



Draft minutes of the meeting of Limpsfield Parish Council held on 11 July 2022, 7pm at Limpsfield CofE Infants School.

Attending: Cllrs John Thompson, Thomas Briggs, Laila Turner, Jenny Williams, Bob Harvey, Bernie De Haldevang.

Cllr Cameron McIntosh – SCC

Cllrs Claire Blackwell and Ian Booth OLRG/TDC.

Clerk: Sophie Martin

1. APOLOGIES FOR ABSENCE

Ann Osborn

Mark Wilson

Philip Bailey

2. DECLARATIONS OF DISCLOSABLE INTEREST

None

3. MINUTES FROM LAST MEETING

Signed as circulated, no further comments.

4. PUBLIC SESSION

None

5. COUNCILLORS' REPORTS (Claire Blackwell, Cameron McIntosh, Ian Booth)

Claire Blackwell & Ian Booth

Broomlands Lane bus stop – in need of repair. Claire Blackwell will chase Jim Lewthwaite for an answer as to whether TDC will repair the brickwork/timber or not. Clerk is getting a quote from a local handyman as a fallback. There was some confusion over who was responsible – SCC or TDC but TDC appear to have referred it back to the parish council.

Nox monitoring equipment near Limpsfield CofE Infants School to be moved to a more suitable location. Thomas Briggs has been in touch with TDC who have agreed to move the site. Particulate matter monitoring is too expensive.

Grasshopper Inn development update – There have been lots of rumours about a listed part of the building being demolished. It is on the buildings of character, but not actually listed at all or any part of it. Chris Reynolds correspondence had confirmed there was nothing of historical interest and for TDC to decide on how much weight is given to the character regarding a planning application. CB also talked to Enforcement who confirmed nothing has been demolished that shouldn't have been. There are rumours that the current owners are trying to sell it on, but this is not confirmed. TDC will only enforce it as far as making sure that it's secure. CB also talked about Compulsory Purchase, but too expensive. CB will let the PC know of any developments.

Cameron McIntosh – SGN works likely from 26 July (TBC) for 6 weeks. Wolf's Row can then be resurfaced.

Parking Review agreed measures have now been marked up ahead of restrictions. There have been complaints about parking along Detillens Lane due to the tennis club. There may be some restrictions proposed in the next parking review. CMcl is looking at options at the Limpsfield Club will need to address parking, which it has not done to date despite a growing membership (now closed for new members) and the addition of the Padel courts.

SCC will also hopefully soon be getting powers to remove or ticket cars that are blocking the pavements in the area. This is a new power.

Bob Harvey would like to minute the issue of parking opposite Rose Cottage by the bungalows on High Street just before Titsey Corner.

CMcl advises that the LPC put forward any suggestions for the next Parking Review by submitting comments on the parking review website. The Parish Council (and any member of the public) is welcome to put forward any suggestions for parking restrictions etc.

Hazelwood School – follow up to the meeting about parking and traffic issues. Highways is going to a speed survey. Traffic Consultants have finished their study and will be meeting with Highways.

B269 Kent Hatch Road – CMcl went out with Highways Officer. There will be some repairs done to patch certain areas, but that section of the road will be resurfaced in the next financial year.

CMcl would like to note that the resurfacing of the Kent Hatch Road – both to date and planned works, has been due to him pushing for this road to be done.

6. CHAIRMAN'S NOTE

7. FINANCE UPDATE (Cllr Tom Briggs in Mark Wilson's absence)

7.1. Payments / Receipts July 2022 – TB proposes approval of all expenses on the payments as circulated. BdH seconds. All approved.

7.2. Q1 bank reconciliation – has been signed off at the Finance Committee Meeting. Circulated to other councillors for their interest.

7.3. Budget / Reconciliation overview Q1 – this has also been circulated prior to the meeting and discussed at the finance committee meeting (for which draft minutes have also been circulated). We are on track with planned expenditure to date.

7.4. VAT amount confirmed as £3,677.81, most of which is apportioned to the Your Fund Surrey / Limpsfield Way activity. This will be transferred into the LNP / YFS project account when received.

7.5. Any Items from Finance meeting:

Separate Accounting for YFS has been circulated via email.

Standing Orders changes have been circulated to all. There are very minimal changes due to the latest template from NALC, which removes EU parameters from the procurement section and updates pronouns and correct terms for

address. The LPC has tailored the document to fit our financial regulations (e.g. procurement limit for tenders) and will also limit public session time to 15 minutes with individuals limited to 5 minutes each. Councillors to review for final approval at September meeting.

7.6. Oxted First Responders support for approval. TB proposed BdH seconds. All present agreed.

8. PLANNING UPDATE (Cllr Jenny Williams)

8.1. CAAMP – update and forward plans.

Conservation improvement and enhancement - Ann Osborn and Jenny Williams to meet regarding LNP/Planning distribution of follow up activity.

Parking & Traffic meeting on Monday, 15th August to discuss the scope of how far the parish council can get involved with traffic and parking, from the questions raised in the consultation for both LNP and CAAMP.

8.2. Any urgent Planning applications for discussion

- Beresford Court - A25/Ballards Lane. Development in Green Belt. LPC has submitted an objection for ratification at this meeting. All agree with response.
- Vane Cottage in Ballards Lane. New dwelling proposed. The existing cottage will remain as an annexe with a much larger house on the same property. We have submitted an objection for ratification at this meeting. All agree with response.
- Becketts, Hookwood Park – single storey extension to 1970s bungalow. JW to consult with Ted Beresford Knox and circulate suggested response.
- 69 Stoneleigh Road – Planning committee to review prior to next meeting and circulate suggested response.
- Thomas Briggs would like the Parish Council to comment on the appeal for the Communications Mast at Ballards Lane, which needs to be in by 25 July. TB will also be contacting Strutt and Parker (as a resident, not on behalf of the council) asking their confirmation that the mast cannot be moved further from the pit but still within the Titsey Estate property. This is what he was told was possible by the pit manager he spoke to, and would therefore not require the addition of masts at Ballards Lane and further down the A25 near to the Moorhouse Lay-by. Jenny Williams and planning committee will look at this and circulate a suggested response

8.3. Recent determinations to note – none of note.

8.4. Signage in the Conservation Area - Discussion regarding the lettering on the shop front of Kate Tulett's Art for All gallery in the high street as the clerk received a telephone call from a resident with concerns this was not acceptable for the Conservation Area. There is no clear-cut ruling on this signage within the conservation area. We have received no other complaints about it and the general consensus is that it is not a great problem, is fitting with the type of creative business it is presenting and we should be supporting small business on the high street as much as we can. We will, however, following the adoption

