



Dormansland Parish Council

Tel: 07395 323456

Email: parishclerk@dormansland.org.uk

Website: www.dormansland.org.uk

Notice is hereby given that the 254th meeting of Dormansland Parish Council will be held at 6.30 pm on Wednesday 1st March 2023 in The Centenary Room, Dormansland to transact the under mentioned business, which Councillors are summonsed to attend.

Signed: Parish Clerk

Jacqui O'Sullivan

23rd February 2023

AGENDA

1. To receive and accept apologies for absence

Please inform 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 253rd Full Council Meeting, held on 1st February 2023

3.2 To receive the minutes of the meeting held by the Planning Committee, held on 1st February 2023 & 22nd February 2023.

4. To receive the Clerks Report

5. To receive reports from Councillors

6. To receive reports from District Councillors

7. **Banner for DPC publicity** – discussion on text / costs forwarded prior to meeting. Cllr Coleman.

8. **Annual Parish Assembly** – progress with planning / APA report progress

9. **Accounts/Finance**

9.1 Members to approve payments:

Invoices received for payment to date 28 th February 2023 (not paid)				VAT
25 th February 2023	SCC Admin	Pension for Jacqui O’Sullivan Feb 23	£254.73 Employer contribution	
21 st February 2023	O2	Mobile Phone	£28.81	£4.80 DD
6 th February 2023	DM Payroll services Ltd	Payroll services for Nov 22 to March 23	£50.00	
25 th February 2023	Jacqui O’Sullivan	Clerk January 23 Salary	£1006.27	Incl. 25 hours OT agreed for January 23
25 th February 2023	HMRC	Tax & NI for Feb 23	£388.40	
21 st February 2023	SCC Admin	Pension contributions for Jacqui O’Sullivan Feb 23	£76.15 Employee Contributions	
20 February 2023	Jacqui O’Sullivan	Stationery – pens, dividers, post it notes & wallets	£10.52	£2.11
25 th February 2023	Jacqui O’Sullivan	Working from Home allowance March 23	£40	

Any invoices received after the published agenda date but before the meeting date may be added for approval at the meeting.

9.2 Members noted the bank reconciliation and cash books for period to 31st January 2023

HSBC COMMUNITY ACCOUNT & BMM ACCOUNT31			
Balance per bank statement as at 31/01/23			
Community Account	£69,404.43		
BMM Account	£36,445.62		

9.3 Paid invoices to sign off

9.4 Grant Management for 2023/24

10. Notice Boards – costs discussed last meeting / decision on whether to replace boards. CIL funding to be used? Cllr Roux.

11. Code of Conduct Policy – Cllr Hutchinson to discuss.

12. Communications / Newsletter – content to be agreed & delivery arrangements.

13. Coronation Event – update on progress – Clerk to advise

14. Grit Bins:

- **Audit clarification on DPC grit bins and which bins we are responsible for.** Cllr White to advise if TDC had confirmed which bins they are responsible for in DPC.
- **New bin – Beeches Mead** – Cllr Nicholas White to advise if anything back from TDC to supply a bin to this location.
- **West Street Grit Bin** (to replace one moved to Beacon Hill – has not been moved yet). £141.00 + VAT each for 200 litre bin quoted by Clutterbucks
- **Signs for bins** – update from Clerk

15. Weed Management / Grass cutting – Weed management quote to be approved / Adam to cut the edge strips towards end of March? Should this be included in his regular chores? Cllr Bright.

16. Resident Survey: Update from Cllr Bright / Cllr Hutchinson

17. Date of next meetings:

Full Council on **Wednesday, 5th April 2023** at **6.30pm** in the **Centenary Room**

Planning Committee on **Wednesday 15th March 2023** at **17.30** in the **Centenary Room**

Any matters to be discussed at the next meeting can be suggested.