



Dormansland Parish Council

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Minutes of the 253rd meeting of Dormansland Parish Council held at 6.30pm on Wednesday 1st February 2023 in The Centenary Room, Dormansland

Present: Cllr Alison Hutchinson (Chair)
Cllr David Bright
Cllr Liz Lockwood
Cllr Richard Dandy
Cllr Keith Coleman
Cllr Cheryl Roux

Parish Clerk: Jacqui O'Sullivan

In Attendance:

Councillor Nicholas White was present at the meeting.

4 members of the public were present.

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 Cllr Hilary Taylor.

2. Declarations of interest

No declarations of interest were declared.

Chair suspended the meeting for open forum

Open Forum

Resident 1 asked how the road traffic safety plan was coming along. The resident was advised that there had been speeding boxes up in the High Street however they have now been removed so we are awaiting the survey results from SCC. **ACTION: Clerk to chase SCC for the results of speed survey.**

Resident 2 – Mary McLachlan from The Baptist Church advised of their plans for the Coronation Event and that the church would be putting on a brunch and setting up 2 screens for people to watch the Coronation. She suggested a 3 day plan and working group to put this together: **Day 1. Saturday 7th May** – Brunch and watching the Coronation at the church followed by the pop-up cream tea at Claridge House. **Day 2. Sunday 8th May** - Celebrations to be arranged at the Memorial Hall for the village. **Day 3. Monday 9th May BH** – Community Volunteering day – suggesting a village litter pick. The Coronation event is on the agenda for discussion later in the meeting so further details will be discussed.

Resident 3 – Advised that she had an email from Lingfield PC about Review of the Conservation Areas. Cllr Lockwood explained that this was a timed review on 8th February by SCC.

The resident also asked what was happening with the Neighbourhood Plan. Cllr Lockwood advised that this was still ongoing.

Chair re-opened the meeting

3. Minutes

3.1 The minutes were approved & signed for the 252nd Full Council Meeting, held on 4th January 2023.

3.2 The minutes were received for the Planning Committee Meeting held on 11th January 2023 – these minutes will be agreed & signed at the next Planning meeting on 1st February 2023.

4. Clerks report for 1st February 2023 Meeting

- **CIL funding - £4124.76 CIL funding was awarded to us in 2021/22 financial year so this needs to be spent by 2026/2027.**
- **Outstanding receipts.** All receipts have been located and given to Andy at Mulberry.
- **Memorial Asset Policy:** uploaded to website as requested.
- **Annual Parish Assembly Meeting (25.05.23):** Annie Howie has agreed to sing & talk at the Annual Meeting and awaits confirmation of timing. **ACTION: A plan was agreed by Councillors with timing and event order. Clerk to contact relevant contributors to advise on timing and order of events.**
- **Defibrillator Training / information evening:** Decision to be made on when this is going to take place / ? Annual Meeting or another date for the community? Claire Rowley has agreed to host the event and needs to have confirmation of when this is going to be. **ACTION: Decision taken by Councillors to hold this on a Saturday and Clerk to arrange this with Claire Rowley.**
- **Storage of documents for Parish Council:** Cllr. Roux has offered a metal filing cabinet to the clerk for storage of documents which will be installed asap.
- **Rialtas Training** – booked for 1st February 2023
- **Mulberry Meeting to go through accounts with Andy:** 14th February 2023
- **Befriending funds:** I have called TVA and left 2 messages to discuss the funds earmarked for their charity, but no-one has called me back. **ACTION: Clerk to chase for request of funds from Befriending. Cllr Coleman suggested asking them to come along to the Annual Parish Assembly to talk about their work. Clerk to request this.**
- **Working from Home allowance:** £40 a month allowance to be agreed by council. Backdated invoice on finance sheet for agreement.
- **Sign Replacement** – chased up with Surrey Highways on 22.12.22 – Still no feedback on when it will be replaced. **ACTION: Clerk to send another email to chase.**
- **Snow Angels Safety instructions:** These were circulated to all volunteer snow angels.
- **SLCC membership renewal** – Due for renewal 1st March – Council to agree renewal and payment costs are on the payment schedule for this month. **AGREED.**
- **End of year accounts sheet:** To be signed off by Chair / Council – **COMPLETED.**
- **Election Training:** I have taken part in the SALC Election training on 26.01.23

