



LIMPSFIELD PARISH COUNCIL - MONTHLY MEETING

Minutes of the meeting of Limpsfield Parish Council held on 9th MAY 2022, 7pm at Limpsfield CofE Infants School.

Attending from LPC: John Thompson, Thomas Briggs, Ann Osborn, Laila Turner, Jenny Williams, Bob Harvey, Bernie De Hadevang, Philip Bailey, Mark Wilson

Cllr Cameron McIntosh – SCC

Cllrs Claire Blackwell and Ian Booth OLRG/TDC.

1. ELECTION OF COUNCIL CHAIRPERSON

Mark Wilson proposed John Thompson as Chair for final year of term.

Thomas Briggs seconded

All agreed. John Thompson duly elected as Chair.

John congratulates and welcomes Ian Booth to the meeting as the newly elected Councillor for Limpsfield for OLRG.

2. APOLOGIES FOR ABSENCE None

3. DECLARATIONS OF DISCLOSABLE INTEREST None

4. MINUTES FROM LAST MEETING

Both draft minutes from 14 March meeting (already posted to website) and draft minutes from Annual Parish Meeting have been circulated. Both accepted and signed without changes.

5. PUBLIC SESSION *None*

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

- TDC benches have been renovated at Hookwood Bungalows. Very efficient team and they look great. MW asks if the white posts by Hookwood Bungalows might be replaced the posts with wooden, more in keeping with locality. CB to liaise with MW re. site visit to decide on best posts.
- Planning protocol. Regarding the previous discussion on the planning committee protocol, CB confirmed that the current protocol states that requests for applications to be reported to Committee need to be referred to the Planning Applications Manager or Chief Planning Officer who will discuss the matter with the Chair and/or Vice-Chair of the Committee. Therefore, this is a group decision, contrary to the belief that the Chair of Planning currently has the final say, and despite the decision taken on Priest Hill. CB confirms she has passed on Philip Bailey's concerns to the working group who are currently looking at updating the protocol.
- Gaywood Solar – No application has been received as yet. Site visit to take place on Friday 1pm morning. SM to confirm with Sophia Kemp. Jenny Williams enquired as to how the lead district is chosen in terms of being the main recipient of the application.

Not entirely sure about this as it is thought Sevenoaks DC will be lead, but most of the land appears to be in Limpsfield. CB will enquire. ○ Pollution monitoring equipment at Pebble Hill / outside Infants School – CB has been told that there is currently no one at TDC who can deal with this in terms of looking at installing pollution monitor. CMcl confirms that if it's on highways land it has to be submitted via SCC; if not, it is local. CMcl will chase this at Highways.

Cameron McIntosh

- Traffic lights outside Limpsfield Infants School should go live on Wednesday. All looks good.
- Kent Hatch Road resurfacing – Stage 1 on the Kent border has been done and has made a great improvement. Stage 2 – surface dressing only. Stage 3 - A25 – Ridlands Lane will happen next financial year. ○ Moorhouse Lane also being dressed. ○ Uvedale Road signs – due to no pavement. Pedestrians in the road. Ian Booth mentions dip at end of the road that gets quite bad in rain. CMcl will have a look *[clarification post meeting – the road is Rockfield, not Uvedale]*.
- TB – Re change in govt policy about noisy vehicles. Would like to know if there is likely to be introduction of sound monitors. CMcl believes this is still in discussion. There is also potential for Average Speed cameras being under local authority. There may be some other powers that filter down to district level, e.g. cameras at box junctions and bus stops.

7. ELECTION OF COMMITTEE CHAIRS

John Thompson notes that as this is the last year of the current council, we should all be actively looking out for new potential councillors if any decide not to stand another term. We could also be looking for co-optees to committees as a good introduction to Council proceedings.

