



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON TUESDAY 26th NOVEMBER 2019 AT 7.45PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

Present:

Vivien Hepworth - in the chair
Graham Marks
Camilla Downing
Ron Coleman
Liz Lockwood

District Cllr Sir Nicholas White
1 member of the public

In attendance

Fay Elwood, Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies were accepted from Cath Hearnden and Andrea Watson.

1.2 Declarations of Interest

None.

1.3 Minutes of meeting held on 29th October 2019

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

1.4 Matters arising from previous minutes

War memorial – Waiting for a quotation from Alex Nash. The clerk has sent an email chasing this but it appears contractors are reluctant to quote for this type of work.

Action: The clerk will remind Alex Nash to provide a quote.

Sign Cleaning

Action: Cllr Coleman will be continuing to compile a list of the signs which need cleaning.

Tree outside dry cleaners – the clerk has submitted an online application for permission to plant a new tree.

Benches – Cllr Coleman is currently refurbishing all our existing benches. The first one is complete and the second is nearly finished. It is taking longer than he hoped because of the wet weather. The chairman thanked him for his hard work and for taking on this task.

Insurance for personal effects – Zurich do not cover any items which do not belong to the parish council. The clerk is taking extra precautions to avoid a repeat of the theft which occurred recently.

2 FINANCE AND ADMINISTRATION

2.1 Finance Report

Members approved the Finance Report, including cheques for payment. Cash at bank on 10th November 2019 amounted to £56,367.84. The following cheques were approved for payment:-

Date	Cheque	Description	Amount £
31/10/19	1065	F. Elwood	250.00
31/10/19	1066	Lingfield Library	159.80
05/11/19	1067	Aecom (NP)	2,700.00
05/11/19	1068	SSALC - Training	132.00
05/11/19	1069	HMRC	157.28
12/11/19	1070	F. Elwood	1,077.11
12/11/19	1071	P.Homewood	420.00
12/11/19	1072	Surrey Pension Fund	291.42
12/11/19	1073	St Catherine's Hospice	200.00
12/11/19	1074	F. Elwood Remembrance Day thanks	56.00
12/11/19	1075	Countrywide Grounds Maintenance	2,274.00
		Total	7,717.61

2.2 Chairman's Report

The chairman attended a meeting of the planning group for Lingfield Day, which takes place this Saturday 30th November from 2pm to 7pm. The High Street will be closed to traffic throughout the afternoon and evening. A wide range of attractions will include funfair rides, Father Christmas, carol singing, a nativity scene and stalls offering local handmade crafts and seasonal food and drinks. She hopes members will be there to support the event.

After our decision not to hold Lingfest in 2020, information has been sent out to suppliers and others to let them know.

The chairman has spoken to Alison Boote, Head of Strategic Asset Management at TDC, to confirm that the plans for organising a children's centre at the Victoria Sports and Social Club are going ahead, which they are.

A draft Statement of Common Ground has been circulated to members. This was put together by Ian Jones, Chairman of Star Fields Action Group (my husband) in response to a suggestion by Councillor Keith Jecks, Chairman of TDC Planning Policy Committee. The aim of the statement was to set out for the Planning Inspector the areas where STAG and TDC are in agreement over Star Fields. STAG's objective is to persuade the Inspector to re-open the consultation about sites in Lingfield by recognising that there were shortcomings in the consultation process as it affected Star Fields. Ian sent the statement to us in the hope that we might, at some future point, be party to the Statement. However, it seems that while the Statement has the support of the Chairman of TDC's Planning Policy Committee, it does not have the support of officials. In the absence of such a Statement, Ian has sent a note to the Planning Inspector pointing out that TDC Councillors (Jecks and Fisher – the latter when he was leader of TDC) have said, on the record, that they would support an alternative site in Lingfield but have not communicated this to the Inspector.

The chairman then referred to the notification from Tandridge District Council of a complaint by Councillor Mark Ridge relating to the conduct of the meeting of Lingfield Parish Council on 10th September 2019. His complaint was that he was excluded from the meeting for the final item of business relating to the fence at the bottom of Headland Way, which was in his opinion improperly taken as a Part 2 item.

