



MINUTES of the Limpsfield Parish Council held on 14th March 2022 at Limpsfield Infants School Hall.

Attending: Cllrs John Thompson, Bob Harvey, Laila Turner, Jenny Williams, Ann Osborn, Mark Wilson, Thomas Briggs, Philip Bailey.

Clerk: Sophie Martin

District Councillor: Claire Blackwell.

1. APOLOGIES FOR ABSENCE

Bernie de Haldevang.

2. DECLARATIONS OF DISCLOSABLE INTEREST

3. MINUTES FROM LAST MEETING

Taken as signed.

4. PUBLIC SESSION -

David Mundell – to talk about the re-surfacing / repair of the lane by The Bull.

Top end of the lane has been resurfaced in the last few years following an insurance claim.

Believes the lane is unadopted and a public footpath. The bottom part of the lane is in a very bad state of repair and not in keeping with the Conservation Area.

There are 6 individual owners (including The Bull) that have an interest in that pathway.

There is a fair amount of ironstone on the edges of the pathway. DM cannot force the other owners to pay for this, although they are all in favour of the work. Would like to ask the Parish Council to help to make this area look fitting for the Conservation Area. Has got 3 quotes. The favoured quote is a builder who is very experienced in ironstone.

Mark Wilson would like to know who the 6 parties are? DM confirms the names of the other property owners, including The Bull / Enterprising Limpsfield.

MW asks if the quote includes any work on the ironstone. DM: No, it doesn't. The tarmac would butt up to the ironstone. DM believes that there is more risk to the ironstone if it's left unsupported by the poor lane surface.

JW asks when the lane was last resurfaced. DM confirms this part of the lane has not been surfaced for decades, though the upper bit recently.

BH: If the LPC contribute, would they still have a no-parking sign. Dm confirms that yes there would still be a polite notice for no parking purely because if someone parks in the laneway, residents cannot access their houses. There is not enough room for 2 cars and the lane should be accessible by emergency services.

JW: asks if the contractor will have public liability insurance that covers work abutting the highway? DM is happy to look into this.

JW: why didn't people want to pay before? Was it because of tarmacking? DM – no. All are happy with tarmacking, but was more that all should make a contribution.

JT: What commitment have the neighbours made to contribute to the costs? DM confirms that no specific costs have been agreed, but that they have seen the quotes. He would hope that any contribution from the LPC would help to finalise contributions from the residents/The Bull. The Bull is obviously the biggest benefactor and the area is much used by its delivery vehicles.

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

Only Claire Blackwell attending.

CB – Gaywood Farm potential solar application. CB and TDC's Cliff Thurlow have visited the site and concerned about the scale of the potential development and screening, flood risk and views to/from the AONB. Cliff Thurlow has spoken to Sevenoaks and they have the same concerns about whether it's the right place for that sort of development. It is enormous. CB will keep us updated.

Priest Hill – a meeting was had with Cliff Thurlow and David Ford, MW and CB regarding the lack of commitment around the application with view to the Limpsfield Neighbourhood Plan. The planning officer did not take the LNP into account at all and the former TDC Planning Committee Chair did not call it in to committee despite being requested by LPC. CB says that the Chair will no longer have the final say on applications, as can be political. Under an incoming new protocol (as yet to be finalised), the Chief Planning Officer will have the final say on what goes to committee.

JT asks about the letter that was promised. CB says she has had a letter from David Ford this afternoon and will forward.

PB asks if a planning officer is minded to approve, then how is putting the Chief Planning Officer in charge not a conflict with their own officers? Surely they would always back up their officers' decisions?

When the LPC calls things into committee it's because we want to challenge a likely approval. If the Chief Planning Officer supports his officers' decisions, how will the parish council and residents have representation in order to contest a likely approval?

CB is happy to put PB's representation to the leader of the Council. PB will also be able to write to the leader. JT would like the opportunity to review the new protocol.

