



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON TUESDAY 29th SEPTEMBER 2020 AT 7.15 PM
VIA ZOOM CONFERENCE PLATFORM**

This meeting was held remotely, as permitted by emergency legislation introduced on 6th 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 11th March 2020

Participating:

Vivien Hepworth – in the chair
Andrea Watson
Ron Coleman
Liz Lockwood
Graham Marks
Camilla Downing

County Cllr Lesley Steeds
District Cllr Mark Ridge (part of meeting)
1 member of the public (part of meeting)

Facilitating:

Fay Elwood, Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies were accepted from Cath Hearnden. Apologies were also noted from Sir Nicholas White.

1.2 Declarations of Interest

The Chairman declared an interest in the presentation by Mark Devlin which took place before the start of the meeting as she is an Education Governor at Young Epilepsy. The Chairman also declared an interest in item 7.4 because the tree under discussion is on a neighbouring property.

1.3 Minutes of meeting held on 28th September 2020 and 25th August 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 10th September 2020 amounted to £56,065.06. The following payments were approved:-

Date	Ref	Description	Amount
15/07/20	dd	EDF Energy – Electricity for war memorial	23.00
22/07/20	1166	R. Coleman –bench refurb	17.70
27/07/20	1167	NALC -LCR Magazine	34.00
27/07/20	1168	F. Elwood (Zoom and ICO)	68.78

03/08/20	1169	R. V. Deller	700.00
03/08/20	1170	Connick Tree Care	798.00
17/08/20	dd	EDF Energy	23.00
15/08/20	1171	Peter Homewood	420.00
15/08/20	1172	Fay Elwood	1,086.07
15/08/20	1173	HMRC	146.53
15/08/20	1174	Surrey Pension Fund	298.83
07/09/20	BP	PKF Littlejohn - Audit	360.00
07/09/20	BP	Lawn and Order – Allotment Grass cutting	320.00
07/09/20	BP	Cagne (Zoom subs)	4.00
07/09/20	BP	F. Elwood – Litterpick Equipment	176.08
22/09/20	BP	F. Elwood	1,085.87
22/09/20	BP	P. Homewood - Salary	440.00
22/09/20	BP	Surrey Pension Fund	298.83
22/09/20	BP	Viking Direct	74.89
22/09/20	BP	HMRC	146.73
Total			6,522.31

2.2 Internet Banking

The clerk now has access to internet banking and will take advice about how to record authorisation of payments.

Action: Clerk to investigate electronic signature software.

2.3 Salary Increases

The National Joint Council has agreed a salary increase of 2.75% for local government workers.

Resolution: Members approved a salary increase of 2.75% for the clerk and litter warden.

2.4 External Audit

Members noted the conclusion of the external audit with no issues to report.

2.5 Damaged Bench

One of the benches at the Nature Reserves was recently vandalised and looked like it was beyond repair. However, Cllr Coleman kindly offered to carry out repairs and it is now ready to be returned to the Reserves.

Resolved: Members approved expenditure of £60 to repair the damaged bench.

Action: Clerk to make the payment

2.6 Litter Pick

The clerk reported that she has spent £150 on the litter pick using delegated powers.

Resolution: Members approved this expenditure.

2.7 Pensions Discretion Policy

Surrey County Council has informed us we are required to adopt a Pensions Discretion Policy because the clerk is a member of the Local Government Pension Scheme.

Resolution: Members approved the Pensions Discretion Policy.

Action: The clerk will forward this document to Surrey Pension Fund.

2.8 Covid-19 Fund

The Chairman explained that we have received a further £1500 to provide help for residents who may be financially affected by the pandemic. Cllr Marks suggested we should make social workers aware of this fund.

Resolution: We will contact churches, schools, Citizens Advice Bureau and social workers to ask them for referrals.

Action: The clerk will write to the above organisations to ask if they know of anyone needing help because of the effects of the pandemic.

3 GRANT APPLICATIONS

3.1 Lingfield Cricket Club

We have received a grant application to help with the purchase of a new tractor at Lingfield Cricket Club. They have requested 'as much as possible' and mentioned a figure of £500. There was discussion about whether we can allocate more than £500.

Resolution: Lingfield Cricket Club is awarded a grant of £500.

Action: The clerk will advise the Cricket Club that we will consider a further grant later in the financial year if they are not able to raise full amount from other sources.

4 PARISH FACILITIES

4.1 Gun Pond

We have received two quotations for work required at Gun Pond. The pond needs to be emptied of water and silt to allow it to be inspected for leaks.

Resolution: It was agreed we should obtain a third quote in line with our Financial Regulations and that the clerk will seek references for the contractors who have submitted quotes.

