



Dormansland Parish Council

Tel: 07395 323456

Email: parishclerk@dormansland.org.uk

Website: www.dormansland.org.uk

Minutes of the 255th meeting of Dormansland Parish Council held at 6.30pm on Wednesday 5th April 2023 in The Centenary Room, Dormansland

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

Parish Clerk: Jacqui O'Sullivan

In Attendance:

Cllr. Nicholas White & Cllr. Lesley Steeds were 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 were received and accepted from Cllr Liz Lockwood

2. Declarations of interest

No declarations of interest were declared.

3. Minutes

3.1 The minutes were approved & signed for the 254th Full Council Meeting, held on 1st March 2023.

3.2 The minutes were received for the Planning Committee Meeting held on 1st March 2023 & 15th March 2023 – the minutes have been agreed & signed for at the Planning meetings on 15th March 2023 & 5th April 2023 respectively.

4. Clerks report for 5th April 2023 Meeting

- **Defibrillator Training / information Afternoon:** Booked for 17th June 2023 14.00 start / Memorial Hall booked for this event from 13.00 (for set-up). **ACTION: Clerk to advertise on website / FB and will put together a flyer after the Coronation event to promote.**
- **Befriending funds:** Received invoice and paid promised funds to Befriending scheme for this financial year. TVA have provided a short report for our APA report. COMPLETED.
- **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). STILL OUTSTANDING. **ACTION: Clerk to write a letter of complaint to the Post Office's CEO from Dormansland Parish Council.**

- **Speed Survey Results / Speed monitoring survey** – The Speed Watch Survey team reported that 13 drivers had been caught on the recent Speed Watch session.
- **Zurich Policy** – Meeting had with Cllr. Lockwood / Cllr. Hutchinson – Agreed on Policy amendment and Clerk to submit changes to Zurich to get a quote for the renewal. Once quote received, this will be put to Full Council for agreement. The Clerk advised that there was a query with the limit for Volunteers Personal Injury of £50K but she had checked with Lingfield PC and their limit was the same. It was RESOLVED to keep the limit as it is. **ACTION: Quote for renewal to be applied for.**

In preparation for insurance renewal:

ASSET REGISTER TO BE AGREED: Updated version sent to council 30.03.23 for comments. Amendments to ASSET REGISTER AGREED (subject to changes: Meridian Stone prices, VAS signs to stay on, removal of Salt Spreader, Additional TDC Notice Board, Royal Oak Grit Bin to be kept as DPC asset).

- **Banking Interest for savings account:** As agreed in last meeting - £25K transferred to savings account from current account. Balance now approx. £41K current & £61K savings. RESOLVED.
- **O2 – Mobile phone account** – Giffgaff provider for phone – no contract required £8 a month. Contract with O2 to conclude on 20.05.23 and a penalty fee would apply if contract cancelled before its end. **ACTION: Clerk to swap contracts when contract ends with O2.**
- **DPC Newsletter** – completed and put on website / face book / mailing list for Neighbourhood Watch / mailing list for Memorial Hall. COMPLETED.
- **Grit Bin Signs** – all laminated and given to Cllr. Bright who will put in to the bins in the Autumn 2023.
- **Coronation event** – booked tables / arranged flyers, banners & posters / prizes for competitions to be agreed? Amazon Vouchers or John Lewis Vouchers? £20 x 3 - £60. It was AGREED to spend £60 on Amazon Vouchers for prizes for the Coronation Crown Competition for which there is no entry fee. **ACTION: Clerk to purchase vouchers.**
- **Emails from Lesley Steeds re: resident complaints.**
 1. West Street Ditch blockage: RESOLVED by Cllr Bright
 2. Corner of Dormans Road / High Street with overgrown hedge. RESOLVED.
- **Newhache Jubilee project:** Waiting for Simon Mander to confirm a site visit date to discuss the plans further. **ACTION: Clerk to chase up.**
- **Newhache Car Park:** Email sent to TDC (Simon Mander on 13th March) asking about markings to be painted for the bays. No response as yet. Cllr. Nicholas White and Cllr. Lesley Steeds not aware of any development plans for this site. **ACTION: Clerk to chase up TDC**
- **Weed Management** – Confirmation of agreement emailed to Weed Management Ltd. COMPLETED.
- **Adam Neil** – confirmation of agreement to extra strims of verges at reduced cost per strim (from £480 to £350) emailed to Adam. COMPLETED
- **Pension Year End figures submitted to SCC Admin for Clerk's Pension Contributions** – COMPLETED.
- **Community News Article submitted for the May, June, and July issue** – COMPLETED.
- **Village Voice Article submitted for April issue** – COMPLETED.
- **Good Councillor Guides:** **ACTION: Clerk to forward link to Cllr. Taylor.**

