



***Minutes of Limpsfield Parish Council May (annual) meeting, held on May 5<sup>th</sup> 2021.***

***Attending: John Thompson, Ashley Fosdike, Ann Osborn, Laila Turner, Bob Harvey, Mark Wilson, Philip Bailey.  
Sophie Martin, Clerk.***

1. ELECTION OF COUNCIL CHAIRPERSON Mark Wilson proposes John Thompson; Laila Turner seconds. John Thompson duly re-elected.
2. APOLOGIES FOR ABSENCE - Bernie de Haldevang; Thomas Briggs
3. DECLARATIONS OF DISCLOSABLE INTEREST - The Clerk declares interest in Planning application for 6 Stoneleigh Road (owner/applicant)
4. MINUTES FROM LAST MEETING - Agreed and signed.
5. 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)
6. COUNCILLORS' REPORTS (Cameron McIntosh, Philip Davies, Claire Blackwell)

No updates from Claire Blackwell or Philip Davies. SM reads updates emailed following discussion with Cameron McIntosh. SM to talk to CMCl about a couple of items:

- Ridlands Rise resident cyclist reports very bad state of cycle lane down A25 from Kent Hatch to Traffic lights and beyond. Debris and dirt etc that makes it impossible to use. Can this be addressed? We will report this with Surrey via website.
- Wolfs Row traffic lights seem to be out of time and causing quite long delays some days... is this part of their possible renewal/refurb?
- Will A25/Limpsfield traffic lights resurfacing etc also include resurfacing and repairing the central reservation area?

7. ELECTION OF COMMITTEE CHAIRPERSONS

Current committee chairpersons are all willing to stand for another year. JT has had conversations with all in week prior to meeting.

BdH wishes to remain on the council and on the Finance Committee. but steps down as Vice Chairman.

Vice Chairman - Mark Wilson nominates Laila Turner as VC; PB seconds; LT accepts the proposal. All agreed.

Planning Committee - Mark Wilson. JT proposes seconded by LT. All agreed.

Finance Committee – Thomas Briggs. PB proposes; AF seconds. All agreed

Neighbourhood Plan Committee – Ann Osborn. AF Proposes, BH seconds. All agreed. PB will advise officially that he will stand down from the LNP Committee due to lack of time.

PB commented that he believed the process wasn't being followed correctly and would prefer to have received an email prior to the meeting that noted all those standing for election / re-election or any other interested candidates (there were none).

JT had spoken to councillors prior to the meeting and was satisfied all current chairs were happy to stand and that there were no other suggestions (with the exception of the VC, BdH with to whom he had also spoken).

*The Clerk agrees to send an email, outlining candidates prior to next year's annual meeting as per PB's request.*

## 8. FINANCE COMMITTEE – RFO/Sophie Martin

- 8.1. AGAR Section 1 (Governance Statement) to be agreed and signed. Presented to the council by the Clerk. All present agreed. To be signed by Chairman/Clerk.
- 8.2. AGAR Section 2 (Accounts Statement) to be agreed and signed Finance Committee has reviewed and agreed. All present agreed. To be signed by Chairman
- 8.3. Exercise of public rights to be noted. Presented by The Clerk with dates explained. To be announced in June.
- 8.4. Internal Audit report and recommendations discussion. Internal Auditor's report has already been circulated and reviewed by the Finance Committee on 29 April 2021 with key points for action discussed and circulated to Councillors by The Clerk (attached). There are only a few points, but include recommendation for councillors to use separate council email address (to be discussed) and reconciliation of differing thresholds between Standing Orders and Financial Regulation documents.
- 8.5. Monthly Payments and Receipts/Accounts update. Presented to councillors. Agreed. PB would like description of payments to be included on the accounts balances / payments page. Brief discussion on Insurance 2021-22 renewal. SM to ask BdH to review. SM has already asked Came & Co for clarification on a few items. Insurance schedule will need to be checked against updated List of Assets.

## 9. PLANNING COMMITTEE (Cllr Mark Wilson)

- 9.1. Planning applications for discussion – MW goes through current applications for consideration as per Annex 2.

Philip Bailey is not happy about the process of the applications not having been shared with him / John Thompson prior to the main council meeting. He does not believe this to be correct process.

Mark Wilson notes that the applications on the agenda are those which have been received since the last planning meeting and can therefore be discussed at the monthly council meeting with councillors being able to take time to review if required.

However, he suggests that the planning items are taken off the agenda to be considered at the next Planning Meeting.

