



## Dormansland Parish Council

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### **Minutes of the 254<sup>th</sup> meeting of Dormansland Parish Council held at 6.30pm on Wednesday 1<sup>st</sup> March 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  
Cllr Hilary Taylor

**Parish Clerk:** Jacqui O'Sullivan

**In Attendance:**

Councillor Nicholas White & Cllr Lesley Steeds were present at the meeting.  
6 members of the public were present.

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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:**

No apologies were received at the meeting

**2. Declarations of interest**

No declarations of interest were declared.

**Chair suspended the meeting for open forum**

### **Open Forum**

**Resident 1** – Playground Access and Playground equipment at the recreation ground

The resident asked whether any updates had been made since December when she last came to the meeting. The access to the park is not wheelchair friendly and when in the park, there are no suitable pieces of play equipment that are usable for disabled children. Cllr. Bright advised on the Open Space Strategy scheme on the TDC website and said that TDC were looking at improving access to all local parks for equality. Cllr. White advised that he had taken this matter up with TDC and had advised us at the last meeting that TDC were specifically looking at accessibility with the Open Spaces Strategy and that Dormansland were on the list for this. The resident expressed an interest in being involved with the project and asked to be included in any emails sent to TDC. The resident advised that Master Park in Oxted was a brilliant example of what equipment was needed in Dormansland. **ACTION: Clerk to write to TDC asking when the park was going to be assessed and for resident to be included in discussions.**

**Resident 2** – the resident advised that she had been asked about the Parish Assembly report and what format this was going to take and how it was going to be circulated. Cllr. Hutchinson advised it would take the same format as last years with contributors from the local community however it would be an A5 booklet and there would be enough printed that could be circulated to members of the parish if they cannot attend the Parish Assembly.

### **Chair re-opened the meeting at 18.40**

#### **3. Minutes**

**3.1** The minutes were approved & signed for the 253<sup>rd</sup> Full Council Meeting, held on 1<sup>st</sup> February 2023.

**3.2** The minutes were received for the Planning Committee Meeting held on 1<sup>st</sup> February 2023 & 22<sup>nd</sup> February 2023 – the minutes have been agreed & signed for 1<sup>st</sup> February 22<sup>nd</sup> February 2023 meeting and the 22<sup>nd</sup> February minutes will be agreed and signed at the Planning meeting on 15<sup>th</sup> March 2023.

#### **4. Clerks report for 1<sup>st</sup> March 2023 Meeting**

- **Defibrillator Training:** Following on from the last meeting, Claire Rowley has offered a date for training on 17<sup>th</sup> June 2023. **ACTION: Clerk to accept date but ask for an afternoon session. Clerk to book Memorial Hall for the event.**
- **End of year Accounts** - Mulberry Meeting arranged with Andy for 6<sup>th</sup> April 2023.
- **Befriending funds:** Clerk spoke with the new contact at Befriending, Louise Garratt and advised her that we needed a request note for the funds that we had pledged to their scheme. She is looking into this and will get back to me.
- **Election Training:** Another Election seminar run by TDC was held on 22.02.23. Attended.
- **PO BOX** – Post Office are looking into refunding the money but still awaiting confirmation. (I wrote to the PO Box expressing our dissatisfaction with the service and requested a refund for the £378 paid out last June 2022 where we have received no service at all for the money paid).
- **Defibrillator Grant scheme.** Chased this up on 17<sup>th</sup> February but have still not heard back from the resident that was going to email me the details about the funding scheme. She will email me at some point.
- **Newhache wall quotes:** Clerk has been working with Cllr.Roux to get some quotes for the wall. Nick Van Vliet – Lingstead Builders / Andy Belton – Lingfield Builder. TDC have been emailed regarding the plans for a Jubilee Garden and asked if they can advise on what DPC need to do to go forward with the plans. **ACTION: Agenda item for next meeting in April 2023.**
- **Speed Survey Results** – Clerk chased up SCC asking if there were any results from the speed survey cameras but has not had a reply as yet. Discussions were had about Speed Watch monitoring that had been taking place in the village. It was confirmed that Peter Norton was the organizer of this. There were discussions about local residents who had completed the residents survey who were happy to volunteer with Speed Watch. **ACTION: Clerk to contact Peter Norton to ask if we could have any results of this speed monitoring to include in the Annual Parish Assembly report about road safety.**
- **Zurich Policy** – contact details have been updated to new clerk on the policy. RESOLVED. Clerk suggested a working group to go through the policy details as

policy is up for renewal in May and many changes need to be discussed. It was AGREED that Cllr. Lockwood & Cllr. Hutchinson and the Clerk would be the working group. **ACTION: Working group to meet to discuss policy further. Clerk to arrange a date for a meeting.**

