



Dormansland Parish Council

Tel: 07395 323456

Email: parishclerk@dormansland.org.uk

Website: www.dormansland.org.uk

Minutes of the 258th meeting of Dormansland Parish Council held at 6.30pm on Wednesday 5th July 2023 in The Centenary Room, Dormansland

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

Parish Clerk: Jacqui O'Sullivan

In Attendance:

Cllr. Nicholas was present at the meeting & 4 members of the public were also present.

MINUTES

1.To receive and accept apologies for the absence of: Cllr Richard Dandy, Cllr Lesley Steeds & Cllr. Nicola O'Riordan'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

The representative from The Lingfield Minibus Charity introduced himself.

A local resident wanted to feedback from the meeting that was had with the Highways SCC representative, Nigel Pond and wanted clarification on the funding aspect of the VAS signs as there seemed to be conflicting information.

3. Minutes

3.1 The minutes were approved and signed for the 257th Full Council Meeting, held on 7th June 2023.

3.2 The minutes were received for the meeting held by the Planning Committee, held on 7th June 2023 and were subsequently approved and signed at the Planning meeting on 28th June 2023.

4. The Clerks Report was received:

- **Surrey Clerks Forum** meeting attended on 19th June:
 1. **AGM & Conference at Dorking Halls** on 19th October 09.30 – all Councillors are encouraged to attend.
 2. **Informal local surgeries to start in the Autumn for Clerks.**
 3. **Training for Councillors** – SALC wanted to promote training to all councillors old and new.
 4. **Surrey Flood Forum** – requesting opinions from all local councils in Surrey as guidelines are being changed by central government.
 5. **Chief County Officer**, Anne Bott is retiring as of September. New Chief County Officer has been appointed and this is Sally Harman, currently Parish Clerk / RFO for Claygate.
- **POLICIES MEETING**: Policy review meeting held with Cllr. Lockwood and Cllr. Hutchinson – all below policies were reviewed and changes sent by email to council for approval of changes.
 1. **Document Retention Policy and Disposal**
 2. **GDPR website and Privacy Notice** – no amendment made.
 3. **Freedom of information Policy** – a few amendments made noted in footnote on policy document.
 4. **Information and Data Protection Policy**
 5. **GDPR Notice**

ACTION: AGREE AND APPROVE ALL CHANGES MADE TO POLICIES AND UPDATE WEBSITE WITH THE NEW POLICIES. Agenda item for SEPT 2023.

- **Defibrillator Training session.** Fantastic afternoon although a disappointing turnout. Great to see Cllr. Coleman's children come to the event, and they showed great enthusiasm for using the defib packs.
- **AGAR** – all sent off by signed for post to PKF Littlejohn.
- **Mobile Phone corruption** – Since the last meeting, the Oddo phone has been corrupted with some virus. I have put the sim card into an old iPhone so at least I can take calls. At Policy meeting, Cllr. Lockwood & Cllr. Hutchinson verified that phone was broken and gave authorisation for new phone to be purchased.
- **Newhache Jubilee project**: The plans have been put forward to James for assessment and comment and we are waiting for further instruction by TDC following application of a licence. The meeting with James Devonshire on 22nd June was minuted and circulated to Council. James Devonshire will come back to us with an update in a couple of weeks. **RESPONSE FROM James Devonshire:**
 1. **No immediate plans to develop this piece of land but has future potential 10+ years on.**
 2. **Before progressing with licence and legal department discussions, a consultation should be started with the residents of Newhache. ACTION: draft consultation documents to be drawn up by DPC and agreed by TDC. Working group to be formed to draft this? AGENDA ITEM For September 2023.**
 3. **Should we adopt this piece of land on a licence, DPC will be responsible for the upkeep and maintenance. Long terms cost implications for the village.**

