



## Dormansland Parish Council

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### **Minutes of the 260<sup>th</sup> meeting of Dormansland Parish Council held at 6.30pm on Wednesday 4<sup>th</sup> October 2023 in The Centenary Room, Dormansland**

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

**Parish Clerk:** Jacqui O'Sullivan

**In Attendance:**

Cllr. Nicholas White was present at the meeting & 6 members of the public were also present.

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### **MINUTES**

**1. To receive and accept apologies for the absence of:** Cllr. Cheryl Roux, Cllr. Liz Lockwood & Cllr. Lesley Steeds apologies for absence were received and accepted.

**2. Declarations of interest**

No declarations of interest were declared.

**Chair suspended the meeting for open forum.**

No members of the public wished to bring any matters to the forum for discussion.

**Chair reopened the meeting.**

**3. Minutes**

**3.1** The minutes (previously distributed) of the 259<sup>th</sup> Full Council Meeting, held on 6<sup>th</sup> September 2023 were approved and signed.

**3.2** The minutes of the meeting held by the Planning Committee, held on, 20<sup>th</sup> September 2023 were received at Full Council and had been approved and signed at the respective Planning meeting.

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

**Clerks report for 4<sup>th</sup> October 2023 Meeting**

- **High Viz jackets / Littler pickers** – Ordered & received.
- **Policies agreed last month all amended and uploaded to website.**

- **Noticeboards** – Notice board by recreation ground has new doors and both boards will have new self-healing surfaces. Adam Neill has got the surfaces and has been asked to resurface both boards.
- **SALC membership costs to increase by 2%** - advisory note.
- **SALC** – free first aid training in 3 locations – any uptake from Councillors?
- **NALC** – to launch consultation on Financial Regs update. Any views you wish to share to be submitted by 5<sup>th</sup> November 2023. On-line form has been circulated to all Councillors.
- **SALC** – Next Chairs / Councillors Forums 17<sup>th</sup> January 2024 & then 24<sup>th</sup> April 2024, both at 7pm on Teams.
- **New Signs for Defibrillator Code printed out / New sign for bin outside school placed.**
- **Community New deadline for Oct, Nov & Dec issue** – 5<sup>th</sup> October – Article submitted.
- **Bench update** – still ongoing – Lingstead were asked for a quote to fit the bench as Adam did not wish to commit to doing this job. On asking Lingstead for a further quote and advising that the footings would only be for one bench, the price then exceeded the price from TDC. I have advised the resident the final costs and am waiting for a reply from her.
- **Defibrillators** – visited The Plough & The Parish Rooms play group who would both be happy to carry out maintenance checks. The play group advised that provision would have to be made whilst they were not there in the Summer holidays.

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

##### **Cllr. Dandy**

- The Old House at Home landlord had not come back to him on the request for them to accommodate a Defibrillator on the external wall of the public house. **ACTION: Cllr. Dandy to chase up an answer for next months meeting so a decision can be made.**
- A resident had reported a pram filled with cat food tins in Hollow Lane **ACTION: Cllr Dandy to locate exact spot where the pram is and report to TDC fly tipping service to get this removed.**

##### **Cllr. Bright**

- Confirmation of success in securing 20 trees from SCC. Location will include New Farthingdale. Cllr. Bright will contact resident in New Farthingdale in due course.
- Weed **treatment to go ahead on 6<sup>th</sup> October 2023.**

##### **Cllr Keith Coleman**

- Suggested putting a map of where all the defibrillators are in the village on the notice boards: **ACTION: Clerk to draft a map with location sites for approval.**

##### **Cllr. Taylor**

- Nothing to report.

##### **Cllr. Liz Lockwood**

- Whilst not present at the meeting, a report was made by Cllr. Hutchinson on behalf of Cllr. Lockwood regarding the opposition consultation for the additional runway at Gatwick. Cllr. Lockwood advised that CAGNE were preparing a response to the proposals and opposing the planning on the grounds of noise disturbance, night disruption and air pollution. Residents have until 29<sup>th</sup> October to make their comments known. **ACTION: Cllr. Lockwood will do a response form DPC and submit this to the consultation hub.**

##### **Cllr. Hutchinson**

- Advised that she had been out measuring the trunks of the Oak trees in the recreation ground to assess the age of the trees. The signs will be adjusted accordingly.
- Advised that the artwork for the banner was being progressed by the graphic designer.