After discussions were held with, among others, the Clerk and Chairman, the investigating officer – James Hitchcock - has concluded that because confidential legal advice was being discussed the Parish Council were justified in dealing with the Headland Way item in Part 2 of the agenda and excluding members of the public. There was therefore no breach of the Code of Conduct by any of the councillors involved.

Mr Hitchcock noted that when going into Part 2 the Parish Council did not comply with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, which provides that there must be a formal resolution to go into Part 2. This means that there must be a motion which is proposed, seconded and then put to a vote. Although this does not constitute a breach of the Code of Conduct, he asked us to ensure that the correct procedural steps are taken in future. This we will certainly do – we are reviewing our meeting procedures and making the necessary changes to avoid this happening again.

2.3 Budget and Precept

Members discussed the budget and the Chairman asked if members are aware of any items of expenditure required before April 2021 which have not been included in the budget. There was discussion about the Key Person provision. This is to pay for a locum in the event of the clerk's long term sickness. The ring-fenced amount for 2020/21 is £6000 and the clerk was asked to work out the cost of maximum exposure.

Resolved: The budget for 2020/21 (attached) was approved.

Resolved: The precept for 2020/21 will be increased by £5000 to £60,000

Action: The clerk will submit our precept request to Tandridge District Council.

Action: The clerk will provide information to members about maximum exposure resulting from the clerk's long term sick leave.

2.4 Inspection of Flag Pole

Members discussed whether the flag pole needs to be inspected annually. Cllr Coleman said he makes a point of checking the flag pole each time he changes the flag. He will inform the clerk if the flag pole requires any attention.

Resolved: Members agreed to have the flag pole formally maintained and inspected every three years.

Action: Cllr Coleman will continue to inspect the flag pole.

Action: The clerk will inform The Hampshire Flag Company

2.5 BT Contract

We have been offered a new contract to stay with our existing supplier for telephone and broadband. The clerk has been happy with the service and we do not suffer any connection problems. It was acknowledged that there may be cheaper options but this is likely to be for an inferior service, especially in terms of customer service.

Resolved: Members agreed to accept the terms for renewing our telephone and broadband contract with BT. The cost of the new contract will be £151.16 per quarter including VAT. The contract term is 24 months.

Action: Clerk to confirm acceptance of quotation to BT.

Members noted thanks from Lingfield Library for a grant towards the cost of a new notice board.

4 PARISH FACILITIES

Nothing to report.

5 COMMUNITY EVENTS

Nothing to report.

6 NEIGHBOURHOOD PLAN

6.1 Expenditure

Resolved: Members approved the final payment of £2250 plus VAT to Aecom.

Resolved: Members approved payment of £212.80 to Cllr Lockwood to pay for the insurance premium for the Neighbourhood Plan

6.2 Progress Report

Work is continuing behind the scenes and the design code work will follow on from the sites assessment. Deanne will be working out how much will be required from the parish council to finish the Neighbourhood Plan in 2020/21. We will be making a provision of £3000 for 2020/21 and there is £2510.20 left in the budget to spend before the end of March 2020. Cllr Lockwood believes this will be enough to complete the plan.

7 HIGHWAYS AND ENVIRONMENT ISSUES

7.1 Updates

Members noted receipt of the list of Highways Issues. There are no new issues to report but Cllr Marks questioned the fact that the Silent Soldier has been 'staked' rather than concreted. He reported that a neighbouring parish has had two Silent Soldiers stolen.

Resolved: Members agreed it will be safer to continue with our original plan to use post crete.

Action: The clerk will contact District Cllr Mark Ridge to thank him for staking the soldier and explain our reasons for preferring concrete.

Action: The clerk will arrange for SCC Community Gang to install the silent soldier with post crete.

7.2 Community Recycling Centres

Members discussed the arrangement between West Sussex County Council and Surrey County Council to allow Surrey residents in some postcodes to continue using the Recycling Centre at Imberhorne Lane. The Chairman wishes to thank Cllr Lesley Steeds and Cllr Ken Harwood for their assistance with this. We understand that the arrangement is for one year in the first instance.