4. TDC to confirm if we need a planning application for the development of the Memorial Garden. TDC also to forward planning regulations regarding the wall build.
 5. TDC would expect DPC to hire a contractor to build the wall as they do not have such contractors on their books.
- **HSBC Business phone banking account:** request made and Cllr. Bright to sign off with a view to being able to finally change Lisa Liggins name to Jacqui O'Sullivan as Clerk / Secretary on the account. RESOLVED.
 - **UNITY TRUST BANK** – forms to be signed by Signatories for Current Account Closure with HSBC & application to Unity Trust Bank needs to be finalised however there are a few outstanding queries as to the Council's bank account requirements prior to completion. As the agreement to change to Unity Trust Bank has been ratified already, it was agreed that the smaller details for the banking requirements could be agreed by email.
 - **VAS SIGNS** – waiting for comparison costs between normal VAS signs and School Safety version.
 - **Recreation Ground** – Update received from Ian Hudson & Darrin Mellor. **Missing Grips** on equipment – Responsibility of DPC; **Football Kickboard** temporarily repaired but posts need replacement (sent further email to Ian Hudson asking for timescales on this); **Benches**, TDC to remove rotten bench and arrange replacement (no timescale given on replacement) prices given for their suppliers to supply; **Basketball Hoop**. No budget for this and they asked if DPC would like to fund.
 - **Grants approved in June meeting** – paid out.
 - **Footpath complaints** – reported to SCC 16.06.23 – 2 x complaints Footpath 385/10 (reported by resident at meeting in May 2023 & Footpath 395/30 (reported by resident by phone on 16.06.23). Emailed Sian to advise that Adrian will look at footpath 385/10 on 16.06.23. Adrian at SCC will inspect and advise as to what can be done.
 - **West Street** – change of use – case closed following investigation by TDC.
 - **Fairtrade Logo** – added to website.
 - **Old House at Home signage** – update on trying to get signage for the pub on the entrance to West Street from Dormans Road. Unfortunately, SCC have changed the criteria for the brown signs and will only supply these signs for the following: Public toilets, Sites of interest, Walks e.g. rivers, Police stations, Citizens advice, Tourist information, public parks. Public Houses no longer fall into this category.
 - **TPO orders requested** – further to the request of TPO requests from TDC for Oak trees on Newhache and the Ash & Oak trees at Hollow Lane garages, the requests have been declined but we have been reassured by the senior Tree Officer that TDC would not consider felling healthy trees prior to a planning order.
 - **Resident Survey Outcomes** – Sent by email to all 25 residents who requested copies of the survey.
 - **Community News / Village Voice** – articles both submitted for next issues.
 - **Overgrown hedges / overhanging trees** – residents emails all reported and dealt with.
 - **Storage of DPC Documents at Memorial Hall** – email sent to DWMH to ask if we can store documents in a lockable filing cabinet at the hall in a secure place.
 - **Tandridge Access Group** – email from resident about update on accessibility to parks – Clarification on grant applications – Would DPC apply for grants to other bodies for this request?

- **Allotments** – I had a meeting with Fay, Lingfield PC to find out about the allotments and what the procedures are if Dormansland residents wish to rent one.

5. To receive reports from Councillors:

Cllr. Bright

Battery for the Defibrillator was replaced. Cllr. Bright mentioned that we had a email from a resident offering to pay for a Defibrillator and noting the statistics outlined in the training recently, it suggested that the more Defibrillators we have, the higher success rate there is. **ACTION: Defibrillators to be discussed at the next meeting.**

Trees in village: All the trees recently planted are doing well. Cllr. Roux offered additional mulch if needed.

Yellow Rattle has emerged on the wildflower verges which is very exciting and good sign.

Cllr. Taylor

Nothing to report.

Cllr. Coleman

House of Parliament Trip: Cllr. Coleman confirmed that the school will make arrangements directly with the MP's office and is likely to be in next school year.

Defib training: Cllr. Coleman commented on the success of the training.

Cllr. Roux

Corporate Planning: Cllr. Roux advised that she had attended the Corporate Planning session put on by TDC. It was really an exercise to gather information from the attendants on areas that were needing attention. No feedback has been given to date following this meeting. Cllr. Roux suggested getting a member of the Fire station or Police to come and speak at our next Annual Parish Assembly.

Cllr. Lockwood

Tandridge Boundary Review: Liz circulated a data report to be included in the report to be sent along with our comments for the Boundary Review – Deadline 7th August. Full Council agreed that Felbridge would not be the right ward to join with Dormansland. **ACTION: Cllr. Lockwood 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.**

Gatwick Consent Order: Not announced as yet but due in the next day or so.

Cllr. Hutchinson

Nothing to report.

6. To receive reports from District & County Councillors

Cllr. Nicholas White:

Cllr. White advised that Tandridge have been given £1M to contribute towards the playing fields and he has put in a request for funds for Dormansland.

Cllr. Lesley Steeds:

Email update from Lesley Steeds which was read out by Cllr. Roux.

My report is as follows:

As you are aware Nigel Pond gave you an update on the VAS signs and the costings. A costing was given to me which was allocated to the small fund I have available for the Division, so I need to know what the Parish Council want and then get a final costing from Nigel. If it is more than was originally quoted, I would have to check with Surrey that there is enough in my budget to pay for any additions.

I am waiting to hear from James when the signs are ready.

Rikki has put the H bar white lines on the entrance to the Rec as was requested by me on behalf of residents.

The potholes have been done as requested by David.

Grass cutting has been delayed. I have complained about site lines and will be having a meeting with Angelo about this.

If there a anything that Parish requires me to do, please let me know.

