



Dormansland Parish Council

Parish Clerk: Jacqui O'Sullivan
Address: Parish Office, 129 Station Road,
Lingfield, Surrey RH7 6DZ
Tel: 07395 323456

Email: parishclerk@dormansland.org.uk

Website: www.dormansland.org.uk

Notice is hereby given that the 262nd meeting of Dormansland Parish Council will be held at 18.30 on Wednesday 6th December 2023 in the Centenary Rooms, Dormansland to transact the under mentioned business, which Councillors are summoned to attend.

Signed: *Jacqui O'Sullivan*
Parish Clerk

30th November 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 261st Full Council Meeting, held on 1st November 2023.

3.2 To receive the minutes of the meeting held by the Planning Committee, held on 11th October 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 31 st November 2023 | | | | VAT |
|--|------------------------|--|---|---|
| 21 st Nov 2023 | Unity Trust Bank | Bank charge £6 for Oct 2023 | £6.00 | 21.11.23 Direct debit |
| 21 st Nov 2023 | SCC Admin | Pension for Jacqui O'Sullivan Nov 23 | £376.49 Employer contribution | Paid 21.11.23 Calculated on back pay to April. |
| 21 st Nov 2023 | O2 | Mobile Phone | £7.50 + VAT | £1.50 Direct Debit |
| 21 st Nov 2023 | Jacqui O'Sullivan | Clerk Nov 2023 Salary | £1688.17 Calculated with back pay to April 2023. | Includes 12 hours OT agreed for Oct 2023 /18.5 hours for CILCA agreed. Paid 21.11.23 |
| 21 st Nov 2023 | HMRC | Tax & NI for Nov 23 | TAX £192.40 NI £318.41 Total £510.81 | Paid 21.11.23 |
| 21 st Nov 2023 | SCC Admin | Pension contributions for Jacqui O'Sullivan Nov 23 | Employee Contributions £116.99 | Paid 21.11.23 |
| 31 st Nov 23 | Jacqui O'Sullivan | Working from home Dec 2023 | £40.00 | |
| 1 st Nov 2023 | HSBC | Bank Charges from October 2023 | £5.00 | |
| 1 st Nov 2023 | HSBC | Cheque charges – 40 p per cheque | £0.80 | |
| 8 th Nov 2023 | St John's Church | Grant for Graveyard Maintenance | £1000.00 | Paid 08.11.23 Agreed 01.11.23 |
| 8 th Nov 2023 | St Catherine's Hospice | Grant award | £1000.00 | Paid 08.11.23 Agreed 01.11.23 |
| 8 th Nov 2023 | SLCC | Clerks Manual 2023 | £47.50 + £4.80p&p | Paid 08.11.23 £0.80p VATp&p |
| 9 th Nov 2023 | RH7 History Group | Grant award | £200.00 | Paid 10.11.23 Agreed 01.11.23 |

| | | | | |
|---------------------------|---|--|------------------------------------|----------------------------------|
| 9 th Nov 2023 | CAGNE | Grant donation | £200.00 | Paid 10.11.23 Agreed 01.11.23 |
| 8 th Nov 2023 | Jacqui O’Sullivan | Parish Stamp (Amazon) | £20.98 incl VAT | £3.50 |
| 8 th Nov 2023 | Jacqui O’Sullivan | Plaques for Oak Trees (Amazon) | £29.94 + VAT | £6.00 |
| 8 th Nov 2023 | Banner World | 2 x Banners | £177.00 inc VAT | £29.50 Paid 10.11.23 |
| 13 th Nov 2023 | ESET Smart Security | Virus PC security – 2 years until Dec 2025 | £76.48 inc VAT | £12.75 Paid 21.11.23 |
| 15 th Nov 2023 | ICT Vision | Hosting of website | £210 incl VAT | £35.00 |
| 16 th Oct 2023 | David Bright | Bulbs Order (J Parkers) Compost & Roundup (Knights) | £40.61 incl VAT £21.49 incl VAT | £6.77 £3.58 |
| 22 nd Nov 2023 | BCM Electrical | Installation of Defib cabinet at Plough | £264 incl VAT | £44.00 |
| 30 th Nov 2023 | Nick Dance Agricultural Contractors | Footings for bench* | £516 + VAT | £103.20 |
| 30 th Nov 2023 | Realise Futures | Memorial Bench* | £700.99 + VAT | £140.20 |
| 24 th Nov 2023 | St John’s Church | Room Hire for Nov & December 2023 | £90.00 | |
| 24 th Nov 2023 | SALC | CILCA Support Programme TUTOR | £365 | |
| 24 th Nov 2023 | Clutterbucks | Grit bins filled in Nov & 2 x new bins | £1347.50 + VAT | £269.50 |
| 28 th Nov 2023 | Adam Neill | Annual Prune New Farthingdale | £67.50 | |
| 28 th Nov 2023 | Adam Neill | Strim and cut Wilderwick | £165.00 | |
| 28 th Nov 2023 | Adam Neill | 6’ strim around village | £350.00 | |
| 30 th Nov 2023 | Adam Neill | Sand and oil notice boards | £82.00 | |
| 1 st Dec 2023 | ICT Vision | Hosting of 7 Councillor emails | £126 + VAT | £25.20 |