- **Grant Policy updated** – new amended GRANT POLICY AGREED. **ACTION:** Clerk to put on website with new Grant Policy application form asap.

Chair suspended the meeting for open forum at 18.50.

Open Forum

Resident 1 – the resident was from the Speed Watch working group and attended to discuss the speeding issues and accidents in Dormansland. The Speed Watch team need more volunteers and the Chair advised that information gleaned from the residents' survey, showed many people had offered to help with this and it was agreed that the Clerk would pass on the email addresses so that new volunteers could be approached. For data protection, the Clerk will check with the survey residents that they are happy to have their details passed on. Cllr Hutchinson and Cllr Coleman offered to be part of the Speed Watch team. The resident also commented that 20's plenty scheme and that she felt that if drivers were not adhering to the 30mph then they would not reduce their speed to 20mph. **ACTION: Clerk to email resident with resident volunteer details & the two Councillor telephone numbers to be added to the what's app group.**

Resident 2 – the resident advised that she had concerns about the speeding issues also and had had 3 cars written off in the High Street since 2015. She advised that because the road is so dark at night, the cars cannot be seen. Cllr Hutchinson advised that the council were addressing this issue and will consider their comments when looking at a strategy to tackle this issue although the Parish Council do not have much say with this issue as it is more County level. Cllr Hutchinson advised that a Road Safety working group would be set up and invited the residents to be part of this and the clerk will email the residents to advise them of the forthcoming meetings so that they can be involved. **ACTION: DPC Council to consider High Street issues, eg. 'lighting' when addressing the speeding / traffic control in their Strategic Planning Aims. Clerk to contact residents and put them in touch with the Road Safety Group.**

Chair re-opened the meeting at 19.05

5. Receive reports from Councillors:

Cllr. Roux: Nothing to report.

Cllr. Coleman: Nothing to report.

Cllr. Hutchinson: Nothing to report.

Cllr. Taylor: Nothing to report.

Cllr. Dandy: Nothing to report.

Cllr. Bright: Nothing to report.

6. To receive reports from District & County Councillors:

Cllr Nicholas White:

- **Newhache Carpark:** Cllr. White advised that due to a resident having acquired some land on the carpark in Newhache, TDC were trying to resolve the issues of

the carpark. Cllr Steeds and Cllr. White are both in support of the use of the carpark for residents and DPC's request for the re-painting of the bays. **ACTION: Cllr. White to report back next time on developments of the carpark.**

- **Potholes**: continued problems with potholes. Cllr. Steeds advised that the new contractor 'Ringway' have been reprimanded by SCC due to their substandard work in repairing the potholes. Discussions were had about the reporting criteria and when you can and cannot claim for damages. Cllr. Steeds advised that if a Councillor reports a pothole, it will be dealt with quicker than a member of the public.
- **Little Farindon's unauthorised development**: Cllr. White advised of the unmarked trucks and 60-70 green bags full of sawdust type material on site. Work continues despite the STOP order on the property.
- **Road Sweeping** – Cllr. White updated that he had written to Jim Lethwaite but no update. It was mentioned that TDC states on their website that all roads are swept every 8 weeks which is clearly not happening and TDC are not fulfilling their obligations of this public service **ACTION: Cllr. Steeds & Cllr. White will follow up on this.**

Cllr. Lesley Steeds:

