



## **Dormansland Parish Council**

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### **Minutes of the 252<sup>nd</sup> meeting of Dormansland Parish Council held at 6.30pm on Wednesday 4<sup>th</sup> January 2023 in The Centenary Room, Dormansland**

**Present:** Cllr Alison Hutchinson (Chair)  
Cllr David Bright  
Cllr Hilary Taylor  
Cllr Liz Lockwood  
Cllr Richard Dandy

**Parish Clerk:** Jacqui O'Sullivan

**In Attendance:** no members of the public were present  
Councillor Nicholas White was present at the meeting.

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## **MINUTES**

**The meeting was recorded in order to ensure accurate minute taking. The recording will be deleted once the minutes have been approved.**

- 1. To receive and accept apologies for absence**  
Apologies of absence were received and accepted from Cheryl Roux & Keith Coleman.
- 2. Declarations of interest**  
No declarations of interest were declared.

**Chair suspended the meeting for open forum**

### **Open Forum**

Councillor White suggested that we circulate any Parish announcements to other local groups such as the War Memorial group who has over 500 members & The Dormansland Diamonds plus other local Church groups etc. Cllr Lockwood thought that it was a great idea and suggested that DPC could produce a quarterly newsletter and offer members of these groups to sign up to an email mailshot to receive the Newsletter. This would be GDPR compliant, and Cllr Lockwood said that she would be happy to organise this.

**Chair re-opened the meeting**

### **3. Minutes**

**3.1** The minutes were approved & signed for the 251<sup>st</sup> Full Council Meeting, held on 7<sup>th</sup> December 2022

**3.2** The minutes were received for the Planning Committee Meeting held on 21<sup>st</sup> December 2022 – these minutes will be agreed & signed at the next Planning meeting on 11<sup>th</sup> January 2023.

#### 4. Clerks report

- **Clutterbucks were chased and asked to refill all the grit bins as per Cllrs request last meeting.** Clutterbucks advised that all the bins have pure salt in them and if they are filled to the top, the salt will harden in the Summer and is then not useable. Clutterbucks put a note on Facebook to residents advising them of the difference between using grit and salt and that salt is to be used sparingly and is best used in advance of a bad weather warning as will stop the snow from settling in known icy patches.  
During the ice / snow, agreement was given to grit Beacon Hill at a cost of approximately £25 (quoted by Clutterbucks) by 3 councillors, Cllr Hutchinson, Cllr. Taylor & Cllr. Bright.  
**ACTION:** Clerk to put on next FCM agenda the proposal of agreeing £100 spend on unforeseen expenses such as gritting in an emergency without having to go to Full Council for prior agreement. Also, to be put on the agenda is Review of Financial Regulations, specifically; increase in amount to £500 before going out to tender.
- **Purchase of future Salt Bins.** Clutterbucks provide these at cost and would prefer that we place the order with them in future for any new bins so that the correct type of bins are purchased.
- **Accounts & outstanding receipts.** Receipt for previous pension contribution for previous clerk is still outstanding. I am in the process of tracking down this receipt but have been advised by the accountant that this may be flagged up in the audit.
- **Memorial Asset Policy:** Changes to document agreed. **ACTION:** Clerk to put on the website.
- **ICO Registration renewal.** A Direct Debit has been set up for annual renewal for £40. Payment was agreed at last meeting.
- **Speaker for Annual General Assembly:** Minister Continhou has stepped down from offer of Guest Speaker. Cllr. Hutchinson has recommended some other avenues to try. **ACTION:** Clerk to talk to potential candidates for speaking at the meeting. It was discussed as to whom the clerk should contact and order of preference.
- **Parking Notice:** Laminated notices prepared for Cllr. Taylor to put on cars should they park disrespectfully from January 2022 onwards. **ACTION:** Clerk to respond to complaint about parking notice and ask if the resident wants to talk to Cllr Hutchinson (Chair) regarding the notices being put on cars.
- **Storage of documents for Parish Council:** Policy documents to be signed by Cllr. Roux who has volunteered to store boxes at her premises. Can this be agreed by the Council?  
**ACTION:** Liz Lockwood to supply a lockable suitcase for filing of documents so this way, the documents can be kept securely at Cheryl Roux's premises. Clerk will keep the key and draft a Policy document on storage of documents.
- **Locks Meadow** – Finding the owners of the footpath has not yet been successful. **ACTION:** Richard Dandy to speak with owners of Walls Cottage & Liz Lockwood to approach the planning records to see if she can uncover any historic information prior to the Locks Meadow development of who owns the path.
- **Microsoft 365 renewal** – changed details to my account details so will renew on Jacqui's personal bank account as DPC has no bank card.
- **O2** – account details changed and now bills to come directly to Clerks address.
- **Local Government Boundary Commission** – review of Parish Council Wards by Commission – Presentation forwarded to all Cllrs. Consultation to conclude 27.02.23, Draft proposals to be issued by 31.07.23. Final phase to be completed by 24.10.23.

