



Minutes of the Annual Meeting of Limpsfield Parish Council (first since election) held on TUESDAY 16th MAY 2023, 7pm at Limpsfield CofE Infants School.

*Attending councillors: Bernie de Haldevang, Bob Harvey, Sophie Kemp, Ann Osborn, Tony Taylor, John Thompson, Jenny Williams, Mark Wilson
TDC Cllrs: Claire Blackwell & Ian Booth
Clerk: Sophie Martin*

1. ELECTION OF COUNCIL CHAIR and VICE CHAIR and receive declaration of acceptance of office.
 - 1.1. Motion to award Thomas Briggs an extension to sign the acceptance of office form on his return from holiday – 26/5/23 JT. MW. All agreed. Resolved to give Thomas Briggs extension to sign acceptance. Unanimous vote.
 - 1.2. Thomas Briggs proposed as Chair by John Thompson (current Chair) and seconded by Jenny Williams. Unanimous vote. Thomas Briggs is therefore elected Chair.
 - 1.3. Vice Chairman. Mark Wilson proposed by Ann Osborn. Seconded by Bernie de Haldevang. Unanimous Vote. Mark Wilson is elected Vice Chair.
In absence of Thomas Briggs (overseas), Mark Wilson as Vice Chair chairs the meeting.
2. DECLARATION OF ACCEPTANCE OF OFFICE (Other councillors)
All received with the exception of Thomas Briggs (as above)
3. APOLOGIES FOR ABSENCE
Thomas Briggs
Cameron McIntosh
4. DECLARATIONS OF DISCLOSABLE INTEREST
 - 4.1. General Declarations - NONE
 - 4.2. Return of signed DPI forms by all elected councillors – returned. BdH and JT to return.
5. MINUTES FROM LAST MEETING (April 11th 2023)
No further comments. Minutes received and signed as circulated.
6. PUBLIC SESSION
 - 6.1. Philip Bailey and Chris Pendred to present update on Chart History book.
Chris Pendred gives overview and history of the Chart History Book and its content.
PB summarises the proposal in terms of printing of the maps and book pre-orders.
PB proposes a change to the agreed proposal is that collecting a £5 deposit does not now appear practical. There is, according to PB, a low risk of orders not being fulfilled.
£1875 would therefore be the full amount required for funding, increased £1500. In addition to £971 for the printing of the maps.
PB says they are still working out details of distribution and collection of pre-ordered books. CP believes they may be ready to be printed in time for the Limpsfield Chart Fair on Sunday 18th June where they will have a stand.

Please email apologies for absence, comments/questions and considerations to the Clerk at clerk@limpsfield.org

Pre-orders will be available for collection from the fairs and also other venues. PB mentioned that there is some doubt as to whether Memorial Stores would be able to handle pre-orders for collection due to the number of volunteer staff that change frequently, but his office in the High Street could cover this if necessary. Memorial Stores will be able to sell copies as they did the previous book. The Carpenters Arms may also sell the book.

CB clarifies that they have already set aside £1000 donation to Friends of Limpsfield Common. The book is being funded by £2000 personal gifts, plus grant request(s). Bob Harvey asks if Chris Pendred has been told about SALC's recommendation. SM (The Clerk) gives overview of SALC's recommendation for the benefit of the new councillors and Chris Pendred, in that they have advised the expenditure *may* not be lawful and if deemed as such, would mean that the Council would receive a Qualified Audit and be scrutinised in the future. SM advised against the funding for this reason. The councillors felt that the legal advice from SALC was not clear cut and noted the width of the powers in section 139 of the Local Government Act 1972. MW believes that the agreement for the expenditure should stand and that the rationale for the expenditure is sound. He reiterates that Chris and Philip should take care of all the accounting/ receipts of monies for orders etc. Philip Bailey and Chris Pendred leave.

