



## Dormansland Parish Council

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### Minutes of the 256<sup>th</sup> meeting of Dormansland Parish Council held at 6.30pm on Wednesday 17<sup>th</sup> May 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 was present at the meeting.  
4 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:** Cllr O'Riordan's apologies of absence were received and accepted & Cllr Steeds apologies accepted as she was not able to stay for the duration of the 2 back to back meetings.

**2.Declarations of interest**

No declarations of interest were declared.

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

One resident had two topics that she wished to address:

**Issue 1. The footpath at Jeddare Cottages** – the footpath is impassable for wheelchair access as it is muddy, overgrown and she wanted to alert DPC to the fact that her friend is forced to use the main road with the wheelchair to get access to the village. This is dangerous and is stopping her from going out, thus making her feel very isolated. Cllr Hutchinson advised that as we didn't get the CIL bid applied for last year, we are not able to address this issue, however she advised that DPC would write to SCC footpaths to support her in trying to resolve the issues with the footpath. **ACTION:** Clerk to write to SCC advising them of the issue with the footpath.

**Issue 2. Recreation Ground & plans for making is user friendly** – the clerk advised that although money had been allocated for the Open Space Strategy, she had been advised by TDC that Dormansland were not on the list for any upgrades to their park. Cllr Hutchinson

suggested that the resident joined the DPC working group to set out plans for what could be considered in the recreation ground, and this would be discussed later in the meeting in the Strategic Plan agenda item. **ACTION:** working group to be arranged.

**Chair reopened the meeting.**

**3. Minutes**

**3.1** The minutes were approved & signed for the 255<sup>th</sup> Full Council Meeting, held on 5<sup>th</sup> April 2023.

**3.2** The minutes were received for the Planning Committee Meeting held on 5<sup>th</sup> April 2023 & 26<sup>th</sup> April 2023 – the minutes have been agreed & signed for at the Planning meetings on 26<sup>th</sup> April 2023 & 17<sup>th</sup> May 2023 respectively.

**4. Clerks report for 17<sup>th</sup> May 2023 Meeting**

- **Defibrillator Training Poster** – published on Facebook & website
- **Vision ICT training for clerk booked** – 1<sup>st</sup> June 2023
- **Grant Policy and new form put on Website.**
- **School Sign overhanging with branch / Boundary Hedge**– Clerk emailed Ian Hudson / Tree Officer (Callum) about cutting back of tree which is now **RESOLVED** & sorting boundary hedge in Rec on 12<sup>th</sup> April – **STILL TO ACTION:** Clerk to chase Ian Hudson.
- **CORONATION EVENT** – final figures are within budget at a spending of £607.19 (budget was £940) so underspend of £332.81. Lost diversion sign will need to be replaced and I have requested a costing of this by Fay at Lingfield PC. Jigsaw funds raised on the raffle & silent auction were £487 + the sealed boxes handed into Jigsaw to count. Final figure to be advised by JIGSAW. Zurich were emailed by clerk prior to the litter pick to advise of this event.
- **Zurich Policy** – amendments all made by Zurich on the Asset register detail and other details requested. Renewal costs quoted £1084.76. Emailed details to full council on 3<sup>rd</sup> May 2023.
- **Precept received:** 1<sup>st</sup> instalment of Precept received in April for £27,510.00.
- **CIL funding for Haxted Kennels received:** payment of £4129.19.
- **Newhache Jubilee project:** Waiting for James Devonshire to confirm if this site can be used for Jubilee project. Simon Mander sat on info for a couple of months and then passed issue over to James Devonshire. Chased this up again on 11<sup>th</sup> May 2023. At the time of meeting, the clerk had had an email from James Devonshire requesting the plans which had already been sent twice to TDC. **ACTION:** clerk to send plans to James Devonshire for Jubilee project.
- **Newhache Car Park:** Emails sent to TDC (Simon Mander on 13<sup>th</sup> March & 5<sup>th</sup> April) asking about markings to be painted for the bays. No response as yet. – chased this up again on 11<sup>th</sup> May 2023. TDC have now advised that there is intent to submit the carpark for a potential development site so there will be no plans for updating and making good the car-park. Cllr Lockwood advised that the forward plans had to go to the Housing Committee before the land is released for this plot to be considered. Discussions were had and it was agreed that DPC would write to the TDC Tree Officer to come and assess various trees in Newhache & the Hollow Lane Garages Carpark for consideration of TPO's (specifically the Oak Tree in Newhache & trees on the green at Newhache plus the Tree in Hollow Lane Garages carpark) **ACTION:** Clerk to write to Tree Officer to request a meeting.
- **Village Voice Article submitted for June issue** – submitted 11<sup>th</sup> May 2023.

