



## LIMPSFIELD PARISH COUNCIL

### *Minutes of the Parish Council meeting held online on November 9 2020*

Attending:

John Thompson (Chair)

Ann Osborn, Ashley Fosdike, Bernie de Haldevang, Bob Harvey, Laila Turner, Mark Wilson, Philip Bailey (late), Thomas Briggs

Sophie Martin (Clerk)

Cllr. Cameron McIntosh (SCC); Cllrs Claire Blackwell & Philip Davies (OLRG)

#### 1. APOLOGIES FOR ABSENCE

None.

#### 2. DECLARATIONS OF DISCLOSABLE INTEREST

PLANNING: 14 Westerham Road is known to Ashley Fosdike (neighbour).

OTHER: John Thompson is on board of Trustees for TVA (item 7.5)

#### 3. MINUTES FROM LAST MEETING

- Double yellow lines to be submitted by MW to Cameron on behalf of the councillors.
- Regarding the Community Orchard – AO has followed up.

***Minutes for last meeting approved/signed.***

#### 4. PUBLIC SESSION - Any member of the public wishing to discuss an item in the public session, should email the Clerk. [clerk@limpsfield.org](mailto:clerk@limpsfield.org)

#### 5. COUNCILLORS' REPORTS (Cameron McIntosh, Philip Davies, Claire Blackwell)

Claire Blackwell.

Planning applications.

**Priest Hill** - CB has emailed TDC about Priest Hill. Still awaiting tree report from the applicant.

Regarding the pavement, SCC/Highways has requested more details. Awaiting update from Georgina Betts. CFP7 TDC does not ask for a mix of housing until 5 and over. This is discrepancy with LNP2 (4 and over). TB – if there is a conflict between LNP and TDC's policy is the case that TDC prevails over LNP's policy. CB has asked TDC's policy team to let us know what happens in this case.

MW takes the view that TDC adopted the LNP and should therefore uphold the LNP policy.

**Orchard Cottage** – they are going for Prior Approval for this one through Permitted Development.

Paige Barlow will keep CB updated. As far as TDC knows they have never been given B1 usage and believe they only have B8 in which case they can't get prior approval.

Trim Trail application approved.

Philip Davies.

Nothing of note to report in addition to what CB has already mentioned.

## Cameron McIntosh

SCC has announced new community fund - "Your Fund Surrey" - for Community Causes across the county. Will share with Clerk when has more info. Believes it's pretty ambitious due to pressures during and after Covid-19 – looking at more capital spend when appropriate. Launch imminent (likely 16 November)

Future of Planning:

- Believes our Future of Planning response was good. **CMcl has also responded and will share this with the Parish Council.**
- Further to BH's query regarding the future of Neighbourhood Plans, CM believes existing Neighbourhood Plans will stay in place and relevant, but new ones may not be the same.
- Believes that local plans will be maintained and delivering them at pace as they tend to be more political. There will be more emphasis on design codes and guidance, and environmental perspective. Also zoning of areas. Plus changes to CIL, which CMcl believes they will scrap or change. CMcl is supportive of Neighbourhood Plans in terms of design and development.

Resurfacing of Ridlands Rise has been done and will pass on dates for Stoneleigh and Brassey when he can.

Road sweeping and street cleaning schedule has been changed.

Local Highways – planning on cutting back vegetation on Titsey Road shortly. New Signage at the top and bottom of Titsey Hill regarding ice.

VAS Bluehouse Lane – 5 January for potential installation. A potential VAS sign on Wolfs Road – Oxted MW – reworking the Green Hedges letter which CMcl has contributed to. **MW to recirculate.**

## 6. CHAIRMAN'S REPORT

Chairman joined St Peter's Church, Claire Blackwell and members of the Royal British Legion to lay wreaths at St Peters for pre-recorded part of Remembrance Sunday's online service (via Facebook).

## 7. FINANCE COMMITTEE (Cllr Tom Briggs) *NB items reordered*

7.1. S137 grants process – small changes to the s137 document regarding approval process.

**TB moves to approve this document. MW seconds. Agreed by all present (Philip Bailey not present at this time).**

7.2. Risk Assessment updates for approval TB to propose. AO seconds. Approved by all present (8). (PB not present at this time).

