



Dormansland Parish Council

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MINUTES OF A MEETING OF DORMANSLAND PARISH COUNCIL HELD ON WEDNESDAY 19th JANUARY 2022 AT 7pm IN THE CENTENARY ROOM, ST JOHNS CHURCH DORMANSLAND

Present: Councillors: Mr D Bright (DB)
 Mr Richard Cornish (RC)
 Mrs A Hutchinson (AH)
 Mr C O'Loughlin (COL)
 Mr C Robinson (CB) - Chairman
 Ms C Roux (CR)

In attendance: Parish Clerk: Mrs L Thompson (LT)
 Locum Clerk: Mrs D Marshall (DM)
 County and District Councillor Lesley Steeds
 District Councillor Sir Nicholas White

Item		Action
	<u>Open Forum</u> 10 members of the public were in attendance.	
	Cllr Robinson welcomed Alison Hutchinson, a newly elected Councillor, and also Cllr Cornish who attended his first meeting, to the meeting and to the Parish Council.	
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr G Kasier-Davies, who had work commitments.	
2.	<u>Declarations of Interest not previously declared</u> None	
3.	<u>Minutes</u> 3.1 Members approved the following sets of minutes, which were signed as a true and accurate record: a) 239 th Full Council Meeting, held on 3 rd November 2021 3.2 Members received the following sets of minutes: a) Planning Committee held on 17 th November 2021 b) The comments made under the Clerks delegated authority	
4.	<u>To receive reports from Councillors</u> Cllr Bright was pleased with impact of the weed treatment. He identified one short stretch of road that fell out of the village settlement area and therefore	

	<p>not been treated; Racecourse Road from junction with Dormans Road to railway bridge – this was to be included next time. It was suggested to wait until TDC swept clear autumn debris to make decision on further treatments. Reported two defective signs on the Surrey reporting system – the Give Way sign approaching Mutton Hill crossroads from station, and Give Way sign on Mutton Hill at the crossroads. Both acknowledged and to be fixed although low priority. DB to email Cllr Steeds.</p> <p>Cllr Kaiser-Davies (as read by the Clerk) – Consultation by Gatwick on proposals to bring existing Northern Runway into routine use alongside main runway closed on 1st December. Parish Council objected to the proposal supporting the response by GACC and other forums. Thousands of responses will be reviewed by Gatwick before they submit formal application to Planning Inspectorate as part of the Development Consent Order process. Gatwick will also carry out further environmental and modelling assessments and continue to engage with statutory authorities and other local parties. Expect their application to be submitted in late 2022 alongside a Consultation Report. Gatwick's virtual Airspace and Noise annual public meeting took place on 2 December and was an opportunity to:</p> <ul style="list-style-type: none"> • Hear from Gatwick and industry about impact that Covid-19 has had on operations and changes to how airspace is used. • Hear how Gatwick and its industry and community partners work together to manage aviation noise. • Asked questions of some of the Gatwick team and a range of stakeholders with an interest in noise management. 	DB
5.	<p>Clerk's Report</p> <p>5.1 The Clerk had completed and passed the ILCA course on 20th December 2021. The next course to be completed is FILCA – introduction to council finance. To be followed by ILCA to CILA, a new course introduced in 2021.</p> <p>5.2 New website – the Clerk attended the training session with VisionICT for the new website. It took a few weeks for the old website to port over to the new website and there were a few teething problems. The new website was very out of date as the project had been put on hold for some months. Essentials been updated but a few areas had still not been updated. The Clerk had emailed the Councillors for their thoughts for a description for the Dormansland War Memorial Hall and Amenities section. Trustee David Birchall offered to provide some new wording, which was gratefully accepted.</p> <p>5.3 Asset Register - photos of the assets had been taken, but the date of acquisition and valuation of each asset had still to be updated on the register. As it will be a mammoth task to source this information from archived files, had been suggested to share the workload with the Council.</p> <p>5.4 It is recommended that a bank direct debit card be applied for to pay for Council transactions rather than the Clerk using her own credit card. It is considered to be more open and transparent to use a Parish Council debit card than the Clerk's credit card. It was RESOLVED that a DPC debit card be applied for.</p>	LT LT
6.	<p><u>To receive reports from representatives on outside bodies</u> None received</p>	