- 7.1. Finance Committee – Tom Briggs to step down. Mark Wilson proposed by Bernie De Haldevang and seconded by Laila Turner. All agreed. MW is duly elected.
- 7.2. Planning Committee - Mark Wilson will step down and proposes Jenny Williams to replace him. Seconded by Ann Osborn. All agreed. JW is duly elected.
- 7.3. Neighbourhood Plan Committee – Ann Osborn would be happy to chair for another year. Proposed by Mark Wilson, Seconded by Tom Briggs. All agreed. Duly elected.
- 7.4. Vice Chair – Laila Turner happy to stay as VC. JT proposes LT; Ann Osborn seconds. All agreed. LT is duly elected.

8. FINANCE UPDATE (Cllr Tom Briggs)

- 8.1. AGAR S1 – circulated, agreed and signed
- 8.2. AGAR S2 - circulated, agreed and signed
- 8.3. Exercise of public rights circulated, agreed and signed. June 15th – July 31st period.
- 8.4. Proposal to outsource Payroll – Proposed by TB and The Clerk in order to make sure all PAYE and payroll obligations are being carried out efficiently. £120 per year. All agreed.
- 8.5. Removal of Thomas Briggs as a signatory. TB requests he is removed as signatory. All agreed. Clerk to organise mandate with NatWest together with online access for Mark Wilson.

8.6. Internal audit report – all went very well. Nothing major to report. Only a few minor items to be addressed:

- Councillor emails - reminder to have separate ones if possible
- Working from home allowance and training are not in “Staff Costs” - they go in general admin. Those figures were adjusted on the AGAR.
- Standing Orders need to be updated as the one we have is pre-updated version (2020).

8.7. Payments and balances - been circulated to all and noted.

9. PLANNING UPDATE (Cllr Mark Wilson)

9.1. CAAMP update

Current report changes being made following comments from consultation with the idea that the policy goes to the planning policy committee in late June.

9.2. Planning applications for discussion

One objection upheld for 82 Granville Road – retrospective application for a large brick wall/fence that has been built despite refusal of previous application. 2022/468 Thornbury, Kent Hatch Road - Erection of two storey side extension. This will be discussed at upcoming planning meeting as it has now developed into a very large development as previously feared, with the former pool house now a separate dwelling and more development on the original house planned. 23 April Planning notes – Annex 2.

9.3. Recent determinations - None of particular concern or note. Attached as part of 23 April Planning notes. Annex 2

10. NEIGHBOURHOOD PLAN COMMITTEE (Cllr Ann Osborn)

10.1. Note regarding committee meeting date change

Meeting is now May 26 to avoid Queens Jubilee bank holiday Thursday

10.2. Any necessary project updates including Limpsfield Way:

○ FP75 gate ready to go for back of Oxted School. ○ Ann Osborn asks councillors to let her know of any gates, posts etc that need replacing as she will draw up a list for the current financial year.

○ Biodiversity – Robert O’Donovan is doing some research. To be discussed at the upcoming LNP meeting. ○ Limpsfield Way – we now have lease and licence signed by the NT. Rest and Play area is now in situ. Easy access pathway from New Road. Information boards – being made at the moment. Historical Info boards x 4 being created. Aiming for completion towards end July. And hopefully CR shortly after. Suggestions regarding an official launch event very welcome.

11. CHART PLAYGROUND (Cllr Bob Harvey)

11.1. Gate to be repaired. Maximum Quote for £295 – two gates replacement of springs, but should only require one. To be paid from CHART account. All agreed.

11.2. Condition report otherwise all good.

12. PARISH ASSETS – update (Cllr Bob Harvey)

○ Chart Cricket Club has sent thanks for the bench via Bob Harvey.

- Bob Harvey has had conversation with Oxted & Limpsfield Cricket Club and National Trust regarding installation of wooden benches around the cricket pitch at Grub Street. BH proposes 3 x 5ft benches – teak £1200 Maximum including fitting. All agree to this expenditure. Clerk to obtain quote/s and order. To double check Teak is OK with NT.

- Jubilee Bench. Bob Harvey enquires as to where we are on this.
MW to follow up as this has been up in the air for some time. To establish exactly where the bench should go (in the vicinity of NatWest/Paul James) and get permission from either Landowner or SCC/Highways
- Mulberry Tree for Jubilee – LT has ordered from Knights (£50). To plant in September.