- **Good Councillor Guide:** forwarded link to Cllr. Taylor following request last meeting.
- **Notice Board Update** – ordering of notice board still outstanding and still outstanding is quote for suitable material to line the TDC Recreation Ground notice board.
- **HSBC Mandate** – banking mandate update applied for on-line on 11<sup>th</sup> May 2023. Cannot apply to Unity Trust until HSBC Mandate is correct with new signatories.
- **Speed Watch Volunteers** – Clerk sent all the volunteers email addresses / contact details logged on the Residents Survey forms to the Speed Watch Group.
- **DBS** – applied for 11.05.23
- **Council Risk Register** – circulated to council & updated by Cllr. Hutchinson for approval at Annual Meeting. **ACTION:** Cllr Bright and Cllr Taylor asked the clerk to ensure that the changes on for the defibrillator, gym equipment & notice board are made to the Council Risk Register. Clerk to resolve changes.
- **Resident Survey Circulation:** clerk circulated the report to all those who completed the survey and requested a copy of the final report.
- **CILCA course-** Deferred to September due to workload.
- **CAGNE** donation £6 – the clerk advised that when she had met with Andy to do end of year accounts, he had advised that DPC should be careful about joining action groups and paying subscriptions to them. The clerk had only paid the £4 annual subscription last month rather than the £10 that included a £6 donation. Cllr Lockwood advised that this was not a campaign group but an open forum advising of information about Gatwick. It was agreed that therefore the donation could be given as previously agreed. **ACTION:** clerk to make subsequent £6 donation to CAGNE.

## 5. Receive reports from Councillors:

### Cllr. Bright:

**Tree Planting:** Fiona had sent letters to residents advising them of the tree planting – only 1 negative comment so these plans will proceed. Another suitable site has been agreed at the bottom of West Street for a further 2 trees at no extra cost. Mulch needs to be purchased to put around some of trees already planted. Costs for the purchase of mulch were agreed by the council. **ACTION:** Cllr Bright to purchase the mulch.

**Planters:** Cllr Bright asked if the council wanted the planters to have summer bedding plants. Costs for the purchase of bedding plants were agreed by the council. **ACTION:** Cllr Bright to purchase plants and arrange planters for the village.

**Litter Pick:** Cllr Bright commented on the success of the Litter Pick around the village on 8<sup>th</sup> June suggesting that further regular Litter Picks are organised. To be addressed in the Strategic Plan on the agenda.

### Cllr. Dandy:

**Potholes:** Cllr Dandy commented on the time taken for resolution of a pothole reported by councillors and that it took 3.5 weeks for this to be repaired.

**Sinkholes / possible Collapsed Drain in Locks Meadow:** Cllr Dandy advised that a resident had identified some indentations around Locks Meadow. **ACTION:** Clerk to report to SCC.

### Cllr. Roux:

**Jubilee project:** Cllr Roux expressed her huge disappointment regarding Simon Mander & his team not responding regarding the Jubilee Project and would like to write and complain. **ACTION:** Cllr. Roux to draft a complaint letter to send to TDC for the clerk to send.

**Flooding in High Street:** Cllr Roux expressed concern about the water table levels in Dormansland that are affected by the river management in Kent (Tunbridge Wells). This is causing local flooding of gardens, the local post office and other residents properties. **ACTION:** Cllr Roux & Cllr Lockwood to discuss further and contact Medway Drainage Authorities to see how this can be dealt with.

**Cllr. Coleman:**

**Annual Parish Assembly:** Cllr Coleman suggested inviting a representative from St Piers to the APA & perhaps a representative from St Barnabas. **ACTION:** Clerk to invite Young Epilepsy to APA / Cllr Hutchinson to invite St Barnabas.

Dormansland Primary School kids are busy with poems and drawings for the meeting. It was suggested that we also involve young Epilepsy with the drawings for the banner.

**ACTION:** Clerk to write to Young Epilepsy asking for some drawings representing Dormansland to be included on the banner.

**Villages in Bloom:** Cllr Coleman suggested DPC enter for Villages in Bloom. All agreed that it was too late for this year and a huge commitment was needed however Cllr Coleman will look into what it entails for next year. **ACTION:** Cllr Coleman to report back on costs and implementation requirements. He will also liaise with the Dormansland Horticultural society to see if they wish to be involved.

**Cllr. Lockwood**

**Gatwick Emergency Runway:** Cllr Lockwood advised that the Gatwick Development consent order to convert the emergency runway for every day use has been delayed and will be submitted in either July or August 2023.

**Starfields' Planning Application:** **ACTION:** Cllr Lockwood will submit a report regarding this application for DPC to lodge an objection to TDC.

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

**Cllr. Taylor:** Nothing to report.

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

**Cllr Nicholas White:**

Nothing to report.

