



LIMPSFIELD PARISH COUNCIL MONTHLY MEETING

Minutes of the full council meeting at Tandridge District Council offices, 10 March 2020.

Attending:

LPC: Philip Bailey, Ann Osborn, Ashley Fosdike, Bob Harvey, John Thompson, Mark Wilson. Sophie Martin (Clerk)

SCC: Cameron McIntosh. TDC/OLRG: Claire Blackwell and Philip Davies

1. **APOLOGIES** for absence.

Laila Turner, Thomas Briggs, Bernie De Haldevang.

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.

Philip Bailey asked to clarify his position on the LNP survey regarding playground in the previous minutes.

3. **DECLARATIONS OF DISCLOSABLE INTEREST**

Mark Wilson – non-pecuniary interest with the Trim Trail.

MW to clarify position in terms of his and Thomas Briggs' interest as governors of Limpsfield Infants School.

4. **PUBLIC SESSION:** a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 5 minutes.

- Nick Tappin & Tim Pope - Hazelwood School – regarding planning application for all-weather sports pitch. Submitted planning application for all-weather sports pitch. Presentation by Nick Tappin. Have undertaken various ecological assessments and referenced the LNP.
- MW – question about lighting in terms. Outside of AGLV. 8 LED 12m floodlights in winter months. School day finishes at 4.30. Potential use until 6pm. Lettings program does allow other external uses after 6pm – both during the week and weekends. There is a light spill plan that has gone in with the application – will be available with the planning application documents.
- MW – lettings policy. What are the times for lettings? Can be up to 10pm. More likely 9.30 cleared by 10pm.

- CMcl – raised issue of need for additional parking on New Field – to be discussed. Intimated that planning permission could be looked at.
- **Action: site visit to be organised for any councillors wishing to take a closer look at the proposed work.** (SM/NT)

5. DISTRICT and COUNTY COUNCILLOR REPORTS

5.1 Cllr Cameron McIntosh

A25 Roadworks: Pleased that roadworks have now finished on A25. BH asked why it took so long to be done. CMcl responded that it had to be made safe first while A&E crews were detailed elsewhere.

Parking Review: process has now closed. There are various areas that are being looked at and have been submitted for review. NB. Sophie Martin (Clerk) also submitted online some areas of concern before deadline passed on behalf of LPC.

Parking enforcement: Sevenoaks District Council is the new Parking Enforcement contract. Should make a difference around this area that hasn't been enforced for some time. SCC still manages on-street parking charges. Should be self-funding. Monthly report of the enforcement will be sent to Parish Councils. Can the service be "topped up" by Parish Councils? There shouldn't be a need, but it may be possible after review after a few months. Nikki Tagg is leading the Parking reports for TDC.

BH wanted clarification on works scheduling/responsibilities for highways issues: Comms gang (community gang) funded by the local committee. Deal with signage, drainage (jetting), cutting back of foliage etc. They can be brought in to deal with localised, smaller issues at shorter notice.

Limpsfield conservation area sign (Titsey Road) has been held back until the cats eyes have been done at the same time (in next month or so).

Crossing repair outside of Limpsfield School: Railings are being replaced. It will be done via an insurance claim as it was the result of an accident. PB raising the issue of a staggered zebra crossing on safety grounds. PB would like to push for a survey. CMCI advises against a zebra crossing for safety. Pelican is better and CMcl still thinks we should push for a pelican crossing from CIL fund. **Action: To be discussed further with TB/CMcl.**

Note regarding Bluehouse Lane flooding at Eden Bridge – CMcl to look into this.

Hookwood Park speeding & danger to walkers/riders – TDC issue – **Action: SM/MW to investigate.**

5.2 Cllrs Philip Davies / Claire Blackwell

Claire Blackwell – Dorothy's Cottage. 9 Parking spaces application. Mr. & Mrs Bailey have issue with the height of the wall. Site visit Tuesday 10th March at 9.30. John Bailey (neighbour) would like us to support wall going all the way across. AO – asked about the views of the Church. MW spoke to rector regarding comments on the application. JT raised point for potential for electric charging point. To view and comment application when available.

Phil Davies – Parking on Granville Road: proposal for zones that will improve the parking situation, plus passing spaces.

Mobile Phone mast: still hasn't been followed up. PD to contact the applicant directly.