13.AOB

13.1. Next LPC Newsletter.

Discussion as to timing of newsletters going forward. Preferred publication would be February/March and June/July. Contributions to be sent by end of May to the Clerk for June/July distribution.

13.2. Glebe Fields maintenance / status follow up.

JW suggested we send out a formal statement. There is a danger that personal views get muddled with the parish council official view.

Councillors are in agreement that we publish a final position statement/ response to those residents who have contacted the LPC. This can also be published on the LPC website.

JW to finalise and circulate statement for agreement.

13.3. The Bull laneway resurfacing

Update from David Mundell is that he has agreement from the other residents and will have a meeting with The Bull on 10 May. The residents will then sign an agreement to contribute to the resurfacing work once The Bull has signed.

JW/PB/MW would prefer to look at cost to introduce ironstone pavement before any work is underway. Is there a way of finding out if there was ironstone before? MW/JW to look into potential cost of this. We would not expect the residents to pay for this additional outlay.

MW offers to speak to David Mundell to say that we need to review the materials being used and contribution pending agreement of materials.

13.4. Ukrainian families - support/response update

Clerk has attended meeting for parish clerks. The Clerk has set up a page of information on the website and is happy to take any enquiries and forward to the appropriate groups/authorities.


13.5. Meeting at The Bull

JW and JT had a very positive meeting and very receptive to working together. JW and JT to circulate papers.

Meeting ended. 21.05

Next meeting 13 June.

John Thompson, Chair, LPC



ANNEX 1 - PAYMENTS & RECEIPTS - 9 MAY 2022

Accounts to 30/4/2022

LPC Account 60-16-09 75573407	Payments	Receipts	Balance
Balance April 1 2022			£33,521.97
SM monthly salary (NET) - including additional project hours	£973.54		
SM WFH allowance	£18.00		
EDF Energy - monthly electricity for parish office	£23.00		
HMRC VAT refund Q3&4		£3,941.01	
National Trust - Fees for Rest & Play licence/lease	£300.00		
TFR from LNP account for above		£300.00	
Sophie Cross expenses - archiving / maps tapes	£48.56		
Arts Society AV Hire for APM	£15.00		
St Peter's Hall hire fee for APM	£80.00		
Surrey ALC subscription	£1,220.06		
TDC Printing CAAMP leaflets /CAAMP copies and LNP copies	£239.40		
TDC Printing APM notice and annual report	£176.40		
HMRC PAYE	£156.74		
Andrew Jackson bus shelter repairs	£396.54		
John Thompson expenses - APM food and drink	£132.55		
Mulberry Tree (The Pound) stump grinding	£175.00		
	£3,954.79	£4,241.01	
Balance APRIL 30 2022			£33,808.19
LNP Account 60-16-09 75647745	Payments	Receipts	Balance
Balance April 1 2022			£0.00
Receipt from SCC for NT lease work		£720.00	
TFR TO REIMBURSE GENERAL ACCOUNT NT PAYMENT	£300.00		
Remainder of Part 1 of YFS funding		£25,280.00	
TOTAL	£300.00	£26,000.00	
Balance APRIL 30 2022			£25,700.00
Playground Account 60-16-09 75573415	Payments	Receipts	Balance
Balance April 1 2022			£15,546.43

TOTAL	£0.00	£0.00	
Balance APRIL 30 2022			£15,546.43
CIL Account 60-16-09 75657562	Payments	Receipts	Balance
Balance April 1 2022			£16,624.34
TOTAL	£0.00	£0.00	
Balance APRIL 30 2022			£16,624.34
TOTAL PARISH BALANCES			£91,678.96