7.3. Financial Regs (note included on the issues)

- Some confusion around 4.1 in terms of the payment process.
- Confusion between budget setting process and payment. So, budgets should be more detailed to avoid future confusion.
- £250 limit for Clerk/RFO to be raised to £500 approval
- Online banking payments - To leave online limit of clerk's payment to £1000 for the time being; Clerk cannot pay his or herself.
- All points to be looked over and finalised for sign off at next meeting pending councillors' comments.

7.4. 2021/22 BUDGET DISCUSSION - the process, the correct cost estimates and strategic priorities

TB presented overview budget note and draft budget outline for 2021/22.

The budget earmarks various expenses and projects that may come into play for next year but need further scrutiny and budgeting.

Rest of budget is running costs, contingency, grants/ s137, and council discretionary expenditure. Large amounts are CAAMP project and reserves set aside for parking and village playground (CIL). CIL spending - assumed no income for 2021/22, but highly likely we'll get £6000+ in October 2021 for final part of 19/21 Gresham Road. TB suggested it could be a good idea to set this aside for other potential expenditure that may come into play as TDC's budget is diminished.

Grants – AO would like Grants to be publicised in some way, so that parishioners know that we do have grant money.

PB – Asked for clarification which projects are actually priced into this budget, and which projects will come out of the “surplus”? TB confirmed that all the proposed LNP budgets and other projects submitted to date are included, but not scrutinised in the expectation that people will put forward specific proposals for budget/project spend.

JT would like clarification as to why the remaining CIL money is not included in the budget. TB/SM confirmed this is because it is not due until October 2021 and not a given, so if it goes in, it will only be addition to the surplus, but not allocated to any proposed project/expenditure.

#### 7.5. TVA Befriending Scheme Grant application

- PB would like to confirm whether we are reviewing these sorts of applications on a quarterly basis
- AF would like to clarify what TVA do, how they are funded and where their funds go. Is uncomfortable that they are advertising funding available but short of funds on other projects.
- JT discloses interest in TVA as a Trustee
- First quarterly date for s137 reviews should be January 2021.

7.6. Payments & receipts – noted and annotated. Note CIL receipt. All payments either pre-approved expenses or approved within the proposed expenditures. CAAMP - £2500, will need to be paid by cheque (as over £1000), but invoice not yet received

#### 8. NEIGHBOURHOOD PLAN COMMITTEE (Cllr Ann Osborn)

8.1. Formal CAAMP expenses proposal for approval. **MW proposes. AF Seconds. All agreed.**

*AF please note: CAAMP webinar is tomorrow evening 6pm. SM to forward the link to all.*

*AF will be putting out a note on Wednesday morning after the webinar to ask for feedback from all councillors.*

8.2. Footpaths funding proposal – updated – for approval. Principally to clarify and reassert the project budgets have been approved already and activities have been actioned to date. All future footpaths. Joint project managers. AO clarifies that some of the costs have because volunteers are not out.

Motion to affirm £5900 improvements and discretion to invest in other parts due to changes.

**Proposal AO proposes. AF seconds. All approved.**

8.3. Noticeboard cost increase – for approval. **BH propose. MW seconds. All approved.**

8.4. LT spoke to Dominic Campbell about potential parking on the edge of the football field. Dominic to talk to Church Hall committee. JT suggests this is followed up and discussed further. There are some concerns regarding safety issues and planning requirements/implications.

9. PLANNING COMMITTEE (Cllr Mark Wilson)

9.1. Planning applications for discussion

Thornbury, Kent Hatch Road – may want to make a comment but not object.

21 Detillens Lane – No comment and let TDC handle

Orchard Cottage applications – as per conversation with Claire Blackwell, LPC should object due to LNP to stop small business buildings being converted to residential.

Trevereux, Trevereux Hill - no comment.

