

**Dormansland Parish Council**

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**Minutes of the 257th meeting of Dormansland Parish Council held at 6.30pm on**

**Wednesday 7th June 2023 in The Centenary Room, Dormansland**

**Present:** Cllr Alison Hutchinson (Chair)

Cllr David Bright

Cllr Richard Dandy

Cllr Keith Coleman

Cllr Liz Lockwood

Cllr Cheryl Roux

Cllr Hilary Taylor

**Parish Clerk:** Jacqui O’Sullivan

**In Attendance:**

Cllr. Nicholas White & Cllr. Nicola O’Riodan were present at the meeting.

14 members of the public were present.

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**M I N U T E S**

**1.To receive and accept apologies for absence:** Cllr Lesley Steed’s apologies of absence were received and accepted.

**2.Declarations of interest**

No declarations of interest were declared.

**Chair suspended the meeting for open forum**

Resident from the Carnival Committee introduced himself along with the Carnival Committee and advised that they were happy to be asked any question with regard to the grant application submitted. They advised that they were proud to be part of the Carnival and support local organisations such as the PTA of Dormansland Primary School, Jigsaw, Memorial Hall, & local churches. They expect to have approximately 2000 attendees this year. Cllr Coleman advised that when the local Dormansland children had been recently asked to draw pictures of what Dormansland meant to them, many of the pictures included the carnival theme and expressed how much they loved the Carnival.

Meals on Wheels representative thank the Carnival committee for their support.

The PTA from Dormansland Primary introduced themselves and advised that they were pleased to be here.

A local resident asked about the progress with the VAS signs following last month. The Clerk advised that SCC had confirmed that the order had not been placed for the Dormansland VAS signs as yet so they had confirmed that they would be in a position to make an order for ‘changing signs’ during the school times. The costs had been confirmed by the SCC representative at £3,500 for one sign plus the cost of the powered post estimated at £1500, making a total of £5,000 per VAS sign. At non-school times the sign would display 30mph. The SCC has advised that he will make a visit to Dormansland in mid to end June to discuss this further. The Clerk confirmed that we needed to establish where the funds would come from to pay for the signs and Lesley Steeds would need to advise how much of this could be paid for from her budget / pot. **ACTION:** Meeting to be arranged with SCC representative & Councillors & Lesley Steeds to confirm on financial availability to cover the VAS signs.

**Chair re-opened meeting at 18.40**

**3. Minutes**

**3.1** The minutes were approved and signed for the 256th Full Council Meeting, held on 17th May 2023, the Annual Meeting, also held on 17th May 2023 and the Annual Parish Assembly Meeting held on 25th May 2023.

**3.2** The minutes were received for the meeting held by the Planning Committee, held on 17th May 2023 and were subsequently approved and signed at the Planning meeting on 7th June 2023.

**4.The Clerks Report was received:**

* **INTERNAL AUDIT** – The audit went well with only one finding that the ‘Notice of Conclusion’ had not been taken to Council in September 2022 and neither was it put on the website.

**Recommendations highlighted:**

1. Council needs to spend some of the earmarked reserves on projects as these should not be accumulated however the auditor noted there were plans for projects in the pipeline and therefore some of the earmarked reserves were planning to be spent.
2. Bank statements need to be signed by The Chair at Full Council meetings as part of financial regs.
3. A fuller narrative to be contained in the variance analysis which will be submitted with the AGAR.

* **ANNUAL PARISH ASSEMBLY –** This all went very well and congratulations to all the Councillors for carrying out the duties assigned as this made the event run smoothly and without any hitches.

**BUDGET for APA**. The budget was £100 however we have gone over budget with the spending of £253.13 (**over budget by £153.13**).

1. Printing costs for APA report - £60
2. Wine from Fairtrade x 6 bottles £45.00
3. Food - £42.38 (VAT £2.33)
4. Gifts for Contributors £45.75 (mugs)
5. Hall Hire £60 (Room Hire APA)

**Proposal** that the overspend of £153.13 should be counter balanced with some of the underspend on the Coronation event of £332.81. **The proposal was accepted and AGREED by Council.**

**Proposal** that the left-over drinks are used at the Defib Training on 17th June. **The proposal was accepted and AGREED by Council.**

* **ANNUAL MEETING actions:**

**Policies for review:**

**Co-option Policy -** Personnel Committeeto review at their next meeting. **ACTION: Date for policy review to be confirmed by Personnel Committee.**

**Other stated Policies –** Meeting has been arranged with the Clerk, Cllr Lockwood & Cllr Hutchinson **for 19th June 2023 at Clerks premises at 2pm.**

