



Dormansland Parish Council

Parish Clerk: Jacqui O'Sullivan
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Notice is hereby given that the 260th meeting of Dormansland Parish Council will be held at 18.30 on Wednesday 4th October 2023 in the Centenary Rooms, Dormansland to transact the under mentioned business, which Councillors are summonsed to attend.

Signed: *Jacqui O'Sullivan*
Parish Clerk

29th September 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 259th Full Council Meeting, held on 6th September 2023.

3.2 To receive the minutes of the meeting held by the Planning Committee, held on 20th September 2023.

4. To receive the Clerks Report

5. To receive reports from Councillors

6. To receive reports from District & County Councillors

7. Accounts/Finance

7.1 Members to approve payments:

Invoices received for payment to date 30 th Sept 2023 (not paid)				VAT
21 st Sept 2023	HSBC	Bank charge £5 for August 2023	£5.00	21.09.23 Direct debit
21 st Sept 2023	SCC Admin	Pension for Jacqui O'Sullivan Sept 23	£179.25 Employer contribution	Paid 21.09.23
21 st Sept 2023	O2	Mobile Phone	£7.50 + VAT Direct Debit	£1.50
21 st Sept 2023	Jacqui O'Sullivan	Clerk August 2023 Salary	£975.40	Includes hours OT agreed for August 2023 Paid 21.09.23
21 st Sept 2023	HMRC	Tax & NI for Sept 23	Zero as tax code change for clerk £35.15 NI	Paid 21.09.23
21 st Sept 2023	SCC Admin	Pension contributions for Jacqui O'Sullivan Sept 23	Employee Contributions £55.70	Paid 21.09.23
21 st Sept 2023	Jacqui O'Sullivan	Working from home Oct 2023	£40.00	
21 st Sept 2023	Copycats	Notice board doors	£496.46 + VAT	£99.29
15 th Sept 2023	PKD Littlejohn	External Audit	£315 + VAT	£63
28 th Sept 2023	Adam Neill	Cut 6' strips around the village	£350.00	
28 th Sept 2023	Jacqui O'Sullivan From Amazon	High Viz jackets & litter pickers	£13.32 + VAT £19.99 + VAT	£2.66 £4.00

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

7.2 Members noted the bank reconciliation and cash books for period to 30th Sept 2023

Balance per bank statement as of 30 th Sept 2023			
Community Account	£44,940.29		
BMM Account	£92,074.30		

7.3 Approve and sign off September 2023 month end figures and sign bank statements.

7.4 Paid invoices to sign off for September 2023.

7.5 Clerks overtime hours in September 2023 to be approved following email notification.

7.6 Costs for Wreath for Remembrance Sunday - £ to be agreed.

7.7 Acknowledgement of publishing the Conclusion of Audit.

7.8 External Audit report to be reviewed and accepted.

7.9 Rialtas Asset Register Module: to be discussed as to whether DPC would want this.

8 POLICIES – to be approved:

Information and Data Protection Policy – amendments to be agreed.

9. PARISH PLANTERS / GRASS CUTS: Autumn planning. Cllr. David Bright

10. SPONSORING GREEN SPACES. Discuss email proposition.

11. DEFIBRILLATORS – to agree installation of 2 additional defibrillators, one to be funded by resident. Quotes circulated prior to meeting.

- Parish Rooms – agreement of maintenance by Playgroup Manager (apart from Summer Holidays)
- The Plough – Landlord happy to carry out weekly maintenance checks.
- Memorial Hall – Not keen on committing to maintenance checks.

12. NEIGHBOURHOOD PLAN: Decision to proceed with Neighbourhood Plan.

- Identify members of Working Group with suitable skill sets.
- Bid for funding on the Locality Funding website asap. Select key person to action bid.
- Clerks' role – Do DPC want Clerk to carry out admin role?
- Arrange first meeting to discuss establishing Aims, drafting Consultation Statement & Terms of Reference.
- Discussions regarding taking on Consultant experts to help with NP delivery?

13. BUS SHELTER – Agreement to costs for facelift of shelter.

14. TRAINING – RIALTAS BUDGET TRAINING / EARMARKED RESERVES – to be agreed £120 + VAT per course.

15. GRIT BINS– Cllr. David Bright - decision to purchase new bin at Hollow Lane / Beacon Hill location (licence already in place) & to purchase one at Beeches Mead on Hollow Lane.

16. DATE OF NEXT MEETING

- Full Council on Wednesday, 1st November 2023 at 18.30 in The Centenary Rooms, Dormansland.