



## Dormansland Parish Council

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### MINUTES OF A MEETING OF DORMANSLAND PARISH COUNCIL HELD ON WEDNESDAY 6<sup>th</sup> APRIL 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 (CRB) – Chairman  
Ms Roux (CR)

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

#### OPEN FORUM

3 members of the public were in attendance.

#### 1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Kaiser-Davies

#### 2. DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED

Cllr Robinson declared an interest in items 14.2 and 14.3 as he knows Sandy Norton's husband from Speedwatch and his wife is a member of YWI Dormansland.

#### 3. Short update from Mark Devlin, CEP Young Epilepsy on draft plans for St Piers Estate following public consultation.

3.1 The public consultation period was coming to a close. General feedback and response had been very positive in terms of outcome for the campus and the development.

3.2 There had been recognition of significant assurance around the sustainability and viability of Young Epilepsy going forward, and people recognised the employment opportunities for the local area.

3.3 There were questions around transport and the impact on local traffic. Audley provide a minibus service for the residents and not anticipated to be a big user of the transport infrastructure. YE also looked to reduce own transport impact by encouraging staff to car share and cycle to work.

3.4 Plans were to be submitted in May and decision in early Autumn.

3.5 A question and answer session followed, and a Councillor raised a concern about a restaurant/bar serving alcohol was in close proximity to vulnerable children. Mr Devlin made assurances that this restaurant/bar was in the retirement village. All residential facilities are away from the village and very

secure. A councillor asked if YE had received pre-app advice from TDC and Mr Devlin advised that 3 pre-apps had been submitted but the planning department very slow to respond but overall open to development. A Councillor asked if YE would consider possibility of a footpath on the stretch of St Piers Lane to expand accessible footpath network in Dormansland, and YE confirmed interested to support but needed to think collectively with regards the cost.

#### **4. MINUTES**

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

- a) 242<sup>nd</sup> Full Council meeting, held on 2<sup>nd</sup> March 2022
- b) Planning Committee meeting held on 23<sup>rd</sup> March 2022

4.2 Members received the following set of minutes:

- a) Planning Committee held on 2<sup>nd</sup> March 2022.

#### **5. TO RECEIVE REPORTS FROM COUNCILLORS**

**Cllr Bright** reported Stage 2 CIL bid for Opening Up the Countryside had been submitted. TDC will advise by 15<sup>th</sup> April if any further information required and DPC had until 3<sup>rd</sup> May to provide it. Otherwise, should hear by end of May whether or not application passed Stage 2 and moved to Stage 3.

**Dormans Road Hedge:** A complaint has been received about the hedge obstructing the pavement. Councillors **AGREED** it needed a severe cut back. To be reported to Surrey CC who have enforcement responsibility to force owner to cut hedge.

**Highways:** TDC road sweepers have cleared the winter debris away including dead weeds from November weed spraying and looked much better. Surrey CC would only do one weed spray this in June/July. The weed treatment last November was worthwhile and anticipated a need to arrange another spray treatment in October.

Potholes filled by Surrey last week on Labroke Hurst but it remained in a dreadful state along with New Farthingdale, both suffered from multiple patching.

**Trees:** Cllr Bright advised of a lost tree at the junction of New Farthingdale and Beacon Hill. The cherry tree in front of Lynne Blake's bench in the recreation ground needs a new stake. There is a dead cherry tree on the green in front of St Johns Church. All three trees had been reported to the Tree Warden on 5<sup>th</sup> April.

#### **6. CLERK'S REPORT**

6.1 The Clerk attended the LGPS Pensions Meeting via zoom on 3<sup>rd</sup> March 2022.

6.2 The 2<sup>nd</sup> Interim Internal Audit was completed on 7<sup>th</sup> March 2022 with Farsight Consulting and the report had been circulated to Councillors.

6.3 The Clerk attended the Surrey ALC Clerks Forum via zoom on 14<sup>th</sup> March 2022.

6.4 The Clerk attended the Year End Finance & Audit Preparation training on 17<sup>th</sup> March 2022.

6.5 The Clerk had submitted the VAT reclaim for 2021/22 to HMRC.

6.6 The Clerk had submitted the Surrey Pension Fund year end accounts before the 30 April 2022 deadline.

6.7 The Clerk had submitted the Full Payment Submission (PAYE) required at the end of the tax year.

6.8 The Clerk had made progress with the preparations for the Year End Accounts and had completed the Summary of Receipts and Payments.

6.9 The Clerk had followed up and spoken to the Council's Neighbourhood Plan liaison officer with regards setting up a meeting with the Councillors to discuss DPC's NP. The liaison officer suggested having an initial meeting with just the Councillors.

6.10 The Clerk was asked to contact TDC to ask whether the village can use the recreation ground for a picnic on Sunday, 5<sup>th</sup> June as part of the Platinum Jubilee celebrations. The picnic was not being organised by DPC, instead the villagers are being encouraged to come together and have a picnic on the recreation ground between 12 noon and 4pm. The Clerk has asked for and is awaiting confirmation on whether the recreation ground needs to be 'booked'.