6. CHAIRMAN'S NOTES - none

7. FINANCE – Cllr Thomas Briggs

7.1. To note March Payments & Receipts – all approved. No questions or objections to upcoming payments.

7.2. Review of Risk Assessment – recommended by Finance Committee. The changes are minor to bring the current risk assessment in line with the reviewed Financial Regulations (from September 2021) All confirm receipt and review. No comments. Agreed / signed as circulated.

7.3. Approval of contribution to St Peters for Meeting room use to date (June 2021 – March 2022). The amount proposed for the hire of the Millennium Room and Parish Office for council meetings from June to March is £375 – also agreed by St Peters.

TB proposes. MW seconds. All agreed.

7.4. Key points from Finance Committee Meeting.

- Our budgeting process is very robust.
- We approved £65,064.80 spending for FY21/22

- At end of March, we will have spent £58,420 for a total surplus of £6,644.
- Of this surplus, £2,847 of approved items will be spent in FY22-23 – it is just a timing of payments issue.
- Therefore, we underspent our budget by £3,797
- The underspend is approximately 5.8% of the approved budget (essentially our contingency). The deviation therefore reflects our practice of building in cost contingencies to budget items.

We should carry forward around £23,000 to the next financial year. This is after taking out ring-fenced funds (Chart Playground, general reserves and Village Parking fund). Financial Committee meeting minutes have been circulated to all.

PB notes item 4. of finance minutes ringfences £10,000 for Chart ORCHARD. This should be Chart PLAYGROUND. SM to correct.

7.5. Note of internal audit date: Clerk Confirms internal audit will take place on 26 April 2022 with Mulberry & Co.

8.

8.1. Grant applications:

8.1.1. Re-surfacing of lane by The Bull / Local Residents (LT).

- JW are we setting a precedent if we agree. JW also believes this could get very expensive if it ends up being an SCC approved project. We could potentially put up some money subject to the residents committing to the rest.
- PB would like to think about offering a contribution. BH believes this is setting a precedent and believes we need to get a commitment from the residents. BH would like to see how much the residents come up with an amount they would be prepared to commit. PB does believe the LPC does have a certain responsibility over that area from health and safety perspective.
- PB regarding the pathway and ironstone, this could be justified in terms of a contribution to the conservation area.
- MW says we need to look at the existing ironstone to see what can be done to repair/restore it. This would come out of the CAAMP management proposal/funding as a separate project.
- **PB recommends the LPC supports the project with £1000, subject to an agreement being reached amongst the residents with regards to funding the remainder of the works. The council needs to see that the “owners” of the properties are committed to the works.**

LT seconds. PB/LT/AO/TB/JT/MW for; JW and BH against. Motion carried.

8.1.2. Limpsfield in Bloom.

AO declares interest. Request for £400 for Limpsfield in Bloom activity/planting due to another year where the usual fundraising event was not possible due to covid restrictions.

MW proposes. JW seconds. All present agreed.

8.1.3. OPAG – Oxted Patient Access Group

Request to help kit out a new consulting room (for a new practice doctor) upstairs in the medical centre, by funding a Diagnostic set and Blood Pressure unit which costs £635.85.

TB and PB would like to know why a partnership would be asking LPC to fund equipment in a doctor's consulting room? Why would this not be coming out of the practice funds / services agreement?

PB/TB would like to see 3 years of accounts for the actual practice/owners, not OPAG.

AO would like to know why the practice is not funding this and would like to find out more before final decision (JW, LT and BH are in agreement with this).

PB would like to ask for more documentation and accounts of the practice and latest accounts and service agreement of the benefitting party – the partnership/owners.

LT would also like to know if the practice will benefit from funding from the Gasholder development due to increase in residents? SM will ask CIL team at TDC.

8.1.4. Grub Street cricket club benches

Bob Harvey has sent various emails to National Trust representatives asking if the LPC would be allowed to install new benches at the Grub Street cricket pitch. Awaiting response.

9. LNP – Cllr Ann Osborn

9.1. Your Fund Surrey – AO confirms this is slowly progressing while we await agreement for licence/lease with National Trust. No funds have been received yet.

9.1.1. SCC funding agreement - to agree and sign (JT/TB) – TB gives overview of the funding agreement between LPC and SCC (see attached). **TB proposes, JW seconds. All agreed.**

9.1.2. Update on general progress and National Trust lease. Awaiting and should come through soon. We have agreed the Heads of Terms. The licence agreement will now be sent to the solicitors and we may have this back by the end of the month. To be confirmed.

9.1.3. Overview / agreement of expenditure process and reporting to SCC. JT reads out the previously discussed in the previous notes and minutes of the Finance Committee (see website) but the responsibilities are also noted in the SCC/YFS Funding agreement overview. .

9.2. Mobility Gates. We have had a request for a mobility gate at either end of the Glebe footpath between Granville and Detillens lane. AO thinks we should be in agreement to look at the costs of mobility gates.

PB/BH remark that this has been discussed in the past at length and was not a matter of cost, but practicality due to access / surface and livestock. Would we need to resurface the paths? AO says that she has spoken to SCC Countryside Officer, who is of the opinion that wheelchair users should use what is available in terms of surfaces as long as they are able to access to paths. AO would like to look further into this as believes we should be making these paths accessible to all where possible. All agreed.

9.3. Wildflowers at Wolf's Row. AO would like to get a quote for digging the area on the south side to prepare it for wildflower planting. Agreed a quote can be obtained.

10. PLANNING – Cllr Mark Wilson

10.1. Any urgent planning applications for discussion /note.

No urgent applications to discuss before the next planning meeting.

10.2. Recent determinations to note.

Just to note that 29 Granville Road for 2-storey garden building was refused (LPC commented). Stonesmead, on Stoneswood lane was also refused (LPC did not object).

10.3. CAAMP

TDC confirms that 10 comments from residents have been received to date and the comments will be reviewed. Consultation ends 21 March 2022. Should go to planning policy meeting in June.

CR has drafted his presentation for the public meeting.

11. ANNUAL PARISH MEETING – update on presentation.

Formally Annual Parish Meeting notice needs to be circulated/published.

SM to check and publicise ASAP. Potential for invitation to be drafted and distributed ASAP.

MW – note regarding the Chair to be able to continue for a fourth year as an exception. Proposes that there is a motion at the April LPC meeting to set aside that particularly standing order (3 year maximum) as the term has been affected by Covid. All agreed.

LT reiterates her apologies for the AGM.

12. JUBILEE ACTIVITY UPDATE

Road Closure for the street party has been approved.

TEN application for live entertainment will be submitted soon. £21

Event application – there is no fee.

MW to organise or the Mulberry Tree stump at The Pound to be ground down, so that we can plant the new Mulberry Tree in its place.

No further progress with the Jubilee Bench at Station Road East. JT asks if this will be done for the Jubilee. MW cannot confirm when it will be installed at this point. Will update the council ASAP.

13. HIGHWAYS – Cllr Bob Harvey

Pebble Hill. M25 was closed (at night) at J6 which caused more traffic - while the roadworks are on. He is concerned that there is no dedicated temporary crossing in place causing danger to school children and parents crossing. BH will report to Highways. TB will also take this up with Highways.

CB also mentions that she will chase Philip Davies on response regarding who at TDC will deal with the pollution issue. TB and other residents wrote to TDC regarding local Nox monitoring, but have had no response.

14. CHART PLAYGROUND - condition report – Cllr Bob Harvey

Bob has once again chased regarding gate and bench. These have been passed on to Ian Hudson.

Claire Blackwell offers to take up this issue to try to get the gate and bench fixed.

Rest of the equipment is all in good working order.

JT asks if we can re-instate Parish Property agenda item for any other assets under BH remit. SM has quote for the replacement of the boards on the A25 bus shelter - £337 via Hireahusband – Andrew Jackson. All agreed to go ahead with this.

15. AOB

15.1. Meetings venue: LT – Would like confirmation on where are meeting going forward. We did decide (in previous meeting. – LT was absent - that we would now meet at the Infants School on an ongoing basis.

15.2. The Bull meeting. JW would still like to engage with The Bull. Has been awaiting renewal of the Asset of Community Value. This may take some time. SM confirms that The Bull is behind the ACV application and provided the title plans for

the submission. JW will therefore pursue a meeting. LT confirms she has resigned as a Director.

