



MINUTES of the meeting of Limpsfield Parish Council held on 13th December 2021 at The Millennium Room, St Peters at 7.00pm

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

District/County Councillors sent updates via email.

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF DISCLOSABLE INTEREST

JW would like to declare interest on discussions regarding Land Rear of 10 Westerham Road due to professional conflict.

3. MINUTES FROM LAST MEETING

Minutes taken as signed.

4. NEW COUNCILLOR acceptance of office of Jenny Williams

Note of Acceptance of Office of Jenny Williams and welcome to the council.

All acceptance documents received and signed for relay to TDC. Chairman welcomes Jenny to the team.

5. PUBLIC SESSION - Any member of the public wishing to discuss an item in the public session, should email the Clerk. clerk@limpsfield.org This session is 15 minutes maximum.

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

Due to Covid-19 Plan B and requirement for short meeting, District and SCC Councillors were asked for updates via email.

Cllr Claire Blackwell

- Assuming nobody has heard from Cliff Thurlow about the meeting regarding the Neighbourhood Plans /Planning, Claire will chase TDC on this.
- FYI There is going to be a special meeting of the Planning Policy Committee on the 5th January to agree a response to the inspector regarding the direction of the Local Plan, so CB will be able to give an update in January.
- Future Planning Committee meetings to note: 13 January 2022, 3 February 2022, 31 March 2022

Cllr Philip Davies

- PD is following up with Cliff Thurlow on a (lack of) response to the letter regarding concerns over the Priest Hill application dated June 2021.

Cllr Cameron McIntosh

- Limpsfield School crossing plans. CIL contribution was approved for the elements of the crossing work that met criteria and CMcl is still waiting for a finalised version of the crossing plans before circulation. CMcl is chasing Highways on this. TB will go back to Cameron in terms of process, to ask for plans and more detail to be able to comment and have some input.
- Parking Review proposals that were signed off at Committee on December 3 are now online
here <https://mycouncil.surreycc.gov.uk/documents/s83124/ITEM%207%20-%20Annex%202%20-%20Oxted%20division%20drawings.pdf> These include double yellows across Stanhopes junction, single yellow outside 57 Bluehouse Lane 8.30-6.30pm, double yellows outside The Old Shoppe and Titsey Corner and Doubles outside St Peter's Church on the church side.
- VAS, as per email sent to LT, CMcl will await request from LT/residents re meeting, although CMcl believes that for the time being the first VAS is working and residents are happy. Happy to meet with residents if necessary but won't be until after January/next financial year. As per previous mentions, siting a second VAS may be tricky - both finding a useful location and also power supply. No more action required on VAS at the moment. Nothing will be talked about until at least April/May. (LT)
- Moorhouse Lane resurfacing / patching etc starts Monday 13 which is a great result.
- Kent Hatch Road resurfacing is now on the cards! CMcl is pushing for works in the coming financial year if possible, but this will likely be a scheme split into two parts [SM - I'm assuming this will be the area from Kent Border to Moorhouse and then the stretch alongside Golf Course to A25].
- CMcl will chase up Ridlands Lane/Ridlands Rise Grit Bin - meeting with the officer who is overseeing this in Tandridge next week.
- Kerb Stones for Limpsfield High Street - CMcl advises that we get a supply sourced (Mark I think you said Moorhouse could do them) and wherever possible we should try to get any broken kerb stones flagged early via Cameron before they are reported on the SCC website by residents, because we can then make sure proper replacements are used before any repairs are handled by the team (who will just use what is on hand). Any remedial replacements from previous concrete patching will need to be done by an SCC approved contractor. CMcl will send over list.

7. CHAIRMAN'S NOTES

Thank you to everyone for producing an excellent newsletter.

Mark /Philip would prefer that the font is bigger. SM to look at for next time.

8. FINANCE – (Cllr Thomas Briggs)

8.1. To note/approve December Payments & Receipts – all approved.

8.2. To note Clerk's salary increase. Following her appraisal in October, the Clerk will receive a 5% salary increase retrospective to 1 September 2021.

8.3. To approve 2022/23 Budget.

TB runs through the budget draft as previously discussed.
LT notes that she would not want to see the running costs getting any higher.
PB would like to potentially see an inflation-based (or more) increase for next year although keeping the precept the same this year is the right decision.
TB moves to approve the budget draft. LT seconds. Approved all present.
SM to circulate the itemised running costs.

8.4. To note precept for FY2022-2023

All agreed that the precept will remain the same for £33,315.

9. MOTION TO AGREE PARISH COUNCIL ADDRESS (Cllr Thomas Briggs)

Motion to approve The Pound as the official parish council address, installing a secure post box to the outside of the building and to cancel the PO BOX as soon as this official address is set up.

Resolved: All approved unanimously. Clerk will follow up with TDC to action the above.

10. COMMUNICATIONS OVERVIEW (Cllr Thomas Briggs)

TB presents overview of communications guidelines in terms of communications.

Jenny Williams proposes that we might put a disclaimer on the bottom of emails to say that the email is the view of the individual and not the Parish Council.

TB to send round template for signature as above.

BdH notes we may need to look at storage of information.

11. PLANNING – Cllr Mark Wilson

- Any urgent planning applications for discussion /note
 - 2021/1949 Land by Edenbrook – recommendation to Object. Oxted PC and various residents have already objected. Deadline is 18/12/21. MW to follow up/draft.
 - 2021/2067 Lane to Rear of 10 Westerham Road – MW will circulate more information. Recommendation likely to object. Deadline 3/1/21
 - Mast at St Michaels – TBC – although unlike the other mast applications, the mast(s) already exist, and the application is for an upgrade. MW suggests Chris Reynolds will be key to this decision, as it's a listed building.
 - Recent determinations – to be circulated.
- AONB boundary review. TBK is looking at this with the AECOM document and will send a briefing note.
- Local listings – all have been submitted. MW confirms that this doesn't affect householders' rights. While the submissions have gone in, it's up to SCC to confirm which meets criteria and will be included in the new list.
- CAAMP – With TDC and hoping to get something back before Christmas. JW asks about communication of boundary review to residents. This will be done once TDC has come back with their comments or any amendments to the document and boundary recommendations.

12. HIGHWAYS – Cllr Bob Harvey. No further items to discuss, though would like update on Wolf's Row resurfacing.

13. CHART PLAYGROUND - condition report – Cllr Bob Harvey. **All in good working condition.** Still chasing TDC regarding the gate that doesn't close. PB suggests we might offer to fund new gate out of the Chart Playground account. BH to follow up.

14. WINTER MANAGEMENT PLAN – Cllrs Bob Harvey/Mark Wilson.

- MW presents winter management plan outline in terms of equipment and plan of action.
- MW/SM to discuss what is published on website.
- Ideally need a pool of volunteers. MW/BH will volunteer for this year. Various other councillors offered.

15. UPCOMING MEETINGS – dates and location

10 January for next council meeting. Potential to be held at Limpsfield School. TB to discuss.

NB: No planning meeting in December.

LNP and Finance committee meetings to be agreed for new year. SM to follow up.

16. AOB

AO advises YFS application to be decided on 15 December.

CCTV in Oxted - JT asks about progress of this. Nothing as yet until the survey is complete in January 2021. With Oxted PC.

Meeting ends 8.30.

John Thompson, Chairman

A handwritten signature in black ink that reads "John Thompson". The signature is written in a cursive style with a large initial 'J' and a long horizontal stroke at the end.

LPC FY 2022 to 2023 Budget Proposal

- **Projected Carryover funds of £29,520.37**
 - Includes £ 2500 for the 2nd VAS at Bluehouse Lane and the Community Orchard.
 - This has been adjusted for the contingent reserves of 50% of Precept and the Chart decommissioning reserve of £10,000.
- No change in Precept of £33,315.
- No change in contingent reserves of 50% of Precept.
- VAT return estimated to be £2000.
- Assumes no CIL revenue (but hopeful there may be part one of Green Hedges)
- Agreed to ring fence £10,000 for Village Parking opportunities.

