



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON TUESDAY 26TH MAY 2020 AT 11 AM
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
Cath Hearnden
Camilla Downing
Ron Coleman
Liz Lockwood

County Councillor Lesley Steeds

In attendance

Fay Elwood, Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies were accepted from Graham Marks and Andrea Watson.

1.2 Declarations of Interest

None.

1.3 Minutes of meeting held on 25th February 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 May 2020 amounted to £74,585.93. The following cheques were approved for payment:-

Date	Cheque	Details	Amount £
19/02/2020	1102	Vision ICT	21.60
19/02/2020	1103	RH7 History Group	100.00
19/02/2020	1104	Lingfield Sports Association	300.00
19/02/2020	1105	Hampshire Flag Company	127.67
04/03/2020	1106	HMRC	157.28
04/03/2020	1107	Surrey Pension Fund	291.42
15/03/2020	1108	P. Homewood	440.00
10/03/2020	1109	F. Elwood	1,077.11
12/03/2020	1112	Lingfield Chamber of Commerce	700.00
12/03/2020	1113	Gala Lights	360.00
16/03/2020	dd	EDF Energy	23.00

18/03/2020	1115	Viking Direct	110.32
30/03/2020	1116	Sensible Solutions	90.00
31/03/2020	1117	R.V. Deller – Pond etc	560.00
01/04/20	1118	Vision ICT	168.00
02/04/20	1119	Surrey ALC Ltd	1,399.97
02/04/20	1120	Lingfield & Dormans Comm Centre	1,596.00
09/04/20	1121	F. Elwood – April Salary	1,086.07
09/04/20	1122	P. Homewood – Salary	440.00
09/04/20	1123	Surrey Pension Fund	298.83
09/04/20	1124	HM Revenue & Customs	146.53
09/04/20	1125	SLCC	161.00
14/04/20	1126	G. Ledden – Corona Virus Support	400.00
23/04/20	1127	G. Ledden – Corona Virus Support	600.00
27/04/20	1128	F. Elwood – May Salary	1,086.07
28/04/20	1129	Tandridge Voluntary Action	20.00
28/04/20	1130	F. Elwood – Postage stamps	63.00
07/05/20	1131	N. Elwood (Lawn and Order)	425.00
07/05/20	1132	F. Elwood (Skip for allotments)	140.00
13/05/20	1133	P.Frost – Auditor	211.25
15/05/20	1134	P. Homewood – Salary	640.00
15/05/20	1135	Surrey Pension Fund	298.83
15/05/20	1136	HMRC	146.73
14/05/20	1137	Vision ICT	129.60
14/05/20	1138	Vision ICT	66.00
26/05/20	1139	Zurich Municipal	2,385.67
26/05/20	1140	Lingfield Wildlife Area	2,000.00
26/05/20	1141	St Peter & St Paul’s Church	3,500.00
26/05/20	1142	Community News	800.00
26/05/20	1143	Meals on Wheels	800.00
		Total	20,851.87

2.2 Internet Banking

The current crisis has increased the need to use internet banking. Some people are unable to get to bank to deposit cheques and internet banking reduces the need for unnecessary journeys.

Resolved: Members approved the application for internet banking, including the requirement for payments to be processed solely by the clerk. All payments will continue to be approved in advance by two councillors but the clerk will explore ways to streamline the system as suggested by Cllr Hearnden.

Action: The clerk will process the application as soon as possible.

2.3 Skip for Centenary Fields Allotments

There has been an increase in the take up of allotments during the current lockdown. Some of the plots at Centenary Fields have not been worked for a while which means there is a lot of rubbish to be removed from the site.

Resolved: Members approved expenditure of £140 to pay for a skip

2.4 End of Year Accounts

The clerk presented the accounts for the year ending 31st March 2020.

Resolved: Members approved the accounts.

2.5 Auditors Report

It is recommended that auditors are changed every few years and it had been our intention to arrange a new auditor for 2020. However, due to the current restrictions, the decision was taken to remain with our existing auditor for another year. He managed to carry out the audit via email exchanges.

Resolved: Members noted receipt of the report from the Internal Auditor with no issues to report.

2.6 Annual Return Section 1

Resolved: Members approved the Annual Governance Statement for the year 2019/20.

2.7 Annual Return Section 2

Resolved: Members approved the Accounting Statements for 2019/20.