Action: The clerk will pass on thanks to Cllrs Steed and Harwood.

7.3 Lingfield Surgery

Members discussed the changes to parking arrangements at the Doctors Surgery and Cllr Lockwood explained that she has had complaints from residents about the difficulty being caused to disabled residents.

Resolved: Because the complaints have not been directed to the parish council. Cllr Lockwood will write to the surgery in her capacity as District Councilor.

7.4 Jenners Field Skate Ramp

Following the October parish council meeting, the clerk wrote to Tandridge District Council with an offer to pay £950 for emergency repairs to the skate ramp. The initial response was that Raddi Ramps' assessment of work required to make the structure safe was at odds with advice they had previously received from a different contractor. TDC agreed to arrange a meeting with Raddi Ramps to see if it is possible to repair the structure, rather than demolish it. We understand that TDC is awaiting a revised quotation from Raddi Ramps before taking a decision.

8 TRAINING, MEETINGS AND EVENTS

8.1 Gatwick Airport and Noise Management Board

Members noted an invitation to a joint public meeting to be held on 3rd December 2019, starting at 2pm. Liz will be attending.

9 REPORTS FROM OUTSIDE BODIES

9.1 Gatcom

Members noted receipt of 'Key Messages and Outcomes' from a meeting of Gatcom held on 17th October 2019

9.2 GACC

Members noted receipt of Newsletter 110 from GACC. Cllr Lockwood reported that there is some controversy about the membership balance of GATCOM because residents in Charlwood may be able to benefit financially if Gatwick Airport increases its capacity. It has been suggested that CPRE or Friends of the Earch should hold some of the 28 seats because of the perceived bias of GACC, which holds the only community interest seat. At a recent GACC meeting, there was difficulty when votes were being taken for the GACC committee, so this issue is yet to be resolved.

Action: The clerk will make sure our membership has been paid for this year.

8.38pm Meeting suspended to receive comments from District Councillor, Sir Nicholas White on the subject of GACC.

8.40pm Meeting reconvened.

10 CURRENT CONSULTATIONS

Nothing to report.

11 MINUTES OF MEETINGS OF THE PLANNING COMMITTEE

Members approved minutes of the meetings of the planning committee held on 29th October and 12th November 2019.

12 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

Cllr Coleman raised the issue of school children and their parents crossing the road from The Greyhound Public House to the corner of Vicarage Road. He is of the opinion that a lollipop lady is required at this location for safety reasons. We believe that the school has been unable to recruit someone for this but we will check with Lingfield Primary School.

Action: Cllr Hearnden will be asked to make an informal approach to the Head Teacher at Lingfield Primary.

13 DATE OF NEXT MEETING

The next meeting will be held on 28th January 2020

Meeting closed at 8.45pm

Budget for 2020/21

Finance and Administration	Budget 2020/21	Estimated Income 2020/21
Salaries	25000	
Admin (incl audit)	5000	
Members' allowances and training (travel)	300	
Affiliations	1500	
Insurance	1700	
Election Expenses	0	
PR and Parish Assembly	400	
Chairman's Allowance	250	
Bank Interest		70.00
Total Admin	34150	
Ring-fenced		
Twinning	2320	
The Haven	250	
CIL Funds	5036	
Section 106	8361	
Youth Club	1637	
Key person fund	6000	
Total Ring-fenced	23604	
Environment, Infrastructure and Property		
Gunpit Pond	3000	
Plants, shrubs etc)		
Oak Tree)	5500	
Parish Property)		
Total Environment	8500	
Grants, Funding and Community Projects		
Lingfest	0	
Burial Grounds	3500	
Neighbourhood Plan	3000	
General Allocation	3500	
Community News	800	
Meals on Wheels	800	
Christmas Lights	1500	
Childrens Centre	3500	
Gun Pond Refurbishment		
Total Grants	16600	
Parish Facilities		
Allotments	2000	1200.00
LWA Grant	2000	
Mowing Contract	3000	
Maintenance at Cent Fields	500	
Total Parish Facilities	7500	
Contingency	1000	
Totals	91354	1270