- Advised that the rubbish behind the bus shelter that she had reported had been cleared within 24 hours.
- Advised that the tilting bus signpost that has been reported twice has still not been attended to by SCC. **ACTION: Cllr. Hutchinson to report bus shelter issue again.** Subsequent to the meeting, the signpost has been attended to.

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

### Cllr. Lesley Steeds:

As Lesley was not present at the meeting, Cllr. Hutchinson presented a report that Cllr. Steeds had sent prior to the meeting: Please find below the current situation:

**Felcourt Road** - The VAS scheme has been completed. The only snagging issue is that the two old posts need to be removed (as part of a programme of maintenance works). I haven't had a chance to confirm that programme (until all current VAS maintenance works have been completed. I will then know how much maintenance money I have. Felcourt Road post removal will be included).

**Dormansland High Street** - I will be designing the scheme as part of my current batch. I will get confirmed costs. As soon as funding is confirmed for next year, I will get the scheme ordered, with a view we get billed in April.

### Ongoing.....

- I am waiting for an update re the signs for the High Street.
- The dropped kerb in New Farthingdale is on the list of works to be done but I haven't been given a date yet.
- I am requesting some work is done on part of the bumpy footpath in Moor Lane for 2024/25 which will be paid from my allocation for next year.
- I will be having a meeting with Highways Officers to see what Highway mitigations are feasible to reduce speeding on the stretch of Haxted Road with the junction of Dwelly Lane. I will also ask if there is any possibility of mitigation for the number of HGV's using the road as a short cut from Edenbridge.

**Disabled Parking Bay** – a member of the public asked about the disabled bay on the High Street and commented that this is being used for general use. The MOP was advised that no enforcement for disabled parking can be made unless an official sign is placed by the disabled bay. If the Double Yellow line consultation is rejected, the council will look into getting the disabled bay officially recognised as disabled badge users can park on double yellow lines so if these are installed, this will allow for disabled parking.

### Cllr. Nicholas White:

- **Gatwick extra runway** - Advised that it was important that the community responded to the consultation regarding the extra runway at Gatwick. Catherine Sayer from TDC will be writing to Tim Oliver at SCC to express their concerns of the impact of the extra runway and ask them to oppose this application.
- **Swings** – update in that TDC are looking into ordering the components for the swings but there is no date for the replacements as yet. Cllr. Hutchinson asked if Cllr. White could chase up fixing the posts on the kickboard. Cllr. White advised that Mr Lewthwaite is the best person to email as he responds to queries. **ACTION: Clerk to chase up on kickboard update.**
- **1 West Street** - Ongoing problem with ditch that should be maintained by resident at no.1 West Street. Clerk advised that the resident had still not responded and there was little that could be done. The Enforcement team had already been in touch and advised that they could not prove any change of use of the property.

