



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL  
HELD ON TUESDAY 28<sup>th</sup> JULY 2020 AT 11 AM  
VIA ZOOM CONFERENCE PLATFORM**

*This meeting was held remotely, as permitted by emergency legislation introduced on 6<sup>th</sup> April 2020 in response to the ban on public gatherings to reduce the transmission of the Corona Virus – Covid-19 – which was declared a global pandemic by WHO on 11<sup>th</sup> March 2020*

**Participating:**

Vivien Hepworth – in the chair  
Cath Hearnden  
Andrea Watson  
Ron Coleman  
Liz Lockwood

**Facilitating:**

Fay Elwood, Clerk

**1 PROCEDURAL MATTERS**

**1.1 Apologies for Absence**

Apologies were accepted from Graham Marks and Camilla Downing. Apologies were also noted from County Cllr Lesley Steeds and District Councillor Sir Nicholas White.

**1.2 Declarations of Interest**

None.

**1.3 Minutes of meeting held on 26<sup>th</sup> May 2020**

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

**2 FINANCE AND ADMINISTRATION**

**2.1 Finance Report**

**Members approved** the Finance Report, including cheques for payment. Cash at bank on 10<sup>th</sup> July 2020 amounted to £58,261.37. The following cheques were approved for payment:-

Date	Cheque	Details	Amount £
26/05/20	1144	Lingfield Marathon	270.00
01/06/20	1146	F. Elwood Zoom Subs	14.39
03/06/20	1147	V. Deller	700.00
10/06/20	1148	Viking Direct	109.16
10/06/20	1149	Viking Direct	24.37
10/06/20	1150	HMRC	146.73
10/06/20	1151	F. Elwood Salary	1,085.87
15/06/20	dd	EDF Energy	23.00
15/06/20	1152	P. Homewood - Salary	440.00
15/06/20	1153	Surrey Pension Fund	298.83
22/06/20	1154	Amethyst Horticulture	2,570.04

22/06/20	1155	Lawn and Order	240.00
29/06/20	1156	TDC - Planter removal	300.00
03/07/20	dd	BT	142.20
07/07/20	1157	SES Water	261.11
07/07/20	1158	Viking Direct	68.71
07/07/20	1159	S. Barnett	129.60
07/07/20	1160	SES Business	77.47
07/07/20	1161	HMRC	146.73
07/07/20	1162	F. Elwood	1,085.87
07/07/20	1163	P. Homewood - Salary	460.00
07/07/20	1164	Surrey Pension Fund	298.83
15/07/20	1165	Countrywide Grounds Maintenance	61.80
		<b>Total</b>	<b>8,954.71</b>

## 2.2 Covid-19 Fund

In April we applied for and received £1000 from Tandridge District Council to help alleviate problems caused by the pandemic. This money was transferred to Geoff Ledden who was co-ordinating the volunteer response in Lingfield. The balance of £779 has now been transferred back into the LPC bank account.

**Resolved:** Members agreed to ring fence this money in case there is a second spike of infections.

**Action:** Clerk will inform TDC.

## 2.3 Meeting Dates for 2021

**Resolved:** Members approved the meeting dates for 2021.

**Action:** The clerk will make bookings at the Community Centre.

## 2.4 Communities against Gatwick Noise Emissions (CAGNE)

LPC has been asked to contribute £4 towards the cost of using Zoom for the CAGNE Forum meetings during the pandemic. This is a forum to communicate with parish councils and is not the main focus group.

**Resolved:** Members approved expenditure of £4.

**Action:** Clerk to inform CAGNE and make the payment.

## 3. GRANT APPLICATIONS

### 3.1 British Red Cross

Members considered a request for funds from the British Red Cross to help them continue their services during the pandemic. Whilst members agreed that the work of the Red Cross is invaluable it was decided that there would be many national charities whose funding has suffered and our restricted grant funding should be used to help local organisations.

**Resolved:** Members agreed not to donate to the British Red Cross.

**Action:** Clerk will write to explain the decision.

## 4. PARISH FACILITIES

### 4.1 Lingfield and Dormansland Community Centre

Members noted receipt of the Covid-19 Special Terms and Risk Assessment which will apply to any groups wishing to return to the Community Centre whilst social distancing is still in place.

