



Dormansland Parish Council

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MINUTES OF THE TWENTIETH ANNUAL MEETING OF DORMANSLAND PARISH COUNCIL HELD ON WEDNESDAY 5 MAY 2021 AT 7.00pm VIA ZOOM CONFERENCE PLATFORM

This meeting was held remotely, as permitted by emergency legislation introduced on 6th April 2020 in response to the ban on public gatherings to reduce the transmission of the Corona Virus – COVID-19 which was declared a global pandemic by WHO on 11th March

Members present:

Councillor Mrs Maureen Young
Councillor Mr Harry Fitzgerald
Councillor Mr Guy Kaiser-Davies
Councillor Mr David Bright
Councillor Mrs Susan Calamassi
Councillor Mr Clive Robinson
Councillor Ms Cheryl Roux

Also in Attendance:

The Clerk

1	<p>Election of Chairman and to sign the Declaration of Acceptance of Office Councillor Young and Councillor Robinson put themselves forward as Chairman for the ensuing year. Councillor Calamassi proposed Councillor Young and this was seconded by Councillor Fitzgerald. Councillor Kaiser-Davies proposed Councillor Robinson and this was seconded by Councillor Roux. Councillors Kaiser-Davies, Roux and Bright voted for Councillor Robinson and with the majority vote he was elected as Chairman. This was Councillor Robinson's 1st year as Chairman of DPC. The Chairman and Clerk would sign the Declaration of Acceptance of Office after the meeting. RESOLVED: Councillor Mr Clive Robinsin elected as Chairman for the ensuing year.</p>
2	<p>Election of Vice Chairman and to sign the Declaration of Acceptance of Office Councillor Roux proposed Councillor Kaiser-Davies as Vice Chairman for the ensuing year. This was seconded by Councillor Bright and there being no other nominations, Councillor Kaiser-Davies was elected as Vice Chairman. The Vice Chairman and Clerk would sign the Declaration of Acceptance of Office after the meeting. RESOLVED: Councillor Kaiser-Davies elected as Vice Chairman for the ensuing year.</p>
3	<p>Declaration of Acceptance of Office All members to sign a Declaration of Acceptance of Office in relation to the Code of Conduct, based on the principles of public life set out in Section 27, Localism Act 2011 (after the meeting).</p>
4	<p>Declarations of Interest Members reviewed their current entries in the Register of Members Interests and no further updates were made.</p>
5	<p>To receive Apologies for Absence There were no apologies for absence.</p>

6	<p>To receive and approve Minutes of the 19th Annual Meeting held on 15th May 2019 (meeting postponed in 2020 due to Coronavirus) The Clerk confirmed these had been signed at the 218th meeting of the Council on 3 July 2019.</p>
7	<p>To review and appoint Councillors to committees, working parties and responsibilities The following appointments were AGREED unanimously:</p> <ul style="list-style-type: none"> • Planning Committee -Councillors Robinson, Young, Kaiser-Davies, Calamassi. Councillor Roux would attend planning training. Councillor Fitzgerald stood down from this committee. • Neighbourhood Plan – This would be reviewed again in the future. • Highways/drains – Councillor Bright • Footpaths/hedges – Councillor Bright • Consultations - Joint responsibility of all Councillors • Neighbourhood Watch – Councillor Robinson
8	<p>To review and appoint Councillors to serve as representatives of the Parish Council on the following outside bodies: The following appointments were AGREED unanimously:</p> <ul style="list-style-type: none"> • Surrey Association of Local Councils – The Clerk • Lingfield & Dormansland Fairtrade – Councillor Young • Allotments – Councillor Kaiser-Davies • GACC/Gatwick Airport issues – Councillor Kaiser-Davies • Lingfield Library - Councillor Young • Trustees of the Lingfield Guest House – To remove from the list. Councillor Roux expressed an interest in the work of the Trustees of the LGH • St John’s Church – Councillor Calamassi
9	<p>To appoint representatives on the following bodies: The following appointments were AGREED unanimously:</p> <ul style="list-style-type: none"> • HWCAAG – Councillor Kaiser-Davies
10	<p>To confirm the arrangements for insurance cover in respect of all insured risks RESOLVED: Members confirmed approval of insurance cover with Zurich Municipal for the next year.</p>
11	<p>To review and approve payment of the following annual subscriptions: RESOLVED: To renew the following subscriptionsfor 2021/2022:</p> <ul style="list-style-type: none"> • Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC) (£1090.85) • SLCC (185) • Zurich Insurance (1130.07) • Surrey County Playing Fields Association (£10) • GACC (£50 exp 2022) • Satswana (£180) • Zoom (£115.11) • CAGNE (£4) • ICO (£40)
12	<p>General Power of Competence It was RESOLVED that Dormansland Parish Council do not currently meet the relevant criteria and not eligible to use the General Power of Competence in accordance with the Localism Act 2011 ss 1–6. The Clerk was studying for her CiLCA qualification but is leaving DPC on 21 May. DPC may meet the criteria for GPO in the future if a qualified Clerk is recruited.</p>

13	<p>To resolve the following documents/policies have been read and agreed by all council members: It was RESOLVED that the following policies and documents of the Parish Council had been updated as appropriate and circulated in advance and were APPROVED by all council members for adoption:</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Code of Conduct • Complaints Procedure • List of Assets • Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 • Document Retention and Disposal Policy • Information and Data Protection Policy
14	<p>To authorise the following regular monthly payments: RESOLVED: To authorise the following regular monthly payments:</p> <ul style="list-style-type: none"> • Clerk's Salary • Clerk's pension with Surrey Pension Fund • Clerk's expenses • HMRC (PAYE & NIC - paid quarterly)
15	<p>Consideration of Chairman's Allowance for ensuing year RESOLVED: The Chairman did not require the Chairman's allowance.</p>
16	<p>Consideration of Members' Allowance for ensuing year RESOLVED: Members would claim the allowance of £50 if required for the ensuing year.</p>
17	<p>Consideration of approved mileage allowance for ensuing year The mileage allowance of 45p per mile was APPROVED.</p>
18	<p>To confirm approval of ordinary meeting schedule up to and including the next annual meeting of the full council. RESOLVED: Members confirmed approval of the meetings schedule for 2021/22.</p>
19	<p>To confirm list of bank signatories List of bank signatories:</p> <p>Councillor Young Councillor Fitzgerald Councillor Kaiser-Davies The Clerk – Lisa Liggins</p> <p>RESOLVED: Councillors Fitzgerald and Young wished to be removed as bank signatories but would hold this position until 2 new members were set up. Members APPROVED Councillors Robinson and Bright to become new bank signatories. Councillor Kaiser-Davies and The Clerk remained as signatories.</p>
20	<p>To confirm appointment of internal auditor RESOLVED: Members confirmed the appointment of Mike Platten of Farsight Consulting. This was his first audit with the Council.</p>
21	<p>To confirm that Members give their consent to receive summonses and all correspondence electronically RESOLVED: Members gave their consent to receive summonses electronically.</p>

Meeting of the Parish Council followed at 7.34pm

Signed as a correct record:

Dated: