



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:

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

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