



LINGFIELD PARISH COUNCIL

Parish Clerk: Catherine Fitzgerald
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Full Council meeting – 28th May 2025

Minutes of the meeting of Lingfield Parish Council as above, held at Lingfield & Dormansland Community Centre, 19:00.

Present: Cllr Cath Hearnden, Cllr Camilla Downing, Cllr Jason Fudge, Cllr Julie Duggan, Cllr Lesley Steeds

Absent: Cllr Liz Lockwood, Cllr Graham Marks

In attendance: Catherine Fitzgerald (Clerk)

2025/05/1: Apologies for Absence

Apologies were **RECEIVED** and accepted from Cllr Liz Lockwood and Cllr Graham Marks

2025/05/2: Declarations of Interest.

None

2025/05/3: Public Participation.

No Public in attendance.

2025/05/4: District and County Councillors' reports as follows;

Cllr Julie Duggan – Advised there will be a survey for residents coming out from Tandridge in June, residents are encouraged to have their say either on line or via post – Parish Council will prompt residents on social media.

Cllr Lesley Steeds - Advised Gatwick development is still an ongoing discussion and Surrey County Council are monitoring it, updates to follow. Lingfield Common Road land was devastated, this was found to be unauthorised, access has now been blocked.

2025/05/5: Council Meeting Minutes 26th March 2025 and 23rd April 2025

RESOLVED that the minutes of the meeting of the Council as above having been previously circulated, be taken as read and approved. Published on lingfieldparishcouncil.gov.uk website

2025/05/6: Clerks Report

Clerks Report was **RECEIVED** and actions **AGREED**

2025/05/7: Tandridge District Council Open Consultations

RECEIVED consultations and **AGREED** responses: None received.

2025/05/8: Schedule of Payments

RESOLVED to approve, Council agreed to authorise, Clerk to action.

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

2025/05/9: End of Year Accounts

RECEIVED and APPROVED Accounts for year ending 31st March 2025

RECEIVED and APPROVED Annual Governance Statement 2024/25

RECEIVED and APPROVED Accounting Statements for 2024/25

2025/05/10 Update:

Neighbourhood Plan

RECEIVED an update that this is still with Tandridge awaiting their feedback.

2025/05/11 Conservation Area Appraisal

RECEIVED update from Clerk, awaiting response from contractors.

25/05/12 Unitary Authorities

Cllr L Steeds – Advised there is still no decision, further updates will follow.

25/05/13 Lingfest 2026

RECEIVED update on number of volunteers that have come forward to plan Lingfest and it was **AGREED** this would not be enough to make the planning of such an event viable.

25/05/14 Village Environment

RESOLVED by the Council as follows:

- 1) **Parking Issues - Vicarage Road** – **RECEIVED** report on parking issues, it was **AGREED** not to take further action on this issue.
- 2) **Community Assets – Future Planning** – **RECEIVED** update on Parish Assets, it was **AGREED** this would be discussed in more detail at the next Full Council meeting in June.
- 3) **Colins Gate – Headland's way** – **RECEIVED** report stating the handle/latch on the gate was broken, it was **AGREED** for Clerk to source repair quotations.
- 4) **Christmas Lights – High Street** – **RECEIVED** update for Christmas Lights, it was **AGREED** to discuss in more detail at the next meeting in June
- 5) **Allotments – Skip hire and gate** – **RECEIVED** update on the allotments, it was agreed to hire skips for each to remove any debris and source contractor to repair one of the gates.

2025/05/15 Grant Applications:

RECEIVED and **AGREED** the following grant application:

- **Citizens Advice Tandridge District £250 was agreed of the £500 requested.**

2025/05/16 Notification of meeting/Suggested items for agenda: 25th June 2025

NOTED suggested items for the next Council meeting:

- Community Assets
- Tree Survey
- Christmas Lights

2025/03/18 Public Bodies (Admissions to Meetings) Act 1960

Received and **AGREED** staff salary update.

meeting closed at 7.50pm

DRAFT