- **Local Government Pension Training:** I attended an on-line pension scheme training on 20.01.23.
- **PO BOX** – Address changed on Website to Parish Office, Parish Clerk address. I have written to PO Box expressing our dissatisfaction with the service and requested a refund for the £378 paid out last June 2022 as we have received no service at all for the money paid. **ACTION:** Clerk to chase a refund from post office
- **Dormansland Carnival** – Date announced for 2023 8th July – Do DPC want to have a table? Councillors opted not to take a table at the Carnival. **ACTION:** Clerk to advise the organisers.
- **Email from Resident about Defibrillator** – The resident suggested an additional defibrillator at bottom end of Dormansland – Grant scheme incentive has been advised by a resident who was a St John's Ambulance worker. **ACTION:** Parish Clerk to forward details to the Councillors for consideration.

5. Receive reports from Councillors:

Cllr Bright: Nothing to report.

Cllr Dandy: **LOCKS MEADOW PATH:** Reported that he had spoken with the resident who owned Walls Cottage and advised that the Locks Meadow path was tarmacked about 8 years ago and that this had not been successful in resolving the flooding. Cllr Bright advised that he had visited the site recently and that the existing pipe has been destroyed and is full of rubbish and the tarmac is breaking up. Cllr Dandy suggested taking up the broken-down tarmac and piping to replace this with pea-shingle for drainage. It was discussed and no decision was made other than the situation should be monitored and if it gets significantly worse, DPC may decide to help on a one-off basis using CIL funding but thereafter would not take any responsibility for the path.

Cllr Roux: **NOTICE BOARDS:** Cllr Roux presented some costs for replacement of the notice boards. A large aluminium frame lockable notice board in the recreation ground would be £750 to replace. However, a wooden frame with aluminium insert would be in the region of £250.00 / £300.00. Adam Neill had reviewed whether it was possible to add a new aluminium frame to the existing wooden frame and didn't think this would be possible.

Cllr Hutchinson suggested this could potentially come from CIL funding. **ACTION to be put on the agenda for next meeting.**

JUBILEE GARDEN – Newhache – Cllr Roux circulated further drawings for the project. Quotes will be required to build the memorial wall. Cllr Lockwood suggested getting 2 quotes for contractors to build the wall and suggested the clerk contact LPC for suitable contractors that they use. Suggestion that local builders could donate the bricks for community project. **ACTION: Clerk to get quotes for wall and contact TDC to seek suitable contractors for quotes. Item to be put on agenda for March 1st 2023 meeting.**

Cllr Coleman: **BANNER:** Cllr Coleman suggested DPC acquiring a banner to put up for meetings. **ACTION: Cllr Coleman to provide Clerk with information for content of the banner and for suggested companies to seek quotes. Clerk to provide quotes for next meeting. Agenda for next meeting.**

Cllr Lockwood: Nothing to report.

Cllr Hutchinson: **CODE OF CONDUCT:** Cllr Hutchinson advised that TDC had noted that DPC was much more settled but would continue to monitor the members. The Monitoring officer highlighted the fact that our 'Code of Conduct' guidelines were not in line with the National standard. **ACTION: Agenda point for next meeting.**

ELECTORAL COMPLAINTS LINK: Cllr Hutchinson advised that there is a TDC have provided a link to record any electoral complaints, should this be required.

COMMUNICATIONS: Cllr Hutchinson suggested producing a news leaflet to circulate advising on key issues such as pot-holes, flooding, advertising the Parish Assembly etc. This could be delivered around the village but also aimed specifically to the areas that do not receive the Village Voice. **ACTION: Agenda point for discussion next time.**

Cllr Taylor: Cllr Hutchinson read out the report submitted by Cllr Taylor in her absence. Updates included:

NOTICE BOARDS this was covered by Cllr Roux in earlier report.

PARKING ON HIGH STREET: Cllr Taylor advised that only parking on yellow lines can be reported to the enforcement officer. Suggestion that Cllr Steeds be asked about double yellow lines on the hatch area. Cllr Steeds was not present at the meeting.

