



Dormansland Parish Council

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Notice is hereby given that the 276th meeting of Dormansland Parish Council will be held at 6.30 pm on Wednesday 8th January 2025 in the Baptist Church Hall Dormansland to transact the under mentioned business, which Councillors are summonsed to attend.

Signed: Councillor Hilary Taylor

DATE 2nd January 2025

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.

3. The Councillors will elect a new chairperson.

3.1 The Councillors will decide who should prepare the **minutes** of the meeting.

The Chair will 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

The Chair to re-open meeting

4. Minutes

To approve the minutes (previously distributed) of the 275 Full Council Meeting, held on 6th November 2025.

To receive the minutes of the meeting: Planning Committee, held on 4th December 2024.

5.1 To receive the Clerks Report.

5.2 To receive reports from Councillors.

5.3 To receive reports from District Councillors.

5.4. To receive a report from the County Councillor.

Accounts/Finance

6.1 Members to approve payments

Invoices received for payment to date XX (not paid)		VAT		
DATE	RECIPIENT	NET AMOUNT	VAT	GROSS AMOUNT
	Vision ICT			£168.00
4 th Nov 24	O2 Mobile phone Nov	£8.15	£1.63	£9.78
5 th Dec 24	O2 Mobile phone Dec	£8.15	£1.63	£9.78
4 th Jan 25	O2 Mobile Phone Jan	£8.15	£1.63	£9.78
22 ND Dec 24	Clutterbucks to fill grit bins.	£212.50	£42.50	255.00
18 th Nov 24	Locum clerk. Pd 22 nd Nov 24.			£540.00.
13 th Nov 24	Adam Neil strimming and waste removal. Pd 22 nd Nov 24.	120.00		120.00
13 th Nov 24	Adam Neil strimming and waste removal. Pd 22 nd Nov 24	175.00		175.00
4 th January 2025	Hilary Taylor renewal of Microsoft 365.	59.99		59.99
31 st Dec 2024	rCOH Ltd to review and make recommendations re NP.	997.50	199.50	1197.00

7. Members noted the bank reconciliation and cash books for period to 02.01.2025

HSBC COMMUNITY ACCOUNT & BMM ACCOUNT			
Balance per bank statement as at			
Unity Current Account	£3178.62		
Unity Instant Access Account	£75,276.30		

HSBC	£64,971.21		
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8. **New Hache**; The Late Queen's Jubilee tree plantings, Memorial Garden, HRH Coronation planting.
9. **Village Voice entry**. To decide who will write the report.
10. To decide how to manage the **day-to-day business** of the Council in the absence of a Parish Clerk and RFO.

11. **Repair to the bus shelter**. Quote from Lingstead Construction dated 9th December 2024.

2 Options. 1) Repair to the roof by replacing wooden shingles and removing graffiti from two walls and then applying stain Total Cost £786.50.

2) Replace the roof and dispose of roof shingles, lay structural grade ply to the roof and lay two layers of roofing felt over the new ply. Remove the graffiti to the side and rear of shelter. Cost £1576 plus Vat. Which totals £1891.20. I asked about the rafters as the shingles inside the bus shelter are showing signs of rotting. If the rafters need replacing the cost could be an additional £400 to £900 plus VAT. The builder said that from what he could see the rafters look to be in reasonable condition and not in need of replacement.

On the 8th of December 2024, email to Steadfast Home Designs to ask for a quote for the bus shelter have not heard back from them.

On the 29th of November 2024 contacted AS Property Services by text to ask for a quote for the bus shelter but have not heard back from them.

Awaiting response from ADN roofing.

12. To approve the **Personnel Handbook** and **contract** as provided by Worknest.
13. To remind Councillors **not to use their personal email addresses** for Council business.
14. To revisit the discussion regarding the **Payroll company** and to make a decision when to renew the contract. The Payroll company charge £132 per annum.
15. To agree to commence the recruitment process for **the new Councillor**.
16. To decide the date and venue of the **Annual Assembly** and to consider the arrangements for the same.
17. To consider **the timetable for meetings** in 2025 and to agree the venue for meetings after May 2025. The Baptist Church has been booked for the first Wednesday of the month up until and including May 2025.
18. To discuss the arrangements **for interviewing for the new Clerk**.

19. To receive update about the new arrangements regarding **Unity Bank and HSBC bank.**

Date of next meetings:

Full Council on **Wednesday, 5th February 2025** at **6.30pm** in the **Baptist Church Hall**

Planning Committee on **Wednesday 5th February 2025** at **6.00pm** in the Baptist Church Hall.

Any matters to be discussed at the **next meeting** should be suggested.

There will be a closed meeting.

20. To discuss the data breach and decide whether further action is needed at this stage.

21. To discuss the former clerk's application for back pay.