

LIMPSFIELD PARISH COUNCIL

MONTHLY MEETING

Minutes of meeting held on 14 October 2019, 7.30pm at Tandridge District Council Offices.

PRESENT: Chair: Mr J Thompson (JT)
Parish Cllrs: Mr P Bailey (PB), (AF), Mr. M Wilson, (MW), Mr T Briggs (TB), Ms A Fosdike (AF), Mr B de Haldevang (BdH),
County Councillor: Mr C McIntosh (CMcl)
District Cllrs: Mr P Davies (PD), Ms C Blackwell (CB)
Clerk: Sophie Martin (interim clerk)

MINUTES

1. **APOLOGIES** for absence.
Cllr Ann Osborn, Cllr Laila Turner, Cllr Robert Harvey
2. **MINUTES** of the previous meetings to be confirmed and signed [*minutes will be posted to LPC website and can be obtained from the clerk*].
Minutes for Sept 09 meeting approved with a couple of minor changes /notes by MW and JT.
3. **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST***
PB to review planning applications.
4. **PUBLIC SESSION:**
No attendees from public
5. **DISTRICT and COUNTY COUNCILLOR REPORTS**

Cllr Cameron McIntosh

- On highways issues. Tally road surface dressing end of this month. Ongoing scheme.
- Cutting back along Kent Hatch Road is done.
- Detillens Lane bollard - No confirmed date, but has been logged for repair.
- AF: concern regarding A25 bend by SNatts Hill Junction - Ash saplings keep being clipped back but not removed. Could they be taken out completely and preventing issue of retaining wall being damaged.
ACTION: CMcl to look into the matter.
- PD: how do we handle private hedges overhanging pavements? Whose remit is it to deal with?
CMI: Highways to patrol this issue and can take action but have to send the owners a letter. However, if work isn't substantial, comms gang will cut it back. CMcl advises to send any addresses noted to see what action can be taken.
- MW: Limpsfield School's headmistress has voiced concern about crossing on the A25. No longer contingent on Moorhouse DPD depot. Can we look at CIL pot for this to be done? Highways needs to be involved, but can we suggest this project to highways to be funded by TDC CIL application. CMcl advised that Highways already recognises it and it is on the ITS scheme. If funding is available, it will be agreed to. CIL bid could take a while to process... CMcl refers to a potential amount of £280,000 estimate so yes, CIL bid would be best way. CMcl suggests meeting with Highways, TDC and parish council to come up with a plan.

ACTION: CMcl will talk to Highways manager first. Generally agreed that this would be a good project. MW will let headmistress know this has been discussed. Surrey highways should make the bid initially.

- TB explained TDC CIL money process and why bids aren't being made. Potential to lower the minimum bid, simplify process and encourage smaller bids. To be further discussed in point below...

Claire Blackwell

- Spoke to Bluehouse Lane residents who have decided they would definitely want to go ahead with VAS because these at least would be achievable. CMcl would fund one from next year budget. Next to fund out exact cost for funding. C. £2,500 (CMI). JT advises that LT has also had talks with Bluehouse Lane residents and will discuss at next meeting.

ACTION: To forward Meeting's minutes from Laila's meeting to Claire Blackwell.

- Mr and Mrs Elms and their wall/hedge. CB met with them and they have been steered in direction of getting preapplication advice from TDC.

Phil Davies

- Just planning – to be discussed in Planning section.
- TB asked about a Green Transport Plan which has come to his attention via CIL meeting with TDC? CMcl advises this is possibly County responsibility. **ACTION: To find out more about this plan.**
- Discussion on current TDC management issues in terms of impact on LPC/ Budget shortfall. PD: Poor systems for controlling budgets/money and overspend on temporary staffing and contractors. Brian Thompson currently is looking into the matter. Overspend should be covered with emergency fund, so should not affect parish councils. PD advises there is an apolitical group forming to assist TDC administration /management staff in systems and processes and reduction in waste.

6 FINANCE - Cllr Thomas Briggs

6.1 CIL update

With regards to CIL income:

- TB Met with CIL team at TDC to understand predicted CIL revenue and audit the process. We should get £1200 by end of October for this fiscal year. For next fiscal year, we should get approx. £1400 - 2020-2021 – based on projects already started and in process only.
- Money expected is low – because we're a small parish and haven't had many project approvals.
- Comes in increments. Once approved and when they start, they can get some accuracy. CIL amount often isn't known due to ongoing negotiations and also when a project actually starts. People don't always pay... collection issue. Variables to be factored in re projections. Volumes likely to be small going forward.
- **Priority is auditing and tracking planning applications that are subject to the CIL to ensure the Parish is receiving the correct amount.**

With regards to CIL spending and applications for TDC CIL pot:

- Our CIL has to be ringfenced and we have 5 years to spend it. Limited to items triggered by development in the area... roads, footpaths, dog waste bins.
- Bigger pot is TDC general CIL – now over £2m. More money, but frustration on bidding process. Has to be a priority identified by the council – highways and infrastructure plan, e.g. Bluehouse Lane. There is a potential open door to go in and bid for larger sums for bigger projects. Issue is difficulty in process for parish councils. New process will be up for review in December / January when CIL team will come in and explain the new process.
- They are keen to help anyone go through the bidding process and they need to be spending the money and see success.
- For our budget process: TB advises will register no CIL expense for balance of the year. Any projects can be approved on pay as you go basis.

