



Dormansland Parish Council

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Notice is hereby given that the 255th meeting of Dormansland Parish Council will be held at 6.30 pm on Wednesday 5th April 2023 in The Centenary Room, Dormansland to transact the under mentioned business, which Councillors are summonsed to attend.

Signed: Parish Clerk

Jacqui O'Sullivan

30th March 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 254th Full Council Meeting, held on 1st March 2023

3.2 To receive the minutes of the meeting held by the Planning Committee, held on 15th March 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 – Update from Cllr Coleman.

8. Annual Parish Assembly – APA report progress / costs for printing to be agreed.

9. Accounts/Finance

9.1 Members to approve payments:

Invoices received for payment to date 31 st March 2023 (not paid)				VAT
28 th February 2023	Mulberry	Handover / Rialtas input training with Andy on 14.02.23	£246.72	£41.12
21 st March 2023	HSBC	Bank charges @ £5 a month from June 22 to Feb 23	£50 – paid £5 per month since 21.6.22.	Backdated as not shown on monthly report
21 st March 2023	SCC Admin	Pension for Jacqui O’Sullivan March 23	£251.76 Employer contribution	
21 st March 2023	O2	Mobile Phone	£28.81 Direct Debit	£4.80
6 th March 2023	Jacqui O’Sullivan	Viking Direct – Ink for printer	£114.35 +VAT	£22.87
25 th March 2023	Jacqui O’Sullivan	Clerk March 23 Salary	£995.93	Incl. 24 hours OT agreed for February 23
25 th March 2023	HMRC	Tax & NI for March 23	£381.24	
21 st March 2023	SCC Admin	Pension contributions for Jacqui O’Sullivan March 23	£75.26 Employee Contributions	
06 th March 2023	CAGNE Invoice	Gatwick Support committee	£10.00	
6 th March 2023	Mulberry	Year End, Finance & Audit Training	£35 + VAT	£7.00
23 rd March 2023	St John’s Church	Centenary Room Hire Feb & March	£72.00	
23 rd March 2023	Mulberry	CILCA training program 18.04.23 start	£365.00 + VAT	£73.00
23 rd March 2023	HMRC	DBS check	£23	
31 st March 2023	Jacqui O’Sullivan	Overtime		
23 rd March 2023	SLCC	Postage for Arnold Baker book	£4.00 + VAT	£0.80
31 st March 2023	PW Event hire	Tables for Coronation Party	£251.75 + VAT	£50.35
31 st March 2023	Jacqui O’Sullivan	Discount Fabric – Red Cotton fabric	26.95	
31 st March 2023	Jenny Green	Expenses for Gig	£100.00	

28 th March 2023	Adam Neill	Cut & Strim 6' strips in village	£350.00	
31 st March 2023	Jacqui O'Sullivan	Printing for Coronation posters – Print Room	£50.00	
31 st March 2023	Jacqui O'Sullivan	25m Red Catering Roll for tables	£14.99	

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 28th February 2023

HSBC COMMUNITY ACCOUNT & BMM ACCOUNTS			
Balance per bank statement as at 28 th February 2023			
Community Account	£65,998.07		
BMM Account	£36,474.98		

At this meeting the clerk will also present the reconciliation of accounts up to 31st March 2023 but at the time of publishing the agenda, we have not yet reached the month end date

9.3 Paid invoices to sign off

9.4 Grant Applications carried forward from January 2023:

- **Baptist Church Grant Application**
- **Village Voice Grant Application**

9.5 CAGNE invoice - £4 versus increase to £10 – email from charity.

9.6 Banking systems – to discuss 2 tier banking and decide & vote on whether a change to The Unity Trust Bank is preferred.

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 – To agree and ratify a revised Code of Conduct Policy in line with TDC. Forwarded to all Councillors on 14.03.23 by email.

12. CIL Funding:

- Notification - full payment to DPC for Haxted Kennels £4129.19 by end April 2023
- Expression of Interest form to be submitted by 12th May 2023.

13. Coronation Event – update on progress – Clerk to update Council / Chair Hire / Road Closed Signs – Road Closure /

- Litter Pick Risk Assessment – To be agreed by Council.
- Litter Pick Public Liability – Council to agree that this will be covered under DPC insurance.
- Risk Assessment for Coronation Party – To be agreed by Council
- Volunteers for Coronation weekend to help on Sunday 7th May 2023.

14. Grit Bins:

- **Bin Licenses update.**

- **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 Or Royal Oak Grit bin** to be moved to Beacon Hill – (costs for new bin £141.00 + VAT each for 200 litre bin quoted by Clutterbucks)

15. Council Risk Register for review – highlighted in audit for review.

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

17. Parking Enforcement & Environmental Maintenance – review changes advised by SCC and any impact on DPC.

18. Tree Planting: Cllr Bright to discuss

19. 20's Plenty: Resident email – to discuss passing motion for 28 mph in Dormansland

20. CAGNE - Gatwick Airport FASIS process – Cllr Lockwood to brief

Meeting closed to the public.

21. Clerks Employment matters:

- Confirmation of permanent contract to be agreed.
- Ratification of Interim pay increase following completion of Introduction to Clerking training program (ILCA).
- Managing Overtime hours each month
- Ratification of NALC annual pay increment.
- CILCA course – Introduction Start Date 18th April 2023 – CILCA Learning Agreement to be ratified & signed by representative of Council – Chair.
- DBS form – Cllrs suggested I should get a DBS check done. To be agreed + costs paid

22. Date of next meetings:

Annual Meeting of Council on **Wednesday, 17th May 2023** at **17.30** in the **Centenary Room**

Planning Committee on Wednesday 17th May 2023 **start time to be confirmed.**

Planning Committee on Wednesday 26th April 2023 at **18.00** in the **Centenary Room**

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