



## Dormansland Parish Council

Parish Clerk: Jacqui O'Sullivan  
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Notice is hereby given that the 271<sup>st</sup> meeting of Dormansland Parish Council and will start at 18.30 on Wednesday 3<sup>rd</sup> July 2024 in the Jubilee Room at The Dormansland War Memorial Hall, Dormansland, Surrey RH7 6PS to transact the under mentioned business, which Councillors are summoned to attend.

Signed: *Jacqui O'Sullivan*

Parish Clerk

27<sup>th</sup> June 2024

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### AGENDA

#### 1. To receive and accept apologies for absence

Please inform [parishclerk@dormansland.org.uk](mailto: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

#### 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 270<sup>th</sup> Full Council Meeting, held on 5<sup>th</sup> June 2024. To approve the [minutes](#) from the Annual Meeting from 8<sup>th</sup> May 2024.

**3.2** To receive the minutes of the meeting held by the Planning Committee, held on 26<sup>th</sup> June 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 30 <sup>th</sup> June 2024				VAT
30 <sup>th</sup> June 2024	Unity Trust Bank	Bank charge £6 for June 2024	£6 .00	30.06.24 Direct debit
21.06.24	Salaries June 2024		£1344.59	21.06.24 BACS
06.07.24	O2	Mobile Phone	<a href="#">£8.15 + VAT</a>	£1.63 Direct Debit
22.06.24	Jacqui O’Sullivan	Working from Home Allowance: £26 tax-free £14 taxable.	£40 Included in payroll	21.06.24 BACS
30.06.24	Memorial Hall	Room Hire for July 2024 FCM / Planning	<a href="#">£57.00</a>	
07.06.24	Jacqui O’Sullivan	Postage for AGAR to be sent ‘signed for’	<a href="#">£3.25</a>	
19.06.24	Jacqui O’Sullivan	Viking Order for Ink for printer	<a href="#">£83.68 + VAT</a>	£16.74
24.06.24	Adam Neill	Strim Shepherds / Wilderwick triangle	<a href="#">£50.00</a>	
25.06.24	CAGNE	Annual subscription	<a href="#">£10.00</a>	
26.06.24	St Johns Church	Donation by DPC Agreed Annual Meeting item 14.	£2000.00	
<b>Receipts in June 2024</b>				

**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 30<sup>th</sup> June 2024

Balance per bank statement as of 30 <sup>th</sup> June 2024			
HSBC BMM Account	£48,343.68	Plus Interest due in on 30 <sup>th</sup> June 2024	
Unity Trust Bank Current Account	£1,874.03		
Unity Trust Bank Instant Access Savings Accounts	£82,686.20	Plus Interest due in on 30 <sup>th</sup> June 2024	

**7.3 Approve and sign off JUNE 2024 month end figures - Current & Savings accounts and sign bank statements.**

**7.4 Paid invoices to sign off for JUNE 24.**

**7.5 CAGNE voluntary [annual subscription £10](#) DECISION.**

**7.6 Grant Applications to be discussed: DECISIONS**

1. DORMANSLAND WELCOME LUNCH [£300.00](#)
2. DORMANSLAND PRIMARY SCHOOL [£950.00](#) Accounts.
3. KENT AIR AMBULANCE [£500.00](#) Accounts.
4. LINGFIELD MINIBUS [£300.00](#) Accounts

**7.7 Budget for stock photos – to discuss – DECISION.**

**7.8 Agree additional costs for Summit Training for Cllr Hutchinson - £130 + VAT (instead of £65 + VAT) DECISION.**

**7.9 Agree overtime for Neighbourhood Plan hours - May (0.75H) June (2 H) – total 2.75 hours x £23.19 = [£63.77](#). DECISION.**

**7.10 Budget vs Spending update Report - for discussion and review**

**7.11 Year End Shut down discuss commitment to year end shut-down service for April 2025. DECISION.**

## **8. DARK SKIES FESTIVAL:**

- Discuss & agree [proposal](#) – DECISION
- DPC to discuss contribution on costs to support festival (costs detailed in proposal)- [£1932.00](#) DECISION.

**9. GOV.UK EMAILS / WEBSITE DOMAIN – discuss following [webinar](#) information. DECISION.**

## **10. POLICIES TO BE AGREED:**

- **FINANCIAL REGULATIONS** – amended policy to be agreed & adopted. DECISION.
- **STANDING ORDERS** – amendment to be agreed and new version adopted. DECISION.
- **INFORMATION AND DATA PROTECTION** – amendment to be agreed. DECISION.

## **11. NEIGHBOURHOOD PLAN:**

- **PROJECT PLAN** – to be presented and agreed. DECISION.
- **ASSETS OF COMMUNITY VALUE** – nominations of assets to be discussed.
- [Terms of Reference](#) – amendment to be discussed and agreed. DECISION.

**12. SPEED AWARENESS IN DORMANSLAND – to discuss plan for prevention of further accidents.**

**13. DORMANSLAND OLD FIRE STATION – to discuss**

**14. FAIRTRADE EVENT 14<sup>TH</sup> September 10.00 – 12.00** – discuss taking a table / what form & named Councillor to man the table. **DECISION.**

**15. BLUE HEARTS SIGNS** - replacements from SCC to discuss. **DECISION.**

**16. LITTER PICK SEPT 2024** – finalise date 15<sup>th</sup> September / agree on publicity & logistics **DECISION.**

**17. ALLOWANCE FOR CHAIR** – Cllr. Hutchinson to decide on acceptance of Allowance – Amount to be agreed & payroll to be set-up – **DECISION.**

**18. HEDGEHOG [HIGHWAY PROJECT](#)** – to discuss inclusion with Biodiversity Policy – **DECISION.**

**19. ACTION Logg for Minute ACTIONS** – to discuss

**20. DATE OF NEXT MEETING**

- **Full Council Meeting on Wednesday 4<sup>th</sup> September 2024 at 18.30 – Dormansland Memorial Hall, Plough Road, Dormansland.**
- Agenda items for next meeting – any recommendations?