



Dormansland Parish Council

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MINUTES OF THE TWENTIETH ANNUAL MEETING OF DORMANSLAND PARISH COUNCIL HELD ON WEDNESDAY 4 MAY 2022 AT 7.00pm

IN THE PARISH ROOMS, THE PLATT, DORMANSLAND

Members present:

Councillor Mr Clive Robinson
Councillor Mr David Bright
Councillor Mrs Alison Hutchinson

Also in Attendance:

The Clerk

1	Election of Chairman and to sign the Declaration of Acceptance of Office Councillor Robinson stood down as Chairman. Councillor Hutchinson put herself forward as Chairman for the ensuing year but was not proposed or seconded. RESOLVED: No Chair was elected for the ensuing year. Councillor Robinson was asked to be Chairman to conduct this meeting. RESOLVED: Councillor Robinson was appointed Chairman for this meeting.
2	Election of Vice Chairman and to sign the Declaration of Acceptance of Office No-one put themselves forward as Vice-Chair RESOLVED: No Vice-Chair was elected for the ensuing year.
3	Declaration of Acceptance of Office All members to signed 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.
4	Declarations of Interest Members reviewed their current entries in the Register of Members Interests and updates were made only to Councillor Hutchinson's Register of Interests.
5	To receive Apologies for Absence Apologies were received from Councillor Roux.
6	To receive and approve Minutes of the 19 th Annual Meeting held on 15 th May 2019 (meeting postponed in 2020 due to Coronavirus) The Clerk confirmed these had been signed at the 237 th meeting of the Council on 7 July 2021.
7	To review and appoint Councillors to committees, working parties and responsibilities The following appointments were AGREED unanimously: <ul style="list-style-type: none">• Planning Committee - Councillors Bright, Roux and Hutchinson. Councillor Robinson stood down from this committee.• Personnel Committee – Councillor Roux. Other members to be appointed at a later date.• Neighbourhood Plan – This would be reviewed again in the future.

	<ul style="list-style-type: none"> • Highways/drains – Councillor Bright • Footpaths/hedges – Councillor Bright • Consultations – A Working Party to be appointed. • Platinum Jubilee Celebrations – Councillors Hutchinson and Roux. • Village Consultation – Councillors Bright, Roux and Hutchinson.
8	<p>To review and appoint Councillors to serve as representatives of the Parish Council on the following outside bodies:</p> <p>The following appointments were AGREED unanimously:</p> <ul style="list-style-type: none"> • Surrey Association of Local Councils – The Clerk • Lingfield & Dormansland Fairtrade – No-one appointed. • Allotments – No-one appointed. • GACC/Gatwick Airport issues – To be appointed at a later date. • Lingfield Library - No-one appointed. • St John’s Church – No-one appointed.
9	<p>To appoint representatives on the following bodies:</p> <p>The following appointments were AGREED unanimously:</p> <ul style="list-style-type: none"> • HWCAAG – to be appointed at a later date
10	<p>To confirm the arrangements for insurance cover in respect of all insured risks</p> <p>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:</p> <p>RESOLVED: To renew the following subscriptions for 2022/2023:</p> <ul style="list-style-type: none"> • Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC) (£1103.32) • SLCC (£171) • Zurich Insurance (£1144.45) • Surrey County Playing Fields Association (£10) • GACC (£50 exp 2022) • Satswana (£180) • CAGNE (£4) • ICO (£40)
12	<p>General Power of Competence</p> <p>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.</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"> • 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 • GDPR Website and Privacy Notice • Information and Data Protection Policy <p>It was RESOLVED that the following policies and documents of the Parish Council were to be updated as detailed and were APPROVED by all council members for adoption:</p> <ul style="list-style-type: none"> • Document Retention and Disposal Policy – Emails to be kept for longer than 12 months. The Clerk to check. • Standing Orders: a) The period of time designated for public participation at a meeting to be extended to 30 minutes. b) The Chairman to suspend the meeting to allow the public the right to reply. c) At the end of the meeting a poll is held for the public to have the right to vote on particular items – the Clerk to check. <p>It was RESOLVED that the following policies and documents of the Parish Council were to be added to the next full council meeting for further discussion:</p> <ul style="list-style-type: none"> • Grants and Donations Policy • Risk Assessment Policy • Co-option 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: No Chairman elected for ensuing year.</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 the end of 2022. RESOLVED: Members confirmed approval of the meetings scheduled for 2022.</p>
19	<p>To confirm list of bank signatories List of bank signatories: Councillor Robinson Councillor Bright Councillor Hutchinson</p> <p>APPROVED Councillor Huthinson to become new bank signatory.</p>
20	<p>To confirm appointment of internal auditor</p>

	RESOLVED: Members confirmed the appointment of Mike Platten of Farsight Consulting.
21	To confirm that Members give their consent to receive summonses and all correspondence electronically RESOLVED: Members gave their consent to receive summonses electronically.

Meeting of the Parish Council followed at 7.50pm

<p>Signed as a correct record:</p> <p>Dated:</p>

DRAFT