7.	<p>To receive reports from County and District Councillors</p> <p>Cllr Steeds: advised that the drainage issue at Jeddere Cottages, West Street had been completed. Drainage works starting on 21/01/22 outside Potters Stores on High Street. Jacks Bridge is ongoing and no current update. Moor Lane – South East Water admitted that the leak was their problem and had now been fixed.</p> <p>SCC is looking to increase the council tax between 3-5% for 2022/23. Main impacts on finances are increased pressure on child and adult social care and SEND. Cllr Steeds objected to the increase.</p> <p>The increase to NI contributions will cost the Council £2.5m per year. No specific, identifiable funding included however £18.8m of additional Government funding announced for Council, including £7.9m services grant. Cllr Steeds had asked for update from TDC on Dormansland Neighbour Hood Plan (NP) and discussed the response with the Council. She asked should DPC now take the NP forward in 2022 and would DPC liaise with TDC Planning Officers as part of the process? The Council RESOLVED to take the NP forward in 2022 and to liaise with TDC.</p> <p>Cllr White: The Eden Brook River basin used to be an area of Great Landscape Value (GLV) but was taken away. When Leigh Barrier is raised the river level rises and floods the field and Haxted Road. Cllr White recommended that the GLV be re-imposed and that a Green Corridor be set up joining Surrey Hills ANONB to the High Weald AONB from Titsey to Limpsfield/Crockham Hill/Chartwell, South to Haxted and into Dormansland to join up with the Weald on Moons Lane. He encouraged the Council to include this in the Dormansland Neighbourhood Plan.</p> <p>Cllr White discussed the ILS joining points at 6 and 7 nautical miles from Gatwick. Villages such as Lingfield and Dormansland will be seriously affected as 75% of all landings come from the East. He requested that the Council write to MP.</p> <p>Cllr White commented that the new website was not user friendly in particular the minutes page.</p>																																																								
8.	<p>Accounts/Finance</p> <p>8.1 Members APPROVED the schedule of payments:</p> <table border="1" data-bbox="225 1406 1353 1966"> <thead> <tr> <th>DATE</th> <th>CHQ/BACS /DD</th> <th>AMOUNT</th> <th>PAYEE</th> <th>PAYMENT DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>4/11/21</td> <td>DD</td> <td>£25.80</td> <td>O2</td> <td>DPC Mobile</td> </tr> <tr> <td>08/11/21</td> <td>BACS</td> <td>£11.90</td> <td>D Marshall</td> <td>DPC Expenses</td> </tr> <tr> <td>08/11/21</td> <td>BACS</td> <td>£150.00</td> <td>Lingfield PC</td> <td>Joint Councillor training</td> </tr> <tr> <td>12/11/21</td> <td>BACS</td> <td>£1064.64</td> <td>D Marshall</td> <td>November payroll</td> </tr> <tr> <td>12/11/21</td> <td>BACS</td> <td>£240.00</td> <td>PKF Littlejohn LLP</td> <td>Audit</td> </tr> <tr> <td>17/11/21</td> <td>BACS</td> <td>£850</td> <td>Tandridge VA</td> <td>Befriending Grant</td> </tr> <tr> <td>23/11/21</td> <td>BACS</td> <td>£842.40</td> <td>Weed Management</td> <td>Weed killer application</td> </tr> <tr> <td>25/11/21</td> <td>BACS</td> <td>£90</td> <td>Mr A Neill</td> <td>Grass cut</td> </tr> <tr> <td>25/11/21</td> <td>BACS</td> <td>£32.70</td> <td>Fiona French</td> <td>Stakes and manure</td> </tr> <tr> <td>25/11/21</td> <td>BACS</td> <td>£1021.07</td> <td>L Thompson</td> <td>November payroll</td> </tr> </tbody> </table>	DATE	CHQ/BACS /DD	AMOUNT	PAYEE	PAYMENT DESCRIPTION	4/11/21	DD	£25.80	O2	DPC Mobile	08/11/21	BACS	£11.90	D Marshall	DPC Expenses	08/11/21	BACS	£150.00	Lingfield PC	Joint Councillor training	12/11/21	BACS	£1064.64	D Marshall	November payroll	12/11/21	BACS	£240.00	PKF Littlejohn LLP	Audit	17/11/21	BACS	£850	Tandridge VA	Befriending Grant	23/11/21	BACS	£842.40	Weed Management	Weed killer application	25/11/21	BACS	£90	Mr A Neill	Grass cut	25/11/21	BACS	£32.70	Fiona French	Stakes and manure	25/11/21	BACS	£1021.07	L Thompson	November payroll	
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25/11/21	BACS	£550.84	HMRC	Month 8 payroll NI & tax
03/12/21	BACS	£857.24	L Thompson	New laptop & stamp
07/12/21	DD	£25.80	O2	DPC Mobile
07/12/21	BACS	£25	Mr A Neil	Labour to plant tree on rec
07/12/21	BACS	£55	Mr A Neil	New Cherry Blossom tree
07/12/21	BACS	£79.90	L Thompson	Renewal of ESET anti-virus
08/12/21	BACS	£78	PCC of St Johns	Hall hire
21/12/21	BACS	£262.33	SCC Admin	Employers Pension Contribution
22/12/21	BACS	£79.80	L Thompson	Expenses – petrol & refreshments for Council Surgery 4 Dec
22/12/21	BACS	£192	Farsight Consulting	Internal Audit
22/12/21	BACS	£40	L Thompson	Data Protection renewal fee
22/12/21	BACS	£48	Mulberry & Co	C Roux training
22/12/21	BACS	£60	Mulberry & Co	A Hutchinson training
22/12/21	BACS	£125	A Neill	Grass cut, prune rose back etc
22/12/21	BACS	£138.74	HMRC	Month 9 tax & NI
22/12/21	BACS	£1082.76	L Thompson	Month 9 payroll

8.2 Council received income and expenditure to 31.12.21 against budget and discussed variances – there was nothing of concern.