7. Accounts/Finance

7.1 Council APPROVED all payments:

Invoices received for payment to date 30 th June 2023 (not paid)				VAT
15 th June 2023	HSBC	Bank charge £5 a month for June 2023	£5.00	
21 st June 2023	SCC Admin	Pension for Jacqui O'Sullivan June 23	£296.36 Employer contribution	
21 st June 2023	O2	Mobile Phone	£7.50 + VAT Direct Debit	£1.50
21 st June 2023	Jacqui O'Sullivan	Clerk June 23 Salary	£ 1150.12	Incl. 39 hours OT agreed for May 2023
21 st June 2023	HMRC	Tax & NI for June 23	£489.57	
21 st June 2023	SCC Admin	Pension contributions for Jacqui O'Sullivan June 23	£88.59 Employee Contributions	
19 th June 2023	Jacqui O'Sullivan	Postage to send AGAR to PKF by Signed for Delivery	£3.75	

21 st June 2023	Jacqui O'Sullivan	Working from home for July 2023	£40.00	
15 th June 2023	Jacqui O'Sullivan	VIKING -Copier paper, staple gun for notices, staples	£50.42 includes VAT.	£8.40
15 th June 2023	St John's Church	Centenary Room hire costs April, May & June 2023	£102.00	
19 th June 2023	Jacqui O'Sullivan	Cups, Biscuits, Milk etc. for Defibb Training Session	£14.82	£1.13
22 nd June 2023	Community Heartbeat Trust	Battery for Defibrillator	£297.50 + VAT	£59.50
28 th June 2023	Jacqui O'Sullivan	Samsung Mobile Phone for Parish – Argos	£185.79 + VAT	£37.16
29 th June 2023	David Bright	Mulch, Plants & Compost for pots & tree planting	£97.88	
29 th June 2023	Adam Neill	Shepherds Grove Triangle	£60.00	
29 th June 2023	Adam Neill	Wilderwick Triangle	£50.00	
30 th June 2023	Adam Neill	6' Strips around the Village	£350.00	
30 th June 2023	SLCC	Planning Summit Clerk	£60 + VAT	£12
30 th June 2023	SLCC	Planning Summit training Cllr. Roux	£60 + VAT	£12
3 rd July 2023	Satwana	Renewal of Data Protection Service	£150 + VAT	£30

There was a late submission invoice by ICT Vison for £21.60 and Cllr. Roux asked for this to be looked into to ensure it was not for her email issue. Once established as to what the invoice is for, it can be approved.

7.2 Full Council APPROVED the reconciliation and cash books for period to 30th June 2023

HSBC COMMUNITY ACCOUNT & BMM ACCOUNTS			
Balance per bank statement as at 30 th June 2023			
Community Account	£25,411.54		
BMM Account	£91,807.57		

7.3 Full Council APPROVED & SIGNED off end of June 2023 month end figures.

7.4 Paid invoices were all APPROVED & signed off.

7.5 Budget vs Spending quarterly review was approved and signed off.

7.6 Clerks overtime for June 2023 was approved.

7.7 Parish Clerk phone – approval of purchase was given retrospectively.

8. GRANT APPLICATIONS:

- **Lingfield Minibus** for £300 – The representative for the Lingfield Minibus was invited to talk about the scheme. After some questions and discussions, the grant was approved. **ACTION: Clerk to transfer funds and to liaise with the Lingfield Minibus Committee to encourage residents of Dormansland to utilise the services offered by the Lingfield Marathon minibus. Logo to be put on website.**
- **Village Voice** - £200 – The Village Voice withdrew their application for a grant. The Council plan to discuss a business arrangement to pay for services to the Village Voice and this will be discussed in the September meeting. **ACTION: agenda item for SEPT 2023.**

9. NEIGHBOURHOOD PLAN: Cllr. Roux suggested that it would be beneficial to contact the previous Neighbourhood Plan committee to see if there had been any pitfalls. Other members of the current NP committee didn't feel that this was necessary as Cllr. Lockwood had been instrumental in the steering of this Plan originally and had got the necessary background needed to move forward with the plan. No agreement was made to contact the previous committee members. Cllr. Bright suggested that it was important to liaise with TDC in the first instance to ascertain what areas needed to be worked on going forward with the new plan. Cllr. Lockwood advised that the local green spaces needed to be identified in the NP for Dormansland. **ACTION: NP committee to make contact with TDC NP department to discuss further.**

Cllr. Lockwood advised that TDC's Local Plan was in a precarious position and there will be a meeting on 27th July to thrash out why TDC haven't carried out the work that they should have done.

10. INSPECTION OF ASSETS

Cllr. Hutchinson confirmed she had inspected all assets and the only area that needed attention was the grit bin at Mutton Hill which will need to be filled in the Autumn.

Cllr. Bright had returned his report as has, Cllr. Taylor.

The Clerk advised that on the site visit of the recreation ground with Ian Hudson, he had advised that DPC could be liable for site assessments of the gym equipment (£56 per week). This equipment was purchased by DPC and installed by them and therefore is their responsibility.