15.3. MAPS – Chris Pendred is helping to produce a secondary book on Limpsfield Common / Chart and would permission to publish some of the LPC owned maps. PB would like to request that they may use our digitised map(s), including the Tithe Map and extracts from Tithe Register. SM will look into providing this. Chris Pendred would be happy to get quote to digitise the map and book.

15.4. SM asks PB if he would provide the digitised file of the large map that he already has.

15.5. She will also scan the smaller maps (up to A0) via TDC and send those smaller ones to the Oxted Library as discussed (all maps will be logged and noted as being stored at the Library). SM is ordering the map cabinet for the Library this week. MV to provide number of maps under A0 size.

Meeting ended 21.33.

John Thompson, Chair

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 name.

Approval of Limpsfield Way Funding Agreement with Surrey County Council

March 14, 2022

To obtain funding for the Limpsfield Way project from Your Fund Surrey, we must enter into a funding agreement with Surrey County Council and fulfil certain obligations as a condition of receiving the grant.

The agreement will be between Surrey County Council and Limpsfield Parish Council and has a

commencement date of 22 December 2021. The obligations placed on LPC are benign and are designed to ensure that grant funding is ring-fenced, well managed, and consistent with the specifications of the Project, which are set forth in Schedule 1 to the Agreement. The Agreement also specifies the Grant Payment Schedule (Schedule 2) and the conditions required to release funding at various stages of the Project.

Specific Conditions to note are as follows:

- The funding will be received and disbursed from a ring-fenced Project account and its use is restricted to the Project, i.e., funds cannot be used as part of the LPC general Funds.
- Payments from the account must be by check with two signatures.
- SCC required all quotes to be sent ex-VAT, therefore, the total grant excludes VAT. The LPC will pay VAT on Project costs and Project VAT refunds will be placed into the General Fund. A regular VAT claim will be submitted by the clerk to ensure cashflow. The LPC will need to periodically approve funding of the Project from General Funds to fill any spending gap between the Grant and Project costs.
- There are other restrictions placed on use of funds, such as a prohibition on use of funds for entertaining or paying LPC elected members or staff.
- LPC must keep thorough Project records and report progress to SCC on a quarterly basis.
- The Project must start within 6 months of the Commencement date.
- The estimated completion dates are 12 weeks from start of the Project (a March start date for the play area and walkway, June for the Cycle Way)
- LPC must retain adequate public and employer's liability insurance for the Project.
- Release of initial funding is contingent upon obtaining the necessary NT licence and lease.
- Release of the final £18,000 is contingent upon LPC confirming that it has "fundraised in the community" for the outstanding project balance of £4343.
- LPC must file an annual report until 31 March 2028.
- Schedule 4 places a condition on the Grant to mitigate any environmental damage and consider planting a tree with the support of the Greener Futures Team.

LPC will comply with these conditions by using the dormant LNP account as the ring-fence Project account, while adhering to our normal sound practice of accounting and record keeping. The Clerk and Cllr. Ann Osborn will be responsible of management of the Agreement and this will be overseen by the Finance Committee. The first progress report should be submitted at the end of March.

NOTE REGARDING PAYMENT TO ST PETER'S FOR MEETING ROOMS

14 MARCH 2022

We have been using the St Peter's meeting rooms – Millennium Room and Parish Office – for our main council, planning and finance meetings since June last year as we no longer have access to TDC's rooms.

Helen Cook suggested we calculate the Millennium Room at £15 ph.
The Parish Office, which we have used for monthly Planning Meetings and Finance Committee is £10ph.

I have calculated the below and Helen is happy with this.

MR has been used June, July, September, October, [November out of bounds due to boiler] December, January (6) @ 2.5 hours x £15 per time = £225

In terms of the parish office, we pay TVA £10 ph for their meeting room for other committee meetings if required.