8.3 Council **RATIFIED** the purchase of new laptop for the Clerk and yearly subscription to Microsoft 365.

8.4 Budget process

The reserve allocations were reviewed:

The Sure Start scheme had been delayed due to Covid. Money to be kept in the reserves for when needed.

Councillors discussed the budget for 2022/23 and **RESOLVED** to maintain a precept of £55,020.

8.5 Councillors discussed and **APPROVED** cost of £160 each plus paint for treating and cleaning the two bus shelters. LT to action.

8.6 . Councillors discussed and **APPROVED** RBS Rialtas Accounting Software package at a cost of £570.25 for first year and thereafter £124 per annum. LT to implement.

8.7 Councillors discussed and **APPROVED** setting up emails for Councillors at a cost of £18/email address/year. To be GDPR compliant Councillors must have own email addresses. LT to implement.

8.8 The Internal audit was received and discussed. It was **AGREED** by Councillors that the quality of the Internal Audit was not acceptable and this should be raised with the Internal Auditor. LT to action.

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	<p>8.9 Councillors discussed and APPROVED end of year budget preparation with the auditor at a cost of up to £200 as the Clerk is new.</p> <p>8.10 Councillors discussed and APPROVED FILCA training for the Clerk at a cost of £120 + VAT.</p>	
9.	<p><u>Grant Applications</u></p> <p>9.1 Dormansland & Lingfield Community Centre initially requested a grant for £500 towards floor repairs, which increased to £1000 as damage to the floor was greater than originally thought and actual cost of repair increased. It was RESOLVED to approve the grant. LT to confirm if grant had also been supported by Lingfield PC.</p> <p>9.2 St Johns Church requested a grant of £2,000 towards the upkeep of the churchyard. Councillors discussed whether it was an amenity for the benefit of the village. Governance was discussed and a questioned raised if grant application in line with policy. It was RESOLVED to approve the grant.</p>	<p>LT</p> <p>LT</p>
10.	<p><u>Annual Parish Assembly</u></p> <p>10.1 It was discussed and agreed to hold the Annual Parish Assembly on Wednesday, 27 April 2022.</p>	
11.	<p><u>Neighbourhood Plan</u></p> <p>11.1 The Council discussed the Neighbourhood Plan (NP) and AGREED that the Plan needed to be re-opened again, having been put on hold in Dec 2020 as wanted input from Local Plan. Council AGREED to engage with TDC to get guidance and direction then make a decision on what the next stage would be. It was suggested and AGREED that the Council would hold a separate meeting to look at the plan and discuss the way forward and present at a full council meeting for decisions to be made.</p>	
12.	<p><u>Public right of Way Improvement Plan</u></p> <p>12.1 Due to time constraints, it was AGREED to move item 12 to next meeting's agenda on 2nd February.</p>	
13.	<p><u>Jubilee Celebrations</u></p> <p>13.1 The Jubilee Working Group discussed their proposals for the Jubilee Celebrations which included musicians, food concessions, bar of some kind, children's activities. It was agreed needed to be clear on what Council wanted and to contact TDC to book the recreation ground. Council in agreement to proceed with a party on the recreation ground on 4th June and street parties on 5th June.</p> <p>13.2 It was discussed and Council were in agreement with planting tree(s) but decision needed to be taken on location.</p>	
14.	<p><u>Village Consultation</u></p> <p>Due to time constraints, it was AGREED to move agenda item 14 to next meeting on 2nd February.</p>	

15.	<p><u>Dormansland Traffic Measures</u></p> <p>15.1 The Council discussed and AGREED that there is a problem with speeding traffic through the village and were supportive that a solution was required. In agreement to take a holistic view across the whole village and discussed to look at a strategy from top of the high street and through village to Dormans Road by The Plough. Cllr Steeds advised a speed survey must be carried out first and would provide supporting evidence. Councillors AGREED to look at carrying out three surveys and working out the best locations to conduct them. Cost per survey is £180 and Council had previously agreed to the cost of one survey.</p> <p>LT to write back to Sarah Stokes to advise the Council were very supportive and in agreement to finding a solution.</p> <p>LT to email Cllr Steeds to request a quote for 3 speed surveys, and add to the February agenda to approve the cost.</p>	LT LT
16.	<p><u>Planning Committee</u></p> <p>Due to time constraints, it was AGREED to move item 16 to next meeting's agenda on 2nd February.</p>	
17.	<p><u>Review of governance</u></p> <p>Discussed as part of the Clerk's Report.</p>	
18.	<p>Information for Councillors (for noting or inclusion on future agenda. Nothing to report.</p>	
19.	<p>19.1 Full Council Meeting on Wednesday 2nd February at 7pm in the Parish Room</p> <p>19.2 Planning Meeting on Wednesday 9th February at 7pm in the Centenary Room.</p>	

The meeting was concluded at 10.10pm.

Minutes confirmed as a correct record:

Dated:

(Chairman)