Total Funds Available for FY22-23: £54,835.37

Funding Constraints: £20,520.60 of total funding limited to Chart and CIL spending conditions. **Unconstrained Funds: £34,314.77**

Proposed Spending (including VAT):

| | |
|--|------------------|
| Running Costs (including 5% contingency) (General Exps): | 20,406.75 |
| LPC Assets Maintenance Fund (General Exps): | 3,000.00 |
| S137 Grants (General Exps): | 1,500.00 |
| Councillor Discretionary Spending (General Exps): | 2000.00 |
| Limpsfield Way Maintenance (General Exps): | 2,400.00 |
| Footpath Projects (CIL): | 7,200.00 |
| Conservation Area Upgrades (Gen Exps/CIL if applicable): | 10,000.00 |
| Total Proposed Spending FY22/23 | 46,506.75 |

Running Costs (excluding the Maintenance fund) = 60% of Precept

| ANNEX 1 - PAYMENTS & RECEIPTS – DECEMBER 13 2021 | | | |
|---|-------------------|------------------|-------------------|
| Accounts to 30/11/2021 | | | |
| LPC Account 60-16-09 75573407 | Payments | Receipts | Balance |
| Balance November 1 2021 | | | £52,419.37 |
| EDF Electricity | £23.00 | | |
| SM monthly salary | £858.44 | | |
| SM Work from Home allowance | £18.00 | | |
| Bob Harvey. - plants | £28.99 | | |
| St Peters - Christmas tree for parade | £45.00 | | |
| Royal British Legion wreath | £25.00 | | |
| HMRC Month 6 | £135.18 | | |
| HMRC VAT return | | £1,726.16 | |
| Royal Mail PO Box | £283.50 | | |
| SCC CAAMP fees | £9,600.00 | | |
| | £11,017.11 | £1,726.16 | |
| Balance November 30 2021 | | | £43,128.42 |
| LNP Account 60-16-09 75647745 | Payments | Receipts | Balance |
| Balance November 1 2021 | | | £0.00 |
| | | | |
| TOTAL | £0.00 | £0.00 | |
| Balance November 30 2021 | | | £0.00 |
| Playground Account 60-16-09 75573415 | Payments | Receipts | Balance |
| Balance November 1 2021 | | | £15,866.35 |
| Helen Ellson | £31.92 | | |
| | | | |
| TOTAL | £31.92 | £0.00 | |
| Balance November 30 2021 | | | £15,834.43 |
| CIL Account 60-16-09 75657562 | Payments | Receipts | Balance |
| Balance November 1 2021 | | | £26,207.43 |
| | | | |
| TOTAL | £0.00 | £0.00 | |
| Balance November 30 2021 | | | £26,207.43 |

TOTAL PARISH BALANCES

£85,170.28

| ITEM | PAYEE | GENERAL | CIL | LNP | CHART | VAT amount | Approval / notes |
|---|----------------------------|------------------|------------------|--------------|----------------|------------------|--|
| SM monthly salary (NET) | Sophie Cross | £989.78 | | | | £0.00 | As per contract |
| SM WFH allowance | Sophie Cross | £18.00 | | | | £0.00 | As per contract |
| EDF Energy - monthly electricity for parish office | EDF Energy | £37.00 | | | | £3.83 | Approved running costs |
| Charlie Hayward - mowing village | Charlie Hayward | £490.00 | | | | £0.00 | Approved running costs |
| Mowing Chart Orchard (remainder 2021) | Michael Butcher Landscapes | | | | £288.00 | £48.00 | Approved Chart Orchard budget |
| Batteries for Christmas tree/lights | Sophie Cross | £42.29 | | | | £7.05 | Approved October 2021 |
| Grit Bins and Spreader | Glasdon UK Ltd | £842.28 | | | | £140.38 | Winter maintenance / Grit Bins approved October 2021 |
| Christmas tree - village | Northdown Nursery | £72.00 | | | | £12.00 | Approved Light Up Limpsfield - October 2021 |
| Gates - Titsey and Trevereux | Secure a Field | | £1,406.16 | | | £234.36 | Approved Footpath 2021-22 |
| Resurfacing and groundwork for Grub Street/Sandy Lane bridleway | Michael Butcher | | £8,100.00 | | | £1,350.00 | Approved project September 2021 |
| Newsletter - December print x 1600 | EN Route printing | £383.00 | | | | | Approved running costs |
| Leaflets for Light Up Limpsfield | En Route printing | £46.00 | | | | | Approved Light Up Limpsfield - October 2021 |
| Meeting room invoice - TVA | TVA | £20.00 | | | | | General Running Costs |
| TOTAL | | £2,491.35 | £9,506.16 | £0.00 | £288.00 | £1,795.62 | £12,285.51 |

ANNEX 2 – PLANNING

DECISIONS FROM NOVEMBER 23 MEETING

1. Planning applications for consideration

After discussion on each application below, the following recommendations are made.