## 7. Accounts/Finance

7.1 Invoice payments for September 2023 were approved and ratified.

Invoices received for payment to date 30 <sup>th</sup> Sept 2023 (not paid)				VAT
21 <sup>st</sup> Sept 2023	HSBC	Bank charge £5 for August 2023	£5.00	21.09.23 Direct debit
21 <sup>st</sup> Sept 2023	SCC Admin	Pension for Jacqui O'Sullivan Sept 23	£179.25 Employer contribution	Paid 21.09.23
21 <sup>st</sup> Sept 2023	O2	Mobile Phone	£7.50 + VAT Direct Debit	£1.50
21 <sup>st</sup> Sept 2023	Jacqui O'Sullivan	Clerk August 2023 Salary	£975.40	Includes hours OT agreed for August 2023 Paid 21.09.23
21 <sup>st</sup> Sept 2023	HMRC	Tax & NI for Sept 23	Zero as tax code change for clerk £35.15 NI	Paid 21.09.23
21 <sup>st</sup> Sept 2023	SCC Admin	Pension contributions for Jacqui O'Sullivan Sept 23	Employee Contributions £55.70	Paid 21.09.23
21 <sup>st</sup> Sept 2023	Jacqui O'Sullivan	Working from home Oct 2023	£40.00	
21 <sup>st</sup> Sept 2023	Copycats	Notice board doors	£496.46 + VAT	£99.29
15 <sup>th</sup> Sept 2023	PKD Littlejohn	External Audit	£315 + VAT	£63
28 <sup>th</sup> Sept 2023	Adam Neill	Cut 6' strips around the village	£350.00	
28 <sup>th</sup> Sept 2023	Jacqui O'Sullivan From Amazon	High Viz jackets & litter pickers	£13.32 + VAT £19.99 + VAT	£2.66 £4.00
1 <sup>st</sup> October 2023	Village Voice	6 x pages for next 6 issues of publication	£192.00	
8 <sup>th</sup> September 2023	Greenbarnes	Self-healing pin-board	198.50 +VAT	£39.70

7.2 Reconciliations and cash books for the period to 30<sup>th</sup> Sept 2023 were approved and ratified.

Balance per bank statement as of 30 <sup>th</sup> Sept 2023			
Community Account	£44,940.29		

BMM Account	£92,074.30		
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**7.3** Month end figures were approved and signed for September 2023 month end.

**7.4** Paid invoices were signed off for September 2023.

**7.5** Clerks overtime hours were agreed for September 2023 – 10 hours.

**7.6** Costs were approved under Legislation LGA 1972 S137 for Remembrance Sunday wreath for £30. **ACTION: Clerk to type and laminate card to put on wreath and give to Cllr. Bright. Clerk to arrange payment of the wreath.**

**7.7** Conclusion of Audit was acknowledged by the Council and published for the recommended timescale on the website and notice boards.

**7.8** External Audit report was reviewed and accepted by the Council and published for the recommended timescale on the website and notice boards.

**7.9** Rialtas Asset Register Module: The clerk explained that she had attended a brief on this new module and asked if the Council wanted to sign up to this. It was agreed that we would not take up on this as our assets are not difficult to manage.

**8. Information and Data Protection Policy** – amendments were agreed. **ACTION: clerk to upload the new amended policy to the website.**

**9. PARISH PLANTERS / GRASS CUTS:** Cllr. David Bright advised that the final strips that had been agreed on had been completed but he proposed that one more cut is required before the end of the year. This was agreed by the full council. **ACTION: Cllr. Bright to advise Adam to do one more final strip cut.**

Planters to be renewed with bulbs – All agreed costs of approximately £100 for bulbs and compost for the planters. **ACTION: Cllr. Bright to purchase bulbs & compost and renew the planters.**

**10. SPONSORING GREEN SPACES.** After much discussion, it was decided that we would decline the offer of sponsorship as the land was not our responsibility and visibility could be an issue. It was suggested that perhaps The Heat Company would like to sponsor a Defibrillator instead, however we would need to draft a Sponsorship Policy prior to asking the company if they would be interested. **ACTION: Council to look at a Sponsorship Policy.**

## **11. DEFIBRILLATORS**

- Both the Parish Rooms & The Plough have agreed they are happy to host a defibrillator and carry out the required checks, but we have not heard back from The Old House. Discussions were had about the electricity supply needed and that the hosts for the defibrillators would need to be made aware of the electricity costs which would be about £30 a year. All were in agreement to go ahead and purchase a defibrillator to be placed at The Plough and purchase the defibrillator from London Hearts. The funds are proposed to come from CIL funding. **ACTION: Clerk to contact TDC to check that CIL funding can be used for this purpose. Clerk to speak to The Plough about the electricity supply and if all OK, place the order for the defibrillator.**

- **The Old House at Home vs Parish Rooms sites** – As we have not heard from The Old House at Home, the purchase of a defibrillator for this end of the village was postponed until next month's meeting at which time, the site decision will be made. **ACTION: Defibrillators to be put on AGENDA For next month.**
- **Memorial Hall** – David Birchall advised that contrary to information previously advised, the Memorial Hall would be interested in housing a defibrillator but not until the next financial year. This information was noted.