2.8 Meetings

In March 2020 the Government prohibited all public gatherings because of the Corona Virus pandemic. Consequently it was necessary to cancel meetings arranged for March and April (including the Annual Parish Assembly). In April 2020 emergency legislation was introduced to allow councils to hold meetings ‘virtually’ and we decided to use the Zoom platform to hold meetings where they are necessary. The Local Government Associations have been offering advice and suggested we do not hold meetings during peak times (e.g. 7pm) because we are likely to encounter more technical challenges as this is a popular time.

Resolved: The meeting scheduled for June is cancelled. Our next meeting will be held on 28th July 2020 starting at 11am. No meeting is scheduled for August and the situation will be reviewed for September.

2.9 Insurance Renewal

Resolved: Members approved renewal of the insurance policy with Zurich at a cost of £2385.67.

2.10 Annual Meeting

The guidance relating to Annual Meetings is that Council’s can choose from three options:-

To retain the status quo until May 2021; To hold the Annual Meeting via Zoom; To hold the Annual Meeting in public when it is safe to do so.

Resolved: Members agreed to hold the Annual Meeting in public when it is safe to do so.

2.11 Regular Grants

We make provision in our budget for regular grants to some local organisations and these are usually approved at the Annual Meeting. These organisations will be expecting the income so members were asked to consider these now.

Resolved: Members approved the following grants:-

St Peter and St Paul’s Church (for churchyard maintenance) £3500

Lingfield Nature Reserves £2000

Meals on Wheels £800

Action: The clerk will contact Community News to ask them to make an application if they need funding this year. They are providing on-line articles but not printing and delivering paper copies so they may not require grant funding this year.

2.12 TDC Grant

Members noted that we applied to Tandridge District Council for a grant of £1000 to help pay for the expenses incurred by the Corona Virus Response Group.

Resolved: Members approved payment of this £1000 to Geoff Ledden to pay for expenses associated with the co-ordination of the Corona Virus Help Group.

2.13 Grant for Church

The timescale of the lockdown to reduce the spread of Corona Virus meant that some vulnerable people had little time to prepare. There was also a shortage of some food until people stopped panic buying and shops adapted their supply lines. During this time we were asked to donate £400 to Dormansland Church to help with a fund to supply emergency food packages to residents of Lingfield and Dormansland. There was a difference of opinion among members but the majority agreed (via email) that we would make this contribution if it was needed. The situation moved on and Geoff Ledden has been co-ordinating a very successful volunteer group in Lingfield. Also, Lingfield and Dormansland Parish Councils both applied for and received the grant from Tandridge District Council. It appears that Lingfield residents who need help are receiving it from volunteers registered with Geoff or, if appropriate, they are being referred to other agencies better suited to providing long term assistance.

Resolved: If Rev. Hinton repeats his request for funding, members would need to have a detailed discussion about what it will be used for.

2.14 Policies

The clerk has updated the policies which are published on our website.

Resolved: Members approved the revised documents.

Action: The clerk will amend the Document Retention policy to state that, where appropriate, paper will be recycled and not placed in general waste. Documents containing personal information will be shredded.

The clerk will publish the revised documents on the website.

2.15 Delegated Powers

With the number of meetings reduced, the clerk requested an extension to delegated powers.

Resolved: The clerk (in discussion with the Chairman) can spend up to £500 on items necessary to ensure smooth running of the parish council.

Action: The clerk amend the Financial Regulations to reflect this change. This arrangement will only apply whilst the council is not meeting every month.

3. GRANT APPLICATIONS

3.1 Lingfield Marathon Minibus

The committee of Lingfield Marathon minibus has requested a grant of £270 to pay for DVLA medicals for drivers over the age of 70.

Resolved: Members approved a payment of £270.

Action: Clerk to arrange payment.

3.2 Cagne

We have received a request for £1000 towards a fund to oppose the opening of a second runway at Gatwick Airport.

Resolved: Members decided to postpone a decision.

Action: The clerk will write to CAGNE to inform them that we are delaying our decision until we emerge from the current restrictions and make a judgement as to whether the request is still valid.

4. PARISH FACILITIES

In preparation for the installation of the summer floral displays it is necessary to remove the planters outside Coughlans Bakery and Sote Restaurant.

Resolved: Members approved expenditure of £250 to Tandridge District Council for the removal of the planters.

5. PLANNING COMMENTS

Resolved: Members approved comments on planning applications submitted to Tandridge District Council on 25th March, 22nd April and 7th May 2020.

6. DATE OF NEXT MEETING

The next meeting will be held via Zoom on 28th July 2020 at 11am.

Meeting closed at 11.47am