TBK did not partake in discussion regarding 16 Park Road.

2021/1911 - 59 Park Road – No Comment.

2021/1857 - 23 Granville Road – No Comment.

2021/1827 - 16 Park Road – No Comment.

2021/1721 - 22 Snatts Hill – No Comment.

2021/1664 – Lea Cottage, Red Lane. No Comment.

2021/1662 – Crabbetts Wood, Itchingwood Common Road – No Comment.

2. Recent planning determinations to note since last meeting:

2021/1462 Tubs Cottage, Ballards Lane – approved

2021/1653/T Westerham Road Layby Mast – prior approval refused

2021/1485 Land West of Tenchleys – refused

2021/436 Detillens House – approved

2021/1556 27 St Andrews Way – approved

2021/1625 Land to rear of 10 Westerham Road – Withdrawn 2021/1626

30 Stoneleigh Road – Planning not required.

Mark Wilson Chairman - LPC Planning Committee

PROPOSAL TO MAKE PARISH OFFICE THE OFFICIAL ADDRESS OF LIMPSFIELD PARISH COUNCIL

**Proposed by Thomas Briggs
December 13 2021**

Now that the Parish Office has been largely cleared (bit more to be done) and heated, free of damp, roof repaired and window replaced, it is much more fit for purpose as a usable office building.

The proposal is to use the Parish Office at The Pound as our physical and official LPC address and lose the PO BOX.

The cost of the PO Box increases every year (currently £283.50) and we probably receive no more than 10 pieces of post over the course of the year – most of which are just hard copy versions of an invoice already received via email or subscription circular (e.g. Open Spaces etc).

TDC's street naming and addresses department advises:

'We can leave the address as it is above and we will send out an official notification of the address to the Royal Mail, emergency services, local water/electrical companies and Surrey County Council. This will prompt the Royal Mail to add it to their database.'

There would be no fee for this, and this can be done ASAP.

Address is:
Limpsfield Parish Council
The Pound
Wolfs Row
Limpsfield
Surrey
RH8 0EB

- External mounted lockable large post box - black £30-75 (as used by TVA/CAB etc)
- Plaque - brass - for clear identification for post/delivery - 170mm x 70mm - £40

TOTAL MAX £115

PROPOSED BY THOMAS BRIGGS
DATE – DECEMBER 13 2021
APPROVED
CONDITIONS: NONE

Council Communications Guidelines

Objectives:

1. Clearly delineate between actions agreed by the FULL COUNCIL (i.e., decisions made by recorded vote and those actions clearly delegated to a committee authorised to act by the Council) and communications made by individual Councillors acting in their capacity as a Councillor (not as an individual).
2. Ensure that Councillors do not inadvertently bind the Council to any contractual commitment or other action not authorised by the full Council.
3. Coordinate Council activity by involving the Clerk in all relevant communications.
4. Facilitate effective communication on Council matters being managed for the Council by the lead Councillor(s) as agreed by the full Council.
5. Ensure the efficient and effective running of Council administrative matters managed by the Clerk.

Official Communications by the Full Council

- Communications on behalf of the Full Council must use the official Council address and be signed by the Clerk, the Chair of the Council, or other Councillor as agreed by the Full Council. The Clerk should be copied on all Official Council communications.
- For matters expressly delegated to a Committee (pursuant to a Council governance rules - such as formal submissions by the Planning Committee) the Chair of the relevant Committee may sign the correspondence but shall use the official Council address and copy the Clerk.
- Official correspondence on behalf of the Full Council may also identify the individual Councillor in charge of the matter, along with the contact details of the individual in order to facilitate efficient communication.
- Communications on behalf of the FULL Council must make it clear that such communication is being made on behalf of the FULL Council.
- Communications by email must be copied to the clerk and the other Councillors.

Communications by Individual Councillors

- Written correspondence (letters, emails) made by an individual Councillor can be made on matters that are germane to Council interests, not personal matters.
- Correspondence from individual Councillors should make it clear that the full Council **is not** being represented by the communication.
- Individual Councillors may use a personal postal address or email for such communications but should use the Council Address where possible. Individual Councillors should use (but are not required to) use a Council email address which is separate from a personal address.
- The Clerk should be copied, and the Clerk will keep a record of the communication.
- Engagement of an individual administrative matter (e.g., obtaining a price quote or other information) should be performed at the direction of the Clerk and the Clerk should be copied on all communication of this nature.
- Communication on business matters should make it clear that only the Full Council can enter into binding legal agreements in accordance with its Governance rules.