A resident asked about the swing in the playground and Cllr. Bright advised that the bolt was loose, so TDC had tied up the swing until it is fixed.

11. GRASS CUTTING – Cllr Bright reported that SCC had agreed to cut the grass on New Farthingdale Green prior to the Carnival this weekend. He had contacted Cllr. Steeds who had arranged this. It was advised that residents had offered to cut the green if SCC didn't come to

do it. The Clerk advised that a licence could be applied for if any of the residents want to take up cutting the green on a permanent basis.

Full council agreed that if another trim of the edges of the verges was needed in September, Cllr. Bright could instruct Adam to carry this out. Costs would be a further £350.

12. RECREATION GROUND

Benches: A resident had enquired about a memorial bench and in line with the Memorial Bench Policy, the Clerk had quoted the resident of the costs involved. Resident happy to proceed subject to Council approval. The Clerk advised that following the meeting with Ian Hudson, she had been advised that a concrete base would be necessary to support any new benches placed.

Following discussions, it came to light that another resident present at the meeting had not been allowed to have a bench having previously enquired about this.

It was agreed by full council that two benches could be placed subject to the residents accepting the costs of the bench and acceptance of the bench policy conditions.

ACTION: Clerk to quote both residents for full costs of benches and also liabilities involved and to order benches if residents happy to proceed. Clerk to contact Adam to see if he can quote for a concrete foundation to support the bench. Both new benches would need to be added to the Asset Register and TDC advised of the new acquisitions.

Hedge cutting: TDC have stopped cutting the tops of the hedges as a cost saving exercise. Ian Hudson is trying to address this in the recreation ground and will look to cut the tops of the hedges (where he is able to access) in the Autumn. It was also agreed that the Laurel Hedge on Newhache would be cut in line with their fence.

Recreation Ground Equipment: The clerk advised that we may be liable for the TDC inspections of the gym equipment as this is an asset of DPC (£56 per week). The Kickboard would need to be moved should a hard footing be placed as it is very near the large Oak tree, and it would be difficult to place the hard footing with its current position. Other items were discussed, namely, the Basketball hoop and accessibility to the park for wheelchairs. Ian Hudson has measured the area for consideration to make this area more accessible. **ACTION:** Once we have heard back from TDC with quotes and had feedback from Cllr. White as to success with allocated funds for the park, DPC will set up a working group with interested residents.

13. CIL FUNDING: CIL funding amount were discussed £4124 from 2020 and £4129 from April 2023 (Haxted Kennels). It was agreed that the oldest CIL funding should be allocated to the first projects that come up: It was agreed and ratified that £2000 should be allocated to the VAS signs. £800 to be allocated to the Notice Boards and the remainder kept for the next project that comes up first. **ACTION:** The clerk to write to SCC to advise that £2000 will be allocated to the new VAS signs / School signs and that the order should be placed for this.

14. ROAD SAFETY:

- **30MPH SIGNS:** It was agreed and ratified that we will order one new 30mph sign with yellow backing. This sign will be placed in Plough outside the Plough on the left-hand

side (same side as the Plough pub). It was also discussed that the 30mph sign coming into the village from Racecourse Road (on the left-hand side) is covered by foliage and it needs cutting back. **ACTION: Clerk to order signs with Nigel / Lesley Steeds. Clerk to ask SCC to cut back the foliage covering the sign.**

- **Street Lighting on High Street** – it was agreed that decisions on this will be put back for the meantime.
- **VAS signs** – already discussed under CIL funding.
- **Horseriding signs:** The Council are still awaiting costings for the horseriding road signs from SCC and we have been advised that there is a shortage of signs and a long wait for any road signs. In the meantime, costs were agreed and ratified for 6 x A3 signs to be printed by The Print Room (and laminated) to be put up around the village to bring awareness to residents as part of an information campaign. **ACTION: Clerk to order signs from Print Room. Clerk to put sign on Facebook and the website.**

15. NEWSLETTER – to be deferred to September 2023 meeting. **ACTION: Agenda item for Sept 2023.**

16. LITTER PICKERS – The council agreed to the costs and purchase of litter pickers and high viz vest in preparation for the next Litter Pick exercise. **ACTION: Clerk to order Litter Pickers and Vests.**

17. DATE OF NEXT MEETING

Full Council Meeting on Wednesday, 6th September 2023 at 18.30 in The Centenary Rooms, Dormansland.

Planning Committee on Wednesday 19th July 2023, 9th August 2023 & 30th August 2023, all at 18.00 in the Centenary Rooms

Working Party meeting to discuss Priority Projects (closed meeting) on 30th August at 18.30 to follow on from Planning meeting.

Meeting closed at 20.45.

MINUTES CONFIRMED AS A CORRECT RECORD:

DATED

SIGNED: (CHAIR)