



## **Dormansland Parish Council**

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### **MINUTES OF A MEETING OF DORMANSLAND PARISH COUNCIL HELD ON WEDNESDAY 2<sup>nd</sup> FEBRUARY 2022 AT 7pm IN THE PARISH ROOMS, THE PLATT, DORMANSLAND**

Present: Councillors: Mr D Bright (DB)  
Mr Richard Cornish (RC)  
Mrs A Hutchinson (AH)  
Mr C Robinson (CB) - Chairman

In attendance: Parish Clerk: Mrs L Thompson (LT)  
District Councillor: Sir Nicholas White

#### **Open Forum**

8 members of the public were in attendance

#### **1. Apologies for Absence**

Apologies were received and accepted from Cllr Kaiser-Davies, Cllr O'Loughlin, Cllr Roux and County and District Cllr Steeds.

#### **2. Declarations of Interest not previously declared**

None

#### **3. Minutes**

**3.1** Members **approved** the following sets of minutes, which were signed as a true and accurate record:

- a) 240<sup>th</sup> Full Council Meeting held on 19<sup>th</sup> January 2022
- b) Planning Committee meeting held on 8<sup>th</sup> December 2021
- c) Planning Committee meeting held on 19<sup>th</sup> January 2022

**3.2** Members received the following sets of minutes:

- a) Planning Committee meeting held on 27 October 2021

#### **4. To receive report from Councillors**

No reports received.

#### **5. Clerks Report**

**5.1** Lingfield Parish Council confirmed they fully supported and approved the grant of £1000 for

Dormansland & Lingfield Community Centre.

**5.2** The Clerk sought clarity on the contribution towards the upkeep of churchyards and was advised that it was within the power of the Parish Council.

**5.3** The Clerk had advised that once you select the current year for the Minutes on the website, the current year will automatically load every time you log onto the Parish Council website.

**5.4** The Clerk had emailed Cllr Steeds to request a quote for the speed surveys. Cllr Steed advised the speed survey is c. £180 but to liaise directly with Surrey CC to get a quote. The Clerk had emailed Surrey CC and is waiting for a quote.

**6. To receive report from representatives on outside bodies**

None received.

**7. To receive reports from County and District Councillors**

No reports received.

**8. Accounts/Finance**

**8.1** Members **APPROVED** the schedule of payments

DATE	CHQ/BACS /DD	AMOUNT	PAYEE	PAYMENT DESCRIPTION
06/01/22	DD	£25.80	O2	Clerk mobile phone
16/01/22	DD	£5.40	HSBC	Account fees to 25 Dec '21
19/01/22	BACS	£55	SLCC	SLCC membership renewal
21/01/22	BACS	£285.48	Surrey Pension Fund	Employer pension contribution for December '21
24/01/22	BACS	£480	Surrey Hills Solicitors	Charges for legal advice re: Dormansland Memorial Hall
24/01/22	BACS	£750	Vision ICT	Final invoice for website
24/01/22	BACS	£72	D Marshall	Expenses – Archive boxes
24/01/22	BACS	£120	Mulberry & Co	A Hutchinson training
24/01/22	BACS	£55.99	Microsoft 365	Yearly subscription
25/01/22	BACS	£68.97	HMRC	Income Tax and NI for Month 10
25/01/22	BACS	£240	D Marshall	Overtime 12 hrs
25/01/22	BACS	£897.86	L Thompson	Month 10 salary
25/01/22	BACS	£26.58	L Thompson	Laminating Pouches
26/01/22	BACS	£216.04	Surrey Pension Fund	Employer pension contribution January '22
26/01/22	BACS	£2000	St John the Evangelist Church	Grant application payment
26/01/22	BACS	£1000	Dormansland & Lingfield Community Centre	Grant application payment

**8.2** Council received income and expenditure to 31.01.22 against budget and discussed variances – there was nothing of concern.

**8.3** Members **APPROVED** the change of Primary User on the HSBC bank accounts to the new Clerk's name.

#### **9. Public Rights of Way Improvement Plan**

**9.1** The Council had received confirmation that the CIL Funding Expression of Interest application had passed stage one of the process and were now invited to submit a full application. Total cost of project was estimated at £113k. The stage two process required a commitment to expenditure, and it was **AGREED** to take the match funding to 31% and support the project onto the next stage. It was **AGREED** that Opening up the Countryside project was multi-generational and would be beneficial to the village.

**Action: DB was to write to the Primary School and ask for a letter of support from the Head as it was felt the school would benefit from the safe walking route for local school children.**

#### **10. Village Consultation**

**10.1** It was viewed that the members did not have experience of consultation, nor had capacity or expertise in-house and it was recommended to employ a consultant such as Breakthrough Communication or similar. It was discussed and **AGREED** to hire a stall at the Carnival to conduct a short questionnaire in order to help formulate the consultation.

#### **11. Planning Committee**

**11.1** It was **AGREED** to appoint Cllr Kaiser-Davies to be Vice Chairman of the Planning Committee.

**11.2** It was **AGREED** to appoint Cllr O'Loughlin and Cllr Cornish to the Planning Committee.

#### **12. Jubilee Celebrations**

**12.1** It was **AGREED** to defer Jubilee Celebration discussions and hold a Working Group meeting and invite external people into the discussions. Street parties on the 5<sup>th</sup> June were discussed and it was **AGREED** the Council would facilitate the road closures. The street parties to be led by appointed villagers.

**Action: COL to approach appointed villagers. LT asked to approach Lingfield PC to ascertain their Jubilee plans.**

#### **13. Working Groups**

**13.1** It was **AGREED** to appoint Cllr Hutchinson onto the Jubilee Celebration Working Group and the Village Consultation Working Group.

#### **14. Information for Councillors (for noting or inclusion on future agenda)**

To include Terms of Reference for Working Groups and Dormansland Traffic Measures.

#### **15. Date of next Meeting**

**15.1** Planning Meeting on Wednesday, 9<sup>th</sup> February at 7pm in the Centenary Room.

**15.2** Full Council Meeting on Wednesday, 2<sup>nd</sup> March at 7pm in the Centenary Room.

The meeting was concluded at 8.05pm.

Minutes confirmed as a correct record:

(Chairman)

Dated: