



**DRAFT MINUTES MONTHLY MEETING
MONDAY 13 APRIL, 7PM
OXTED LIBRARY**

Attending: Cllrs Antony Taylor (AT) (Chair), Tom Briggs (TB), Bob Harvey (BH), Ann Osborn (AO), John Thompson (JT), Mark Wilson (MW) and Sarah Butler Merritt (SBM); District Cllrs Claire Blackwell (CB) and Ian Booth (IB). Clerk: Sophie Martin (SM)

1. APOLOGIES FOR ABSENCE

Jenny Williams, Michael Tinker, Cameron McIntosh

2. DECLARATIONS OF DISCLOSABLE INTEREST

Ann Osborn Limpsfield in Bloom.

3. MINUTES FROM LAST MEETING

Approved as circulated

4. PUBLIC SESSION

None

5. COUNCILLORS' REPORTS (Surrey CC & Tandridge DC)

Councillor McIntosh is absent

Claire Blackwell

Chic Grooming / Barn Owl Kennels appeal against enforcement was dismissed on a technicality. No planning permission has been sought by the owners/operators. Awaiting further action by TDC.

General discussion on local issues, including protection of land against incursions and injunctions currently in progress (not in Limpsfield) and use of Article 4 as appropriate. See 10.4.

6. CHAIRMAN'S NOTE

7. FINANCE & GOVERNANCE (Cllr Tom Briggs)

7.1. Report of payments and balances to end of MARCH 2026

Payments and Balances sheet to 31/3/26 has been circulated.

Balances of all accounts - £85,926 at the end of the financial year.

Clerk confirms the receipt of £12,149 in CIL money (April).

Precept Part 1 payment has not yet been received.

7.2. APRIL payments for approval – all foreseen payments are approved, to include the following.

7.2.1. Limpsfield in Bloom request – AO requests £500. There is no longer an entry into "In Bloom". TB proposes, BH seconds. All in favour.

TB asks about pruning trees on Pebble Hill. AO will mention to the National Trust – landowners of this area – for pruning by Taskforce.

AO would also like to propose some money set aside for Will Bistram to keep the village tidy. To propose that we use Will Bistram (WB) for general

maintenance around the village (e.g. weeding/week-killing/vegetation), chart and general assets. Clerk to ascertain if Charlie Hayward is still happy to do mowing. Otherwise to pass to WB. See 9. It is agreed that this activity would come out of the Parish Maintenance fund already allocated in the budget. Most items will therefore be able to be pre-approved as necessary under clerk's financial ordering provision.

7.2.2. Footpaths / Limpsfield Way maintenance request – Pastens gates by “The Hollies”. AO proposes a sum of £1014.27 (from LW maintenance fund) in total with contingency. Installation to include some cutting back of vegetation. TB seconds. All in favour.

7.3. **VAT reclaim Q4** – review and approval – approved as circulated/drafted. Clerk to process. £376.34

7.4. **Bank reconciliation Q4 / end of year FY25/26** – approved as circulated/drafted. Clerk to process. £376.34. All supporting documents seen and signed by Finance Chair, TB.

7.5. **IT Policy & Data Protection Policy** – for review and approval.

Clerk is appointed the Data Controller and Protection Officer.

Clerk gives overview of policy and importance of Assertion 10 (overview document has been circulated and received by all). Review of above policies.

Approved as circulated. All present councillors signed IT Policy.

Data audit is in progress.

7.6. **Risk Register and Risk Management Policy** – for review and approval. Clerk gives overview of both policies as circulated. These should be reviewed regularly with any additions as required. Approved as circulated.

7.7. **FY25/26 Budget overview, carry forward figures and budget FY26/27 update.**

Carry forward amount in reserves is £85,926. A very healthy balance with provisions for necessary expenditure in the year ahead and outstanding agreed project budgets, such as community asset transfer legal expenses (approx. £11,000) and K6 phone box refurbishment (£3,370).

Budget for 2026/27 has been amended with actual carry forward amounts; a slight increase in Staffing (to £20K total) is agreed to allow for clerk pay rise and additional staffing for community asset transfer (CAT); to carry over budget for legal fees allocation for CAT as yet not invoiced.