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

* Please note that resident has been invoiced for these costs and paid in advance for the bench and footings.

7.2 Members noted the bank reconciliation and cash books for period to 31st November 2023

| Balance per bank statement as of 31 st Nov 2023 | | | |
|--|------------|---|--|
| HSBC Community Account | £00.000 | Closed account 01.11.23 | |
| HSBC BMM Account | £92,457.41 | Request for £45K transfer to Unity Savings acc 16.11.23 but transfer failed to complete | |
| Unity Trust Bank Current Account | £33,498.61 | | |
| Unity Trust Bank Instant Access Savings Accounts | £500.00 | | |

7.3 Approve and sign off November 2023 month end figures current & BMM ACC and sign bank statements.

7.4 Paid invoices to sign off for November 2023

- **ESET Security payment** – renewal of subscription to be Ratified (for 3.12.23) – previously emailed council (£76.48 for 2 years cover)
- **ICO renewal** - £40 action required by 11.01.24

7.5 Agreement of Budget vs Actual spending (quarterly review)

7.6 Unity Bank Card for purchases.

7.7 [Financial Regulations update](#):

- Changes due to Unity Bank 2nd signatory sign off.
- Clerk spending for routine PC work - recommendation from internal auditors.
- Management of funds from savings to current account. To discuss and agree maximum to be kept in current account and then authorise clerk to transfer funds over to cover payments as needed. (As per Cllr. Taylors email).

7.8 HSBC savings account – to discuss + transfer of funds to become an ongoing problem.

7.9 Clerks Overtime to be agreed for November. NP plan hours + general administration.

8. DEFIBRILLATORS

8.1 The Plough Defib – installation complete.

8.2 The Old House at Home – Defibrillator to be ordered and electrical costs for fitting to be Ratified. Quoted £190 +VAT (£228).

8.3 The Parish Rooms – Local Resident would like to pay in full for a defibrillator installation at this site on the basis of DPC doing the ongoing inspections required.

8.4 Map to be agreed. Previously circulated.

09. TRANSPARENCY PROPOSAL – to include on website our transparency guidelines, advised at interim audit.

10. NEW HACHE – update on costs for upkeep of New Hache from TDC.

11. POLICIES to be reviewed and agreed – email sent on 17th October with proposed amendments.

- [Disciplinary Policy](#) (NALC Model Nov 2019) to adopt?
- [Grievance Policy](#) (NALC model Nov 2019) to adopt?
- [Equality & Diversity Policy](#) (NALC 2019 version)
- [Transparency Policy](#) (adapted from West Chiltington PC's policy)

12. GRIT BINS – bin at Royal Oak pub – Re-site grin bin or buy new? / Update on re-fills.

13. GRANT FUNDS – open another round of grant applications?

14. NEIGHBOURHOOD PLAN UPDATE:

- Agree Terms of Reference / Constitution for NP working group
- Agree proposal for schedule of Strategy times schedule for NP working group
- Agree initial draft changes to 2018 NP document for submission to TDC Planning to review.

15. WEED MANAGEMENT 2024. Receive and approve [quotation](#) for weed management for 2024.

16. HEALTH & SAFETY: [Health and Safety](#) Policy (NALC 2019 version)

- Consult with H & S expert for H&S policy updates in order to be fully compliant.
- First Aid Course – Approximately £180 + VAT pp / Full Council or individuals?
- Briefing at beginning of public meetings to be introduced. Fire exits, etc.
- Agreement to the purchase of a First Aid Kit for general use at meetings and events.

17. HOLLOW LANE PARKING PROPOSAL: To discuss proposal to SCC for making existing verge into parking spaces.

18. VENUE FOR MEETINGS – to discuss

19. ACCIDENT ON HIGH STREET – replacement of bench / bus stop – update.

20. DATE OF NEXT MEETING

- Full Council on Wednesday, 4th January 2024 at 18.30 in The Centenary Rooms, Dormansland.
- Agenda items for next meeting – any recommendations?