- PD asks if we can use general TDC pot for things from the LNP plan? Answers is yes. We should be able to get funding for things like footpaths and cycleways etc...
- PB question: Can we bid for TDC CIL money under a generic banner?
- CMcl advises this may not be possible, because certain things like feasibility studies are are not eligible for CIL.
- MW: is there now a window of opportunity to help them with the new process. We need to prioritise what are the CIL projects we'll go for so we can take the opportunity. JT over the next few weeks we will have put together a list of potential projects to bid for. PB: Can we see list of projects to see which projects qualify for CIL. Can we review these projects? Which is what TB has asked: How do we "audit" these CIL projects.
- JT first time we've had clarity on what's going on with CIL.

ACTION:

1. To verify process and criteria. What we should be getting for this calendar year and see if there are any discrepancies to make it worth going back. To go through current/this year's applications and if they're CIL eligible. Each planning officer's report for each application will say if it's CIL eligible. PB will find out how his was done. MW to ask TBK and potentially get meeting with TDC planning officers to provide CIL criteria.

2. To decide what projects we want to come out of CIL and what to come out of the general reserves.

6.2 FY 2020/2021 –

- Committees to submit estimates to Finance Comm before 20 Nov meeting. Need to get back to processes and committees providing their projects and budgets for the coming year. Committees should submit proposals for finance committee at next finance meeting on 20 November and need to be voted on in December meeting. This is the process that needs to be followed in order to look at the precept amount for the coming year. Items, once approved on a case by case basis and be paid for without further approval. They will only need further approval if they are over budget.
- We need to also allow subcommittees discretion to budget for particular items (up to £250) without need for full council vote.

6.3 External / Internal audit

- External audit was done although with some confusion as they said they didn't have time to finish the audit and had a couple of issues: 1. Typo on one entry; 2. Lateness of submission that was incorrectly given a yes check to say it was in on time when it wasn't. The necessary information is all on the website, but we need to be careful to get it in on time for July. Need to make sure processes are robust.

ACTION: TB to draft explanation as to why the initial audit wasn't finalised.

Will address internal audit for next year and external audit for next meeting.

6.4 Online banking update (MW)

- Agreed we would initiate online banking and update signatories to include TB and Clerk. Mandate form can go in. MW drafted resolution regarding the signatories and Clerk. (see attached annex). Payments above £1000 require two signatories to sign. Under £1000 can be made by one signatory (cheque) or can be made online by Clerk.
- Clerk cannot authorise payment to him/herself or any relatives.
- *TB proposed online banking and change of signatories, MW seconded. CARRIED.*

Action: MW to email resolution to be circulated and current Standing Orders (financial) to be amended and approved.

6.5 Approval items:

- Final payment terms of outgoing Clerk. (see annex) £162.50 for holiday pay and expenses £47. *TB proposed, BDH seconded. CARRIED*
- Terms & Payment of Interim Clerk and establishment of monthly payment. Standing Order or BACS (with online banking)
- Interim clerk Contract term £2475 divided into 3 equal payments. *TB proposed. AF seconded. To set up standing order. CARRIED*
- Addition of Cllr Thomas Briggs as signatory for NatWest accounts *CARRIED see 6.4*
- Removal of any former councillors/former Clerk from mandate *CARRIED see 6.4*
- Finance Committee title and ToR – presented with proposed changes to include monitoring Clerk's performance and records retention. Paragraphs I and J.
TB proposed, MW seconded CARRIED
- LPC PO Box and address change (and payment). Proposal to set up PO Box as permanent Clerk's address for all correspondence. Looked at other possibilities, e.g. TDC c/o; Parish Office etc, but not suitable... Cost of £225 + VAT (£270) annual fee for service (collection by Clerk) *TB proposed, BdH Seconded. CARRIED*

6.6 Cheques required for signature – **ACTION: list to be emailed to MW**

6.7 Current budget – 2019/2020

- TB presented current proposed budget.
- CIL Budget - no spending budgeted, but on pay as you go (PAYG) basis for rest of the year.
- Chart Playground account: October 2 note to be circulated to everyone. MW: TB has estimate for decommissioning playground if we need to. PB why general is so much more in first half than second.
- Budget Legal £500 has to be allowed for, but likely not used.
- What is the reserve? PB - Did we agree that the reserve should be 100% of the precept?
- In November, we will restate what the reserve position is. TB advises he has budgeted with conservatively with scope for flexibility.

