



MINUTES OF LIMPSFIELD PARISH COUNCIL - MONTHLY MEETING HELD ON APRIL 12TH 2021.

Attending: John Thompson (Chair), Ann Osborn, Bob Harvey, Laila Turner, Mark Wilson, Philip Bailey, Thomas Briggs. Sophie Martin (Clerk)

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

1. APOLOGIES FOR ABSENCE

Bernie de Haldevang, Ashley Fosdike

2. DECLARATIONS OF DISCLOSABLE INTEREST

None

3. MINUTES FROM LAST MEETING

Accepted for signature.

4. PUBLIC SESSION - Any member of the public wishing to discuss an item in the public session, should email the Clerk. clerk@limpsfield.org

None

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

Claire Blackwell

- Dorothy's Cottage – Mr Bailey had contacted regarding tree work going on and whether there was permission. Diocese said they were starting landscaping as per 2012 planning application. Hoping that this will start moving forward. Last planning application was turned down (for carpark) and Heritage said they would prefer the previous application. TBC...

Cameron McIntosh

- Crossing outside Limpsfield Primary School. Highways officers will start scoping June/July. CMcl will be able to report on timing after that. Definitely on ITS scheme as part of Local Committee Budget.
- Brassey Road being resurfaced at the end of this month. 3 days closure.
- Limpsfield A25 Traffic Lights – looking at another way of getting this done. Awaiting confirmation over this week. Not a question of budget, but more when it will be done. Already been walked and hopefully can update in the next week. BH – Are you looking at different finance. CMcl looking at topping up the budget if necessary, from his Capital Funding to speed up the process. Hoping within 6 months. Will have more in the next week.
- VAS Bluehouse Lane. Installed the right way then turned around the wrong way. Being relocated to right direction to face traffic coming FROM Limpsfield towards Oxted. Timing over next couple of weeks.
- Grub Street / Sandy Lane – CMcl hoping to get it “ghosted” on commercial routes. *See Highways note*

- PB - Red Lane much improved following works. CMcl – Neighbouring Holland Road and Caterfield will also be resurfaced.

Philip Davies

Trevereux Hill footpaths – very nice wooden kissing gate is now installed and looking really good.
JT thanks for comments.

6. CHAIRMAN'S REPORT

Nothing to report

7. FINANCE COMMITTEE (Cllr Tom Briggs)

7.1. **Monthly payments and balances - review/note**

TB raises potential minor change of Clerk's NET salary due to new code – to be confirmed.
Also raises NALC subscription costs. Is not in agreement with carrying on the subscription which is £1190 per year. Clerk has used the service a number of times over the last year, but agrees the subscription is very high percentage of our running costs. To look at an alternative for next year.

PB notes that NALC has been very useful in the past and has a panel of solicitors for legal advice. It should be viewed as an insurance policy against the need for legal assistance for any unforeseen issues.

TB would like to be noted that he does not agree that we need it.

LT would like to look at alternative.

JT agrees we should continue for this year and review.

7.2. Q4 Accounts reconciliation – review/sign off Jan to March 2021. Noted seen, agreed and signed by TB and Clerk. All councillors have seen and agreed document.

7.3. DRAFT AGAR 2021 form to review/note that the draft has been signed. All councillors have seen and are happy with the draft. Date to be removed. To await Internal Audit for sign off.
As an addition, some councillors would prefer that the finance committee reviewed all documents and recommend sign off. JT would like to ensure that we carry out a quarterly finance committee meeting to sign off any reconciliations and other necessary reviews to present to council for approval.

PB notes that every councillor has a duty and legal responsibility to review all documents.

7.4. Note / agreement of 2021 Fixed Assets. MW proposes, BH seconds. Agreed by all.

7.5. To agree/note carry over of 2021 agreed projects that have yet to be actioned. All Agreed to carry over all approved projects that have not been actioned in 2021.

7.6. Review / Agreement of annual fees & charges. *Already* Approved as per budget plan December 2020. All agreed individual Annual Fees and Charges (as known) for 2022.

7.7. End of year overview of accounts. Noted as seen. JT asks that the Clerk to re-circulate position statement to all.

7.8. Presentation of spending to public – format discussion. AO would like us to format pie charts for presentation of expenditure for the year to present in simple form. Agreed this could be a good way forward. TB and JT are also happy with this. MW notes we do already present financial information in detail in annual report and as part of AGAR.