After some discussion the council is in agreement that there should not be any changes to the proposal approved at the parish meeting in April 2023. We would still require that either a £5 deposit or the full £25 up-front for the 75 pre-orders required for the print run to go ahead. Chris Pendred /Philip Bailey will need to provide evidence of the collection of the 75 x £5 deposit or full payments in order for the funds to be released. If PB/CP are not in agreement, this will be a breach of the agreed proposal and the offer will be withdrawn.

7. COUNCILLORS' REPORTS (Cameron McIntosh, Claire Blackwell)

Cameron McIntosh

Clerk circulated notes to councillors:.

- Kent Hatch Road works on Thursday and Friday will be stud removal (cats' eyes) works ahead of resurfacing towards end of June.
- Parking Review plan previously to you all and that can be commented on shortly or via Cameron.
- The Studio, Limpsfield High Street. Cameron is chasing a response from Highways.
- The Parking Review plans have been circulated. CMcl thinks they cover most of the asks regarding the high street. The only further one to note is that Highways is proposing to include double yellow lines across the junction of Post Office road/Tally road, by the Carpenters to prevent vehicles parking to close blocking sight lines. Highways is planning to put out notices in the next 4 weeks, which will then allow for residents to comment on proposals.
- In terms of Claire Blackwell's comment about parking in bus stops, any further restrictions would need to be considered as part of the next parking review process. Although, you can be ticketed anyway parking in bus stop.
- Comms gang – CMcl has put forward a number of suggestions for veg cut-back, including along the full length of Kent Hatch road and the A25. He has also added in sign cleaning at various locations.

- On the solar farm application, CMcl is waiting for comments back from Highways as his understanding is that a revised application was submitted to SDC via Kent (although the majority of the routes fall in Surrey). SCC is aware and will be commenting.

Claire Blackwell

- Parking in bus stop – CB as spoken to McIntosh to make parking clearer in the bus stop. Needs to be clearer lines.
- Wolf's Row – Strutt & Parker only going to move the plastics. It's a mess so CB is on the case. CB will look into enforcement to see what can be done about the site in terms of clearing it.
- Benches at the Glebe Meadow. Some residents have requested to CB. Diocese land /Church and would need to get permission. BH suggests we speak to the Church first to ask if they would be in agreement and might match some funding. MW to run the idea by Rev Helen Cook.
- Local List. Will take up to a year to publish the final list following a consultation period.
- AONB Boundary Review – there are consultants have been asked to look and assess some of the areas that CB feels should have been included, e.g. Staffhurst Wood and some of the southern areas of Limpsfield Parish. CB will update as soon as possible. Anyone can submit a view on the proposed boundary. CB would encourage as many people as possible.
- Gaywood Solar 2023/381 - Sophie Kemp – asks if the application that was received today (16/5/23) is the Sevenoaks DC application that has been submitted and circulated. CB believes so, but will follow up. CB believes the application is due to go to Committee in June. LPC should comment on the SDC application.
- Green Hedges – enforcement issues. Green Hedges developers have put an application in to remedy the enforcement issue retrospectively. The officer is aware that the properties are being advertised with the balconies included. It will go to committee in June. The LPC hopes this will not be allowed to slip through.
- Grasshopper site. CB believes this has been tidied slightly. Pre-app advice has been sought with regards to the development of the site.
- Pains Hill – CB has had a meeting with CMcl. CMcl has met with Highways. Pains Hill has not been swept for some time and will be shortly according to CB.

8. ELECTION OF COMMITTEE CHAIRPERSONS

- 8.1. LNP Committee – MW proposes AO. JW seconds. Unanimous vote. Ann Osborn is therefore elected Chair of LNP Committee.
- 8.2. Planning - MW proposes JW, TT seconded. Unanimous. Jenny Williams is therefore elected Chair of Planning Committee.
- 8.3. Finance – BdH proposes Mark Wilson. AO Seconds. Unanimous. Mark Wilson is therefore elected Chair of Finance.

JT would like to reiterate the importance of commitment to the committees.

Tony Taylor will be happy to stay on the Planning Committee and will now be a elected (councillor) member as opposed to co-optee.