The Parish Office has been used 8x (no. meeting in August or Dec) for planning and 2x for finance (including March 7) and the March planning meeting for later this month) - usually an hour, sometimes 1.5 hours, so say $10 \times 1.5 \times £10 = £150$

Total £375

ANNEX 1 - PAYMENTS RECEIPTS

ANNEX 1 - PAYMENTS & RECEIPTS – 14 MARCH 2022			
Accounts to 28/2/2022			
LPC Account 60-16-09 75573407	Payments	Receipts	Balance
Balance FEBRUARY 1 2022			£38,888.82
EDF Electricity	£23.00		
SM monthly salary	£891.23		
SM Work from Home allowance	£18.00		
SM reimbursement for meeting room deposit	£30.00		
Satswana - GDPR contract	£180.00		
HMRC Month 9	£223.81		
TVA Meeting Room	£20.00		
	£1,386.04	£0.00	
Balance FEBRUARY 28 2022			£37,502.78
LNP Account 60-16-09 75647745	Payments	Receipts	Balance
Balance FEBRUARY 1 2022			£0.00
TOTAL	£0.00	£0.00	
Balance FEBRUARY 28 2022			£0.00
Playground Account 60-16-09 75573415	Payments	Receipts	Balance
Balance FEBRUARY 1 2022			
TOTAL	£0.00	£0.00	
Balance FEBRUARY 28 2022			£15,546.43
CIL Account 60-16-09 75657562	Payments	Receipts	Balance
Balance FEBRUARY 1 2022			£17,331.07
TOTAL	£0.00	£0.00	
Balance FEBRUARY 28 2022			£17,331.07
TOTAL PARISH BALANCES			£70,380.28

PAYMENTS FOR APPROVAL 14 MARCH 2023

ITEM	PAYEE	GENERAL	CIL	LNP	CHART	VAT amount	Approval / notes
SM monthly salary (NET) - to include extra CAAMP hours, YFS hours and Dec Newsletter hours)	Sophie Cross (CLERK)	£1,039.94				£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	£23.00				£3.83	Approved running costs
Clerk Expenses (ink see attached sheet)	Sophie Cross	£14.99				£0.00	Approved running costs
Ink / print expenses for Chairman	John Thompson	£64.27				£0.00	Approved running costs
HMRC Month 10 - due April 22	HMRC	£157.21				£0.00	Approved running costs
Clerk Expenses - Post box and plaque	Sophie Cross	£108.90				£0.00	Approved December 2021
St Peters Contribution for Millennium Room & Parish Office use.	St Peter's Church	£375.00				£0.00	
<i>Limpsfield School hall fees</i>	<i>Limpsfield COE Infant School</i>	<i>£120.00</i>				<i>£0.00</i>	PAID on 2/3/22 following delay due to account name issues
Clerk Expenses - Archiving / Maps frames	Sophie Cross	£68.97				£0.00	Approved Archiving budget 2020
Map Archiving Unit for Library	Stilton Bargains (via EBAY)	£699.00					Agreed Archiving Budget
Community Orchard grant	Community Orchard	£223.83				£0.00	Approved Grant/s137 2020-21
Chart Cricket Club - Bench	Chart Cricket Club	£667.50				£0.00	S137 / Grant
Gates for FP75 - Park Road/Motorway Bridge	McVeigh Parker		£609.53			£101.59	Approved footpaths budget 2021-22

Concrete in of Stone footpaths marker (Bluehouse Lane) (estimate maximum)	Andy Jones		£97.20			£0.00	Approved footpaths budget 2021-22
TDC printing for CAAMP leaflets and books AWAITING INVOICE	TDC	199.5				£0.00	Agreed CAAMP expenses budget
TOTAL		£3,780.11	£706.73	£0.00	£0.00		£4,486.84
UPCOMING LIKELY PAYMENTS							
Jubilee Street Party TEN (for live entertainment)	Tandridge District Council	£21.00				£0.00	Approved Jubilee fund - Nov 2021
Jubilee Bench	KGB	£1,950.00				£325.00	Approved Jubilee fund - Nov 2021
Installation of gates for FP75 - [ESTIMATE]	Andy Jones		£450.00				Approved footpaths budget 2021-22
Total		£1,971.00	£450.00	£0.00	£0.00	£325.00	£2,746.00