7.9. Note on precept following TB discussion with TDC. Martin Field has clarified that the noted 1.3% increase in Limpsfield precept is due to changes in property classification which have

affected tax base. Figures only available on Tandridge level at the moment. TB has asked for Limpsfield specific figures if possible.

NOTE: TVA Befriending Scheme – to postpone until Q&A session. SM to circulate the change of date email for TVA Befriending Scheme Q&A.

8. PLANNING COMMITTEE (Cllr Mark Wilson) - See annex 2 attached

NB. New Planning search and planning portal is still in progress.

9. NEIGHBOURHOOD PLAN COMMITTEE (Cllr Ann Osborn)

9.1. Footpaths update (AO) – various kissing gates and stiles have been done. Trevereux Hill – new wooden kissing gate and an improved stile together with one at Ballards Lane.

9.2. Surrey Fund application – update (AO) – nothing to report. Applications put in. Awaiting. JT would like to look at cycle way in more detail when the time is appropriate.

9.3. Limpsfield Chart Orchard proposal – BH has done a few improvements to the general. 19mx8m orchard. Part of a house that was bequeathed to the NT. Helen Ellson has done some trimming of hedges.

PB - doesn't feel that this had been looked at sufficiently in terms of funding.

TB – in terms of permissions we need something in writing and annual costs for mowing. To note, these were presented as part of the proposal - £540 annual costs.

TB proposes that initial set up and annual mowing cost come out of Chart Playground Account. *AO Proposal of £2000 agreed by all present.*

9.4. Memorial Garden tidy proposal (LT) - LT flagging proposed need for pollarding of Holly Bushes. Asks for councillors to take a look at the area. LT will come back with a proposal. Anthony Turner is liaising with landowner, Richard Wright for permission for any works.

10. CONSERVATION AREA ASSESSMENT & MANAGEMENT PLAN - Update (MW) Mark has spoken to Chris Reynolds who has been off sick and will be making changes beginning of May.

11. CHART PLAYGROUND (Cllr Bob Harvey) - Condition report. All conditions fine, except minor issue with gate latch not closing, which has been reported (and acknowledged by return) to Tandridge Council for repair.

12. HIGHWAYS

12.1. Update on Sandy Lane (National Trust barriers) (discussed in Councillors updates). CMCl will request ghosting for commercial GPS. Is also happy to look at No Through Road sign at A25 entry to Grub Street.

12.2. A25 resurfacing – refer to notes in Councillor Reports.

12.3. B269 Kent Border – Kent Hatch Road. CMCl has put forward proposal for resurfacing. To update on progress when appropriate.

13. PARISH PROPERTY

13.1. Parish Office roof and window quote – for approval. Quote as circulated for clean and repair of roof, wall pointing and door, as well as replacement of window. Approved as quoted by CKH Build - £810+VAT for roof, wall and door frame, and £575 + VAT for window. BH not entirely sure if necessary, but JT reiterates importance of properly

maintaining parish property. The Parish Office has not had any work on it for many years and should be fit for purpose.

14. ANY OTHER BUSINESS

- 14.1. Winter plan for 2021/22 – Grit boxes – Bob Harvey/Mark Wilson - Will circulate proposal for purchase of grit bins.
- 14.2. MEETINGS update re new legislation for return of Face-to-Face meetings from May 7th. As per note in Finance, May's LPC meeting is proposed for Weds 5th May. 7.30pm **online**.
- 14.3. Annual MEETING – date not decided. We do not currently have a venue where we can hold such a meeting in a Covid-safe environment. JT recommends that we follow this up for recommendations. SM to follow up with legislation and await any other determinations following High Court judgement on 26 April.

Meeting ended 21.47

Next Meeting May 5th 2021. 7.30PM.

A handwritten signature in black ink that reads "J Thompson". The signature is written in a cursive style with a large initial 'J' and a horizontal line under the 'n'.