7.8. **Review of Finance Committee actions, inc. Internal Audit actions**, including:

- Use of .gov.uk website domain and emails – already implemented.
- AGAR assertions table – already drafted for audit.
- Draft Risk Management and Risk Register (see above)
- Update of bank reconciliation front page to include total income and expenditure for the quarter – already implemented.
- Assertion 10 items – IT policy, Data Protection Policy and Data Audit etc – see 7.5 and 7.6
- Proposal of higher financial ordering capacity of Clerk/Chair/Finance Chair outside of general meeting can be increased from £500 to £1000. AT proposes,

TB seconds all in favour. All in favour. TB/Clerk to amend Financial Regulations to be reviewed and approved at May meeting with other statutory documents.

7.9. Clerk's Salary Review – recommendation of review and increase as proposed by Finance Committee.

Clerk's salary review has been discussed outside of the meeting. All councillors in favour of proposed increase in working hours and salary - effective 1 April 2026.

8. COMMUNITY ASSET TRANSFERS (Cllr Michael Tinker - absent)

8.1. Ellice Road Car park – A status update has been circulated (attached). LPC/OPC are currently asking more questions about legal framework of the joint ownership and a NALC appointed solicitor has been asked to look into this for absolute confirmation. Awaiting final draft of TR1 from our lawyers.

8.2. Stoneleigh Road Allotments and Tidys Green – Stoneleigh Road is still on hold pending update of titles held by TDC. A surveyor has been appointed by TDC to update all titles and land registry documents of assets held. With regards to Tidys Green, the oak tree's condition will be determined by early May by the TDC tree officer. Nothing is expected to be finalised until then.

MW reiterates that LPC is, on principle, undertaking these transfers to ensure that these assets continue to be enjoyed by and for the benefit of the community, and we should be doing whatever we can to ensure their transfer takes place, regardless of minor obstacles/costs such as the tree removal etc.

9. OTHER ASSETS

9.1. Note of other assets requiring attention

TB has located and reviewed all items on the parish asset register and noted what needs attention. Clerk/TB to draft list of maintenance / repairs or general cleaning required and allocated to councillors, Andrew Jackson (Handyman) / Will Bistram (gardening/groundworks etc) as appropriate. It is agreed to

9.2. K6 phone box. Andrew Jackson will start on 11 May 2026.

10. PLANNING (Cllr Jenny Williams)

10.1. Planning applications for discussion (or vote if required) – none to discuss

10.2. Recent determinations of note – none of note

10.3. Current/Outstanding applications and enforcements of note

10.3.1. Barn Owl Kennels / Chic Grooming update – covered in District Councillor's report.

10.4. AOB

R Kerby response to sale of land – Mr R Kerby attended planning meeting on 24 March to advise of his intention to sell a field abutting his property – potentially to a Land Agent. Please see planning minutes.

11. NEIGHBOURHOOD PLAN (Cllr Ann Osborn)

11.1. Any updates

- 11.1.1. Planters (funded by Cameron McIntosh/YFS) to be installed at Pebble Hill path this coming week.
- 11.1.2. AO mentions that the Friends of Limpsfield Common (National Trust) is putting in a CIL bid for various works, including some enhancement work of the Air Raid Shelters and surrounding area, including clearing of the Viewpoint. Works will also include Yalden Spring regeneration, and new Heritage and WW2 trails.

12. HIGHWAYS (Cllr Bob Harvey) – any updates

- 12.1. A25 Pebble Hill holes have been patched, but resurfacing due to start 5 May.
- 12.2. Noticeboards on the railings – these are illegal.
- 12.3. The barriers by the trough (SGN) have reappeared again. BH to raise these with CMcl regarding the barriers – potential safety issue.

13. CHART PLAYGROUND (Cllr Bob Harvey) –

- 13.1. Condition report – all appears to be in good working order.
- 13.2. TB would like to ask for quote to clean the play surface from Safeplay. Clerk to enquire.

14. AOB

APM – Confirmation of agenda and presenters / presentation outline.

- Clerk confirms that Dr David Hill (Oxted Health Centre) and Emma Tinker (Chart Residents Association) will give brief overviews.
- To invite all candidates standing for East Surrey Councillors elections with intention of the two successful candidates to attend and introduce themselves etc.
- Clerk to invite local organisations to attend for opportunity to promote their activities after formalities / during refreshments. National Trust to be invited to have a table (Air Raid Shelters or Yalden Spring focus)
- LPC presentation should be brief with financial overview printed. Newsletter will have covered all activity and key items.
- Councillors Tony Taylor, Mark Wilson and Ann Osborn will deliver most updates as required.