



**LIMPSFIELD PARISH COUNCIL
MONTHLY MEETING – 13 JULY 2020 - ONLINE
MINUTES**

Attending:

Chair: John Thompson

Parish Councillors: Ashley Fosdike, Ann Osborn, Bernie de Haldevang, Bob Harvey, Laila Turner, Thomas Briggs

District/County Councillors: Claire Blackwell, Cameron McIntosh

Clerk: Sophie Martin

1. **APOLOGIES** for absence.

Mark Wilson

Philip Bailey

2. **MINUTES** of the previous meetings to be confirmed and signed. *Please note that Minutes are displayed on the Parish Council website and can be obtained from the Clerk.*

Approved and signed

3. **DECLARATIONS OF DISCLOSABLE INTEREST**

None

4. **PUBLIC SESSION**

None

5. **COUNCILLORS' REPORTS** (Cameron McIntosh, Claire Blackwell)

Cameron McIntosh

Rescheduling / restarting of capital works around the area, to include various roads in Limpsfield - to be confirmed including Stoneleigh, Brassey Rd and Limpsfield High Street (September 30).

Highways maintenance – Comms gang is now back out and about starting to look at cutting back of vegetation in the area.

Surrey County Council researching potential of become 2 unitary authorities in the future. Going for E/W split. Parish Councils likely to remain the same.

Ridlands Lane/NT Animal Houses:

CMcI is very unhappy that he continues to be emailed by residents regarding the issue and believes we need to have a forum to discuss next steps. CMcI does not agree with SCC officers spending time and taxpayers' money on this area. NT has not communicated adequately with the Highways/SCC.

BH – believes that this situation will ease over the next few months. Asks what has been done to date and what more could be done?

CMcl – the issue is that the carpark around there cannot take the amount of traffic. The issue has been caused by the National Trust, so the NT needs to be taking the lead on finding a *short-term solution* and potentially hosting a forum.

CMcl has required 15 emails in the last few days about the matter.

AO – believes it's not an issue for the Parish Council to lead, but that a short-term solution does potentially need to be agreed.

CB – is also receiving emails from residents and has had much communication with NT. She has suggested partial removal of some of the attractions *in the short term*. Her view is that the National Trust should host a meeting as it's their issue. Issue being, there isn't enough parking for this attraction at the Ridlands Lane CP. It may well calm down in a few months, but we should also be listening to the residents and helping to voice their concerns.

AF – can national trust look at creating more parking areas? Is this possible?

CMcl – all stakeholders just need to express their views - short term, medium term or long term and the Parish Council should be involved. He suggests that all parties should put pressure on the NT to (possibly) temporarily move the attractions to sites with larger carparks. The attractions could potentially be distributed evenly around the area to alleviate the parking issue.

TB – as been there at the weekends in particular. Not safe for runners, cyclists or walkers due to traffic and parking and certainly, a safety issue. Also believes we need to consider litter further (though NT says the bins and collections are working well and little litter inside the woodland - SM). Questioned whether NT has obtained the necessary approvals for the structures. TB is willing to meet with residents.

CMcl would just like the LPC to be on a meeting to ask NT to host a forum for all stakeholders and look at the possibility of temporarily or otherwise. May also be worth getting the police involved for a meeting to try to tackle this together.

AF agrees it would be a good idea to talk to these people directly first in advance of a meeting.

AO agrees with direct contact and a meeting but not to host it.

BdH proposes that LPC councillors should talk to residents direct, to get their views and to participate in a forum if required. Bob Harvey and Thomas Briggs agree to visit residents in due course.

To Note: During this discussion, there was an unfortunate tendency for the tone to become quite heated and at times personal, which is a matter of regret and should be avoided for future discussions. The Chairman agreed to hold private discussions with the Councillor involved to ensure that there might not be a repeat of these events in the future.

Claire Blackwell.

Green Hedges application. Highways hasn't done a site visit yet, but the planning applications falls very short of parking, which will result in overspill on that section of road. CMcl has emailed Highways to undertake a site visit ASAP.

Dorothy's Cottage – speaking to MW – to look at a combined effort to progress a decision or alternative application on this site. Potential for compulsory purchase.

6. **CHAIRMAN'S REPORT** (including correspondence)

6.1 Titsey Rotary / Playground PR – photoshoot & general PR for Titsey regarding

6.2 TVA – community transport session – virtual networking. LT says our local area is well served due to LINK. To send LT link.