JOHN THOMPSON, CHAIR

ANNEX 1 - PAYMENTS & RECEIPTS - APRIL 12 2021

Accounts to 31/3/2021

LPC Account 60-16-09 75573407	Payments	Receipts	Balance
Balance March 1 2021			£38,429.86
EDF Electricity	£17.00		
SM monthly salary including CAAMP	£861.14		
SM WFH allowance - March	£18.00		
Ann Osborn reimbursement	£53.99		
Michael Butcher	£288.00		
Oxted First Responders	£135.00		
Limpsfield in Bloom	£500.00		
HMRC Month 09	£174.78		
SM WFH allowance - February	£18.00		
Balance March 31 2021			
<i>Uncashed cheques</i>			
TOTAL	£2,065.91	£0.00	£36,363.95
LNP Account 60-16-09 75647745	Payments	Receipts	Balance
Balance Mar 1 2021			£1,059.35
<i>Uncashed cheques</i>			
TOTAL	£0.00	£0.00	£1,059.35
Playground Account 60-16-09 75573415	Payments	Receipts	Balance
Balance Mar 1 2021			£17,334.43
<i>Uncashed cheques</i>			
TOTAL	£0.00	£0.00	£17,334.43
CIL Account 60-16-09 75657562	Payments	Receipts	Balance
Balance Mar 1 2021			£23,719.85
Secure a field	£728.03		
Fitzpatrick Woolmer	£123.00		
<i>Uncashed cheques</i>			
TOTAL	£851.03	£0.00	£22,868.82

TOTAL PARISH BALANCES

£77,626.55

Payments for approval / to note - April 12th 2021				
ITEM	PAYEE	Amount (inc VAT)	VAT amount	Approval / notes
SM monthly salary (NET) including CAAMP additional hours	Sophie Cross	£871.34	£0.00	As per contract
SM WFH allowance	Sophie Cross	£18.00	£0.00	As per contract
HMRC Month 10	HMRC	£188.38	£0.00	As per agreed 2021 Staff Budget
HMRC Month 11	HMRC	£179.94	£0.00	As per agreed 2021 Staff Budget
Andy Jones - gates installation - 29 March 2021	Andy Jones / Just the Jones	£394.00	£54.00	CIL Agreed £1207 budget Feb 2021
Additional expense for latch	Secure-a-Field 9045	£18.17	£3.03	CIL From remainder of £1207 Agreed Feb 2021
Andy Jones - gates installation - 3 April 2021	Andy Jones / Just the Jones	£267.00	£42.00	CIL From 2022 Footpaths budget Agreed March 2021
NALC/SALC Membership	Surrey ALC Limited	£1,190.29	£0.00	As per 2022 budget - slight increase on 2021.
EDF Electricity	EDF Energy	£17.00	£2.83	Approved Annual Fees and Charges
GDPR Annual contract	Satswana	£180.00	£30.00	Approved Annual Fees and Charges
		£3,324.12		

ANNEX 2 – PLANNING APPLICATIONS

APPLICATIONS FOR DISCUSSION

Dorothy's Cottage – Following mention in Claire Blackwell's update: The planning for parking was for alterations of existing cottage 2020/275. Refused. Grounds – heritage and conservation area; design and appearance fails to enhance listed building. Wildlife policy – lack of study. Extension of time limit for previous application for 2x3-bed houses. CB spoke to enforcement about the trees. Apparently, this was within the landscaping scheme they had proposed in the previous application.

Belief is that Diocese may be carrying out minor works to keep application active, but with little intention of ever building the homes that have been approved.

JT would like to make sure that Dorothy's Cottage is referenced within CAAMP.

2021/514 - High Banks Wolfs Hill. 2 Storey side extension. This is actually in Oxted Parish but right on the border. No comment from LPC.

2021/480 - 70 Stoneleigh Road – comment from neighbour about gap to boundary fence. Proposes we make a comment regarding the amenity space of the neighbour. BH – is a neighbour. Appears to already have a small single storey extension. Minor compared to what's already existing. It's more of a TDC control issue, but MW and TBK will take a look. LPC action TBD.

2021/421 – Priest Hill House. Same location as previous application for houses. No comment

2021/239 Parish Crofts Farm. Grants Lane. MW - No particular comments to make. BH – it has been refused twice but not apparent as to why it has been refused. PB believes this is a bit suspicious in terms of the amount being spent on store building. Wonders if there are any ulterior motives or plans to separate it from principal dwelling. MW Suggests comment that this building cannot be sold as a separate dwelling and must remain as part of the principal property.

RECENT DETERMINATIONS

2021/238	2 Ridlands Lane - Approved
2021/185	3 Honeypot Farm, Honeypot Lane - Approved
2021/104	Detillens House, High Street - Withdrawn
2021/95	Wain House, Uvedale Road - Approved
2020/2017	Limpsfield House, Hookwood Park – Permission granted.
2020/1669	Briars Corner, Chapel Road - Appeal