* **O2** – **Mobile phone account** – On closing the account with O2, they offered a deal of £7.50 a month to keep the contract which I accepted as this was in line with the amount agreed with meeting previously on a change to Giffgaff £8 a month. The contract will continue with O2 at £7.50 a month including VAT. Unlimited texts, Unlimited calls and data roaming.
* **Newhache Jubilee project**: James Devonshire has confirmed that the land can be used subject to the application of a licence. **ACTION:** **Meeting to be arranged with James Devonshire to discuss arrangements and funding etc. Cllr. Roux advised that she was going to the TDC offices on 8th June and would speak with him to try and arrange a further meeting.**
* **Newhache Car Park**: Email received that there is a potential development for this site and the land is being assessed by TDC for this new affordable housing. Cllr. Lockwood advised the residents that were present at the meeting that DPC were not in favour of this potential development as there is a major issue with access to Newhache due to parked cars already and should the carpark no-longer be there, the problem is only going to be exacerbated.
* **DBS certificate issued**. DBS certificate was given to Cllr. Taylor for the Personnel file for the Clerk.
* **HSBC mandate continued**: HSBC sent a letter asking for a copy of the minutes stating that Jacqui O’Sullivan’s position had been appointed in order to approve the Mandate changes. Clerk has sent these minutes to HSBC and confirmed that on 7th June, the Mandate has been agreed and the New Signatories on the account are Cllr. Bright, Cllr. Coleman, Cllr. Taylor & Cllr. Dandy. The only outstanding matter is for the Clerk to register for Business Telephone Banking so that the contact’s name of Lisa Liggins will be removed from the account and replaced with Jacqui O’Sullivan. Once this is done, the Clerk should arrange the swap to Unity Trust Bank. It was AGREED that the current account with HSBC will no longer be required and that funds adding up to £85K will be transferred to the Unity Trust leaving the balance of the total amount we hold in the HSBC savings account. **ACTION:** **Clerk to register for Business Telephone Banking.** **Clerk to set up Unity Trust Bank thereafter.**
* **VAS SIGNES** – Discussed with resident and narrative for this is under the resident’s forum.
* **Interest rates**: Unity Trust Bank instant access savings account Gross Rate 2.3% HSBC – BMM account up to £100K 1.42%
* **Recreation Ground** – Email sent to TDC re: Missing Grip on equipment, Football Kickboard, Benches, Basketball Hoop. Awaiting reply. Ian Hudson back 5th June 2023.
* **VISION ICT training** – Training completed but it was not very structured but have learnt the basics on updating the website.

**5.To receive reports from Councillors**:

**Cllr. Bright**

**Battery for the Defibrillator** runs out in June 2023. All AGREED funding for another batter. **ACTION:** **David to order the new battery.**

**Planters:** The planters have had the bulbs removed and will be replanted with drought resistant plants. The two small planters at the Memorial Hall crossroads dry out too quickly during the Summer months so have been removed into temporary storage. Cllr. Bright asked residents to water the new trees planted where they possibly can.

Cllr. Bright suggested replacing the Planter at the crossroads by the Memorial Hall with a larger one but queried whether this would interfere with sight lines. **ACTION:** **Cllr. Roux advised that she measure up to see what size planter would be required and then speak with TDC.**

**Cllr. Taylor**

**Road Safety Group:** Cllr Taylor advised that the Road Safety Group had met to discuss the following issues: White lines to be re-drawn, 30PH signs from East Grinstead and from Racecourse Road, Street Lighting in High Street. The Committee discussed street lighting and the potential conflicts that may arise from replacing the lights and also the alternative lighting that could be considered. It was AGREED by all that Cllr. Taylor could write a letter to the residents on the High Street (from opposite the Meades to Newhache) asking for their opinions on replacement lighting. **ACTION:** **Cllr. Taylor to draft letter regarding lighting and deliver to appropriate residents.**

**Hand Grip on gym equipment:** Cllr. Taylor reported that the other hand grip was now missing on the same piece of equipment so now there are no grips.

**Cllr. Dandy**

Cllr. Dandy reported that he had forwarded the photos and locations of the collapsed drains /sink holes to the Clerk for reporting.

**Cllr. Coleman**

**House of Parliament Trip**: Cllr. Coleman confirmed that he had had a meeting with the Primary School about The Houses of Parliament visit.

**Banner:**

Cllr. Coleman asked if Young Epilepsy had submitted any drawings as yet. The Clerk informed that she had not had any reply back from her email to them. A resident advised that Young Epilepsy were on holidays until Tuesday 12th June.

**Cllr. Roux**

**Audit:** Cllr. Roux expressed that the error picked up in the Audit was not the fault of the new clerk as this should have been done before she started as Clerk. The Conclusion of Audit was not covered in the Audit training and was not picked up by Mulberry when they came to do year end with the Clerk.

