



## MINUTES

of Limpsfield Parish Council meeting held on 11<sup>th</sup> May 2020 - ONLINE 7:00pm.

*Attended: Cllrs Ann Osborn, Mark Wilson, Laila Turner, John Thompson, Bernie de Haldevang, Philip Bailey, Bob Harvey, Thomas Briggs and Sophie Martin (Clerk)*

*Surrey and TDC Councillors did not attend due to agenda items set to mainly cover off finance.*

1. **APOLOGIES** for absence.

Cllr Ashley Fosdike

2. **MINUTES** of the previous meetings to be confirmed and signed.

Already agreed via email in April and posted online.

SM noted: all minutes (including sub-committees) must be posted online within 30 days of the meeting.

Note: April meeting cancelled and note posted online/social media etc. Ditto previously scheduled AGM.

3. **DECLARATIONS OF DISCLOSABLE INTEREST**

None

4. **PUBLIC SESSION**

No public attendance requests.

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

5.1 TVA Grant – see below 6.4

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

6.1 Internal Audit Report 2019/20 discussion & action points

The internal audit was carried out over the last week of April with Mulberry & Co. Mark Beams from Mulberry issued report and recommendations to LPC for current return and ongoing procedures – financial and governance. SM/TB addressing all recommendations (as presented in Annual Governance Statement table) and will action as many as possible before next meeting and sign off by internal auditor.

*Note: Internal audit report and recommendations must be discussed and minuted every year prior to AGAR discussion and sign off.*

Recommendations discussed on all points in the governance statement with key actions to include need to ensure we discuss/minute and update (if necessary) key governance documents on an annual basis – Risk Assessment, Standing Orders, Financial Regulations - which also need to be checked to match local procedures.

Banking resolution also needs to be updated with regards to online banking.

TB discussed need to address online payments/banking processes. Internal Auditor recommended a dual banking procedure (one signatory sets up payments, other checks and sends) or other viable method to ensure proper procedure.

SM to talk to NATWEST business team to try to change current online banking payment process. BdH has also looked into Starling Bank option. To discuss with TB. Agreement to see what options NatWest can provide first.

6.2 Finance & Governance Risk Assessment 2020/2021 – for approval

Approved unanimously with discussed changes to reflect online banking procedures and dated 2020/21. Action: TCB to add section for online banking payments.

6.3 S137 policy – for approval

Discussed policy document. To insert question about the need for parties to provide annual accounts – audited or unaudited. Need to agree annual s137 budget and agree what grants/donations fall under s137. Both one-offs and annual donations. Currently in budget £1500 for “other costs including s137”.

Section 137 policy approved subject to requiring parties to submit relevant account information as part of review process.

**To review all regular donations/grants and look at budget at next Finance Committee Meeting.**

6.4 TVA grant (£500) – for approval. Proposed by JT

Any grants, including this one to follow the new s137 guidelines. If TVA would like to send formal request for funding, they should fill in the form as per the s137 guidelines.

**SM awaiting to await formal request from TVA.**

6.5 SSALC / NALC subscription renewal discussion

Agreed that there are many benefits to this subscription although the cost is very high for one membership for small Parish Council. All agreed to keep the membership and review in a year’s time. **SM to distribute login details and email from Anne Bott.**

6.6 PAYE error – note from TB

TB outlined error made (Clerk had been paid gross salary amount instead of net due to misunderstanding of how the online system works).

PB to give his accountant number to TB to discuss best way to rectify the issue and repayment term. SM noted internal auditor’s recommendation to outsource payroll. To look into cost and options of doing so. All agreed it would be better to sign off and pay HMRC on monthly basis instead of quarterly.

AO noted need to review Clerk’s contract and hours worked. TB to send note to councillors. To be discussed at June meeting.

6.7 April payments & receipts

Mulberry & Co payment, TVA annual membership agreed.