7. **PARISH OFFICE & RECORDS** (Cllrs Ann Osborn/ Laila Turner & Ashley Fosdike)

AO – Meeting held with AO/AF. Need to make it visible on the outside and sort out the inside so it can be used. Possible need to see builder depending on how it dries out when external debris removed. Working Party 18 July, 10-12am to clear the exterior.

JT – is there any update on the land ownership / use of the land around?

BH – nothing in writing as far as he knows. NT haven't tied this down.

BdH believes this is an NT issue and up to them to sort out. We do not need to act further.

AF would like permission to take all the correspondence to Surrey History Centre. The minute books, poor law books and disbursement books will remain in Limpsfield for the time being for public viewing/ exhibition PB – has maps etc there and needs to give a list of what he has and make them available for either exhibition or sending to Surrey History Centre for further. Some digitisation has already taken place and PB has files.

AF thinks we should give all the documents to Surrey History Centre to digitise documents.

JT will talk to PB regarding maps.

All minutes up to 2009 have been put in leather books... Costs about £70-80 per minute book to bind them. Should we look at getting the minute books bound? Councillors did not express support for expense of binding hard copies of minutes.

BDH – concerns about storage and digitising in terms of future availability.

AF proposes to send all correspondence to Surrey History Centre, while retaining other interesting documents here. All Agreed.

8. **FINANCE COMMITTEE** (Cllr Tom Briggs)

8.1 Updates from Finance Committee Meeting - TB – need to be more robust and clearer about the budgeting and payment process (for online banking particularly). Financial Regs and Risk Assessment to be updated and signed off at September meeting.

8.2 June payments & receipts – all agreed. NOTE: Regarding the Glebe Meadow mowing contribution, we have agreed to a one-off £100 payment (s137) for 3 mows as gesture of goodwill towards local businesses. There should be discussion in terms of any future payment requests.

8.3 Quarterly reconciliation – sign off – TB has already signed off, having viewed all supporting documents; JT to sign.

9. **PLANNING COMMITTEE** (Cllr Mark Wilson)

9.1 Planning applications for discussion – see annex 2

9.2 Recent determinations – see annex 2

SM briefly reads through and notes any actions on current applications under consideration.

TB asked for confirmation that Green Hedges objection had been submitted.

In absence of Mark Wilson and Philip Bailey, JT requests that MW be asked to circulate update email regarding the planning applications.

10. NEIGHBOURHOOD PLAN COMMITTEE (Cllr Ann Osborn)

10.1 Conservation Assessment & Management Plan – update (MW-absent). Discussions have been held with Build Heritage and SCC. Committee decided it would prefer to give the project to SCC team due to their flexibility and in-depth knowledge of Limpsfield. All happy for Mark to award SCC. MW to progress.

TB asked for confirmation as to whether SCC quote includes VAT and asked for explanation on how SCC employees can charge VAT. **MW/SM to confirm.**

10.2 Trim Trail update (AO). Has been a very difficult process and is with planning at the moment. We have submitted 3 times. MW is on the case with CB on the final planning details. TDC want exact measurements and details of access. We have submitted the application three times to date and each time the application has been rejected for different reasons.

10.3 Footpaths update (AO/AF) - Many activities were postponed. Note circulated. Footpaths project. Tony Pearson has looked at all these pathways. Stiles are only replaced if they are damaged. Ridlands Lane entrance with log across bridleway due to fly tipping. RH to check out ownership and if fly-tipping has been cleared. AO – proposed £2400 budget on footpath improvement from 2020/21 budget allocation (£5000). Remainder of 2019/20 budgeted items also to be carried out. **Agreed - all 7 present.**

10.4 Glebe Meadow Grass Cutting support proposal (AO/LT) – discussed as above. Happy to go ahead as one-off donation with further discussion with Church/Glebe businesses (see finance notes above 8.2).

10.5 License application for Parish noticeboard – additional installation costs for professional installation as requested by TDC (split) for approval (AO) AO proposing for the additional £172.50. **Approved by all present.**

NOTE: New noticeboard will be for Church/LPC only. The old noticeboard taken down and potentially replaced by sign/support for Glebe Meadow businesses.

11. PARISH PROPERTY (Cllr Bob Harvey)

Chart noticeboard has now been sorted. All keys now in Bob's possession.

