



Dormansland Parish Council

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Notice is hereby given that the 253rd meeting of Dormansland Parish Council will be held at 6.30 pm on Wednesday 1st February 2023 in The Centenary Room, Dormansland to transact the under mentioned business, which Councillors are summonsed to attend.

Signed: Parish Clerk

Jacqui O'Sullivan

25th January 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 252nd Full Council Meeting, held on 4th January 2023

3.2 To receive the minutes of the meeting held by the Planning Committee, held on 11th January 2023

4. To receive the Clerks Report

5. To receive reports from Councillors

6. To receive reports from District Councillors

7. Resident Survey – results of resident survey forms

8. Dates for 2023 Meetings to be agreed including Annual Meeting Date (17.05.23)

9. Annual Parish Assembly Report – Agreement on the plan of assembly of the report.

10. Email from resident requesting high visibility vests & torches.

11. Financial Regulation Review:

- **Proposal for agreeing a spend of up to £100 for unforeseen expenses eg. Gritting without having to go to Full Council**
- **Amending amount to £500 before going out to tender.**

12. Accounts/Finance

12.1 Members to approve payments:

Invoices received for payment to date 31 st January 2023 (not paid)				VAT
25 th January 2023	SCC Admin	Pension for Jacqui O'Sullivan Jan 23	£227.97* Employer contrib	
21 st January 2023	O2	Mobile Phone	£28.81	£4.80
6 th January 2023	Clutterbucks	Filling Bins with salt / Gritting	£894	£149
25 th January 2023	Jacqui O'Sullivan	Clerk January 23 Salary	£913.68	Incl. 16 hours OT agreed for December 22
25 th January 2023	HMRC	Tax & NI for DEC 23 / TAX & NI for Jan 23	£6.40 + Correction £323.48	
21 st January 2023	SCC Admin	Pension contributions for Jacqui O'Sullivan Nov, Dec 22 & Jan 23	£153.95* Employee Contributions	
11 th January 2023	St John's Church	Centenary Room bookings 4 Jan 23 & 11 Jan 23	£36.00	
11 th January 2023	Adam Neill	Cutting verges between High St & Hollow Lane	£100.00	
17 th January 2023	Jacqui O'Sullivan	Working from Home allowance	£140.00 Nov, Dec, Jan, Feb	Backdated to Nov 2022
18 th January 2023	Clutterbucks	Salt bin top up	£216.00	£36.00

		The Platt / Smithers		
18 th January 2023	SLCC	Arnold-Baker on Local Council Administration 13 th Edition	£137.00	
21 st January 2023	SLCC	Renewal of SLCC membership – 1 st March 2023	£177.00	

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

*For the purposes of accounting & clarity, pension items logged on agenda for 7th December meeting (Employers contributions £106.60 Nov 22 & £180.39 Dec 22) and 4th January meeting, £227.97 (employer Jan 23) & £153.95 (employee contributions Nov, Dec & Jan) will all be amalgamated for payment together £668.91 on 21.01.23.

12.2 Members noted the bank reconciliation and cash books for period to 25th January 2023

HSBC COMMUNITY ACCOUNT & BMM ACCOUNT			
Balance per bank statement as at 24/01/23			
Community Account	£69,404.43		
BMM Account	£36,416.54		

12.3 Paid invoices to sign off

12.4 Internal Audit Suppliers – Update on status with Farsight Consulting (contract)

Appointment of Mulberry for internal auditing £360 + VAT – Engagement letter received by Mulberry 25.01.23. Date to be agreed for first interim audit.

12.5 Grant Application from The Baptist Church.

13. Locks Meadow Footpath Flooding – Update from Cllr. Bright / Clerk on Land Registry

14. Insurance Policy – Legal Action cover – Cllr Roux

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

16. Grit Bins - Audit clarification on DPC grit bins and which bins we are responsible for.

- New bins – Beeches Mead / West Street (to replace one moved to Beacon Hill) £141.00 + VAT each for 200 litre bin quoted by Clutterbucks
- Signs for bins

17. Date of next meetings:

Full Council on **Wednesday, 1st March 2023** at **6.30pm** in the **Centenary Room**

Planning Committee on **Wednesday 22nd February 2023** at **6.00pm** in the **Centenary Room**

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