- **Banking Interest for savings account:** Interest amounts were circulated to the Cllrs prior to the meeting. It was AGREED that the Clerk should reduce the amount kept in the current account to £40k and transfer £25k into the BMM account so that DPC maximise the interest % on the accounts. **ACTION: Clerk to facilitate the funds transfer.**
- **O2 – Mobile phone account** – Clerk advised notification of increase from 1.04.23 13.4% increase + 3.9% set out in the terms. **ACTION: Clerk to look into a more cost-effective mobile phone provider and report back next meeting.**
- **Resident email regarding parking in NewHache.** On discussion, all agreed it was a serious situation whereby access to Locks Meadow via NewHache would be very difficult (sometimes impossible) due to the cars parked badly and the lack of parking spaces. It was decided that the car park in NewHache could park approximately 12 to 14 cars but is under-utilised and not fit for purpose as it is at the moment. The car-park needs to have the bays re-painted and tidied up in order to encourage people to use it. Cllr. Steeds advised that she could check with Zoe to see if the yellow lines could be extended once the car park had been re-purposed. Cllr. Steeds also confirmed that there was a light in the car park and thought that this was working satisfactorily. Discussions were had regarding yellow lines at the junction with the high street but it was felt that this would be a lengthy process requiring a consultation and would not necessarily resolve the problem. **ACTION: Clerk to write to TDC to ask for them to make the carpark fit for use and to paint in new lines for bay parking and to assess the junction with the high street for yellow lines to be considered.**
- **High Visibility jackets / torches request:** Clerk advised resident that her request had been declined but thanked her for her help in these situations. COMPLETED.
- **Sign Replacement** – Give Way sign has been replaced – COMPLETED.
- **SLCC membership renewal** – RENEWAL COMPLETED.
- **Rialtas Training / January Accounts completed with Mulberry (Andy)** COMPLETED
- **Annual Parish Assembly Meeting (25.05.23):** Memorial Hall booked 18.00 to 21.00 hours. Clerk has emailed all Contributors for the APA report with brief outline of the evening's events.
- **Dormansland Carnival** – Advised that we did not require a table but was sure that we would support the event. COMPLETED
- **Email from Resident about Defibrillator at Beeches Mead** – Advised resident that we were looking into an additional defibrillator but this was likely to take some time and gave him the details of the Gatwick grant funding scheme. COMPLETED
- **Reporting Pot Holes.** The link is now on our website. COMPLETED.

## 5. Receive reports from Councillors:

**Cllr. Roux: Notice Boards:** Cllr Roux presented some costs for replacement of the notice boards. 3 quotes £300, £560 & £720 (the latter will be disregarded). Cllr Roux has one more quote to get in and will present next time. **ACTION: Clerk to put on agenda for next month.**

**Cllr. Coleman: Pancake Day** – Cllr. Coleman commented on what a great success the pancake day celebration was at the Baptist church and that it was well attended by the community.

**Dormansland Primary School** – Cllr. Coleman advised that he has a meeting planned with Dormansland Primary school to discuss their participation with the APA with some form of poetry reading perhaps. Also, he will discuss the children doing a competition of artwork to include on the DPC banner. This is to encourage connections between the school and the Parish Council. Cllr Hutchinson asked if he would also mention the decoration of the crown by the children for the Coronation event.

**Cllr. Lockwood: Resident Survey Forms** Advised that she had downloaded the online surveys and will put them in a spreadsheet and forward to Cllr. Bright for collating with the other surveys. **ACTION: Cllr. Lockwood to forward spread sheet to Cllr. Bright.**

**Cllr. Hutchinson:** Nothing to report.

**Cllr. Taylor: Overhanging trees obscuring school signs.** Cllr. Taylor advised that the trees opposite Clinton Hill were visibly obscuring the signs for the school and both SCC & TDC have both refused to cut back the trees overhanging the recreation ground hedge. **ACTION: Clerk to send email to Cllr. Steeds & Angelo who will have a look at this obstruction and assess.**

**Cllr. Dandy: Memorial Hall** – Cllr. Dandy wanted to congratulate all those involved with the Memorial Hall and commented that it was looking great and that the flower boxes made a real difference too.

**Cllr. Bright – Banking Mandate** – Cllr. Bright advised that the banking mandate had been returned as there were conditions that needed to be met. Cllr. Hutchinson read out the terms and conditions of HSBC and it was unanimously AGREED by the 7 councillors that Terms 3.1, 3.2, 3.3, 3.4 & 3.5 \*addendum to be included in minutes of these terms agreed. RESOLVED.

It was AGREED by all Councillors present that Cllr. Bright and Cllr Hutchinson would be signatories for the HSBC account.