- **Potholes** - Cllr. Steeds reported that all local potholes reported had been filled.
- **White lines on West Street** – Cllr. Steeds reported that the white lines will be refreshed in due course and at the same time, Ricki Hill will assess the yellow lines, but these will not be done for some time.
- **Tree roots on pavements in Dormansland** – Cllr. Steeds is working on these to be removed. **ACTION: Tree Officer is looking to see what can be done and will advise.**
- **Give Way & Chevron Sign**: Both replaced. RESOLVED.
- **VAS signs** – The VAS signs have been approved and will be done.
- **Yellow backed signs** – James Wellbourne has been instructed to order the yellow backed signs and these will be erected in due course.
- **St Piers Corner** – Drain Jetted out so should not be any more flooding.
- **Lamp post Newhace**: Temporary repair made to the lamp post. No need to report.
- **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** – See above: Ricki Hill will assess when he does the white lines Cllr. Steeds advised that this will not get done for another year at least as the process takes a long time. **ACTION: Clerk to put on Agenda for December 2023.**
- **Footpath 392** – This footpath runs from the bottom of West Street to Mill Lane and there is mud up to ankles in 2 parts. Flooding of footpath due to ditches not being cleared which are residents' responsibility. Cllr. Steeds suggested the Council put together a flyer advising residents of their responsibilities to keep ditches cleared. If residents do not respond or fulfil their obligations, SCC will come and clear the ditches but will invoice the landowners for the work undertaken. **ACTION: Council to discuss putting together a flyer.**

- **School Sign with overhanging foliage:** Cllr. Steeds advised that this is TDC to sort out cutting the hedge and not SCC. **ACTION: Clerk to email Ian Hudson with issue & copy in Callum, the TDC Tree Officer.**

7. **Banner for DPC Publicity.** Cllr. Coleman advised that there was no update as the meeting had been postponed until after Easter.

8. **Annual Parish Assembly report:** All contributors have submitted their pieces for the report apart from Speed Watch. Quotes for printing: EMS quoted £73.25 for colour on 2 pages / 14 pages B&W (30 copies) and The Print Room quoted £60 for full colour but stapled in the corner instead of being bound with 2 staples. No VAT is applicable. Council APPROVED £70 spend for the report. **ACTION: Cllr. Hutchinson to submit a speed watch report for the APA. Clerk to check that comment from Cllr. Taylor had been included regarding non claim of Councillors expenses.**

4. Accounts/Finance

9.1 All invoices were APPROVED for payment.

Invoices received for payment to date 31 st March 2023 (not paid)				VAT
28 th February 2023	Mulberry	Handover / Rialtas input training with Andy on 14.02.23	£246.72	£41.12
21 st March 2023	HSBC	Bank charges @ £5 a month from June 22 to Feb 23	£50 – paid £5 per month since 21.6.22.	Backdated as not shown on monthly report
21 st March 2023	SCC Admin	Pension for Jacqui O’Sullivan March 23	£251.76 Employer contribution	
21 st March 2023	O2	Mobile Phone	£28.81 Direct Debit	£4.80
6 th March 2023	Jacqui O’Sullivan	Viking Direct – Ink for printer	£114.35 +VAT	£22.87
25 th March 2023	Jacqui O’Sullivan	Clerk March 23 Salary	£995.93	Incl. 24 hours OT agreed for February 23
25 th March 2023	HMRC	Tax & NI for March 23	£381.24	
21 st March 2023	SCC Admin	Pension contributions for Jacqui O’Sullivan March 23	£75.26 Employee Contributions	
06 th March 2023	CAGNE Invoice	Gatwick Support committee	£10.00	
6 th March 2023	Mulberry	Year End, Finance & Audit Training	£35 + VAT	£7.00
23 rd March 2023	St John’s	Centenary Room	£72.00	

