



LINGFIELD PARISH COUNCIL

Parish Clerk: Catherine Fitzgerald
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22th May 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 28th May 2025 at Lingfield and Dormansland Community Centre after the Annual Parish Meeting**. 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 March 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

25/03/14 – Gun Pond Railing is now installed to the left as you go down the steps from the COOP. Refer 14.5 to received update on Christmas Lights. 25/03/14.2 Applied for two grants relating to Defibrillators, awaiting update. 25/03/14.6 Tandridge DC have applied for CIL funding. 25/03/15 Lingfield Parish Council Annual Parish Assembly was a lovely evening, with thanks to the speakers and residents in attendance. 25/03/16 Received thanks from Air Ambulance and Blooming Arts for the grant funds agreed by Council. Leak on High Street outside the VSSC has been repaired.

7. Open consultations

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

8. Schedule of payments

To **RECEIVE** and **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.

Payee – Annual	Description	Amount
Art Software	Accounts Package	£119.88 pd23-5 prev agreed
BT	Phone and Broadband	£227.90 pd2-5 prev agreed
Vision ICT	Hosting website emails June 25 – May 26	£144.00 pd23-5 prev agreed
Vision ICT	Website host May 25 - Apr 26	£180.60 pd27-3 prev agreed
Lingfield and Dormansland Community Centre	Office Rent	£1805.25 (£145 inc £152.25 w/e 1/7/2025)
Zurich	Annual Insurance	£ 2326.75 – as per APM
Payee – Monthly		
EDF Energy	War Memorial	£60.00
SES Water	Allotments	£54.00
Google	Email Host	£42.00
HSBC	Bank Charges	£8.00avg
Payees – April/May 25		
Mulberry	Training courses	£126.00 pd23-5 Chair/Clerk Auth
RC Larkin	Pond Handrail	£522.00 pd23-5 Prev agreed
Foreman Tree Surgeons	Removal of tree	£500.00 pd23-5 Prev agreed
The Sign Company	Sign for Annual Parish Assembly	£54.00 pd23-5 Chair/Clerk Auth
Cypress Bay	Allotment maintenance	£240.00 pd23-5 Prev agreed
RV Deller	Pond Maintenance/grass cut and Allotment post	£680.00 pd23-5 Prev agreed
Sainsburys	APA Supplies	£84.75
Sainsburys	APA Supplies	£7.65
Cypress Bay	Allotment maintenance	£456.00
David Archer	Tree Survey	£1050.00
Optimise Apr/May	Payroll Management	£90.00
Salaries Apr		£2487.06
Salaries May		£2487.06

9. END of YEAR

To **RECEIVE** and **APPROVE** accounts for year ending 31st March 2025

To **RECEIVE** and **APPROVE** Annual Governance Statement 2024/25

To **RECEIVE** and **APPROVE** Accounting Statements for 2024/25

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**

- 1) **Parking Issues - Vicarage Road**
- 2) **Community Assets – Future Planning**
- 3) **Colins Gate – Headland's way**
- 4) **Christmas Lights – High Street**
- 5) **Allotments – Skip hire and gate**

15. Grant Applications:

To **RECEIVE** as above and **CONSIDER** the application

14.1 – Citizens Advice Tandridge District £500

16. Notification of meeting/Suggested items for agenda: 25th June 2025

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

17. 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: Salary update.