**SM To update outstanding payments to include TVA membership.**

7. **CHART PLAYGROUND** (Cllr Bob Harvey) – **Currently closed to public due to Covid-19.**

8. **AGM**

8.1 Postponed/cancelled until 2021 – as above 2 – information posted online.

8.2 Newsletter / Report

To finalise draft for newsletter. Will post online and via all social media where possible (can also email via St Peters, St Andrews, Chart Volunteers, OLRG and any other sources possible)

Longer annual report for posting online. Parishioners will be able to download or request from Clerk.

## 9. ANY OTHER BUSINESS

- 9.1 **Parish (St Peters) noticeboard** – confirmation of planning application – not as yet – MW to finalise
- 9.2 **Titsey Estate tree felling** – due to parishioners' questions, SM to draft letter to Titsey Estate to request reason for felling and any replanting etc and ask for similar work in the future to be communicated for information.
- 9.3 **Highways** (Cllr Bob Harvey) - Discussion re Titsey Road closure – to repair cat's eyes. w/c 11 May – road will be closed during the day. Note has been posted on LPC website and social media + shared to Limpsfield & OLRG. BH noted now is time to be repairing potholes etc, but there does not seem to be many road works being undertaken - most likely due to staffing issues/furlough.
- 9.4 **Parish History board** – Clerk received email from resident regarding refurb of history board. BH/LT to look into this and see if it's the map or woodwork that needs brightening up. LT noted if the illustration/map needs to be updated, she has artwork files still. BH has already cleaned and varnished the memorial sign by Memorial Stores.

## 10. PLANNING (Cllr Mark Wilson)

- 10.1 Dorothy's Cottage application refused by TDC.
- 10.2 New (second) Priest Hill House application has been received for 4 houses in grounds of Priest Hill House. To be discussed at next planning meeting.
- 10.3 Crematorium proposal (outside parish) near Tandridge Lane roundabout. Generally agreed that it would be a good idea and do not feel the need to object or comment on the application.

11. **NEXT MEETING** June 8<sup>th</sup> 2020.

*MEETING ENDED 20.38*

SIGNED



JOHN THOMPSON,  
Chairman, Limpsfield Parish Council

## ANNEX 1 - PAYMENTS RECEIPTS

PAYMENTS & RECEIPTS Monday, 11 May  
2020

LPC Account 60-16-09 75573407	Payments	Receipts	Balance	NOTES
Balance as of 30 April		£1,024.49	£21,793.21	received 1 May.
NOTE: includes VAT claim received 21/4 Outstanding payments/uncashed cheques:				TBA
Precept Part 1		£16,658.00		
Mulberry & Co	£252.00			
TVA membership	£20.00			
EDF - May	£22.00			
SM May salary (via Standing Order)	£661.24			
SM May WFH allowance (via Standing Order)	£18.00			
<b>TOTAL</b>	<b>£973.24</b>	<b>£16,658.00</b>	<b>£37,477.97</b>	

LNP Account 60-16-09 75647745	Payments	Receipts	Balance	NOTES
Balance as of 30 April			£1,207.35	
Outstanding cheques/payments:				
<b>TOTAL</b>			<b>£1,207.35</b>	

Playground Account 60-16-09 75573415	Payments	Receipts	Balance	NOTES
Balance as of 30 April			£17,334.43	
Outstanding cheques:				
<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	NOTES
Balance as of 30 April			£7,614.97	
NOTE: Includes CIL payment received 24/4		£975.79		
Outstanding cheques/payments:				
	£500.00			
<b>TOTAL</b>	<b>£500.00</b>	<b>£0.00</b>	<b>£7,114.97</b>	

<b>TOTAL PARISH BALANCES</b>			<b>£63,134.72</b>	
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## Payments for authorisation / cheques

ITEM	Amount (inc VAT)	PAYEE	VAT amount	Approval / notes
Internal Audit / Consultation	£252.00	Mulberry & Co	£42.00	11/05/2020
TVA annual subscription	£20.00	TVA	£0.00	11/05/2020
<b>Total payments for authorisation</b>	<b>£272.00</b>		<b>£42.00</b>	

SOPHIE CROSS (nee Martin)  
CLERK TO Limpsfield Parish Council