood as Chairman of the Planning Committee.

7. Appointments and representation to outside bodies were approved as follows:

<table>
<thead>
<tr>
<th>Local Council</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surrey and Sussex Association of Local Councils</td>
<td>Vivien Hepworth and Andrea Watson</td>
</tr>
<tr>
<td>Lingfield Wildlife Area</td>
<td>Graham Marks and Liz Lockwood</td>
</tr>
<tr>
<td>Gatwick Airport</td>
<td>Liz Lockwood</td>
</tr>
<tr>
<td>Neighbourhood Plan</td>
<td>Liz Lockwood, Andrea Watson, Cath Hearnden and Graham Marks</td>
</tr>
<tr>
<td>Allotment Inspections</td>
<td>Camilla Downing</td>
</tr>
<tr>
<td>Member responsible for Finance</td>
<td>Cath Hearnden</td>
</tr>
<tr>
<td>Lingfest committee</td>
<td>Vivien Hepworth and the Clerk</td>
</tr>
<tr>
<td>Lingfield Chamber of Commerce</td>
<td>Vivien Hepworth and Liz Lockwood</td>
</tr>
<tr>
<td>Lingfield Library</td>
<td>Andrea Watson</td>
</tr>
<tr>
<td>Highways and Environment working party</td>
<td>Ron Coleman</td>
</tr>
</tbody>
</table>

8. Members' Interests
Members completed a new register of interests which will be published on the website.

9. Financial matters:

9.1 The following contracts and agreements were noted:

- Lingfield & Dormansland Community Centre – Parish Office - £133 per month
- Lingfield & Dormansland Community Centre and The Jennings Hall – lease – peppercorn rent.
Centenary Fields Management Agreement - 10 year lease from 2014
Countrywide Grounds Maintenance – mowing contract (up to £3000)
Vernon Deller – maintenance of Gun Pond and village centre
The Pollards Allotments – lease peppercorn rent

9.2 The following grants, subscriptions and affiliations provided in the 2019/20 budget were agreed:

**Grants:**
- St Peter & St Paul’s Church – burial grounds and donation to lighting costs £3000
- Lingfield and Dormansland Community Centre regarding use for meetings £100
- Lingfield Nature Reserves - £2000 maintenance grant
- Christmas Lights - £1000 (match funded)
- Meals on Wheels - £800
- Community News - £800

**Subscriptions and affiliations:**
- Surrey Association of Local Councils (SALC)
- GACC/CAGNE
- Surrey Community Action
- Tandridge Voluntary Service Council (TVSC)

9.3 **Members’ Allowances**
Members allowances were noted as follows:-
- £25 to compensate for telephone calls, £25 to compensate for computer consumables. This amount is doubled for the chairman and chairman of planning.

9.4 **Mileage Allowance**
The mileage allowance for 2019/20 is 45p per mile

9.5 **General Power of Competence**
It was confirmed that Lingfield Parish Council meets the criteria for adopting the General Power of Competence.

9.6 **Allotment Rents**
**Members agreed** to keep allotment rents at £25 per year for 2020/21.

10. **Procedures and Policies**

10.1 **Standing Orders**
**Members adopted** the Standing Orders based on the model supplied by NALC. The Chairman will review the policies and insurance arrangements and the clerk will add this to the agenda for the meeting on 28th May.  
**Action: Chairman/Clerk**

10.3 **Financial Regulations**
**Members confirmed** the Financial Regulations are still fit for purpose.

11. **Internal Auditor**
**Members agreed** to identify a new auditor for 2020/21

Meeting closed at 7.35pm