**Banking protocols** – Cllr. Roux asked about security on the bank account and asked about the 2 tier banking system and whether this was in place. The Clerk advised that there was no 2 tier system available with the current bank account and that she felt that with the current system; 1. Agreement of invoices to be paid at monthly meetings 2. Reconciliation of the accounts 3. Presentation to the council of the bank statements & reconciliation papers, that this was a secure process. Cllr. Roux asked that we should look into other bank accounts that could accommodate the 2 tier banking system. **ACTION: Clerk to look into whether HSBC have this sort of account & look**

into Unity Trust Bank for their accounts and the pros & cons. Clerk to put on agenda for April meeting to agree what processes we will adopt.

6. To receive reports from District Councillors:

**Cllr Nicholas White:**

- Cllr. White advised that TDC had agreed a £6000 grant for meals on wheels.
- Cllr. White advised that the pot-holes were slowly being repaired.
- **Road Sweeping** – Cllr. Bright asked Cllr. White if he could look into the Road sweeping situation with TDC. **ACTION: Cllr. White to look into this with TDC.**

**Cllr. Lesley Steeds:**

- **Memorial Hall** - Cllr. Steeds reported that she had requested that the Memorial Hall trustees put in a bid for £2000 for the painting of the side of the memorial hall. She hoped they would be successful.
- **White lines on West Street** – Cllr. Steeds is working on this. **ACTION: Cllr. Steeds to update.**
- **Tree roots on pavements in Dormansland** – Cllr. Steeds is working on these to be removed. **ACTION: Cllr. Steeds to update.**
- **VAS signs** – approximate costs per sign £3K for sign / £2K for installation totalling £5K per sign. Cllr. Steeds advised that the old signs will be removed this month (March 2023) and the new signs will be in place by the end of Summer 2023. Cllr. Steeds advised that the VAS signs on Felcourt Road will be put up this year.
- **Yellow backed signs** – Cost of these £500 each and we require 2 of these. Cllr. Steeds is trying to get funding for these from another pot of money and will advise if this is possible. Being managed by James Wellbourne. **ACTION: Cllr. Steeds to advise in due course on funding of signs.**
- **Roundalls** – No costing for this at the present time but this is currently with Highways (Angelo). **ACTION: Cllr. Steeds to update.**
- **Double Yellow Lines outside post office** – Cllr. Steeds advised that Ricki Hill has this on his list to assess and she will meet with him to discuss. Cllr. Steeds advised that this will not get done for another year at least as the process takes a long time. **ACTION: Cllr. Steeds to update.**
- **Pot-holes in New Farthingdale** – Cllr. Steeds advised that this has been filled.

7. **Banner for DPC Publicity.** Already discussed under Cllr. Colemans councillor report.

8. **Annual Parish Assembly.** Clerk advised that all contributors had been emailed with a programmed of events. Cllr. Bright confirmed that Fair-Trade would supply the wine on a sale or return basis. Cllr. Coleman suggested that we ask if Claridge House would like to have a table at the event to promote what they do. **ACTION: Clerk to ask Claridge House if they wish to have a table at the APA.**

4. **Accounts/Finance**

9.1 All invoices were APPROVED for payment.

Invoices approved for payment to date 28 <sup>th</sup> February 2023
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VAT
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25 <sup>th</sup> February 2023	SCC Admin	Pension for Jacqui O'Sullivan Feb 23	£254.73 Employer contribution	
21 <sup>st</sup> February 2023	O2	Mobile Phone	£28.81	£4.80 DD
6 <sup>th</sup> February 2023	DM Payroll services Ltd	Payroll services for Nov 22 to March 23	£50.00	
25 <sup>th</sup> February 2023	Jacqui O'Sullivan	Clerk January 23 Salary	£1006.27	Incl. 25 hours OT agreed for January 23
25 <sup>th</sup> February 2023	HMRC	Tax & NI for Feb 23	£388.40	
21 <sup>st</sup> February 2023	SCC Admin	Pension contributions for Jacqui O'Sullivan Feb 23	£76.15 Employee Contributions	
20 February 2023	Jacqui O'Sullivan	Stationery – pens, dividers, post it notes & wallets	£10.52	£2.11
25 <sup>th</sup> February 2023	Jacqui O'Sullivan	Working from Home allowance	£40 March 23	

**9.2** bank reconciliation was APPROVED and cash books APPROVED for period to 31<sup>st</sup> January 2023

HSBC COMMUNITY ACCOUNT & BMM ACCOUNT			
Balance per bank statement as at 31/01/23			
Community Account	£69,404.43		
BMM Account	£36,445.62		

**9.3 Invoices all signed off by signatories.**

**9.4 Clerks overtime** – Council agreed the overtime for February 2023 which had been previously emailed to the Councillors.