**12. NEIGHBOURHOOD PLAN:** After much discussion as to the pros and cons of having a Neighbourhood plan, a vote was carried out and the movement was passed to proceed with Neighbourhood Plan subject to sufficient funding being secured. The general consensus from the Council was that the draft NP would be updated, with the objectives; **1.** Identify and protect green open spaces **2.** remove all the development sites on the plan to protect the village from inappropriate development and, **3.** Look to use the High Weald AONB design plan as a basis for our own plan. The reason for removal of the sites was to avoid the contentious and divisive issues that occurred previously. It was discussed that in having a NP for Dormansland, once adopted, the NP document would have to become a statutory consideration for TDC when any planning applications are made in the future.

- The Working Group members were put forward as Cllr. Hutchinson, Cllr. Bright, Cllr. Roux and Cllr. Lockwood. Cllr. Coleman and Cllr. Taylor advised that they would be happy to be critical friends of the group when documents needed reviewing. Once we are further down the line with the process, the working group can consider inviting residents to give comments and be involved in the plan. Thoughts about starting the plan as quickly as possible were discussed in view of the Elections next year and a possible change of Government and thereafter policies. Our aim will also be to keep TDC closely involved with our progress.
- The Council agreed that a bid for funding on the Locality Funding website should be made in the first instance for £10K and there was information that a further £8K may be available if we adopt a new design plan (using High Weald AONB design plan as a base for our own & amending according to our own needs). **ACTION: Clerk to look at funding availability.**
- Clerks' role in NP – Jacqui agreed to help with documenting the meetings for the NP but if the work became too much, Cllr. Hutchinson had someone who may be able to help with the admin.
- First meeting to be arranged to discuss establishing Aims, drafting Consultation Statement, setting a timetable, outside professional support & Terms of Reference. **ACTION: Clerk to put forward dates for the first meeting in early November.**
- Discussions regarding taking on Consultant experts to help with NP delivery. It was felt that it would not be necessary to have another needs analysis. Comments were made about the previous Consultant and the problems encountered the first time around and perhaps it would be prudent to look at alternative professional support. This will be discussed at the working group's first meeting.

**13. BUS SHELTER** – The Council agreed to costs for renovating the bus shelter opposite St John's church. The quote from Adam was for £250. **ACTION: Clerk to instruct Adam to renovate the shelter.**

**14. TRAINING** – Rialtas Budget Training / Earmarked reserves Training – Council agreed to cost the courses at £120 + VAT per course. The first course will be a few days after the budget meeting.

**15. GRIT BINS**– Agreement was given by Full Council to purchase two new bins, one to be placed at Hollow Lane / Beacon Hill location (license already in place) & the other to be placed at Beeches Mead

on Hollow Lane. It was also agreed for Clutterbucks to fill all the bins in November & Cllr. Bright will put in the laminated signs. **ACTION: Clerk to order bins with Clutterbucks and to discuss with resident as to placement of the bin at the Meades site. Clerk to instruct Clutterbucks to fill all bins.**

#### **16. DATE OF NEXT MEETING**

Full Council on Wednesday, 1<sup>st</sup> November 2023 at 18.30 in The Centenary Rooms, Dormansland.

The residents and council were asked by the Chair if they wanted anything to be put on the agenda for the next meeting.

Agenda item requested: Consultation on High Weald AONB – comments regarding expanding link with Surrey Hills AONB to create a corridor.

**Speed Watch** – At the end of the meeting, the Chair spoke with 2 residents who represented the Speed Watch volunteers. They advised that 11 speeders had been identified in their recent stint at 2 sites, one at the Memorial Hall and the other at the end of West Street on Dormans Road. They advised that speeders were sent letters when driving speed limit + 10% + 2mph. **ACTION: Clerk to contact the organiser so that we can advertise where volunteers can sign up to help with Speed Watch and to put this on the DPC website and FB.**

The meeting closed at 20.45.

**MINUTES CONFIRMED AS A CORRECT RECORD:**

**DATED**

**SIGNED: (CHAIR)**