SCHOOL SIGN: SCC advised that the sign was still visible so they would not be taking action. Cllr Taylor has asked TDC to come and cut back the shrubs to make the sign more visible.

RESIDENT REQUESTS: Cllr Taylor advised that a resident had asked for a salt bin to be put at the bottom of the recreation ground. Grit bins to be discussed at a later date. Cllr Taylor advised that a resident had suggested that the top of the recreation ground be converted to parking (removing the gym). Cllr Taylor advised the resident that they should put this in writing to the clerk.

6. To receive reports from District Councillors:

Cllr Nicholas White:

POT-HOLES: Cllr White suggested that due to the amount of pot-holes, that members of the public should report as many of them as possible. Cllr Roux suggested putting the link on the website to make this easier for the public to do. **ACTION:** Clerk to look into putting the link on the website & on Facebook.

OPEN SPACE STRATEGY – Cllr White advised that TDC are being reviewed for their access policy and specifically improving access to the recreation ground.

PARISH COUNCIL BOUNDARIES – Cllr White advised of the consideration that Felbridge was being considered as an additional ward to be included into the DPC. Cllr White advised that the Councillors should respond to the proposals on an individual basis. The deadline for sending comments is 27th February 2023. **ACTION: Councillors to forward comments to the Boundary Commission portal.**

- 7. Resident Survey** – Cllr Bright advised that he had not collated the information formerly as yet. Cllr Bright and Cllr Hutchinson will form a working group to collate the data and present in due course.
- 8. Dates for 2023 Meetings.** Dates for 2023 proposed meetings were AGREED including Annual Meeting Date on 17.05.23.
- 9. Annual Parish Assembly Report** – The report will be produced in the same format as 2022 but perhaps with more pictures to make it look less wordy & dull. Cllr Coleman suggested A5 format. Contributors were agreed by the Councillors and the clerk will contact those who contributed last year and ask for their contributions.

Agreement was also made for the format of the Annual Parish Assembly which will start at 18.00 with Introduction from Chair, DPC school children to participate (15mins), Q&A

session, Drinks and nibbles (30 minutes), followed by Annie Howie talk and a few songs (19.00), Fair-Trade to be asked if they will provide the refreshments. **ACTION: Clerk to confirm timings to Anna Howie, Cllr Bright to contact Fair-Trade contact to be involved in the evening, Clerk to contact contributors for the Report.**

- 10. Email from resident requesting high visibility vests & torches.** Councillors declined this request as any emergency should be dealt with by the emergency services. It was noted that the public should be thanked for their help in these situations and especially during the snow recently. **ACTION: Clerk to advise resident.**

11. Financial Regulation Review:

- **Councillors' agreement of a spend of up to £100 due to unforeseen circumstances.** Cllr Bright advised 4.4 on the financial policy, there was already agreement for the clerk to spend up to £500 in an emergency but clerk to advise the Chair as soon as possible of this emergency.

12. Accounts/Finance

12.1 COUNCILLORS AGREED TO PAYMENT OF THE FOLLOWING INVOICES:

Invoices AGREED for payment on 01.02.23				VAT
25 th January 2023	SCC Admin	Pension for Jacqui O'Sullivan Jan 23	£227.97* Employer contrib	
21 st January 2023	O2	Mobile Phone	£28.81	£4.80
6 th January 2023	Clutterbucks	Filling Bins with salt / Gritting	£894	£149
25 th January 2023	Jacqui O'Sullivan	Clerk January 23 Salary	£913.68	Incl. 16 hours OT agreed for December 22
25 th January 2023	HMRC	Tax & NI for DEC 23 / TAX & NI for Jan 23	£6.40 + Correction £323.48	
21 st January 2023	SCC Admin	Pension contributions for Jacqui O'Sullivan Nov, Dec 22 & Jan 23	£153.95* Employee Contributions	
11 th January 2023	St John's Church	Centenary Room bookings 4 Jan 23 & 11 Jan 23	£36.00	
11 th January 2023	Adam Neill	Cutting verges between High St & Hollow Lane	£100.00	
17 th January 2023	Jacqui O'Sullivan	Working from Home allowance	£140.00 Nov, Dec, Jan, Feb	Backdated to Nov 2022
18 th January 2023	Clutterbucks	Salt bin top up The Platt /	£216.00	£36.00