OVERVIEW spending vs budget 2022-2023

	BUDGET	Apr-22	May-22	Jun-22	Item Total	Over/under-spend	O/S still to spend	
Approved General Spending FY 22-23	£							NOTES
Running Costs	£20,113.00	£2,805.43	£2,653.97	£1,348.70	£6,808.10	£13,304.90	£13,304.90	
Section 137 / Grants	£1,500.00				£0.00	£1,500.00	£1,500.00	
Discretionary Items	£2,000.00			£1,000.00	£1,000.00	£1,000.00	£1,000.00	<i>The Bull Laneway</i>
Maintenance Fund	£3,000.00	£175.00			£175.00	£2,825.00	£2,825.00	
Limpsfield Way Maintenance	£2,400.00				£0.00	£2,400.00	£2,400.00	
Total Running Costs	£29,013.00	£2,980.43	£2,653.97	£2,348.70	£7,983.10	£21,029.90	£21,029.90	
	BUDGET	Apr-22	May-22	Jun-22	Item Total	Over/under-spend	O/S still to spend	
FY 2021-2022 Approved Spending (Projects) Carried Forward								estimates include VAT & contingency
Jubilee Activity (bench, mulberry tree, Street Party)	£2,700.00		£21.00		£21.00	£2,679.00	£2,679.00	
Archiving Parish Records	£928.00	£38.42			£105.62	£822.38	£822.38	
Balance of CAAMP Comms project	£468.00	£239.40			£239.40	£228.60	£228.60	
Bus Shelter Refurbishments	£1,065.00	£396.54			£396.54	£668.46	£668.46	
Second Bluehouse Lane VAS (CIL)	£1,500.00				£0.00	£1,500.00	£1,500.00	
Total 20 / 2021 Spending	£6,661.00	£674.36	£21.00	£0.00	£695.36	£5,965.64	£5,965.64	
	BUDGET	Apr-22	May-22	Jun-22	Item Total	Over/under-spend	O/S still to spend	
FY 2022/23 Approved Spending (Projects)	£							NOTES
Parking fund allocation	£10,000.00				£0.00	£10,000.00	£10,000.00	
CAAMP related expenditure YEAR 1 (lamp post, bins, pavement, planters at traffic lights etc) "Village Enhancement Fund" (CIL eligible)	£10,000.00				£0.00	£10,000.00	£10,000.00	
Footpath upgrades 2022-2023 (CIL eligible)	£7,200.00				£0.00	£7,200.00	£7,200.00	
YFS agreed allocation	£4,343.00				£0.00	£4,343.00	£4,343.00	
Other projects / items					£0.00	£0.00	£0.00	
<i>Christmas Lights</i>	£200.00				£0.00	£200.00	£200.00	
Chart Playground maintenance	£0.00			£354.00	£354.00	£-354.00	£-354.00	
Grub Street Benches	£1,200.00			£1,308.92	£1,308.92	£-108.92	£-108.92	Approved May 2022
VAT transfer to CIL				£1,190.00	£1,190.00			
Total FY 23 Approved Projects	£32,943.00	£0.00	£0.00	£2,852.92	£2,852.92	£31,280.08	£31,280.08	
TOTAL EXPENDITURE	£68,617.00	£3,654.79	£2,674.97	£2,348.70	£8,678.46	£48,738.54	£48,738.54	
INCOME		£44,652.00	£44,682.00	£44,713.00	TOTAL			
Income - PRECEPT	£33,315.00		£16,658.00		£16,658.00			
Income - CIL	£0.00				£0.00			
Income - VAT estimated	£2,000.00	£3,941.01			£3,941.01			
Income - OTHER					£0.00			
TOTAL Income	£35,315.00	£3,941.01	£16,658.00	£0.00	£20,599.01			
BALANCES B/F from 2022	£65,692.74				£77,613.29			
					£0.00			
Projected Balance of Funds Available end of March 2023 (based on balances at end June)								
	£44,075.00							
LESS RESERVES - 16658 & 10000 (CHART)								
	£17,417.00							

of CAAMP, be compiling and publishing a summary of guidelines, dos and don'ts, restrictions and advice for residents and businesses within the Limpsfield Village Conservation Area and we can address signage as part of this.

9. NEIGHBOURHOOD PLAN UPDATE (Cllr Ann Osborn)

9.1. Limpsfield Way / Cycle Route update – SM to circulate the report as sent to YFS which outlines all activity. Also to circulate any accounts as necessary (already circulated prior to meeting).

9.2. Footpaths update – all to walk their routes and report back by end of August. Ann Osborn has already emailed everyone on this matter.

Priest Hill – LPC has agreed to install a gate by the Lychgate House following discussion out of meeting. This will be financed from the Footpaths budget.

10. CHART PLAYGROUND (Cllr Bob Harvey) - Condition report. Bob Harvey will report back on the condition as soon as possible.

11. PARISH ASSETS UPDATE (Cllr Bob Harvey)

Benches for Grub Street Cricket Pitch – Bob Harvey reports that we have taken delivery, he has already installed one and will be installing the other two shortly. They will also have brass plaques on them as property of LPC, which he has ordered.

We are seeking quotes for the repair of the Horse trough at Detillens Corner and the Broomlands bus stop as mentioned above.

12. AOB

12.1. Newsletter –

Laila notes that the Mulberry Tree has not yet been confirmed as on order by Knights but we still intend to plant this in the Autumn. SM to double check on permission from NT but Jeremy Saunders previously said this would not be an issue and that they would welcome the replacement of the tree. The stump grinding has already been done.

JT requests that everyone reads the document and reports back with changes by end of business Tuesday 12 July. SM to circulate the link again.

Newsletter will then go to print for distribution preferably before end of July as previously discussed. All councillors to do their bit with help from Volunteers.

Next meeting 12 September 2022

Meeting ended 20.22



John Thompson, Chair.