Hazelwood School – re-submission of application. They have taken on board the comments on floodlights etc. Suggest no comment. *[NB Subsequent conversations with residents and Oxted South PC resulted in Comments Submitted]*

14 Westerham Road – no comment. Certificate of lawfulness.

9.2. Recent determinations

65 Stoneleigh Road has gone to appeal. BH would like clarification on what the issue is if it's not planning. **MW to look into the reasons.**

9.3. Future of Planning Response – letter has been submitted and published on the LPC website.

9.4. Green Hedges Response to Highways – update. Letter drafted. CMcl suggested minor redraft and send to cabinet member. **MW to finalise and circulate.**

9.5. Planning applications review – JT would like this available to everyone. MW has no objections although doesn't see the merit in the document.

10. PARISH PROPERTY (Cllr Bob Harvey)

10.1. Parish Office roof & bus stop repairs – proposal for approval – on hold pending quotes. PB suggests we might get roofer to look at the other bus shelters. We should also get second quote. **MW to get quotes.**

10.2. Parish Maps update and cost proposal for approval. JT asks where these maps would be stored. TB – more details the maps. AF the ones that are fascinating are the ones throughout the 20C – the development of Limpsfield Village. They have been very useful for the CAAMP project. AF would like to do an exhibition and take to schools to show the development of the area. TB questions the necessity of binding the minutes and if we need hard copies. AF confirms they have actually been bound up until 2011, so suggests we should continue this process for public view. PB believes the LPC can play a role with other societies and entities in the area who are doing similar work that we could perhaps coordinate  
**AF proposes motion to fund the cost of binding the minutes and archiving maps. PB seconds. 1 against (TB), 8 in favour.**

11. CHART PLAYGROUND (Cllr Bob Harvey). All ok in good order and open. TDC has not locked this time, but notices in place regarding Covid-safe use.

12. HIGHWAYS (Cllr Bob Harvey)

12.1. Note re. Parking on Pavement response. Note has been sent and is on our website and went out on social media.

12.2. Deer / horses signs across the Chart/Common area. **BH and SM to propose budget for next meeting.**

### 13. ANY OTHER BUSINESS

- 13.1. Covid19 Response for Second Lockdown – SM attended meeting with TDC and other parish councils and response groups. Information to be circulated and published online and via social media as well as on noticeboards regarding contacts, information and advice for anyone needing help. There are various other organisations such as Salvation Army, CAB, Link Porter Trust etc who are managing response for supply of food and essential supplies.
- 13.2. Newsletter – due for December 2020. SM to check budget for printing allowance. All councillors to send any suggestions to Sophie ASAP
- 13.3. Christmas trees will go up for December - AO organising.

### 14. NEXT MEETING 14 December 2020

*Meeting ended 9.07*

A handwritten signature in black ink that reads "J Thompson". The signature is written in a cursive style with a horizontal line underneath the name.

John Thompson  
Chairman, Limpsfield Parish Council

## ANNEX 1 - PAYMENTS & RECEIPTS

**Saturday, 31 October 2020**

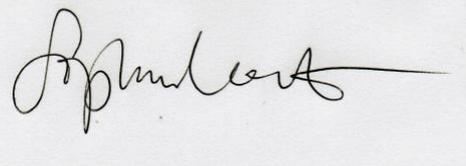
LPC Account 60-16-09 75573407	Payments	Receipts	Balance
<b>Balance Oct 1 2020</b>			£30,907.06
EDF Electricity	£17.00		
SM monthly salary	£833.04		
SM WFH allowance	£18.00		
SM tax repayment October		£48.74	
HMRC - Month 4	£92.46		
HMRC - Month 5	£92.97		
Precept		£16,657.00	
Grant for Infants School from TDC		£1,500.00	
Grant to Infants School	£1,500.00		
<b>Balance 31 October 2020</b>	<b>£2,553.47</b>	<b>£18,205.74</b>	<b>£46,559.33</b>
<i>Known payments/uncashed cheques for November:</i>			
SM monthly salary	£833.04		
SM WFH allowance	£18.00		
St Peters Noticeboard - materials reimbursement	£1,927.64		
<i>Royal Mail PO Box renewal</i>	£277.50		
<i>Sophie Cross - CAAMP project hours to date</i>	£162.00		
Charlie Hayward grass mowing July to October	£280.00		
EDF	£17.00		
<b>TOTAL</b>	<b>£3,515.18</b>	<b>£0.00</b>	<b>£43,044.15</b>
LNP Account 60-16-09 75647745	Payments	Receipts	Balance
<b>Balance Oct 1 2020</b>			<b>£1,162.35</b>
EN Route printing	£103.00		
<i>Outstanding cheques/payments:</i>			
<b>TOTAL</b>	<b>£103.00</b>		<b>£1,059.35</b>
Playground Account 60-16-09 75573415	Payments	Receipts	Balance
<b>Balance Oct 1 2020</b>			£17,334.43
<i>Outstanding cheques:</i>			
<b>TOTAL</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£17,334.43</b>
CIL Account 60-16-09 75657562	Payments	Receipts	Balance
<b>Balance Oct 1 2020</b>			<b>£7,114.97</b>
CIL income		£20,404.00	
<i>Outstanding cheques/payments:</i>			
	£0.00		
<b>TOTAL</b>	<b>£0.00</b>	<b>£20,404.00</b>	<b>£27,518.97</b>