Payments for approval / to note - 9 May 2022

ITEM	PAYEE	GENERAL	CIL	LNP	CHART
SM monthly salary (NET) - to include extra CAAMP hours)	Sophie Cross	£1,000.37			
SM WFH allowance	Sophie Cross	£18.00			
EDF Energy - electricity	EDF Energy	£23.00			
Internal Audit fees	Mulberry & Co Ltd	£162.00			
TEN licence for Jubilee Street Party	Tandridge District Council	£21.00			
2022-23 Insurance Renewal	Gallagher (Came & Co)	£1,192.65			
PAYE Month 12 (late)	HMRC	£257.59			
Rest & Play Area work YFS	Conservation & Access			£17,040.00	
YFS Information Boards timber	Barry Chandler			£708.00	
National Trust Licence - awaiting inv	National Trust			£120.00	
TFR to cover clerk's YFS hours - April	General Exps account			£150.00	
TOTAL		£2,674.61	£0.00	£18,018.00	£0.00
UPCOMING JUNE					
Dropbox renewal	Sophie Cross	£95.88			

ANNEX 2

Planning Applications Considered Since Last Meeting

- 2021/1235/Cond1 Priest Hill House – decision: no grounds for refusal.
- 2022/471/TCA Forge Cottages – decision: no grounds for refusal.

PROPOSAL TO OUTSOURCE PAYROLL FOR LIMPSFIELD PARISH COUNCIL

Currently the councillor acting as chair for the finance committee manages payroll as the clerk, being the only employee, cannot pay his or herself according to our Standing Orders.

This can be quite tricky and inconvenient for the councillor charged with this.

Oxted Parish Council clerk recommended the payroll administrator Diane Malley, who undertakes payroll for many parish councils including Oxted, Caterham and Chelsham.

The quotation to provide payroll services for 1 employee paid monthly is £120 a year.

The service includes

- processing the payroll
- providing payslips and pay reports accessed via online portal, you will be given a secure log in
- completing the monthly online RTI submission to HMRC
- Dealing with leavers and new starters
- Calculating any statutory payments
- Completing year end p60s

The council would continue to make payments direct to employees, HMRC and pension in accordance with the payroll reports.

Diane Malley
DM Payroll Services Ltd
7 New Road
Far Forest
Kidderminster
Worcestershire
DY14 9TQ
01299 269188

PROPOSED BY:

SECONDED BY:

DATE. 9/5/22

*CARRIED/NOT CARRIED

- 2022/375 Lapwings, Westerham Road– decision: no grounds for refusal.
- 2022/514/TPO 12 Granville Road, Limpsfield– decision: no grounds for refusal.
- Little Grange, Water Lane – decision: no grounds for refusal.
- 2022/353 93 Granville Road – decision: no grounds for refusal although recommend site visit, but very similar build in houses adjacent.
- 2022/204 Old Vine Cottage, High Street– decision: no grounds for refusal.
- 2022/208 100 Bluehouse Lane, Limpsfield – this application has history but for current application – decision: no grounds for refusal.
- 2022/433 Old School House, Red Lane – slight concern about scale but will defer to opinion of Historic Buildings Officer.
- 2022/286 Old School House, Red Lane – as above (listed building consent)
- 2022/238 82 Granville Road, Limpsfield – objection. This is a retrospective application for work carried out after the previous application was refused. The wall still presents contravention of LNP3 and LNP1 and we should therefore object as before. *Ratified at LPC meeting 9/5/22.*

Determinations since last meeting

Application number	Parish	Decision	Decision date	Due date
2022/318/TCA	Rosewell Cottage, High Street,	Approved	11/04/2022	13/04/2022
2022/218/TCA	Woodside, Hookwood Park,	Approved	24/03/2022	28/03/2022
2022/212/TCA	6 Stanhopes, Limpsfield	Approved	24/03/2022	25/03/2022
2020/499/Cond1	41 Stoneleigh Road, Limpsfield	Approval of conditions details	29/03/2022	01/04/2022
2021/1929/Cond1	Colard House, Caxton Lane,	Approval of conditions details	24/03/2022	24/03/2022
2021/1784/Cond1	Barn Owl Kennels, Dwelly Lane.	Approval of conditions details	22/03/2022	22/03/2022