	Church	Hire Feb & March		
23rd March 2023	Mulberry	CILCA training program 18.04.23 start	£365.00 + VAT	£73.00
23rd March 2023	HMRC	DBS check	£23	
31st March 2023	Jacqui O'Sullivan	Overtime – March 38 hours	£614.08	
23rd March 2023	SLCC	Postage for Arnold Baker book	£4.00 + VAT	£0.80
31st March 2023	PW Event hire	Tables for Coronation Party	£251.75 + VAT	£50.35
31st March 2023	Jacqui O'Sullivan	Discount Fabric – Red Cotton fabric	26.95	
31st March 2023	Jenny Green	Expenses for Gig	£100.00	
28th March 2023	Adam Neill	Cut & Strim 6' strips in village	£350.00	
31st March 2023	Jacqui O'Sullivan	Printing for Coronation flyers – Print Room	£45.00	NO VAT
31st March 2023	Jacqui O'Sullivan	25m Red Catering Roll for tables	£14.99	NO VAT
31st March 2023	Befriending Scheme TVA	2nd of 3 payments agreed in 2021	£850.00	
31st March 2023	SALC /SCAPTL	Annual Subs 2023/2024	1127.31	NO VAT

9.2 bank reconciliation was APPROVED and cash books APPROVED for period to 31st March 2023

HSBC COMMUNITY ACCOUNT & BMM ACCOUNTS			
Balance per bank statement as at 28 th February 2023			
Community Account	£65,998.07		
BMM Account	£36,474.98		

HSBC COMMUNITY ACCOUNT & BMM ACCOUNT			
Balance per bank statement as at 31/03/23			
Community Account	£38,167.75		
BMM Account	£61,538.47		

9.3 Invoices all signed off by signatories.

9.4 Grant Applications carried forward from January 2023:

- Baptist Church Grant application
- Village Voice Grant application

ACTION: Discussion postponed until June 2023 meeting with new guidance on Grant approvals

9.5 CAGNE invoice – it was RESOLVED to increase the standard renewal of £4 to £10 giving a donation of £6 as set out in the renewal notice. AGREED.

NALC / SCAPTL annual renewal of membership – AGREED for payment.

9.6 Banking systems: Banking Mandate: Cllr. Hutchinson advised that the banking mandate was still not agreed with HSBC as they would not accept her authentication documents as they are in her maiden name. New mandate forms are to be issued and Cllr. Hutchinson will collect these from HSBC.

New bank to Unity Trust Bank: a motion was proposed to change the bank from HSBC to Unity thus having a 2 tier banking system where by payments will be put on by the Clerk and one of the Signatories will release the payments. Motion was APPROVED & AGREED. The new bank signatories will be Cllr Bright, Cllr Dandy, Cllr Coleman & Cllr Taylor.

ACTION: Clerk to initiate the change of bank to Unity.

10. Notice Boards – Quotes had been circulated to the Council prior to meeting and the proposal for the Copy Cat quote for the new notice board was AGREED by all. In addition, all AGREED to an additional spend of £150 for a magnetic back board to be purchased separately.

Tandridge Notice Board in Recreation Ground: Cllr Taylor requested that we take on board the maintenance of this TDC board as it has not been attended to for years and is falling into disrepair. Cllr Taylor advised that the normal cork back was not suitable as historically, the cork has been varnished which makes the water run down the boards making all the flyers wet and also the bottom cork tiles deteriorate quickly. It was AGREED that a quote should be obtained for a more durable product that was suggested by Adam Neill. **ACTION:** Clerk to obtain a quote on the recommended product for re-surfacing the notice board.

11. Code of Conduct Policy – New Code of Conduct Policy AGREED in line with the TDC Code of Conduct. An additional paragraph was added regarding Libel Claims. RESOLVED.

12. CIL FUNDING – The Clerk advised that notification had been received that CIL funding for the amount of £4129.19 will be received for the Haxted Kennels by end of April 2023.

Expression of Interest: Cllr Bright was concerned that should we put in another expression of interest, we would not be successful as a consultation should be done in preparation for this and there is not enough time to do this with the deadline being 12th May. Cllr. Hutchinson suggested we seek advice from Cllr. Lockwood before any action is taken. Suggestions made for Expression of Interest would be for parking at the bottom of the recreation ground. After much discussion, it was AGREED that no expression of interest would be submitted. **ACTION:** Cllr. Hutchinson to discuss with Cllr Lockwood as to recommendations for future CIL applications.