**TOTAL PARISH BALANCES**

**£88,956.90**

<b>Payments for approval / to note</b>				
<b>ITEM</b>	<b>PAYEE</b>	<b>Amount (inc VAT)</b>	<b>VAT amount</b>	<b>Approval / notes</b>
SM monthly salary	Sophie Cross	£833.04	£0.00	<i>As per contract</i>
SM WFH allowance	Sophie Cross	£18.00	£0.00	<i>As per contract</i>
St Peters Noticeboard - materials reimbursement	Barry Chandler	£1,927.64	£314.56	<i>Approved 9/11/20 (additional expenditure)</i>
Royal Mail PO Box renewal	Royal Mail	£277.50	£46.25	<i>Renewal, Approved 10/19</i>
Sophie Cross - CAAMP project hours to date	Sophie Cross	£162.00	£0.00	<i>approved October 2020 (initial CAAMP expenses)</i>
Charlie Hayward grass mowing July to October		£280.00	£0.00	<i>Pre-approved Feb 2020.</i>
<b>TOTAL</b>		<b>£3,498.18</b>	<b>£360.81</b>	
<b>Upcoming payments to note</b>				
Surrey County Council CAAMP deposit	SCC	£2,400.00	£400.00	<i>Invoice not yet received. Approved CAAMP project. Payment will be made by cheque as over £1000.</i>
<i>Kissing Gate installation (estimate only)</i>	<i>Andy Jones - Just the Jones</i>	<i>£396.00</i>	<i>£66.00</i>	<i>Approved as part of 9/11/20 footpaths budget reassertion.</i>
<i>Kissing Gates (hardware) for footpaths</i>	<i>McVeigh Parker &amp; Co</i>	<i>£859.20</i>	<i>£143.00</i>	
<i>Labour Stanhopes to Hookwood / Glebe field paths - aggregate</i>	<i>Hodges Building</i>	<i>£360.00</i>	<i>£0.00</i>	
<i>Aggregate for the above paths (estimate - 3T)</i>	<i>Fairalls</i>	<i>£144.00</i>	<i>£24.00</i>	
SOPHIE MARTIN (CROSS)				

SOPHIE MARTIN (CROSS)



THOMAS BRIGGS



## ANNEX 2 PLANNING APPLICATIONS

Application Number	Address	Notes
2020/1919	Thornbury, Kent Hatch Road	For discussion
2020/1901	21 Detillens Lane	No Comment
2020/1870	Orchard Cottage Farm, Red Lane	Propose Object
2020/1871	Orchard Cottage Farm, Red Lane	Propose Object
2020/1872	Orchard Cottage Farm, Red Lane	Propose Object
2020/1873	Orchard Cottage Farm, Red Lane	Propose Object
2020/1792	Trevereux, Trevereux Hill	Propose No Comment
2020/1776	Hazelwood School, Wolfs Hill	Propose No Comment <i>[NB Subsequent conversations with residents and Oxted South PC resulted in Comments Submitted]</i>
2020/1738	14 Westerham Road	Propose No Comment

- No determinations for discussion
- Continue to follow up with Priest Hill.
- Appeals – 65 Stoneleigh – for discussion