- **Working from Home allowance to be agreed. ACTION:** Clerk to find out from other clerks as to what the current rate is and what the tax implications are for this.
- **Jubilee funds for grant use** – Clerk confirmed that she had checked with Andy at Mulberry and as long as this is agreed at Full Council meeting, transfer of unused budgeted Jubilee funds to grant funds can be made. **ACTION:** It was agreed by all Councillors and ratified that the following funds should be transferred to Grant funding from the Jubilee fund:  
**£2000** – Church Fund Grant  
**£850** – Befriending Grant (still to be paid to charity)  
**£20** – Poppy appeal  
**Jubilee fund budget was £5000** – spend on Jubilee was £566.15 leaving surplus of £4433.85  
**Clerk to advise Andy at Mulberry to transfer £2870 from Jubilee fund to Grant fund.**  
 Jubilee fund will be left with £1563.85.
- **Sign Replacement** – Clerk advised that she had chased up with Surrey Highways on 22.12.22
- **Snow Angels training** – No formal training is now given by TDC for Snow Angels but a guideline document has been forwarded by TDC. This has been circulated to the Councillors.  
**ACTION:** Clerk to circulate guidelines to volunteer snow angels.

## 5. To receive reports from Councillors

**Cllr Richard Dandy advised as follows:**

- **Cllr Dandy wanted to address the issue of the sign-post for the Old House at Home, ACTION:** Cllr Dandy to forward the information to the Clerk who will email the publican to offer the information they need to apply for signage to be installed.
- **Sign at Crossroads:** Cllr Dandy advised that he was concerned that this sign has still not been replaced. Already discussed in Clerks report & SCC emailed.
- **Flooding between Bridge in Dormansland and East Grinstead.** Cllr Dandy expressed concerns about the continual flooding on this road despite thousands of pounds being spent on this. Discussions were had about the lack of road sweeping by TDC and the effect of the leaves blocking drains and also that SCC no longer clear the gullies. **ACTION:** Clerk to draft letters to TDC about road sweeping & SCC about gully clearance and send to councillors for approval prior to sending out.

**Cllr David Bright advised as follows:**

- Cllr Bright advised that he was not able to look at the drain as yet but will endeavour to look at in the New year.

**Cllr. Liz Lockwood advised as follows:**

- Final report in response to the bus route closures has been made and needs to be submitted by 5pm on 5<sup>th</sup> January 2023. **ACTION:** Clerk to send response and Liz will advise Clerk of email address at SCC.

**Cllr. Hilary Taylor advised as follows:**

- Cllr Taylor asked how the data from the questionnaires were going to be collated for Analysis. **ACTION:** Cllr Bright offered to data input the information for analysing the forms. Cllr Taylor to supply David with the forms.

**Cllr Alison Hutchinson advised as follows:**

- Resident complaint about potholes in West Park Road. The general response to this was that it is not DPC responsibility, and the resident should write to SCC. Cllr Lesley Steeds would know the right person to write to.
- Cllr Hutchinson advised that a resident would be writing to the Clerk with a request for high visibility jackets & torches in the event that there are further accidents on the High Street at night.

## 6. To receive reports from District Councillors

### Cllr. Nicholas White advised as follows:

- Haxted Road flooding continues to disrupt access despite Eden Brook being dredged by the Environment Agency.
- Cllr White suggested putting guidance on reporting potholes on the website.
- Cllr White suggested that it may be a good idea to put links for the pubs on the website to promote the businesses in the village. **ACTION: Cllr Dandy will suggest this when he visits the local businesses and ask if they would like to be included.**

7. **Boundary Hedge on Recreation Ground** – Ian Hudson inspected the site over the Christmas period but reported back and had looked at the wrong hedge that needed attention. Cllr Bright has sent the map / diagram again to Mr Hudson for feedback and suggested they meet at the site to discuss this further.  
**ACTION: Agenda item for February meeting for update.**

### 8. Grit Bins –

- **New Grit bin for the top of Beacon Hill** - Councillors voted and it was passed to order a new grit bin for the top of Beacon Hill. **ACTION – clerk to put an order in for a new bin with Clutterbucks**
- **Audit on Grit bins – ACTION** – All councillors agreed to check the grit bins they are all responsible for and advise clerk if they need to be filled.
- **Grit bin on Locks Meadow – ACTION** - Cllr Dandy to check if the grit bin on Locks Meadow is yellow or green and if another bin is required.