**Jubilee Memorial Garden:** Meeting to be arranged with TDC.

**Cllr. Lockwood**

**Gatwick:** Nothing to report until end of June.

Road Safety Working Group: Cllr. Lockwood advised the Committee & residents that the working group were making ways to make the roads as a safe as possible for all road users but particularly for horse riders. Blind bends that are particularly dangerous have been pinpointed on a report submitted by a local horse rider and DPC are looking into costs of new signage to alert drivers to these potentially dangerous areas. **ACTION:** **Clerk to report back on cost comparisons and put on agenda for July 2023.**

**Cllr. Hutchinson**

**Fairtrade:** Cllr. Hutchinson asked the Clerk to put the Fairtrade logo on the website and advised that she would forward the link. **ACTION:** **Clerk to add logo to website**.

**Road Works Hollow Lane**: Cllr. Hutchinson advised that there had been many comments about the diversion via New Farthingdale and she asked if Cllr. White could report this to SCC.

**6.To receive reports from District & County Councillors**

**Cllr. Nicholas White:**

**Road Works Hollow Lane diverting to Newfarthingdale: ACTION: Cllr. White to report this diversion is dangerous and should be removed.**

**West Street 1-12 rough surface:** Cllr. White has reported this several times and will report again as the potholes have got worse from trucks and vehicles using the path.

**1 West Street:** Cllr. White advised that he has reported this residence for change of use.

Boundary Change: Cllr. White asked that we encourage residents and that the Council need to submit their concerns about Felbridge being included in the Dormansland Parish Wards. Felbridge does not fit with the village grouping as it is more of a small town. He suggested that we need in excess of 100 people to write in to express their opinions by 7th August.

**Bin removal from Memorial Hall:** The bins will be removed from the Memorial Hall on 13th or 14th June.

**Cllr. Nicky O’Riodan**

Nothing to report. Cllr. Hutchinson asked if Cllr. O’Riordan could look into the development of Newhache and express that DPC are not in favour of this as have concerns on safety issues and also to look into the return of Bulky Waste collections. **ACTION:** **Cllr. O’Riodan to advise on Newhache & Bulky Waste at next meeting 5th July.**

**Speed Watch volunteers:** Cllr. O’Riordan to pass on the names and contact details of the residents who had offered to help with speed watch.

**7. Accounts/Finance**

**7.1** Council APPROVED all payments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Invoices received for payment to date 31st May 2023 (not paid) VAT | | | | |
| 21st May 2023 | Jacqui O’Sullivan | Annual Parish Assembly  drinks /snacks | Lidl £1.35  Home Bargains £17.73  Waitrose £11.90  Coop £11.40 | £2.33 |
| 21st  May 2023 | HSBC | Bank charge £5 a month for May 2023 | £5.00 |  |
| 21st May 2023 | SCC Admin | Pension for  Jacqui O’Sullivan May 23 | £253.24  Employer contribution |  |
| 21st May 2023 | O2 | Mobile Phone | £4.10  Direct Debit | £00.82 |
| 21st May 2023 | Jacqui  O’Sullivan | Clerk May 23  Salary | £1001.00 | Incl. 24.5 hours  OT agreed for April 2023 |
| 21st May 2023 | HMRC | Tax & NI for May 23 | £384.92 |  |
| 21st May 2023 | SCC Admin | Pension contributions for  Jacqui O’Sullivan  May 23 | £75.70  Employee  Contributions |  |
| 21st May 2023 | Adam Neill | 6’ strim around village | £350.00 |  |
| 21st May 2023 | Jacqui O’Sullivan | Working from home for June 2023 | £40.00 |  |
| 25th May 2023 | Adam Neill | Wilderwick Tirangle | £50.00 |  |
| 24TH May 2023 | Mulberry & co | Internal Audit | £266 + VAT | £53.28 |
| 25th May 2023 | Fairtrade | Wine for APA | £45.00 |  |
| 31st May 2023 | Memorial Hall | Room Hire for APA | £60.00 |  |
| 6th June 2023 | The Print Room | Posters for Defib training | £15.00 |  |

**7.2** Full Council APPROVED the reconciliation and cash books for period to 31st May 2023

|  |  |  |  |
| --- | --- | --- | --- |
| **HSBC COMMUNITY ACCOUNT & BMM ACCOUNTS** | | | |
| Balance per bank statement as at 31st May 2023 | | | |
| Community Account | £33,527.95 |  |  |
| BMM Account | £91,605.32 |  |  |