#### **4.2 Gun Pond Refurbishment**

Cllr Coleman suggested we should aim for February 2021 for the work needed to remove the silt and carry out any repairs which may prove necessary. We had originally intended to use volunteers to carry out this work but it is now accepted that we will use a contractor with the necessary licences to undertake the work and dispose of the silt. Cllr Coleman is in discussion with two contractors and the clerk has asked a third contractor to inspect the pond.

**Resolved:** The work on Gun Pond will be undertaken by a contractor in February 2021.

**Action:** Clerk and Cllr Coleman to arrange three quotes for work to remove water and silt and inspect the pond. These should be ready for the September PC meeting, and include estimates for any repair work which may be required.

#### **4.3 Allotments**

During the period of lockdown (Mar/April 2020) the grass cutting contractor at the Centenary Fields decided they no longer wanted to carry on with the job. In discussion with the Chairman, the clerk arranged for the contractor we use for The Pollards site to take on this work. The clerk informed newer councillors that she is related to the contractor and this was fully declared when the contractor was appointed. Due to the fact that the annual contract value remains below £3000 there is no need to put the work out to tender if the council believes it is getting value for money.

**Resolved:** We will continue to use Lawn and Order to cut the grass paths on both allotment sites.

### **5. COMMUNITY EVENTS**

#### **5.1 Lingfest**

Members discussed whether we should start planning Lingfest for 2021. There is still a lot of uncertainty about what sort of events will be able to go ahead next year but we need to put a date in the calendar and make some provisional plans if we want to hold an event next year.

**Resolved:** Lingfest will be held on 10<sup>th</sup> July 2021 if Government restrictions allow. No expenditure will be incurred without prior approval of the council (except for renewal of the Premises Licence). The final decision about whether to proceed will be taken in November and will be informed by Government rules on social distancing and how many volunteers are willing to organise it.

**Action:** The clerk will contact Lingfest Committee members to find out who is prepared to be involved in organising an event for next year.

### **6. NEIGHBOURHOOD PLAN**

The consultants have completed the Design Guide and the Steering Group are pleased with the outcome. There is a new pot of funding available to help groups where their plan has been impacted by the Covid-19 pandemic.

Cllr Lockwood reported that SCC has grant funding available for reviews of Conservation Areas. She thought it likely that Lingfield would qualify because our Conservation Area has

not been reviewed for some time. Members agreed it would be better for the neighbourhood plan group to lead any review of the Conservation Area and Cllr Watson said she would like the area extended to include Lingfield Station.

## **7. HIGHWAYS AND ENVIRONMENT**

### **7.1 Litter Pick**

Members discussed whether to organise a litter pick to coincide with the 'Keep Britain Tidy' event being organised by the Daily Mail.

**Resolved:** We will organise a litter pick for Sunday 20<sup>th</sup> September.

**Action:** The clerk will register our involvement, acquire the necessary equipment and publicise the event.

## **8. CURRENT CONSULTATIONS**

### **8.1 Local Government Association - Draft Model Member Code of Conduct**

Responses are due by 17<sup>th</sup> August 2020.

**Resolved:** Members should pass comments to the Chairman (if they have any) to enable her to formulate a response if necessary.

**Action:** Chairman to decide whether a response is required.

### **8.2 TDC Open Spaces Strategy**

Members noted receipt of the Open Spaces Strategy from Tandridge District Council.

**Resolved:** Members do not agree our residents need more access to allotments as we always have some vacancies at The Pollards site.

**Action:** The clerk will send a response

## **9. PLANNING APPLICATIONS**

**Resolved:** Members approved comments on planning applications submitted to Tandridge District Council on 9<sup>th</sup> and 29<sup>th</sup> June and 15<sup>th</sup> July 2020.

## **10. MATTERS FOR REPORTING OR INCLUDING ON FUTURE AGENDA**

The possible review of our Conservation Area will be put on the agenda for September.

## **11. DATE OF NEXT MEETING**

The next meeting will be held via Zoom on 29<sup>th</sup> September 2020 at 7pm

Meeting closed at 12.05pm