RH will give the keys to Carpenters

Memorial Noticeboard – Barry Chandler to look at the locks.

12. CHART PLAYGROUND (Cllr Bob Harvey)

Now back open and sign by TDC in terms of regulations. Report: Inspection all fine.

13. HIGHWAYS (Cllr Bob Harvey)

As per Cameron McIntosh's report. No further comments.

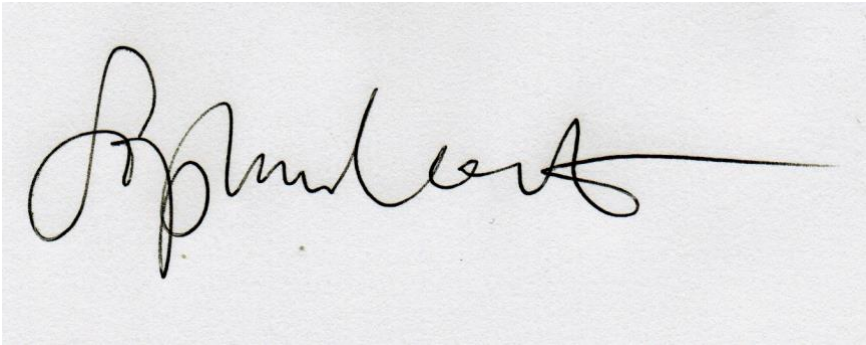
14. ANY OTHER BUSINESS

14.1 Telephone box – maintenance/refurbishment update. AO requests PB be asked again to look into the issue as had received comments from Limpsfield in Bloom volunteers about the poor state of the phone box. JT agreed to take this up with PB.

14.2 Newsletter feedback / communications /social media.

14.3 Chart fair cancelled this year (previously postponed to September).

15. **NEXT MEETING** - No meeting August. Next meeting - SEPTEMBER – hopefully at The Carpenters.

A handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and appears to read 'Sophie Martin'. It features a large, looped 'S' at the beginning and a long, horizontal flourish extending to the right.

Sophie Martin, Clerk.

ANNEX 1 - PAYMENTS RECEIPTS

ANNEX 1 - PAYMENTS & RECEIPTS

Monday, 13 July 2020

| LPC Account 60-16-09 75573407 | Payments | Receipts | Balance | NOTES |
|---|------------------|---------------|-------------------|-------|
| Balance June 1 2020 | | | £37,792.67 | |
| EDF | £22.00 | | | |
| Sophie Cross Salary adjustment | £139.60 | | | |
| Barry Chandler | £67.20 | | | |
| TVA | £110.00 | | | |
| Sophie Cross DOMAIN RENEWAL | £38.38 | | | |
| Sophie Cross Dropbox | £95.88 | | | |
| Sophie Cross Survey Monkey | £29.00 | | | |
| Came & Co insurance | £983.64 | | | |
| Sophie Cross Clerk repayment (June) | | £48.74 | | |
| Sophie Cross Clerk Salary June | £731.04 | | | |
| Sophie Cross WFH June | £18.00 | | | |
| Balance 30 June 2020 | £2,234.74 | £48.74 | £35,606.67 | |
| <i>Outstanding payments/uncashed cheques:</i> | | | | |
| NALC | £1,160.12 | | | |
| En Route Printing | £253.00 | | | |
| EDF Electricity July | £17.00 | | | |
| Sophie Cross Clerk Salary (NET) | £731.04 | | | |
| Sophie Cross WFH | £18.00 | | | |
| HMRC Q1 | £162.37 | | | |
| HMRC Q1 | £22.77 | | | |
| Sophie Cross Clerk repayment (July) | | £48.74 | | |
| TOTAL | £1,430.12 | £0.00 | £34,176.55 | |
| LNP Account 60-16-09 75647745 | | | | |
| | Payments | Receipts | Balance | NOTES |
| Balance June 1 2020 | | | £1,207.35 | |
| <i>Outstanding cheques/payments:</i> | | | | |
| TOTAL | | | £1,207.35 | |
| Playground Account 60-16-09 75573415 | | | | |
| | Payments | Receipts | Balance | NOTES |
| Balance June 1 2020 | | | £17,334.43 | |
| <i>Outstanding cheques:</i> | | | | |
| TOTAL | £0.00 | £0.00 | £17,334.43 | |
| CIL Account 60-16-09 75657562 | | | | |
| | Payments | Receipts | Balance | NOTES |
| Balance June 1 2020 | | | £7,614.97 | |
| Pitchfont to General AC | £500.00 | | | |
| Balance 30 June 2020 | | | £7,114.97 | |
| <i>Outstanding cheques/payments:</i> | | | | |
| TOTAL | £0.00 | £0.00 | £7,114.97 | |
| TOTAL PARISH BALANCES | | | £59,833.30 | |