Budget proposed - TB proposed, BdH seconded. CARRIED.

To be presented with further clarification at November meeting.

7 **CHAIRMAN'S REPORT** (including correspondence)

None

8 **PARISH COUNCILLORS' REPORTS / UPDATES**

8.1 Planning Applications, Determinations (Cllr Mark Wilson)

- Applications spreadsheet. Received to 8 October. None since. MW asked TBK for views on the various applications. He didn't see any with relevance to neighbourhood plan with exception of 14 Detillens Lane, 2-storey side and rear extension. No design statement given.
- Sylvan Close refused – excessive development.
- *To Note - minutes of last planning sub-committee to be included**
- MW attended Thursday afternoon's inspector sessions re Moorhouse being designated strategic employment site, taken out of the Greenbelt. He noted: Redundant farm buildings to be used for small and medium businesses. He suggested: Moorhouse could be used for small business or forestry which means it would not need to be taken out of the greenbelt. Inspector likely to be sympathetic, but will not stop a business park, similar to Redhill Aerodrome.
- **ToR – to refer to minutes of last committee meeting.**

- 8.2 Highways (Cllr Robert Harvey) - *not present*.
- 8.3 Parish Property (Cllr Robert Harvey) - *not present*.
- 8.4 Playground (Cllr Robert Harvey) - RH had meeting with David Wickham and Chart Fair fundraising committee. Agreed that swings in current playground configuration wouldn't work and should look into extending playground. Potentially LPC could pick up legal costs if not more than around £1000. Cllr Robert Harvey to further conversation on the matter.
- 8.5 Publicity (Cllr Bernard de Haldevang) - none
- 8.6 Moorhouse Mobile Phone masts – Phil Davies tried to do site visit to proposed new site. Has not managed to do so due to late notice given and proposal for new site has since been refused. PB to have meeting with Charlotte Parker (who is now back in Planning).

9 LIMPSFIELD NEIGHBOURHOOD PLAN (Cllr Ann Osborn)

9.1 Overview of Priority Projects – this needs be looked at again in more time, now we have better idea of budget. **To be agreed at November meeting.**

9.2 TOR – **to be agreed with changes mentioned by PB.**

9.3 Conservation Assessment –

- Mark Wilson: Martin Higgins, Historic Buildings Officer at SCC has given a very good proposal for the work. Tandridge already pays for his time, therefore we would be mainly paying for costs.
- MH was logical first person to consult. PB voiced concerns regarding the initial document – fear of little consultation with LPC and asks: Should we get independent consultants, so we have control over what gets written and not what suits TDC/SCC? Notes that conservation assessment as it stands is not sufficiently detailed. However, agrees that £10K seems very good value. MW: TDC is under obligation to undertake character assessment so would be keen to work with us on this.
- MH's proposal needs to be studied and re-drafted.
- JT reminds that TDC committed to 50% and have to be held to that.
- TB questions validity and need for assessment. Was it as priority in the LNP survey findings? Needs to be consultation with parishioners. Concern that extension of the Conservation area restricts permitted development rights. In addition, that the project is not sufficiently defined for the Council to approve spending at this stage.

ACTION:

MW to circulate assessments that Martin Higgins proposes as examples of similar works; MW/JT to have conversation with TDC re resources; and address point on consultation requirement. Scope/ ToR of Martin Higgins' proposal should be tightened up and timeline clarified.

To consider the plan and look to make decision in November meeting.

9.4 Footpaths survey update (AF)

All good overall around centre. AF has met with Tony Pearson from East Surrey Ramblers. Re. Vegetation issue – suggestion for 3-year rolling cut. Need aggregate for several pathways. 13 finger posts to be replaced; 9 stiles and gates. 14 areas where signage discs are missing. Mainly NT and WT owned land.

Footpath 70 – Grants lane. Footpath 212 on Monks Lane.

AF suggests repeating survey on annual basis. Parishioners have thanked Cllr for work to date. Landowners are obligated to maintain. Will be down to SCC to contact and deal with landowners blocking and not maintaining paths.

ACTION:

AF and Surrey Ramblers to list priority footpaths with SCC.

AF To provide priorities and costs to TB for budget approval.

Proposal to agree budget up to £200 for footpath aggregate for Brook Field.

AF proposed, TB seconded CARRIED.

9.5 General action points

10 Budget for submission – *to be clarified and submitted to Finance Committee..*

11 **WEBSITE AND SOCIAL MEDIA** (Cllr Ashley Fosdike & Sophie Martin)

Site structure and hosting - cost (as previously presented) £89.

Approval required for hosting cost - CARRIED

Action: SM to proceed with migration of new site. All councillors to review bios for website and submit any further changes to SM. SM to send bio draft to BdH.

LPC Logo competition – approval required.

SM presented idea for public/parishioner competition to design a logo for the Parish Council/Limpsfield.

PB concerned that it might be too modern and not be in keeping with Limpsfield. SM assured that council would approve and select logo – unsuitable logos will not be selected.

Action: SM to provide logo copy / terms and conditions/ brief for agreement.

AF proposed BdH seconded with brief approved by the council. CARRIED. Noted: PB objected and MW abstained.

Social media update and way forward – SM presented. General agreement.

12 **ITEMS FOR INFORMATION**

- **Next meetings to be published ASAP.**
- **Newsletter – MW drafting for October issue. SM to proof.**
- **Next committee meetings:**
 - Planning – 29 October 10.30AM at TVA
 - Finance – 20 November at 7.30PM at TVA
 - LNP – 2 December at 7.30PM at TVA

13 **NEXT PARISH COUNCIL MEETING** - 11th November at 7.30pm, Parish Council Meeting – TDC Offices, Oxted

Meeting ended 10.04 PM



John Thompson

Limpsfield Parish Council Chairman

November 11 2019

ANNEX 1

14 October – Accounts for Payment and Receipts

Limpsfield Neighbourhood Plan Account 60-16-09 75647745

Cheque Number	Amount	Payee	Description
none			

Balance of account **£1,207.35**

Playground Account 60-16-09 75573415

Cheque Number	Amount	Payee	Description
none			

Balance of account: **£17,334.43**

Community Infrastructure Levy (CIL) Account 60-16-09 75657562

Cheque Number	Amount	Payee	Description
none			

Balance of account **£9686.40**

Limpsfield Parish Council Account 06-16-09 75573407

Cheque Number	Amount	Payee	Description
DD	£ 20.00	EDF	Electricity
00573	£ 38.49	Catherine de Bruin	Admin Expenses
00572	£ 244.06	HMRC	HMRC repayment
00554	£ 180.00	Satswana	GDPR contract
DD	£ 35.00	ICO	Z7021100
SO	£ 650.00	Catherine de Bruin	Final Clerk Wages SO
DD	£ 20.00	EDF	EDF Electricity

Incoming payments	Amount	From	Description
none	£16,235.00	TDC	Precept 2 part

Balance of account **£31,035.22**

PAYMENTS FOR AUTHORISATION

SCHEDULE OF PAYMENTS FOR AUTHORISATION AT MEETING	PAYEE	METHOD	AMOUNT (INC VAT)	APPROVAL
Outgoing clerk final fees	Catherine de Bruin	CHQ	£ 162.50	Approved 14/10
Outgoing clerk final expenses	Catherine de Bruin	CHQ	£ 47.00	Approved 14/10
Interim Clerk fees – 3-month period. Per month	Sophie Cross (*Martin) – by SO	SO	£ 825.00	Approved 14/10
External Audit PKF Littlejohn	PKF Littlejohn LLP	CHQ	£ 240.00	Approved 14/10
PO Box set up inc. VAT	Royal Mail CHQ	CHQ	£ 270.00	Approved 14/10
New website hosting with TSO HOST (24 months up front)	TSO HOST – Sophie Cross (*Martin) to pay, reimbursement by CHQ)	CHQ	£ 84.00	Approved 14/10
Total payments for authorisation - October			£ 1,821.59	

SCHEDULE OF FORTHCOMING PAYMENTS	PAYEE	METHOD	AMOUNT (INC VAT)	APPROVAL
Footpath aggregate to finish Brook Field path	TBC – Estimated cost	CHQ	£ 173.00	Approved 14/10
Bob Harvey - expenses - plants for horse trough (receipt)	Robert Harvey	CHQ	£ 20.00	To be approved

ANNEX 2

RESOLUTION

**Statement for changes to banking
as agreed at Limpsfield Parish Council Meeting, 14 October 2019**

1. Resolved to make the following changes to the Limpsfield Parish Council bank accounts maintained with NatWest Oxted.
 - To remove Anthony Turner from the list of authorised signatories
 - To add John Thompson to the list of authorised signatories
 - To add Thomas Briggs to the list of authorised signatories
 - To add The Clerk to the list of authorised signatories

2. Mark Wilson is authorised to set up online banking facilities for the Limpsfield Parish Council accounts maintained with NatWest Oxted

3. The signing authorities for the Limpsfield Parish Council bank accounts maintained with NatWest Oxted are to be amended as follows:
 - For any payments up to £1,000 (excluding any payments to the Clerk), any one signatory (including the Clerk) may sign or authorise payment.
 - For any payments above £1,000, any two signatories (excluding the Clerk) to sign or authorise payment.
 - Internet or online banking may only be used for all payments up to, but not exceeding £1000.

Approved at LPC Parish Meeting - 14/10/2019