



LINGFIELD PARISH COUNCIL

Parish Clerk: Catherine Fitzgerald
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20th March 2025

TO MEMBERS OF THE COUNCIL

Dear Members,

I hereby give you notice that the Meeting of Lingfield Parish Council will be held on **Wednesday 26th March at Lingfield and Dormansland Community Centre at 19:00**. All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely

C Fitzgerald

Catherine Fitzgerald, Parish Clerk

Press & Public are invited to attend. Meetings are open to the public and could be filmed or recorded by broadcasters, the media or members of the public.

AGENDA

1. Apologies for absence

To **RECEIVE** any apologies.

2. Declarations of interest/Request for dispensations

To **RECEIVE** any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.

3. Public Participation

Members of the public are welcome to attend the meeting. Any member of the public, who so wishes, may speak at this point of the meeting on items within the remit of the Council. No previous notice need be given. The maximum time allotted for this item is 15 minutes in total unless directed otherwise by the Chair.

4. District and County Councillors' reports

To **NOTE** as above.

5. Council meeting minutes: 26th February 2025

To **RESOLVE** that the minutes of the meeting of the Council as above having been previously circulated, be taken as read and approved. To **NOTE** any matters arising.

6. Clerks Report

2025/02/6 New dog waste bin was placed on the Nature Reserve near Headlands Way.

2025/02/10 Meeting held with contractor see point 11 on agenda below

2025/02/12 Contacted Tandridge awaiting response re emergency plan records

2025/02/14 Lingfield Market will hopefully go ahead in April awaiting confirmation

2025/02/15 15.1 Further quotations sought see point 14.1 on agenda below

2025/02/15 15.2 Seeking quotations to be discussed in future meetings see point 14.2

2025/02/15.3 Good community response received – **29th March 2025 Clean Up Day**

2025/02/15.4 VE Day 80 – Flag purchased to go up end of April, contacted community leads to discuss events.

2025/02/15.5 Clarification received see point 14.3 on agenda below

2025/02/18 Payroll with Optimise Accounts and Tax Advisors LTD from 1st April 2025

- Planned and attended Skatepark initial fundraiser hosted by Tarana Linfield, huge thanks to the residents for attending and the Tarana staff for their delicious food and excellent service on the night.
- Completed the Interim Audit. See point 8 below.
- Attended SLCC Branch meeting – Devolution was the main topic of discussion. Other areas that have been through the process have shared their experiences which were positive to hear.

7. Tandridge District Council Open consultations

To **CONSIDER** any consultations as above and to **RESOLVE** responses if applicable.

8. Interim Audit Report

To **RECEIVE** and **AGREE** actions as follows;

- Consider quotations received from accounting package suppliers.
- Clerk completed VAT return and has diarised to complete quarterly
- Clerk preparing New Financial Regulations to be presented at Annual Meeting in May
- Clerk investigated January's Bank Reconciliation this has been brought back into balance – Chair to sign off

9. Schedule of payments

To **RESOLVE** to approve as above. Any queries to be directed to the office before the meeting. Bank Reconciliation has been prepared for review and approval by the Chairman.

Audit Ref	Payee	Description	Gross amount
80	RNLI Flag	Purchase of Flag for VEDAY 80 agreed 2025/02/15.4	£23.98
81/82	Currys	Monitor and online refund agreed 2025/02/18	£79.00
83	Vision ICT	Website hosting and support May 25-Apr 26	£180.60
84	Vision ICT	New Clerk Training	£90.00
85	April Skies	Interim Audit	£200.00
	BT	Renewal of services per month	£39.94
	Travel Expenses	Clerk attending SLCC Branch meeting	£46.40
86	Post Office	Comm with Twinning Town	£2.80
	Salaries		£2,507.73

10. Update: Neighbourhood Plan

To **RECEIVE** update as above (Cllr Hearnden to lead).

11. Conservation Area Appraisal

To **RECEIVE** update as above and **RESOLVE**

12. Unitary Authorities

To **RECEIVE** any updates (Cllr L Steeds to lead)

13. Lingfest 2026

To **RECEIVE** update and **RESOLVE** next steps

14. Village Environment

To **RECEIVE** as above and **RESOLVE** next steps

14.1 Pond Railings – Further quotation received for agreement

14.2 Christmas Lights – Quotations received for consideration

14.3 Tree Survey – Clarification of quotations received for agreement

14.4 Defibrillator - Quotation received for consideration

14.5 Nature Reserve – Open Day 20th July 2025

14.6 CIL BIDDING ROUND – For discussion

15. Annual Parish Assembly – 23rd April 2025 6.30pm Jennings Hall

To **RECEIVE** any updates and **RESOLVE** next steps

16. Grant Applications: Air Ambulance and Blooming Arts

To **RECEIVE** as above and **CONSIDER** the applications – Air Ambulance £400, Blooming Arts £500

17. Notification of meeting/Suggested items for agenda: 28th May 2025 (Annual Meeting)

To **NOTE** any suggested items for the next Council meeting.

18. Public Bodies (Admissions to Meetings) Act 1960

To **RESOLVE** that in view of the confidential/special nature of the business about to be transacted it is advisable that the press/public be excluded and instructed to withdraw during discussion on the following items: To **RECEIVE** and **RESOLVE** increment of Clerk salary as per contract.