Actions: The clerk will contact Hydroclense to ask for a copy of the quote they submitted last year. The clerk will ask TDC if they can lend us some Heras fencing. The clerk will seek references from the contractors under consideration.

5 COMMUNITY EVENTS

5.1 Lingfest

The clerk reported that there are enough people to form an organising committee for Lingfest. Tandridge District Council is not accepting event applications because of the restrictions in place due to the pandemic.

Resolution: LPC will decide whether Lingfest can proceed at its January meeting and no bookings involving financial commitment will be made until after this date.

5.2 Remembrance Sunday

LPC usually applies for, and manages, a road closure on Remembrance Sunday to allow people to congregate in the roads around the war memorial to participate in the Service of Remembrance and to lay wreaths. Due to the pandemic, gatherings of more than 6 people are prohibited unless the groups can be kept 2 metres apart.

Resolution: Members agreed we will withdraw our application for a road closure because social distancing cannot be enforced on land we do not own.

Action: The Chairman will liaise with St Peter and St Paul's Church to suggest the wreath laying might take place in the Church by invitation.

6 NEIGHBOURHOOD PLAN

The updated Design Guide is finished and the Government has released further funding for Neighbourhood Plan Groups to resume when the situation allows. In relation to the Local Plan, the Inspector has given Tandridge District Council until the end of September to answer his questions.

7 HIGHWAYS AND ENVIRONMENT

7.1 Litter Pick

The Chairman reported that the Litter Pick took place on 20th September and there was a fair turnout. She thanked councilors for helping. Cllr Downing requested that some litter picking take place in Godstone Road between the pinch points.

Action: The clerk will ask our litter warden to concentrate on that area next week.

7.2 Speeding in Lingfield Common Road

County Cllr Lesley Steeds has asked the parish council to consider funding a VAS in Lingfield Common Road. There was concern expressed about whether this would set a precedent and lead to further requests to fund signs in other parts of the village. It was suggested that Speedwatch sessions could be arranged in the meantime. However, the clerk reported there is little chance the Police will agree to carry out a risk assessment for Speedwatch in Lingfield Common Road until we are using existing sites on a regular basis.

Resolution: LPC will consider the request (or the possibility of contributing a percentage) when it sets the budget in November.

Action: The clerk will encourage Speedwatch volunteers to carry out sessions in existing locations.

7.3 Yellow Lines in Mount Pleasant Road

Surrey County Council is consulting on proposals to install double yellow lines at the Godstone Road entrance to Mount Pleasant Road. LPC has been made aware this will cause significant difficulties for people who live in the Almshouses and other properties in Godstone Road which do not have off road parking. Some of these people have mobility issues and would find it difficult to walk from further afield.

Resolution: Members voted 5-1 in favour of objecting to this proposal.

Action: The clerk will write to David Curl to explain the reason for our objection.

7.4 Trees in Station Road

The Chairman explained that she lives next door to the property where trees have been felled and that she is not unsympathetic to what has been done. However, members are concerned about the potential loss of a further tree, a Copper Birch. Cllr Lockwood explained that the Tree Officer has visited the site and feels the chances of the remaining tree being felled is slim.

Resolution: LPC will request a TPO is placed on the Copper Birch tree at Court End, Station Road.

Action: The clerk will contact the Tree Officer to make the request,

8 CURRENT CONSULTATIONS

We are in receipt of letters from Surrey County Council and Tandridge District Council about the Government's intention to publish a white paper on the Devolution and Recovery Bill. This bill would investigate the merits of unitary authorities. Since receiving the letters, we believe the introduction of the White Paper has been delayed.

Resolution: LPC will respond to the consultation when the White Paper has been published.

9 PLANNING APPLICATIONS

Members approved comments on planning applications submitted since 15th July 2020.

10 MATTERS FOR REPORTING OR INCLUDING ON FUTURE AGENDA

10.1 GACC Newsletter

Members noted receipt of GACC Newsletter no 118.

10.2 Gatwick Airport

Cllr Lockwood will take part in a virtual meeting with Gatwick Airport on 20th October starting at 9.30am. If anyone has any topics you would like her to raise please let her know.

10.3 Lingfield Chamber of Commerce

Members noted receipt of minutes of a meeting held on 10th August 2020.

10.4 Tandridge Voluntary Action AGM

Members noted the AGM of TVA will be held on 1st October 2020 starting at 12 noon. The meeting will be on the Zoom platform.

11 DATE OF NEXT MEETING

The next meeting will be held via Zoom on 27th October 2020.

Meeting closed at 9.16pm