6.11 The Clerk was asked to get an update on applications ENF/2017/192 White House Moor Lane - TA/2018/319, TA/2019/2080 and 2017/1303 and 2018/260 and 2018/1547 with the enforcement team at TDC. The responses from the Enforcement team have been circulated to the Councillors.

6.12 The Clerk had contacted the contractor Bill Kear about an extra grass cut due to take place in March. Bill Kear were still finalizing costs with TDC. They can schedule a cut (urban) but cannot confirm the cost yet.

6.13 The Clerk was delighted to confirm that Jennifer Green will be the guest speaker for the Annual Parish Assembly being held on 27 April 2022.

6.14 The Clerk had emailed the invites to community groups for the Annual Parish Assembly being held on 27<sup>th</sup> April 2022 w/c 4<sup>th</sup> April.

6.15 The training for the Clerk of the new RBS (Alpha) accounts system had been confirmed for Thursday, 16<sup>th</sup> June 9am-4pm.

6.16 Details of 2021/22 National Salary Awards had been received from NALC. The National Joint Council for Local Government Services (NJC) had agreed the new rates of pay applicable from 1<sup>st</sup> April 2021.

6.17 The Risk Assessment Policy needed to be reviewed and agreed and will be added to the next meeting's agenda. The Clerk would circulate the Risk Assessment Policy to all Councillors.

6.18 The Clerk will be on holiday 11-15 April 2022.

## **7. TO RECEIVE REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

No reports received.

## **8. TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS**

**Clr Steeds** reported:

- TDC had received a few complaints from elderly residents that the Tandridge Magazine was going digital.
- Planning Dept at TDC definitely failing. Had received complaints about length of time plans are taking. Huge problems recruiting staff.
- No complaints from residents received about anti-social behaviour or council housing.
- Complaints received about Lingfield Doctors in particular not being able to get telephone appointments. The surgery is oblivious to the problems. Clr Steeds to ask for another meeting.
- Highways restructuring not working and have had problems finding out who is in charge of what.
- Footpath on Vanguard Way had been resurfaced.
- Drainage issues: investigation in Plough Road carried out next month. Moor Lane still on the case, but BT still saying problem is not with them. Drainage sorted on Station Path, and Jeddere Cottages drainage was sorted.

- Clare Coutinho MP is dealing with the Ukrainian issues. Families due to arrive in Dormansland shortly.

**Cllr White** reported:

- Doctors surgery website was unfriendly – told nothing they can do.
- West Street - received a complaint rain cutting a little gully on left handside, rainwater not draining into drain.
- Surrey Highways – received a letter with regards to HGV using Haxted Road. Road is not wide enough and the verges were breaking up. Letter advised ‘No restrictions will be placed on road’. Parish or local councils cannot object to licences (HGV).
- The Clerk emailed Cllr White the speed survey results.

## 9. FINANCE AND ADMINISTRATION

9.1 Members **APPROVED** the schedule of payments and received income and expenditure to 31.03.22 against budget and there was nothing of concern.

DATE	CHQ/BACS /DD	AMOUNT	PAYEE	PAYMENT DESCRIPTION
28/08/21	BACS	£112.66	UBE Enterprises	Licence fee for old website pro rata
07/03/22	DD	£25.80	O2	Clerk's mobile
07/03/22	BACS	£240.00	Farsight Consulting	Internal Audit 21-22 Interim Audit (second)
08/03/22	BACS	£40	Carnival Committee	Cost for double stall at the Carnival
10/3/22	BACS	£42.00	Mulberry & Co	L Thompson training
25/03/22	BACS	£135.80	HMRC	PAYE & NI for Month 12
25/03/22	BACS	£22.50	L Thompson	Clerk's expenses
25/03/22	BACS	£1078.40	L Thompson	Month 12 salary
28/03/22	BACS	£1855	Memorial Hall Trustees	Grant payment
28/03/22	BACS	£650	Dormansland Carnival Committee	Grant payment
31/03/22	BACS	£283.87	Surrey Pension Fund	Employers Pension Contribution
01/04/22	BACS	£1103.32	Surrey ALC Ltd	SCAPTC & NALC subscriptions
04/04/22	DD	£25.80	O2	Clerk's mobile
25/03/22	BACS	£50.00	Rachel Walford	Leaflet distribution

9.2 Cllr Cornish was **APPOINTED** to undertake account reconciliation checks.

9.3 Councillors considered quotation for weed killing and **AGREED** to reconsider in September.

9.4 The second interim audit was received and no questions were raised.

9.5 Councillors **APPROVED** the salary increase for the Clerk as informed by NALC that the NJCLS has agreed new rates of pay applicable from 1<sup>st</sup> April 2021.

9.6 Councillors **APPROVED** cost of £7.10 +VAT and min. of £65 to replace and fit new glass pane in the BT box in Dormans Park.