ANNEX 1 - PAYMENTS RECEIPTS

Payments for authorisation / cheques

| ITEM | Amount (inc VAT) | PAYEE | VAT amount | Approval / notes |
|--|------------------|-------------------------------|--------------|-----------------------|
| <i>Pre-approved budget line items</i> | | | | |
| Limpsfield in Bloom refreshments contribution | £50.00 | The Limpsfield Cookery School | £0.00 | s137 Approved 13/7/20 |
| Sophie Martin (Cross) Clerk Salary July (NET) | £731.04 | Sophie Cross | £0.00 | as per contract |
| Sophie Martin (Cross) Clerk WFH July | £18.00 | Sophie Cross | £0.00 | as per contract |
| Final master key for Chart Noticeboard - reimbursement (Timpsons)_ | £7.00 | Bob Harvey | £0.00 | Approved 13/7/20 |
| Printing of Newsletter as quote | £253.00 | En Route Ltd | £0.00 | June 2020 meeting |
| Stationery items - manilla folders and printer ink. | £27.97 | Sophie Cross | £4.66 | Approved 13/7/20 |
| Charlie Hayward mowing April to June | £210.00 | Oxted Landscaping | £0.00 | Approved 13/7/20 |
| Glebe Meadow mowing contribution | £100.00 | Geoff Tozer | £0.00 | s137 Approved 13/7/20 |
| Postage (tracked) for National Trust lease & cheque | £8.53 | Sophie Cross | £0.00 | Approved 13/7/20 |
| Noticeboard additional installation cost (INC VAT) | £207.00 | F Beadle & Sons (October) | £34.50 | - Awaiting invoice |
| OPEN SPACES SOCIETY SUBS | £45.00 | OPEN SPACES SOCIETY | £0.00 | - Awaiting invoice |
| SURREY HILLS SOCIETY SUBS | £25.00 | SURREY HILLS SOCIETY | £0.00 | - Awaiting invoice |
| SATSWANA GDPR AGREEMENT - AUGUST RENEWAL | £180.00 | SATSWANA | £30.00 | - Awaiting invoice |
| TOTAL | £1,862.54 | | £4.66 | |

SOPHIE MARTIN (CROSS)
CLERK TO Limpsfield Parish Council

SIGNED:

ANNEX 2

PLANNING APPLICATIONS

FOR CONSIDERATION

- 2020/1068 Copper Beech, Brassey Road, Limsfield RH8 0EU – further investigation
- 2020/1053 2 Trevereux Cottages, Trevereux Hill, Limsfield RH8 0TL – no comment at this time
- 2020/1026 Timbers, Brassey Road, Limsfield RH8 0ET – further investigation
- 2020/985 Church of St Peter, High Street, Limsfield RH8 0DG – no comment as Martin Higgins SCC is happy with the application from a heritage perspective
- 2020/989 Four Winds, Chapel Road, Limsfield RH8 0SX - further investigation
- 2020/1001 27 Gresham Road, Limsfield RH8 0BU – no comment
- 2020/1015 29 Park Road, Limsfield RH8 0AN - further investigation
- 2020/917 Bourne House, Uvedale Road, Limsfield RH8 0EW - further investigation
- 2020/972 Stoneysot Barn, Itchingwood Common Road, Limsfield RH8 0RL – no comment
- 2020/958 Woodlands, Caxton Lane, Limsfield RH8 0TD – no comment
- 2020/856 65 Stoneleigh Road, Limsfield RH8 0TP
- 2020/924 Comforts Orchard, Grants Lane, Limsfield RH8 0RH – no comment

RECENT DETERMINATIONS

- 2020/781 98 Bluehouse Lane, Limsfield RH8 0AJ – REFUSED (LPC commented regarding street scene and
- 2020/732 West House, High Street, Limsfield RH8 0DT – APPROVED (Listed building consent)