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

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

7.1 End of Year / Internal Audit – timing. Discussed use of Mulberry & Co as internal auditors for up to 3 hours. Agreed that this would be a good idea with view to using dedicated internal audit team. **Action: SM to organise. SM will prepare end of year accounts. Awaiting AGAR documents for 2020 from PKF Littlejohn.**

7.2 CIL update – update on CIL income regarding Gresham Road development and 57 Park Road. SM has created CIL spreadsheet to track projects and spending/deadlines for spending.

7.3 Precept announcement – need to send out precept announcement. **Action: SM to send around the document again for any comments.**

7.4 Payments & Receipts / Reconciliation – MW: SM to add salary into the payments and receipts? [note from SM – payment for last month had already gone through and not outstanding. Approval not needed on monthly basis as cheque no longer required and amount has been signed off as per contract]. Need to be signing off reconciliation on a quarterly basis by the Chairman. *(Note: Payments/Receipts & Reconciliation should be signed off monthly - SM).*

NOTE: VAT return will be done in April. SM additional note: expecting around £874.

7.5 Payment Items for approval – VAS sign is only pending. Already approved and VAT (£420) will be refunded.

7.6 Online banking/mandate update – mandate has now been processed and we are now online! *NB> Further mandate now required to remove Catherine de Bruin.* **Action: SM to submit.**

8. **NEIGHBOURHOOD PLAN COMMITTEE** (Cllr Ann Osborn) + project leaders

8.1 Conservation areas appraisal update – **MW/SM to finalise the tender document and distribute to invited parties x 3.**

8.2 Assets of Community Value applications update – Carpenters Arms has been submitted. Memorial Stores to be submitted next. SM liaising with Memorial Stores committee and now has Land Registry documents.

8.3 Footpaths update – 2 more kissing gates to be installed this month (to fields behind Park Road and motorway pedestrian bridge). **AO to clarify responsibilities with Amanda Skinner (owner/lessee of the land – Titsey - behind Park Road).**

8.4 British Legion Playground collaboration – update. Update has been circulated in advance. PB raised issues a. over commitment before it has been agreed, b. ownership of equipment (would this be a 'grant' to the Legion?). MW would also

feel more comfortable to make sure that we have exhausted all avenues of external funding before we look to commit anything. AO: we have not committed anything pending funding investigations. We have £5K earmarked in the 2021 budget, but this line item has not been specifically approved. Once Lottery and other funding has been exhausted, we would see what shortfall there is. Consultation meeting between interested parties (school, Legion, LPC, Panda Nursery, NT and PTA) to take place on 20 March to discuss ideas and funding opportunities plus further suggestions for equipment etc.

Action: AO to report back to council after this meeting.

Limpsfield Infant School Trim Trail – there has been a paper circulated in terms of where we are to date for comments. AO refers to the points in the update. PB would like further clarification on insurance / liability and lease - questions why SCC did not want to take it on and asks if TB had minutes of the discussion regarding SCC's unwillingness to take on the lease/insurance.

SM to clarify insurance – coverage, risk assessment and any premium increase.

Also to look into decommissioning estimate

AO asks if the Parish Council is happy to fund the fee for planning application?

AO proposed that LPC submit planning application now. For 3, AF/PB/MW abstain. 0 against.

Action: MW to submit planning application as soon as possible.

8.5 Bluehouse lane speed measures update. N/A awaiting further research from residents.

8.6 Sustainable Tourism / local business support – Surrey Day – was not discussed. Ideas have been circulated via email (SM)

Additional note: Phone Box – St Peters 1935 Type 6. PB explains that it's listed Grade II. PB says not to raise the issue with BT for its uses, so it doesn't attract attention. PB thinks that we should get permission from BT for renovating the phone box. A proper restoration would likely be very expensive, but we could take over the maintenance. We could also look at making the odd calls to keep up the usage. Perhaps BT could contribute to refurbishment. TDC did not object to the removal of both phone boxes, which is why LPC stepped in.

Action: PB to investigate further with BT.

9. PLANNING COMMITTEE (Cllr Mark Wilson)

9.1 Current applications & appeals being considered:

2020/278 – Stonesmead. Stoneswood Road – private road, public access on foot only. Greenbelt. AGLV. Circulated Ted's comments. Similar to Thornbury on Kent Hatch Road. TBK suggesting we object. PB: meets requirement for smaller dwellings in the area. But removing barns and outbuildings would change character, therefore objects.

