



Dormansland Parish Council

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Notice is hereby given that the 264th meeting of Dormansland Parish Council will be held at 18.30 on Wednesday 7th February 2024 in the Baptist Church, Dormansland to transact the under mentioned business, which Councillors are summoned to attend.

Signed: *Jacqui O'Sullivan*
Parish Clerk

1st February 2024

AGENDA

1. To receive and accept apologies for absence

Please inform parishclerk@dormansland.org.uk if you are unable to attend.

2. Declarations of interest

To receive any disclosure by members of pecuniary and non-pecuniary interests in matters on the agenda, not previously disclosed.

Chair to suspend the meeting

INTRODUCTION OF PCSO CONRAD CHEESEMAN 'MEET THE BEAT' & DISCUSS CURRENT ANTI-SOCIAL BEHAVIOUR LOCALLY

Open Forum

Thirty minutes are available for the public to express a view or ask a question on relevant matters on the agenda. Maximum of 3 minutes per person. If possible, the question will be answered immediately, otherwise a written reply will be given within 10 working days.

Chair to re-open meeting

3. Minutes

3.1 To approve the [minutes](#) (previously distributed) of the 263rd Full Council Meeting, held on 3rd January 2024.

3.2 To receive the minutes of the meeting held by the Planning Committee, held on [3rd January 2024](#) and [24th January 2024](#).

4. To receive the [clerks report](#).

5. To receive reports from Councillors

6. To receive reports from District County Councillors

7. Accounts/Finance

7.1 Members to approve payments:

Invoices received for payment to date 31 st January 2024				VAT
31 st Jan 2024	Unity Trust Bank	Bank charge £6 for Jan 2024	£6 (Jan 2024)	31.01.24 Direct debit
21 st Jan 2024	Salaries for January 2024		£1731.80	Paid 21.01.24
21 st Jan 2024	O2	Mobile Phone	£7.50 + VAT	£1.50 Direct Debit
31 st Jan 2024	Jacqui O’Sullivan	Working from home Feb 2024	£40.00	
09 th Jan 2024	SLCC	Renewal of membership	£183.00	Paid BACS 09.01.24
11 th Jan 2024	BCM Electrical UK	Fitting of Defib box at The Old House	£190.00 + VAT	£38.00 Paid 18.01.24
31 st Jan 2024	Jacqui O’Sullivan	Viking Order for Ink, paper & clear wallets & files	£108.48 + VAT	£21.70

Any invoices received after the published agenda date but before the meeting date may be added for approval at the meeting.

7.2 Members noted the bank reconciliation and cash books for period to 31st January 2024.

Balance per bank statement as of 31 st JAN 2024		
HSBC BMM Account Savings	£93,012.26	Reconciliation BMM Account Transactions BMM Account
Unity Trust Bank Current Account	£2201.09	Reconciliation UT current Account Transactions UT current Account

Unity Trust Bank Instant Access Savings Accounts	£25,407.80	Reconciliation UT Savings Account Transactions UT Savings Account	
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7.3 Approve and sign off January 2024 month end figures - Current & Savings accounts and sign bank statements.

7.4 Paid invoices to sign off for January 2024.

7.5 Agree quotation from Adam Neill - Renovation of bus shelter at the Plough – [quoted](#) £250 DECISION

7.6 GRANTS - Receive and discuss grant applications:

- **Memorial Hall – grant for £1000 for Wi-Fi installation. DECISION (circulated to FC by email)**
- **[Youth Hub](#) – grant for £1000 for transport – DECISION**
- **Dormansland Primary [School](#) – sport equipment £1000 – DECISION**

7.7 Defibrillator upkeep for Centenary Rooms – DPC to discuss support of financial upkeep - DECISION

8. ANNUAL PARISH ASSEMBLY – 25th April 2024 – DECISIONS.

- **[APA report](#) – review content 2023 for what to include for 2024.**
- **Guest speakers to be discussed – RH7 History Group / Other recommendations.**

9. FIRST AID COURSE – Update from Cllr. Roux with information / proposal from Young Epilepsy - DECISION

10. GATEWAY TO DORMANSLAND – to discuss viability and source of funds to use (CIL).

11. ANNUAL MEETING – date to be ratified as 8th May / Agree cancellation of FCM for 8th May.

12. DATE OF NEXT MEETING

- **Full Council on Wednesday, 6th March 2024 at 18.30 – The Baptist Church, Dormansland.**
- **Agenda items for next meeting – any recommendations?**