**7. Accounts/Finance**

**7.1** All invoices were APPROVED for payment.

Invoices received for payment to date 17 <sup>th</sup> May 2023				VAT
1 <sup>st</sup> April 2023	Rialtas	Annual subs to 31 <sup>st</sup> March 2024	£775.00 + VAT	£155.00
21 <sup>st</sup> April 2023	HSBC	Bank charge £5 a month for March 2023	£5.00	
21 <sup>st</sup> April 2023	SCC Admin	Pension for Jacqui O'Sullivan April 23	£282.22 Employer contribution	
21 <sup>st</sup> April 2023	O2	Mobile Phone	£28.16 + VAT Direct Debit	£5.63

21 <sup>st</sup> April 2023	Jacqui O'Sullivan	Clerk April 23 Salary	£1139.99	Incl. 38 hours OT agreed for March 2023
21 <sup>st</sup> April 2023	HMRC	Tax & NI for April 23	£482.20	
21 <sup>st</sup> April 2023	SCC Admin	Pension contributions for Jacqui O'Sullivan April 23	£87.70 Employee Contributions	
11 <sup>th</sup> April 2023	Jacqui O'Sullivan	Banner World order for Coronation posters	£105.50 + VAT	£21.10
25 <sup>th</sup> April 2023	Alison Hutchinson	Presents for speakers at APA – (Not on the High Street order)	£45.75	
2 <sup>nd</sup> May 2023	Adam Neill	Strim Wilderwick	£137.50	
28 <sup>th</sup> April 2023	Mulberry & co	Year End mentoring	£132.90 + VAT	£26.58
05 <sup>th</sup> May 2023	Adam Neill	6' strip around village	£350	
11 <sup>th</sup> May 2023	The Print Room	Printing of APA report	£60	
17 <sup>th</sup> May 2023	Jacqui O'Sullivan	Working from Home allowance April & May 2023	£80	

**7.2** bank reconciliation was APPROVED and cash books APPROVED for period to 30<sup>th</sup> April 2023

HSBC COMMUNITY ACCOUNT & BMM ACCOUNTS			
Balance per bank statement as at 30 <sup>th</sup> April 2023			
Community Account	£65,176.13		
BMM Account	£61,605.32		

On receipt of the 1<sup>st</sup> Precept payment in April 2023 of £27,510 into the current account, it was agreed that £30K should be transferred into the savings account to obtain as much interest as possible. **ACTION:** Clerk to transfer funds across to the savings account.

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

#### **7.4 Unity Trust Bank update / HSBC.**

Finally, the mandate information has been submitted to HSBC for sign off and once this has been authorized by HSBC, the Clerk will make the application to the Unity Trust Bank for the bank switch. The four councilors' that will be signatories: Cllr Bright, Cllr Coleman, Cllr Dandy & Cllr Taylor. There were some discussions about maybe keeping a savings account with HSBC so that the funds are split over two banks. **ACTION: Clerk to look into the legalities of how insurance works with the protection of Council funds within the banks and advise at the next meeting.**

#### **7.5 Clerks Overtime for April 2023.**

Councillors ratified and agreed the overtime for the clerk.

#### **8. Open Space Strategy:**

Cllr White advised that he thought Dormansland were on the list for improvement to the recreation ground equipment however the Clerk was advised differently. **ACTION: Cllr White to contact Julie Porter to follow up on why Dormansland are not included in the funding allocated for the Open Space Strategy.**

Cllr Hutchinson advised that moving forward, we would like to set up a working group to establish a plan for the recreation ground involving residents with proposal plans so that we can present a strategy to TDC for what we would like as a Parish. Cllr Lockwood suggested that CIL funding could be used for this project, but this would need to be agreed by committee. See agenda item 13 Recreation Ground.

#### **9. Recreation Ground TDC bench / hand grips on equipment:**

Cllr Taylor expressed her dissatisfaction that TDC have still not replaced the grips on the gym equipment and the bench under the Oak tree is rotten and unsightly and needs to be replaced: **ACTION: Clerk to report the grips to TDC / Clerk to ask if TDC can remove the rotten bench and if DPC will pay for a replacement bench, would TDC install this for DPC and maintain the upkeep.**

#### **10. Newhache Carpark / Jubilee Garden update:**

already covered earlier in meeting under Clerks & Councillors reports.