ANNEX 1 - PAYMENTS RECEIPTS

ANNEX 1 - PAYMENTS & RECEIPTS - 11 JULY 2022			
Balances at 30 JUNE 2022			
LPC Account 60-16-09 75573407	Payments	Receipts	Balance
Balance 1 June 2022			£47,791.22
Corido - Benches for Grub Street	£1,134.98		
David Mundell / The Bull Laneway contribution	£1,000.00		
Earth Anchors - Grub Street Benches anchors	£173.94		
CIL VAT reclaim transfer to CIL account	£1,190.00		
EDF Electricity	£23.00		
HMRC Month 1	£214.87		
LNP Account TFR - refund for Clerk admin hours		£206.25	
Open Spaces Society - subs	£45.00		
Sophie Cross - Drop Box renewal	£95.88		
Sophie Cross expenses - LNP meeting	£14.10		
SOPHIE CROSS SALARY	£937.85		
SOPHIE CROSS WFH	£18.00		
	£4,847.62	£206.25	
Balance June 30 2022			£43,149.85
LNP Account 60-16-09 75647745	Payments	Receipts	Balance
Balance 1 June 2022			£7,592.00
Fitzpatrick Woolmer- discs	£225.60		
National Trust - licence (ex VAT - to pay £24)	£120.00		
Conservation & Access - post installation	£480.00		
TFR to general exps - SC hours	£206.25		
Barry Chandler - info boards fixings	£155.27		
TOTAL	£1,187.12	£0.00	
Balance June 30 2022			£6,404.88
Playground Account 60-16-09 75573415	Payments	Receipts	Balance
Balance 1 June 2022			£15,546.43
Safeplay LTd - gate repair	£354.00		
TOTAL	£354.00	£0.00	
Balance June 30 2022			£15,192.43
CIL Account 60-16-09 75657562	Payments	Receipts	Balance
Balance 1 June 2022			£16,624.34
VAT TFR from General Exps		£1,190.00	
TOTAL	£0.00	£1,190.00	
Balance June 30 2022			£17,814.34
TOTAL PARISH BALANCES			£82,561.50

Payments for approval / to note - 11 July 2022

ITEM	PAYEE	GENERAL	CIL	LNP	CHART	VAT amount	Approval / notes	BACS/CHQ
SM monthly salary (NET) - to include extra CAAMP hours)	Sophie Cross	£1,048.99				£0.00	As per contract + agreed extra hours	BACS
SM WFH allowance	Sophie Cross	£18.00				£0.00	As per contract	SO
HMRC Month 2	HMRC	£235.28				£0.00		
MAP Scanning	Tandridge District Council	£67.20				£11.20	Approved archiving budget	BACS
Domain name renewal 2 years	123-Reg (reimbursement to Sophie Cross)	£40.78				£6.80	Approved running costs	BACS
Oxted First Responders (Year 2) - Defibrillator maintenance at 3 sites in Limpsfield	Oxted First Responders	£135.00				£0.00	For approval at meeting	BACS
School Hall hire (June, July, September)	Limpsfield CofE School	£120.00				£0.00	Approved running costs	BACS
Parish Office meeting room hire - May June & July - 3 x Planning Meeting & Finance Committee (July)	St Peters Church	£60.00				£0.00	Approved running costs	BACS
Plan Mate plastic sleeves for Maps	Plan-Mate	£221.42				£36.90	Approved archiving budget. Quote for approval.	BACS
TFR to LNP account	LNP Account	£206.25					YFS project will not pay "staffing"	BACS
Newsletter Printing	En-Route Design & Print	£483.00				£0.00	<i>General Running Costs item. To Pay AUGUST</i>	BACS
TOTAL		£2,635.92	£0.00	£0.00	£0.00	£54.90		£2,635.92

YFS JULY PAYMENTS - LIMPSFIELD WAY PAYMENTS - JULY AUGUST
2022

ITEM	PAYEE	LNP	VAT amount	Approval / notes	BACS/CHQ	Status
Oustanding VAT for NT licence	National Trust	£24.00	0	Missed VAT portion of invoice paid in June.	BACS	Paid
Waymark discs - LCR	Fitzpatrick Woolmer	£225.60	£37.60	Already paid and ordered.	BACS	Paid
Tree preparation and clearing from pathways (LW/Titsey section)	Conservation & Access	£510.00	£85.00		BACS	PAID
Easy Access Pathway	Michael Butcher	£7,194.00	£1,199.00		BACS	Not invoiced
Waymarking preparation and tree clearing work (CR), installation of posts (CR) and installation of LW/CR information boards (Maximum)	Conservation & Access	£1,590.00	£265.00		BACS	Awaiting payment - See August - invoiced 1050 to date
Waymark posts for LCR	Hillcrest, T/A Oak & Wood	£360.00	£60.00	Already paid and ordered.	BACS	Credit issued £225 as only 6 posts needed
Rest & Play installation and operational inspection	Safeplay Ltd	£384.00	£64.00		BACS	Not yet arranged
Design & print of main information and history boards for LW	FDK Ltd	£1,906.80	£317.80		BACS	PAID
Photocopying of maps for Limpsfield Way & Cycle Route	TDC - allow	£240.00	£40.00		BACS	See August
		£7,953.60	£1,321.60			