**7.3 Full Council APPROVED & SIGNED off end of year accounts 2022\_2023 & Internal Audit report.**

**7.4 Full Council NOTED & APPROVED Notice of Public Rights to be published on website on 8th June with AGAR.**

**7.5 Full Council APPROVED & SIGNED off the AGAR section 1.**

**7.6 Full Council APPROVED & SIGNED off the AGAR section 2.**

**7.7 Full Council APPROVED & SIGNED off all AGAR documents for submission to PKF Littlejohn.**

**7.8 Paid invoices were all APPROVED & signed off.**

* 1. **HSBC mandate – update given in Clerks report earlier in meeting.**

**8. Clerks overtime hours for May 2023 were agreed and had been submitted to Full Council by email.**

**9. GRANT APPICATIONS:**

* Meals on Wheels application £1000 – AGREED AND APPROVED £1000. **ACTION:** **Clerk to forward funds.**
* Lingfield Minibus - £300 – deferred to July meeting as committee would like to see accounts. **ACTION:** **Clerk to chase annual accounts and put on agenda for July 2023.**
* Dormansland PTA - £1000 (requested £4600 on form) - AGREED AND APPROVED £1000. **ACTION:** **Clerk to forward funds.**
* Dormansland Carnival - £500 - AGREED AND APPROVED £500. **ACTION:** **Clerk to forward funds.**
* Dormansland Baptist Church – Graveyard - £1000 - AGREED AND APPROVED £1000. **ACTION:** **Clerk to forward funds.**
* Village Voice - £200 - deferred to July meeting as committee are looking to support the Village Voice but need to discuss a way of how to put in place a business type arrangement for the services of Village Voice. **ACTION:** **item to be put on agenda for July 2023.**

**10. INSPECTION OF ASSETS –** Clerk to circulate the Inspection of Assets register to all Councillors. **ACTION:** **Clerk to circulate register to all Councillors and put this item on July agenda so that the Councillors can report back on their inspections.**

Cllr. Hutchinson confirmed she had inspected all assets and nothing to report.

**11. GRASS CUTTING** – Cllr Brightreported that SCC & TDC were not cutting the grass in all areas that were their responsibility. Various issues have been encountered, SCC have a change of contractor and there are obviously some teething problems with the new contractor & TDC have had a broken mower plus staff shortages. Cllr. Dandy commented that he thought the village looked very untidy with all the long grass in different areas. Cllr. Bright suggested that we embark on asking Adam to do another Strim of the edges in June and possibly another later in Summer, but this would be decided nearer the time. Full Council AGREED to funds for another strip cut for June 2023 (pre-Carnival) & for another cut should this be required. DPC were all in agreement that they do not want to start cutting back areas that are not Dormansland responsibility as then as once we start to take ownership, TDC & SCC will stop undertaking their responsibilities. Action plan was discussed:

* DPC to encourage residents to report matters to TDC & SCC and this should be encouraged in our article in the next Village Voice.
* TDC to be approached by Cllr. White about lack of services.
* SCC to be approached by Cllr. Steeds about lack of services.

**ACTION:** **Clerk to email Adam to ask for his services of this extra strip cut.**

**12. RECREATION GROUND**

Cllr Hutchinson advised that the plan of action on the recreation ground was for the council to:

* Review the comments back from TDC on the fixing of the football kickboard, supply of basketball hoop & accessibility requests. Clerk emailed last week.
* Cllr. White to chase up TDC on their Open Space Strategy and for funding for accessible equipment for the recreation ground.
* Once we have the information gathered and we know what offers we have for this, we can then formalise a working group.
* Resident advised that she had been invited to a meeting on 13th June – ‘Accessible for all’ and she would report back to the Clerk on information from this meeting.

**13. TANDRIDGE ELECTORAL BOUNDARY REVIEW** – Full Council agreed that Felbridge would not be the right ward to join with Dormansland. **ACTION:** **Cllr. Hutchinson to draft a statement for Dormansland Parish to remain as a 2 ward council. DPC will submit this statement to the Boundary Commission by 7th August. A statement to be forwarded to residents via Village Voice, our website and Facebook to use so that they can submit their own comments.**

**14. DEFIBRILLATOR TRAINING – 17th June** – Clerk will bring the drinks / refreshments on the day. Cllr. Bright and Cllr. Roux to help set up. Clerk will be attending on a voluntary basis.

**MEETING CLOSED TO PUBLIC - 20.50**

**14. CLERK CONTRACTED HOURS –** The management of work was discussed and ways to reduce the workload to achieve the contracted hours. A proposal of actions was put forward and Cllr. Taylor (Chair of Personnel Committee) will circulate the notes on these proposals by email as a private group.

**15. DATE OF NEXT MEETING**

**Full Council Meeting** on Wednesday, 5th July 2023 at 18.30 in The Centenary Rooms, Dormansland.

**Planning Committee** on Wednesday 28th June 2023 at 18.00 in the Centenary Rooms

**MINUTES CONFIRMED AS A CORRECT RECORD:**

**DATED SIGNED: (CHAIR)**