#### **11. Road Safety Working party:**

Cllr Taylor updated the committee on the working group activities and had circulated minutes of their meeting to the committee prior to this meeting. She advised that the lead coordinator of the Speedwatch Group wants to resign so this group is under threat for continuing the work they carry out unless someone comes forward to take over. The main areas for concern raised at this meeting were:

- **30mph signs** – the signs in the village are undersized and Cllr Taylor will check with SCC and or Cllr Lesley Steeds as to why this is. **ACTION: Cllr Steeds to be asked at next meeting on 7<sup>th</sup> June.**
- **Street lighting** – the lighting along high street needs to be addressed. **ACTION: Cllr Taylor to email Cllr Steeds as to the possibility of installation of Activated Street lighting.**
- **20's Plenty Carnival Stall** – after much discussion, it was decided that DPC would not take a stall at the carnival as the majority of the council were not in favour of the overall campaign of 20's Plenty in that its main objective is to change all



highways currently at 30mph to 20mph and whilst DPC would like to see a change in the speed limit for the High Street in Dormansland to 20mph, the council cannot agree on the 20' Plenty's overall objectives. **ACTION:** Cllr Taylor to advise the Carnival Committee that we will not be taking a table at the Carnival, but Councillors would be more than happy to help at the Carnival where necessary.

- **VAS SIGNS** – Following on from the discussions about 20's plenty, the committee agreed that all were in favour of the High Street adopting a 20mph speed limit and as the new VAS signs have not yet been installed, we would see if these had been ordered / made as yet and if the criteria could be changed, we would see if we could have the signs flash at 20mph during school opening and closing times. **ACTION:** Clerk to investigate the VAS Signs and if there is time to change the order.

**12. CIL FUNDING** - Cllr Lockwood & Cllr Hutchinson reported that they have met and discussed whether an application for CIL Funding would be viable this time and the deadline for this is simply too tight to be able to put forward a successful bid. It was AGREED that no bid for CIL would be entered.

**13. Resident Survey /Strategic Plan for DPC.** Cllr Hutchinson had circulated a draft Strategic Plan for the committee to consider for the coming year. The actions to be considered were:

- **Road Safety** – working to make Dormansland High Street safer for residents.
- **Litter Picking** – 6 monthly litter pick arrangements to be organized. **ACTION:** Clerk to look into costs of purchasing litter pickers and high viz vests / email TDC about risk assessment for litter pickers on rural roads.
- **Open Space Strategy** - To write to TDC with a plan for supplying Dormansland with accessible play equipment for all children and for this to be inclusive of all abilities. **ACTION:** Clerk to send email as per item 8 on the agenda.
- **Communications** – regular communications to residents via Village Voice, Community News, Social Media & 6 monthly newsletters. Maintaining better communications with residents via a database list of email addresses. **ACTION:** to develop a database and utilize this for future communications.
- **Recreation Ground** - Football Board to be repaired and also an installation of a basketball hoop. The Football Board needs repair and a hard surface area either side of it. Replace rotten bench under the Oak tree and add a bench to the top of the recreation ground opposite the gym equipment. Long-term goal to assess the users of the equipment in the park and ensure that we are supplying services to include all users. As the recreation ground is under TDC's ownership, discussions need to be investigated as to what they can provide. **ACTION:** TDC to be contacted about the feasibility of financing and supplying new equipment and benches. Long term update of playground equipment to be considered after results of Cllr White's discussion with Julie Porter are known and possible provision of working party to be set up to put together proposals for a plan for accessible play equipment.
- **Youth Group** – to pass on to Urban Saints and the Trustees of the Memorial Hall for consideration.

- **Signage to indicate horse riders** – to pass on to Road Safety working group to discuss how to proceed with this.
- **Maintaining Local Services** – lobbying to ensure that we keep local services going when they are at risk e.g. Bus services, rubbish collection etc.
- **Parish Council involvement with the community** – Councillors to be more involved with community events such as The Carnival, Litter picks & other village events.

**14. Footpath 392** –Discussed Flyer distribution to residents regarding ditch clearing. Cllr Bright felt that this was not necessary as this only really involved one resident. No flyer to be produced. This discussion then moved onto the topic of a resident's property having a change of use and that the council felt that this was having an impact on the local neighbouring community and should be reported to the Planning department for inspection. **ACTION:** Clerk to report concerns about change of use of No 1 West Street and change of use of property without planning consent.

**15. Newsletter** – responsibility of communal areas / speed survey. It was agreed that due to the fact that we have just produced a newsletter, the next one would be in a couple of months' time. **ACTION:** Defer agenda item to July 2023.

**16. Date of next meetings:**

**Annual Parish Assembly** on **Thursday 25<sup>th</sup> May 2023** at **18.00** at the Dormansland Memorial Hall.

**Planning Committee** on **Wednesday 7<sup>th</sup> June 2023** at **18.00** in the **Centenary Room**

**Planning Committee** on **Wednesday 28<sup>th</sup> June 2023** at **18.00** in the **Centenary Room**

MINUTES CONFIRMED AS A CORRECT RECORD:

DATED

SIGNED: (CHAIR)