**9.5 Grant Management for 2023/24** – it was RESOLVED to change the policy on grant applications so that only 10% of the maximum budget can be applied for at any one time and that the application process will be split into two timelines. 1<sup>st</sup> phase: closing date for applications 24<sup>th</sup> May 2023. Application decision dates will be 7<sup>st</sup> June 2023 (meeting) and 2<sup>nd</sup> phase: closing date 18<sup>th</sup> October 2023 – Application decision date will be 1<sup>st</sup> November 2023 (meeting). Exceptional circumstances may be considered for grants applied for up to 20% of the entire budget. **ACTION: Clerk to look at Grant policy and update accordingly. Clerk to email all previous grant applicants to advise of new procedures and dates for application. Clerk to advertise on website and Facebook.**



5. **Notice Boards** –discussed under Cllr Roux’s Councillors report

6. **Code of Conduct Policy** – Cllr Hutchinson advised that our present code of conduct policy does concur with the national guidelines as advised by TDC. NALC have advised that we use the DPC version of their Code of Conduct. TDC direct us to the LGA version of the Code of Conduct. Cllr. Lockwood suggested we use the version published on the TDC website. Clerk advised that she had requested the TDC policy so that we could adopt their version and will forward this to the Councillors once they have sent it. **ACTION: Agenda item for next meeting to decide on version to adopt.**

7. **Communications / Newsletter** – After discussion, it was AGREED and decided that the newsletter should be sent out as a double sided A4 sheet to include a map of the parish and it will be sent out electronically to Dormans Park residents (Cllr. Coleman to arrange) and the Neighbourhood Watch email circulation & the Trustees of the Memorial Hall circulation list plus to be put on the DPC website and Facebook page. **ACTION: Final format to be circulated to the Councillors by Cllr. Hutchinson and circulation to be arranged thereafter.**

13. **Coronation Event** – Cllr. Hutchinson advised that the plans were going well and the next working group meeting would be on 6<sup>th</sup> March 2023.

14. **Grit Bins:**

- **Audit clarification on DPC grit bins and which bins we are responsible for.** It was agreed that DPC would not take responsibility for the SCC bins. Cllr. Bright advised that before any action is taken, we need to find out about the licences for the grit bins and if we have them for all the bins in place. **ACTION: Cllr White to advise if SCC are taking responsibility for the 4 bins in Dormansland and what their protocol is for auditing and filling these bins. Clerk to contact SCC about the licenses for all of our grit bins.**
- **New bin – Beeches Mead – ACTION: Cllr. White to advise if anything back from TDC to supply a bin to this location at next meeting.**
- **West Street Grit Bin** (to replace one moved to Beacon Hill – has not been moved yet). £141.00 + VAT each for 200 litre bin quoted by Clutterbucks. No decision was made on this.
- **Signs for bins** – Clerk advised that Clutterbucks had communicated that signs should not be riveted to the bins as they would damage them possibly making holes and then water would get in and ruin the contents. Clutterbucks recommended putting the laminated signs into the bin. It was AGREED that the Clerk should laminate signs and put them in all the bins. **ACTION: Signs to be laminated and put into the grit bins.**
- **Gritting of New Farthingdale** – Request for change to priority gritting route: **ACTION: Clerk to email SCC Highways asking if consideration could be given for New Farthingdale to become a primary route as it is an access route to the school.**

15. **Weed Management / Grass cutting** – It was APPROVED & AGREED that we would accept the quote from Weed Management at last year’s price and the clerk should instruct the Weed Management company accordingly. £850.00. **ACTION: Clerk to confirm to Weed Management co.**

Grass Cutting – Cllr Bright advised that if we committed to 3 extra strims of the edges, Mr Neill would reduce his costs from £480 to £350 per job. The budget was checked and there would be sufficient funds within the budget to accommodate this and with the uncertainty of attendance of these jobs carried out by SCC, it was AGREED that we commit to 3 x extra strims in the next financial year but a 4<sup>th</sup> strip may be considered if conditions indicate this. **ACTION:** Clerk to confirm agreement to Mr Neill that we agree to the extra work to be conducted.

**16. Resident Survey:** Cllr. Bright advised of the outcomes from the residents' survey. In order of priority – the concerns identified by residents were as follows: Speeding; Condition of roads and pavements; Footpaths and bridleways; Appearance of the village; Fly tipping / Litter; Crime. A more detailed report will be published in due course incorporating the on-line surveys. Cllr. Steeds advised that the person to contact regarding fly tipping would be Jim Lewthwaite at TDC and any concerns, he would arrange collection of any such rubbish. **ACTION:** Agenda item for April meeting to decide on how to address the concerns of the residents.

**17. Date of next meetings:**

Full Council on **Wednesday 5<sup>th</sup> April 2023** at **18.30** in the **Centenary Room**  
Planning Committee on **Wednesday 15<sup>th</sup> March 2023** at **17.30** in the **Centenary Room**  
& **Wednesday 5<sup>th</sup> April 2023** at **18.00** in the **Centenary Room**

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MINUTES CONFIRMED AS A CORRECT RECORD:

DATED

SIGNED: (CHAIR)