		Smithers		
18 th January 2023	SLCC	Arnold-Baker on Local Council Administration 13 th Edition	£137.00	
21 st January 2023	SLCC	Renewal of SLCC membership – 1 st March 2023	£177.00	
1 st February 2023	Mulberry	Locum accounts	£84.00	£14.00
1 st February 2023	Jacqui O'Sullivan	Overtime for January 2023	£404.00	25 hours @£16.16 ph

***For the purposes of accounting & clarity, pension items logged on agenda for 7th December meeting (Employers contributions £106.60 Nov 22 & £180.39 Dec 22) and 4th January meeting, £227.97 (employer Jan 23) & £153.95 (employee contributions Nov, Dec & Jan) will all be amalgamated for payment together £668.91 on 21.01.23.**

12.2 Members noted and agreed the bank reconciliation and cash books for period to 25th January 2023

HSBC COMMUNITY ACCOUNT & BMM ACCOUNT			
Balance per bank statement as at 24/01/23			
Community Account	£69,404.43		
BMM Account	£36,416.54		

12.3 All invoices to be paid were signed off by Cllr Hutchinson & Cllr Bright

12.4 Internal Audit Suppliers – Interim audit date to be agreed. ACTION: Clerk to advise on date set for audit but likely to be in March 23.

12.5 Grant Application from The Baptist Church. Grant application to be rolled over to the next financial year as funds not available in this financial year. **ACTION:** Clerk to put on agenda for April 2023.

13. Locks Meadow Footpath Flooding – Discussed under Cllr Dandy's Councillor report: This matter was discussed, and no decision was made other than the situation should be monitored and if it gets significantly worse, DPC may decide to help on a one-off basis using CIL funding but thereafter would not take any responsibility for the path.

14. Insurance Policy – Cllr Roux requested that the insurance policy be reviewed and that new quotes should be looked at for when the policy is due for renewal. **ACTION:** Clerk to update contact with Zurich and seek new quotes when renewal is due.

15. Coronation Event – Discussed earlier in the meeting (see proposals for weekend in earlier notes) but a working group was agreed: Cllr Hutchinson, Cllr Coleman, Clerk, Mary from The Baptist Church (TBC) and possibly the DEWI to be involved. The Clerk advised who had replied to the email she had sent about the weekend. She also suggested setting up tables in the car park and having a bring your own picnic on Sunday 8th June at the Memorial Hall. The trustees at the Memorial Hall have confirmed we can use the Hall on this date. Claridge House wanted involvement with the Coronation event and further discussions will be had with the working group and proposals presented at the next meeting. **ACTION:** Cllr Hutchinson to set up the working group and meeting dates.

- 16. Grit Bins** – No decision was made on whether DPC should adopt the orphan grit bins.
- **New bins** – Beeches Mead / West Street (to replace one moved to Beacon Hill) £141.00 + VAT each for 200 litre bin quoted by Clutterbucks. No decision was made to buy new bins and Cllr White volunteered to ask TDC as to what locations they had grit bins in Dormansland Parish and their policy for refilling them. **ACTION:** Cllr White to contact TDC about their grit bins.
Cllr Hutchinson asked if Cllr White would also ask TDC to put a new bin at the location of Beeches Mead. **ACTION:** Cllr White to ask TDC about a new grit bin at Beeches Mead.
 - **Signs for bins** – **ACTION:** clerk to ask Clutterbucks for a costing on getting signs made and the cost of riveting them to the existing bins that belong to DPC.

17. Date of next meetings:

Full Council on **Wednesday, 1st March 2023** at **6.30pm** in the **Centenary Room**

Planning Committee on **Wednesday 22nd February 2023** at **6.00pm** in the **Centenary Room**

MINUTES CONFIRMED AS A CORRECT RECORD:

DATED

SIGNED: (CHAIR)