9. **Noticeboards** – Cllr Taylor reported that the notice board needs to be watertight, and a magnetic board would be preferable. **ACTION: Cllr Taylor to contact Adam Neill to see if he can fix the old notice boards with a new magnetic watertight top.**

## 10. Accounts/Finance

10.1 All payments approved and signed off.

Invoices received and approved for payment 04.01.23				VAT
31 <sup>st</sup> December 2022	Maureen Gibbins	Locum Clerk	162.60	
31 November 2022	SCC Admin	Pension for Jacqui O'Sullivan Nov 22	£106.60 Employer contrib	
21 <sup>st</sup> December 2022	O2	Mobile Phone	35.53	£5.92 DD
31 December 2022	SCC Admin	Pension for Jacqui O'Sullivan SCC Dec 22	£180.39 Employer contrib	
4 January 2023	Jacqui O'Sullivan	Renewal Microsoft 365	59.99	DD from Mrs J H O'Sullivan's acc
7 December 2022	Adam Neill	Rub down & oil notice boards	88.00	
7 December 2022	Adam Neill	Mow and strim wildflower triangle at	£157.50	

		Wilderwick		
7 December 2022	Adam Neill	2 <sup>nd</sup> Trial cut of 6ft strips around village	£480	
01 December 2022	Vision ICT	Email hosting Feb 23 to Jan 24	£151.20	£25.20
08 December 2022	Realtas	Website software support	£232.60	£38.77
12 December	Jacqui O'Sullivan	Viking Stationery order (ink /paper)	£121.21	£20.20
31 December 2022	Jacqui O'Sullivan	Clerk December 22 - salary	£741.25	
19 December 2022	Mulberry & Co	Accounts services	£294.00	
31 December 2022	HMRC Dec 2022	TAX & NI for Jacqui O'Sullivan	£209.49	
04 <sup>th</sup> January 2022	Mulberry & Co	Clerk Training Pro	£240.00	£40.00

**10.2** Members noted the bank reconciliation and cash books for period to 16<sup>th</sup> December 2022. APPROVED

HSBC COMMUNITY ACCOUNT & BMM ACCOUNT			
Balance per bank statement as at 30/11/2022			
Community Account		£74,175.45	
BMM Account		£36,392.06	

**10.3 BUDGET** - The budget for 2023/24 was approved and ratified.

**10.4 Precept for 2023/24** – The precept was agreed at the amount of £55,020.00 and ratified. **ACTION:** Clerk to sign and email acceptance by 17<sup>th</sup> January 2023.

**10.5 Grant Application – Village Voice** - Grant application was declined due to overspend on grants for this financial year and our policy is that we cannot allocate more than £2K to any one organisation (and whilst Village Voice and St John's Church share a bank account, they are deemed to be one organisation). We have already allocated £2K to St John's Church. **ACTION:** Clerk to email Village Voice to advise.

**10.6 Paid invoices were stamped & signed off.**

**10.7 Approval of acceptance of Mulberry & Co to provide locum support:** Councillors voted and approved Mulberry providing locum support. Acceptance made on IRIS Open space.

**10.8 Internal Audit Suppliers** – discussions were had by the committee, and it was agreed that we would contract Mulberry to do our internal audits for 2023 subject to DPC not being in breach of contract with PKF Littlejohn LLP. **ACTION:** Clerk to check with PKF Littlejohn about contract commitments. **Subject to this, the clerk to draw up a new letter of appointment for Mulberry for contract and to look at whether there are savings to be made in costs by entering into a contract for 3 years with them.**

**10.9 Clerks Overtime** – The overtime sheet supplied was agreed by the committee. **ACTION:** Clerk to respond with guidelines of WFH allowance.

**11. West Street Flooding:** Cllr Bright advised that there is no resolution to this problem as the pipe goes underground and is simply not big enough to cope with large amounts of water when we have a downpour. SCC have already been contacted about this issue. **ACTION:** Clerk to reply to resident's email. **Locks Meadow Footpath Flooding** – Already covered earlier in the Clerks Report.

**12. Coronation Event 2023** – A small event was agreed such as a cream tea in the Memorial Hall. It was suggested that we contact other local groups and that the event is run as a shared-interest community event. Cllr Lockwood suggested contacting Claridge House to see if they would like to be involved. **ACTION:** Cllr Hutchinson to share details of the contact list used for the Jubilee event to the clerk. Clerk to look into who may be willing to share the costs and running of the event.

**13. Date of next Meeting**

Full Council on **Wednesday, 1<sup>st</sup> February 2023** at **6.30pm** in the **Centenary Room**

Planning Committee on **Wednesday 1<sup>st</sup> February 2022** at **6.00pm** in the **Centenary Room**

**Meeting Closed at 20.30**

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**MINUTES CONFIRMED AS A CORRECT RECORD:**

**DATED**

**SIGNED: (CHAIR)**