Bob Harvey notes that while relevant application should be discussed at planning meeting prior to the council meeting if possible, we should not wait until the next planning meeting and then the subsequent full parish meeting to discuss outstanding applications if it means we will miss comment deadlines.

Philip Bailey states he would prefer to step down from the Planning Committee if processes are not going to be followed.

Recent determinations - as per Annex 2

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

- 10.1. Note regarding committee meeting date - 19/20th May meeting suggestion. Anyone wishing to attend should let Ann know ASAP.
- 10.2. Memorial Garden tidy proposal (LT) No further progress at the moment. To be discussed at a future meeting as not urgent.
- 10.3. Any necessary project updates.
  - i Chart Orchard. To keep us updated on progress as to whether the NT will agree to the LPC maintaining the orchard. All agree we should not be paying the NT for this for any reason.
  - ii Kissing Gate at Stanhopes has been suggested for Stanhopes. PB happy with this but would like to see a priority list of gates and footpaths for improvement for the next meeting. AF notes there are currently difficulties prioritizing footpaths with Surrey County Council in terms of prioritizing gates to be installed.
  - iii Missing gate on footpath from Red Lane – PB asks if this could be noted that there should be a gate there. It was originally broken and believes this was on the priority list. AO suggests she speaks to PB separately to confirm exactly where this gate is and then follow this up with SCC.
  - iv AO/AF agree to review priority list and present at next meeting.


11. CHART PLAYGROUND (Cllr Bob Harvey) - Condition report. All OK, although the gate has not yet been mended (as reported at last meeting) and still stays open. To follow up again with TDC maintenance team.

#### 12. ANY OTHER BUSINESS

- 12.1. Annual Report - to be drafted and contributed to as per email circulated to councillors after the last meeting.
- 12.2. June Newsletter - as above
- 12.3. Parish Office is a little clearer as many of the duplicated planning applications have now been taken to TDC for shredding.
- 12.4. Bus shelter refurb to start w/c 10 May.

NEXT MEETING – Date for next meeting 14<sup>th</sup> June 2021. SM to confirm availability of Carpenter's Arms and any other relevant venue (e.g. St Peter's Church Hall).

MEETING ENDED 9.06PM.



John Thompson, Chairman.

**Limpsfield Parish Council Internal Audit FY 2020-21  
Auditor Recommendations and Actions**

Action Item	Description	Notes	Deadline
VAT recording & claim (p.4)	Minor errors recording VAT amounts in cashbook; error in VAT claim form	£3.83 VAT return shortfall. Chair to double check cashbook entry monthly.	The error was missing an EDF (electricity) VAT amount from the return that hadn't translated from cashbook to VAT form. There wasn't actually an error in the VAT claim form submitted to HMRC - all figures were correct on the uploaded claim spreadsheet, it was just in the PDF version that missed a line. Re-sent to auditor who was then happy with it
Separate Councillor email addresses (GDPR) (p.5)	Auditor recommends that Councillors should use separate email addresses to establish segregation between personal and Council communications.	Necessary? Professional conduct requires individual Councillors to distinguish between personal and council business/communications.	Several councillors already have this (BH, AF, PB) For individual councillors to decide. This is not mandatory.
Standing orders (p.6)	Reconcile threshold for formal tenders in standing order and finance regulations	60,000 vs 10,000 threshold requiring tender procedure. Practice has been £10,000 given the percentage of annual precept spending represents.	Standing Orders should be updated to fall in line with updated Financial Regulations. To be actioned in June.
AGAR adjustment (p. 9)	Adjustment necessary to accurately reflect transfers of funds between accounts and further explanation for variance analysis	Funds transferred from CIL to general account is neither income nor expenditure – adjust AGAR accordingly. More explanation of increased CIL income causing variance.	Done

*As discussed and agreed at finance meeting 29/4/2021*

Asset Register (p. 11)	Asset register requires further work and requires insurance value and replacement value.	Replacement value will indicate need for an earmarked reserve. Physically vouched indicator required (verify asset exists?)	SM has document in hand and will look at replacement costs and insured values and make sure all assets are included. To be updated at October meeting
Earmarked Reserves (p. 20)	Auditor notes that general reserves are high for a small council and recommend further earmarking and expenditure	We need to clarify that £10,000 has been earmarked for playground decommissioning and repair. Further expenditure pending and not captured by audit.	SM has received advice from auditor as to best way to demonstrate earmarked reserves. To update all at May meeting