9.7 Councillors **APPROVED** the cost of £425 for extra urban grass cutting to be carried out as soon as possible.

**Action: The Clerk to arrange grass cutting with contractors.**

## **10. DORMANSLAND MEMORIAL HALL**

10.1 Councillors discussed the Preservation Notice and **AGREED** to comply and retain all the data if required in the future.

**Action: The Clerk to respond to the Trustees to advise we had received the notice and noted the contents.**

10.2 Councillors **AGREED** to pass the two pieces of information, that had received permission from Mr Mills to be shared, to the Trustees.

**Action: The Clerk to pass the information to the Trustees.**

## **11. VILLAGE CONSULTATION**

11.1 It was **AGREED** to carry forward to next meeting.

11.2 Councillors **APPROVED** the printing costs of £180 + VAT for the two documents for the consultation.

11.3 Councillors **APPROVED** to set aside £200 as a donation for the tea/coffee vouchers.

## **12. ANNUAL PARISH ASSEMBLY**

12.1 Councillors **APPROVED** the cost of £58.17 for two banners.

12.2 It was **AGREED** that Cllr Bright and the Clerk would organise the refreshments to an expenditure of up £200 as per the Budget.

12.3 Councillors discussed and **APPROVED** the new format of the Annual Parish Assembly.

12.4 Members discussed the APA report and **AGREED** the deadline of 18/19<sup>th</sup> April to submit their reports to the Clerk.

## **13. NALC**

13.1 The members discussed the request from NALC on issues specific to a small council with nothing to note.

## **14. GRANTS**

14.1 Members considered a £300 donation to St Catherine's Hospice and due to the high levels of uncommitted reserves the donation did not meet with the Grants and Donations Policy. It was **RESOLVED** not to approve the donation.

14.2 Members Lunch requested a £300 grant for purchase of a commercial dishwasher to free up time to spend with those that attend the club. It was **RESOLVED** to approve the grant.

14.3 YWI Dormansland requested a £250 grant to be used for 3 more Jubilee displays across the village and support the plans for both Remembrance and Christmas displays later in the year. It was **RESOLVED** to approve grant.

**Action: The Clerk to arrange payments.**

## **15. PLATINUM JUBILEE CELEBRATIONS**

15.1 No new recommendations were discussed.

15.2 It was **AGREED** Councillors would look at bricks with family names on in recreation ground prior to committing funds. Cllr Robinson agreed to take some photographs.

15.3 Councillors discussed and **APPROVED** expenditure of £1000 in advance.

15.4 Councillors discussed the location of the 7 trees to be planted on Newhache Green and the proposals to improve and tidy up the Triangle (piece of green opposite the Memorial Hall) for the Jubilee celebrations. Councillors **AGREED** in principle a good idea and Cllr Robison to investigate and bring back ideas for the May meeting.

**Action: Cllr Robinson to look at Newhache Green and the Triangle as to what improvements/infrastructure could be implemented.**

15.5 Cllr Roux was **APPOINTED** to the Jubilee Celebrations working group.

## **16. NEIGHBOURHOOD PLAN**

16.1 The Clerk advised the Councillors of a telephone conversation she had with the TDC Neighbourhood Plan Liaison Officer and the Councillors discussed and **AGREED** that the council only would meet with the TDC officer to gain a better understanding of the NP.

**Action: The Clerk to arrange the meeting.**

## **17. POLICIES AND PROCEDURES**

17.1 The members **APPROVED** the amendment of Section 4 of the Financial Regulations.

## **18. GOVERNANCE**

18.1 The members **APPROVED** the Co-option advertisement and **AGREED** the date of 9<sup>th</sup> June 2022 for the applications presentations.

**Addendum: as a result of information that came to light after the meeting the date was changed to 8<sup>th</sup> June.**

## **19. RESIGNATION**

19.1 The resignation of Cllr Christopher O'Loughlin on 2<sup>nd</sup> March 2022 was noted.

19.2 Cllr Bright advised all Councillors on 14 March that he would speak to Cllr Robinson to ask him to reconsider his intention to resign in May. Cllr Kaiser-Davies had indicated he also thought it would be in the best interest of the Council if Cllr Robinson stayed on. The Councillors discussed and it was **AGREED** that Cllr Roux wanted more time to reflect and Cllr Bright would email the Councillors with the reasoning for Cllr Robinson to reconsider his intention to resign.

## **20. INFORMATION FOR COUNCILLORS (for noting or inclusion on future agenda)**

20.1 To include Ukraine and Risk Assessment Policy for next meeting.

## **21. DATE OF NEXT MEETINGS**

21.1 Annual Parish Assembly on Wednesday, 27<sup>th</sup> April at 7pm in the Parish Rooms.

22.2 Full Council Meeting on Wednesday, 4<sup>th</sup> May at 7pm in the Parish Rooms.

The meeting was concluded at 9.30pm.

Minutes confirmed as a correct record:

(Chairman)

Dated:

DRAFT