



## Dormansland Parish Council

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Notice is hereby given that the 252<sup>nd</sup> meeting of Dormansland Parish Council will be held at 6.30 pm on Wednesday 4<sup>th</sup> January 2023 in The Centenary Room, Dormansland to transact the under mentioned business, which Councillors are summonsed to attend.

Signed: Parish Clerk

*Jacqui O'Sullivan*

23<sup>rd</sup> December 2022

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### AGENDA

**1. To receive and accept apologies for absence**

Please inform [parishclerk@dormansland.org.uk](mailto:parishclerk@dormansland.org.uk) if you are unable to attend

**2. Declarations of interest**

To receive any disclosure by members of pecuniary and non-pecuniary interests in matters on the agenda, not previously disclosed.

**Chair to suspend the meeting**

**Open Forum**

Thirty minutes are available for the public to express a view or ask a question on relevant matters on the agenda. Maximum of 3 minutes per person. If possible, the question will be answered immediately, otherwise a written reply will be given within 10 working days

**Chair to re-open meeting**

**3. Minutes**

**3.1** To approve the minutes (previously distributed) of the meeting:

251<sup>st</sup> Full Council Meeting, held on 7<sup>th</sup> December 2022

**3.2** To receive the minutes of the meeting:

Planning Committee, held on 21<sup>st</sup> December 2022

**4. To receive the Clerks Report**

**5. To receive reports from Councillors**

**6. To receive reports from District Councillors**

**7. Boundary Hedge on Recreation Ground** – Reply from TDC officer Ian Hudson

**8. Grit Bin Management & checks / Responsibility for yellow bins** – Clerk to provide schedule to agree for checks of grit bins for future management.

**9. Noticeboards** – Cllr Taylor to discuss recommendations with new costs for the boards.

**10. Accounts/Finance**

**10.1 Members to approve payments**

Invoices received for payment to date 30 December 2022 (not paid)				VAT
31 <sup>st</sup> December 2022	Maureen Gibbins	Locum Clerk	162.60	
31 November 2022	SCC Admin	Pension for Jacqui O'Sullivan Nov 22	£106.60 Employer contrib	
21 <sup>st</sup> December 2022	O2	Mobile Phone	35.53	£5.92 DD
31 December 2022	SCC Admin	Pension for Jacqui O'Sullivan SCC Dec 22	£180.39 Employer contrib	
4 January 2023	Microsoft	Renewal Microsoft 365	59.99	
7 December 2022	Adam Neill	Rub down & oil notice boards	88.00	
7 December 2022	Adam Neill	Mow and strim wildflower triangle at Wilderwick	£157.50	
7 December 2022	Adam Neill	2 <sup>nd</sup> Trial cut of 6ft strips around village	£480	
01 December 2022	Vision ICT	Email hosting Feb 23 to Jan 24	£151.20	£25.20
08 December 2022	Realtas	Website software support	£232.60	£38.77
12 December	Jacqui O'Sullivan	Viking Stationery order (ink /paper)	£121.21	
31 December 2022	Jacqui O'Sullivan	Clerk December 22 - salary	£741.25	
19 December 2022	Mulberry & Co	Accounts services	£294.00	
31 December 2022	HMRC Dec 2022	TAX & NI for Jacqui O'Sullivan	£209.49	

**10.2** Members noted the bank reconciliation and cash books for period to 16 December 2022.

<b>HSBC COMMUNITY ACCOUNT &amp; BMM ACCOUNT</b>			
Balance per bank statement as at 16/12/2022			
Community Account	£74,175.45		
BMM Account	£36,392.06		

**10.3** Approve the Budget 2023/24

**10.4** Approve the Precept for 2023/24

**10.5** Grant Application – Village Voice – pushed forward from last agenda as discussions needed on use of surplus Jubilee funds.

**10.6** Paid invoices to sign off

**10.7** Approval by Cllrs of acceptance of Mulberry & Co to provide Locum Support Services for DPC. Approval to be made by opening IRIS Open Space and clicking to approve.

**10.8** Internal Audit Suppliers – Decision on what company to use

Email from Mike Platten who has changed his company name to April Skies Accounting (will need to do new letter of appointment) or Mulberry. Quotes received by Clerk. £500 + VAT Mike Platten / £360 + VAT Mulberry

**10.9** Clerks Working from Home Allowance / Overtime from December – Agreement to overtime submitted for December & the ‘working from home’ allowance to be allocated.

**11.** Locks Meadow Footpath Flooding – Update from Cllr. Bright / Clerk on Land Registry West Street drainage issue – Email from resident

**12.** Coronation Event 2023

Cllrs to decide what type of event to arrange.

**13.** Date of next Meeting

Full Council on **Wednesday, 1<sup>st</sup> February 2023** at **6.30pm** in the **Centenary Room**

Planning Committee on **Wednesday 11<sup>th</sup> January 2022** at **6.30pm** in the **Centenary Room**