LIMPSFIELD WAY / CYCLE ROUTE CASH BOOK/ RECONCILIATION

COSTS Agreed by LPC Appendix 4	Mar-22	Apr-22	May-22	Jun-22	Jul-22	TOTAL		
Receipts from SCC YFS	£720.00	£25,280.00				£26,000.00		
VAT reclaim								
MONTHLY TOTAL	£720.00	£25,280.00	£0.00	£0.00	£0.00	£26,000.00		

LIMPSFIELD WAY EXPENDITURE

	Mar-22	Apr-22	May-22	Jun-22	Jul-22	TOTAL	ex VAT	VAT for reclaim by LPC
Rest and play area installed at Happy Valley:								
Natural play equipment including benches (Conservation & Access)	£0.00	£0.00	£17,040.00	£0.00	£0.00	£17,040.00	£14,200.00	£2,840.00
Easy access path to 'rest and play' area for disabled people (Michael Butcher)						£0.00	£0.00	£0.00
Licence with NT for natural play area		£300.00		£120.00	£24.00	£444.00	£420.00	£24.00
Oak posts and way mark discs to include:						£0.00	£0.00	£0.00
Oak waymark posts - Hillcrest (Oak & Wood)			£360.00			£360.00	£300.00	£60.00
Material to sink into ground (Conservation & Access)						£0.00	£0.00	£0.00
Post installation (Conservation & Access)				£480.00		£480.00	£400.00	£80.00
Waymark discs (Fitzpatrick Woolmer)				£225.60		£225.60	£188.00	£37.60
2 large and 5 small information boards made by volunteer carpenter with printing and online info to include:						£0.00	£0.00	£0.00
2 large boards, one in Limpsfield and one in the Chart (materials cost only)			£708.00	£155.27		£863.27	£719.39	£143.88
5 small boards (materials cost only)			£0.00	£0.00		£0.00	£0.00	£0.00
Info for boards with maps, instructions and history						£0.00	£0.00	£0.00
Materials to place boards in ground (Conservation & Access)						£0.00	£0.00	£0.00
Printed hard copies for noticeboards and online version with instructions for download						£0.00	£0.00	£0.00
Additional project hours for clerk				£206.25		£206.25	£206.25	£0.00
TOTALS	£0.00	£300.00	£18,108.00	£980.87	£24.00	£19,619.12	£16,433.64	£3,185.48

LIMPSFIELD WAY / CYCLE ROUTE CASH BOOK/ RECONCILIATION

LIMPSFIELD CYCLEWAY EXPENDITURE									
	Mar-22	Apr-22	May-22	Jun-22	Jul-22	TOTAL	ex VAT	VAT for reclaim by LPC	
Resurfacing of areas of bridleway from Golf club, estimates to be obtained									
Other resurfacing									
Cycling repair equipment and stands available at local pubs									
Posts and waymark discs to include:									
Oak waymark posts (Oak & Wood / Hillcrest)									
Materials									
Waymark discs (Fitzpatrick Woolmer)					£225.60				
Posts installation (Conservation & Access)									
TOTALS	£0.00	£0.00	£0.00	£0.00	£225.60	£0.00	£0.00	£0.00	
INCOME		Apr-22	May-22	Jun-22	Jul-22	Jan-23	Feb-23	Mar-23	TOTAL
Income - FUND		£26,000.00							£26,000.00
Income - LPC									£0.00
Income - VAT									£0.00
Income - OTHER					£206.25				£206.25
TOTAL Income	£0.00	£26,000.00	£0.00	£0.00	£206.25	£0.00	£0.00	£0.00	£26,206.25
Starting Balance	£0.00								
TOTALS									
CASH BALANCE IN LNP ACC		£6,587.13							
BALANCE with Expected VAT		£9,772.61							