13. Coronation Event:

- **Risk Assessment for Litter Pick** – AGREED with small amendments.
- **Risk Assessment for Street Party** – AGREED with small amendments.
- Road Closed signs and Diversion signs to be borrowed from Lingfield PC.
- **DPC insurance to cover Community Litter Pick** – **ACTION:** Clerk to email Zurich to advise of this event.

14. Grit Bins:

- **Grit Bin Licenses** - no update at present time. **ACTION:** Clerk to chase up.
- **SCC grit bins** – no update at present time. **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.
- **New bin – Beeches Mead** – no update at the present time. **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) or move Royal Oak Grit bin to Beacon Hill? £141.00 + VAT each for 200 litre bin quoted by Clutterbucks. **ACTION:** DEFERRED until we find out about the Licenses on all the bins.

15. COUNCIL Risk Register: Risk Register circulated to Council prior to meeting. Feedback on checks of equipment from TDC required e.g. missing handle reported several times. **ACTION:** Deferred to May 2023 meeting for discussion and agreement.

16. Resident Survey: Final Resident Survey report completed and circulated for approval. APPROVED for circulation. **ACTION:** Clerk to send to all residents who requested copies who completed the survey & to upload to the website and Facebook. **ACTION:** Clerk to put on Agenda for June 2023 to discuss for Strategic Plan for DPC.

17. Parking Enforcement & Environmental Maintenance: Discussed that it is not the best decision for this to be moved back to SCC but no more to be done.

18. Tree Planting: Cllr Bright and Fiona French have chosen a potential site for tree planting. SCC still offering scheme – 12 trees @ £25 per tree – total £300. SCC needs to do site checks and contribution to trees and do all the maintenance for first 3 years. All AGREED That happy to proceed with planting and costs. Funds to come from Infrastructure fund. Fiona French will conduct a consultation with residents to assess if they are happy with the planting scheme.

19. 20's Plenty – DEFERRED to next meeting in May 2023.

20. CAGNE – Gatwick Airport FASIS process – DEFERRED to next meeting in May 2023.

Meeting closed to the public.

21. Clerks Employment matters:

- **Contract:** AGREED by all Councillors to confirm permanent Contract of Employment to Clerk, Jacqui O'Sullivan as Responsible Financial Officer (RFO) & Proper Officer (Clerk / Secretary) to Dormansland Parish Council.
- **ILCA completed.** Clerk confirmed that there was no pay increment due following completion of Introduction to Clerking training program (ILCA).
- **Overtime:** AGREED by all Councillors that whilst training and the additional work load prevailed due to Coronation, Policy renewals, APA, Elections, End of Year and Audits, Overtime will be Agreed and contracted hours to be review in 4 or so months. **ACTION:** Review of hours on agenda for September 2023.
- **Annual Pay increase:** NALC are still in discussions about the Clerks annual pay increment. Last year, this was not announced until November 2022 so the Clerk will advise in due course once this has been notified.

- **CILCA course** – Introduction Start Date 18th April 2023 – CILCA Learning Agreement was ratified & signed by Cllr. Hutchinson. **ACTION: Clerk to submit signed Learning Agreement to CILCA.**
- **DBS Check** – AGREED by all council that the Clerk should obtain a DBS check. Costs of £18 were AGREED for DPC to cover. **ACTION: Clerk to obtain DBS check.**
- **HR working group**: Cllr Roux asked if Cllr Taylor would join the HR working group to which she agreed.
- **IT Website training**: ALL agreed that Clerk should seek further training on the website but suggested that the Clerk should contact Lingfield PC first and see if they use the same website provider and if she can perhaps have some training via another PC in the first instance. **ACTION: Clerk to look in to avenues of training for website.**

22. Date of next meetings:

Annual Meeting of Council on Wednesday, 17th May 2023 at 17.30 in the Centenary Room

Planning Committee on Wednesday 17th May 2023 at 16.45 in the Centenary Room

Planning Committee on Wednesday 26th April 2023 at 18.00 in the Centenary Room

MINUTES CONFIRMED AS A CORRECT RECORD:

DATED

SIGNED: (CHAIR)