**ANNEX 1 – PAYMENTS & RECEIPTS – MAY 5 2021**

**Accounts to 30/4/2021**

<b>LPC Account 60-16-09 75573407</b>	<b>Payments</b>	<b>Receipts</b>	<b>Balance</b>
<b>Balance April 1 2021</b>			<b>£36,363.95</b>
EDF Electricity	£17.00		
SM monthly salary including CAAMP	£871.34		
SM WFH allowance – March	£18.00		
HMRC Month 10	£179.94		
HMRC Month 11	£188.05		
MULBERRY & CO – Internal audit	£216.00		
SURREY ALC – annual subscription	£1,190.29		
TFR FROM LNP account – now zero balance		£1,059.35	
SATSWANA – GDPR	£180.00		
Balance April 30 2021			
<i>Uncashed cheques</i>			
<b>TOTAL</b>	<b>£2,860.62</b>	<b>£1,059.35</b>	<b>£34,562.68</b>
<b>LNP Account 60-16-09 75647745</b>	<b>Payments</b>	<b>Receipts</b>	<b>Balance</b>
<b>Balance April 1 2021</b>			<b>£1,059.35</b>
TFR TO GENERAL	£1,059.35		
<i>Uncashed cheques</i>			
<b>TOTAL</b>	<b>£1,059.35</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Playground Account 60-16-09 75573415</b>	<b>Payments</b>	<b>Receipts</b>	<b>Balance</b>
<b>Balance April 1 2021</b>			<b>£17,334.43</b>
<i>Uncashed cheques</i>			
<b>TOTAL</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£17,334.43</b>
<b>CIL Account 60-16-09 75657562</b>	<b>Payments</b>	<b>Receipts</b>	<b>Balance</b>
<b>Balance April 1 2021</b>			<b>£22,868.82</b>
ANDREW JONES – kissing gates installation	£267.00		
SECURE A FIELD – kissing gates hardware	£18.17		
ANDREW JONES – kissing gates installation	£394.00		
<i>Uncashed cheques</i>			
<b>TOTAL</b>	<b>£679.17</b>	<b>£0.00</b>	<b>£22,189.65</b>

**TOTAL PARISH BALANCES**

**£74,086.76**

**Payments for approval / to note – MAY 5<sup>th</sup> 2021**

ITEM	PAYEE	Amount (inc VAT)	VAT amount	A/C	Approval / notes
SM monthly salary (NET)	Sophie Cross	£858.44	£0.00	General	<i>As per contract</i>
SM WFH allowance	Sophie Cross	£18.00	£0.00	General	<i>As per contract</i>
Internal Audit fees	Mulberry & Co	£216.00	£36.00	General	<i>As per budget line item for auditing</i>
Bob Harvey reimbursement – hinges for Orchard gate	Robert Harvey	£11.18	£1.86		<i>Approved Chart Orchard budget March 2021</i>
INSURANCE	CAME & CO	£1,011.65			<i>pending confirmation with Came &amp; Co and BdH review of schedule</i>
		<b>£2,115.27</b>			

**Upcoming payments to note:**

*Bus Shelter Refurbs Part 1- refurbishment of bus shelters as approved. CKH Build – Awaiting works and invoice. £4034.22 (inc VAT)*

*Archiving – binding of minutes – Identity Press. As approved in Archiving budget. **£120***

## ANNEX 2 - PLANNING APPLICATIONS

### APPLICATIONS FOR DISCUSSION

The following applications were discussed with view to further discussion and decision at next planning meeting on 25 May 2021.

<a href="#">2021/689</a>	<a href="#">6 Stoneleigh Road, Limpsfield, Oxted, Surrey, RH8 OTR</a>	MW proposes no comment
<a href="#">2021/485</a>	<a href="#">The High, Kent Hatch Road, Limpsfield, Oxted, Surrey, RH8 OTA</a>	To be determined on further consideration of the application. MW is Proposing no comment
<a href="#">2021/655</a>	<a href="#">19 Tally Road, Limpsfield, Oxted, Surrey, RH8 OTG</a>	MW proposes no comment
<a href="#">2021/599</a>	<a href="#">1 Detillens Lane, Limpsfield, Oxted, Surrey, RH8 ODH</a>	MW proposes no comment

### RECENT DETERMINATIONS

2020/2111  
resolved.

20 Titsey Road Limpsfield - Permitted. Issues with the neighbour have been