2020/275 – Dorothy's Cottage site visit to take place Tuesday 10, 9.30am.

2020/225: Priest Hill House application – making comments, but no objection due to need for smaller dwellings. SM to send to TDC.

9.2 Recent determinations by TDC

2020/19 – Pedlars Cottage, Ridlands Rise – Refused

2020/8 – 12 Stoneleigh Road - Granted

2019/2197/NH - 12 Stoneleigh Road - Approved

2019/2067 – Tubs Cottage – Refused

9.3 Terms of Reference for final approval JT proposed. MW seconded. To be adopted.

9.4 Note of minutes for last committee (25 February) meeting as circulated

10. **PARISH PROPERTY** (Cllr Bob Harvey)

10.1 PARISH RECORDS – storage/archiving update (Cllr Ashley Fosdike). Documents have been stabilised. Now looking at gaps in our records – over the years much has been sent to either Woking or Surrey, Soper House, Caterham. Working with Anthony Horsford and History Centre. AF asks permission to publish some of the interesting facts and findings in additions. PB: would this be in LPC or AF name? To be determined. Wheelie bins have now all gone; heating and dehumidifier now working.

10.2 PARISH OFFICE – potential uses – discussion. ***To be deferred to next meeting.***

11. **CHART FAIR COMMITTEE** (Cllr Bob Harvey). No further update. BH notes NT talking about possibility of putting wheelchair/accessible access into Ridlands Grove animal houses area.

12. **CHART PLAYGROUND** (Cllr Bob Harvey) – Condition report - all good.

13. **HIGHWAYS** (Cllr Bob Harvey) Crossroads A25. On the Horizon programme. Will know end of April which roads are included in that scheme. PB: Red Lane under the railway bridge – can this be resurfaced. CMcl is looking into costs on this – v high due to traffic light loops under the road.

14. **AGM**

14.1 AGM preparation and responsibilities - as circulated. To be confirmed via email.

15. **ANY OTHER BUSINESS**

15.1 Parish noticeboard - update (Cllr Mark Wilson). ***MW - About to put in planning application.***

15.2 Cllr Mary Lewis note – potential activity in support of foster carers, local children in care. **Action: SM to circulate potential support activities with further communication with TDC and Mary Lewis.**

16. NEXT MEETING

April 20th 2020 – CARPENTERS ARMS 7pm. *[additional note: due to coronavirus this meeting will either be postponed or held virtually]*

Meeting ended 10.05 PM

John Thompson
Chairman

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.

ANNEX 1 - PAYMENTS RECEIPTS

PAYMENTS & RECEIPTS - BANK RECONCILIATION

	Mar-20			
	Payments	Receipts	Balance	NOTES
LPC Account 60-16-09 75573407				
Balance as of 29 February			£22,922.58	
<i>Outstanding payments/uncashed cheques:</i>			£22,922.58	
EDF - March	£22.00		£22,900.58	
00598 AF expenses	£54.74		£22,845.84	
SM March salary (via Standing Order)	£812.50		£22,033.34	
SM March WFH allowance (via Standing Order)	£18.00		£22,015.34	
TOTAL	£907.24	£0.00	£22,015.34	
LNP Account 60-16-09 75647745				
Balance as of 29 February			£1,207.35	
<i>Outstanding cheques:</i>				
TOTAL			£1,207.35	
Playground Account 60-16-09 75573415				
Balance as of 29 February			£17,334.43	
<i>Outstanding cheques:</i>				
TOTAL			£17,334.43	
CIL Account 60-16-09 75657562				
Balance as of 29 February			£9,557.63	
<i>Outstanding cheques:</i>	£0.00			
TOTAL			£9,557.63	
TOTAL PARISH BALANCES			£50,114.75	

Payments for authorisation / cheques at Meeting

ITEM	Amount (inc VAT)	PAYEE	VAT amount	Approval / notes
VAS Sign - Detillens Lane replacement	£2,520.00	Wescotec Ltd	£420.00	approved 9/12/19 meeting
Total payments for authorisation	£2,520.00		£420.00	

Payments from CIL £0.00

Payments from general exp account £2,520.00

Balance of General a/c £19,495.34

Balance of CIL £9,557.63

New balance - all accounts £47,594.75

SOPHIE CROSS (nee Martin)
 CLERK TO Limpsfield Parish Council
 09/03/2020