9. FINANCE & GOVERNANCE

- 9.1. AGAR S1 Received, Circulated and approved by Councillors. This has been seen and verified by the Internal Auditor on 17/4/23
- 9.2. AGAR S2 Received, Circulated and approved by Councillors. This has been seen and verified by the Internal Auditor on 17/4/23. Internal Audit has also been

undertaken and signed off with no major recommendations (to discuss in June meeting).

- 9.3. Exercise of public rights notice – Received, Circulated and approved by Councillors. Date of publication will be Tuesday 13th June, with accounts available from Wednesday 14th June until Tuesday 25th July.
- 9.4. May balances and expenditure items. Balances circulated – to end of April 2023. Received circulated and approved. Clerk notes that the annual insurance renewal is due and is increased this year to over £1500. She has sent the revised asset list to Gallagher for review of the 2023-4 quote and will also obtain second quote from Zurich, who insure Oxted PC. If necessary, the LPC can call an extraordinary meeting to agree the expenditure. Clerk will update ASAP.
- 9.5. To note we have received the precept Part 1 £16,657.50 and also CIL money £32,458.95.

9.6. Any grant or budget item requests:

- LW maintenance request AO - Ann Osborn proposes £480 for 6 mows across the year. This will come out of the agreed Limpsfield Way Maintenance annual budget. AO proposes. JT seconds. All in favour.
- Noticeboard renovation and purchase. The Clerk would like councillors to approve £160 for the renovation of the existing Noticeboard at Memorial Stores and £260 for a new Noticeboard at either Bus Shelter at Station Road East or preferably outside The Oxted Library (in Limpsfield). All agreed to expenditure. Clerk to ask Surrey Libraries for permission to install noticeboard on the external wall of the Library.
- Chart Fair Coffee Morning grant request. Motion to agree grant request for £910 for a year's rental of St Andrew's Village Hall for community (free) coffee mornings. MW suggests that councillors attend one of the coffee mornings. MW proposes. BdH seconds. All in favour. Motion is carried. Condition is that £910 is payable / invoiced in arrears on a regular basis (e.g. monthly or quarterly) by St Andrew's Hall Committee.

Additional small expenditure items to agree:

- Chart Fair 18th June – To pay stand fee for attendance at the Chart Fair - £20 and for village Fete - £35 – Agreed to pay from “Discretionary” budget line item – community.
- Removal of Coronation flags for storage by local handyman - £60 – Agreed to pay from Coronation Budget.

10. PLANNING

10.1. Any planning applications for discussion

10.2. Recent determinations of note:

Ballards Lane phone mast has been dismissed on appeal.

10.3. AOB

11. NEIGHBOURHOOD PLAN - Any Project updates – None

12. HIGHWAYS (Cllr Bob Harvey) – any updates

- 12.1. Pains Hill. Diversion of the spring is being discussed in terms of its impact on the road.

12.2. Wolf's Row traffic light phasing is faulty. Awaiting further response in terms of how they can rectify the fault in the timing coils.

13. CHART PLAYGROUND (Cllr Bob Harvey) - Condition report- ALL OK.

14. AOB

14.1. Report on Church Hall. JW met with Ali Thompson, Jon Rayner and The Church with regards to the potential project.

The Church is looking for 100% funding from YFS.

Diocese sympathetic, but no evidence of such as yet.

Communication is now underway between the Church and other parties

No evidence of any other meeting.

JW concerned that the minutes of the church annual meeting state that the LPC was in favour of the project. We have expressed general support for a new Church Hall but have reservations about the location.

AO notes that St Peter's Church thinks Local Green Space designation ends with the end of the LNP 2033, but this is not the case. The idea that they will be building further down the Glebe Meadow.

AO suggests the LPC contacts The Church to give a view that we do not think that building on Local Green Space would be possible. JW suggests that this is discussed at the upcoming planning meeting with regards to a formal statement. To be added to the Planning agenda for 30/5/23.

MEETING ENDS 21.32.

Thomas Briggs, Chairman

A handwritten signature in black ink that reads "Thomas Briggs". The signature is written in a cursive style with a long, sweeping underline.