PROPOSAL FOR COUNCILLORS TO SET UP A SEPARATE COUNCIL EMAIL

Proposed by Cllr. Thomas Briggs
December 13 2021

The separation of personal and council emails was advised in our internal audit as something all councillors should implement. It is not mandatory, but it is advisable – by NALC and ICO.

Three main reasons being:

1. GDPR – for privacy and safety, it is advisable to keep your private email address private.
2. General organisation of personal vs council emails
3. Freedom of Information request implications

The suggestion is that if you don't already have a separate email account (Bernie, Ann, Philip already do), that you set up a new **Gmail** account specifically for your LPC business.

Ann has recently done this – annosbornlpc@gmail.com – and it is very easy to do and then set up on your laptops or mobile devices.

Background

Under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) councillors should be aware of the risks and data protection obligations and responsibilities, particularly with regard to use of personal email addresses. The Parish Council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the Council is accountable for any Council business conducted involving personal data on any device or through any email account.

The use of personal devices and email accounts could raise the risk that personal data is processed for different purposes from which it was originally collected. All members of the Council should ensure they know their responsibilities in terms of only using personal data for the purposes which the Council obtained it.

The proposal is for individual email addresses to be set up for Councillors (who don't already have them) to help to ensure the confidentiality and security of Parish Council documents. By having a separate email for Parish Council work, all documents can be organised in the same place on your device making them easier to find.

In terms of Freedom of Information requests, the ICO states that 'Information held in non-work personal email accounts (e.g. Hotmail, Yahoo and Gmail) may be subject to FOIA if it relates to the official business of the public authority. All such information which is held by someone who has a direct, formal connection with the public authority is potentially subject to FOIA regardless of whether it is held in an official or private email account.'

So, it would be better and more transparent to make sure all emails relating to parish council business are in a separate account to councillors' private emails.

Parish Council Email Guidelines:

Parish Council email addresses should:

- Only be used for Parish Council business
- Not be used to register on any shopping or social media site or system that is not Council related, such as a personal Facebook, Ebay, Instagram or Twitter account
- Not be used in connection with running or managing any business or for commercial activity.
- Addresses should be deleted once anyone ceases to be a Councillor.

Suggested rules to observe when using emails:

1. Keep them brief and to the point. Think about the words used to avoid misunderstandings.
2. Always use a heading, and use separate emails for anything not related to that matter.
3. When replying to 'group' emails, Councillors should consider whether or not they need to 'reply to all' or just 'reply' to the sender.
4. Delete unnecessary emails after use.
5. Obtain the sender's permission before sharing data with third parties.
6. Treat all documents as confidential until they are placed in the Public Domain.
7. Review stored data on a regular basis and delete when no longer applicable or out of date.

By far the easiest option is to simply set up a Gmail account for parish council business because it's available on all devices and doesn't need any software like outlook etc. If you already have a google/Gmail account, log onto Google and then in the top right-hand corner where your account icon etc it, you simply ask to Add Account and follow the instructions.

If you don't already have a google / Gmail account, sign up for a Gmail account through the following steps.

1. Go to the [Google Account creation page](#) (click the link)
2. Follow the simple steps on the screen to set up your account.
3. Use the account you created to sign into Gmail. www.Gmail.com

Suggestion for email addresses would be [firstname.surname.LPC@Gmail.com](#)

If you want to use clerk@limpsfield.org as your back-up email, that way whatever happens, the Clerk can always help you re-set / recover it and also delete it once you are no longer a councillor.

**Proposed by Cllr. Thomas Briggs
December 13 2021**

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<https://www.castinstyle.co.uk/product.php/5235/wall-mounted-post-box-gold-text> - £75

<https://www.letterbox4you.co.uk/product/allux-400-wall-mounted-post-box/> £60

<https://www.signomatic.co.uk/signomatic/brasssign> £40

PROPOSED BY THOMAS BRIGGS

DATE – DECEMBER 13 2021

APPROVED/NOT APPROVED

CONDITIONS: