



## **Dormansland Parish Council**

P.O.Box 335, Lingfield, RH7 9BP

Tel: 07395 323456

Email: [parishclerk@dormansland.org.uk](mailto:parishclerk@dormansland.org.uk)

Website: [www.dormansland.org.uk](http://www.dormansland.org.uk)

**Notice is hereby given that the 278<sup>th</sup> Full Council Meeting of Dormansland Parish Council will be held at 6.30pm on Wednesday 5<sup>th</sup> March 2025 in Baptist Church, High Street, Dormansland to transact the under mentioned business, which Councillors are summoned to attend.**

**Signed: Dormansland Parish Clerk**

**27<sup>th</sup> February 2025**

**The meeting will be recorded for the purposes of accurate minute taking.  
The recording will be erased once the minutes have been approved at Full Council**

---

### **AGENDA**

- 1. To elect a Chairperson to conduct the 278<sup>th</sup> Meeting of Dormansland Parish Council on 5<sup>th</sup> March 2025**
- 2. To receive and accept apologies for absence**  
Please inform the Clerk's office if you are unable to attend.
- 3. Declarations of interest**  
All members present are required to declare, at this point in the meeting or as soon as possible thereafter:
  - (i) any Disclosable Pecuniary Interests (DPIs) and/or
  - (ii) other interests arising under the Code of Conduct in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Parish Clerk' Office prior to the meeting
  - (iii) any changes to their circumstances which should be recorded on their Register of Interests
- 4. Approval of Minutes**
  - 4.1 Minutes of the Full Council Meetings – 8<sup>th</sup> January and 5<sup>th</sup> February to be agreed as accurate and signed by the meeting Chairperson.
  - 4.2 Minutes of the Planning Meeting – 8<sup>th</sup> January and 5<sup>th</sup> February to be agreed as accurate and signed by the Chairperson of the Planning Meeting.

### **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

### 5. To receive reports

- 5.1 Report from the Clerk
- 5.2 Reports from Local Councillors
- 5.3 Reports from District and County Councillors

### 6. Co-option of New Councillor

- 6.1 Each applicant to be allowed 3-5 minutes to present their skills, experiences and qualifications that would be beneficial to the Parish Council should the applicant be co-opted to the role.
- 6.2 Councillors vote for their preferred candidate with the successful candidate requiring an outright majority of Councillor's votes.
- 6.3 Successful candidates asked to make a Declaration of Acceptance of Office.
- 6.4 Successful candidate will be supplied with the Council's Code of Conduct and will confirm their agreement at the next Full Council Meeting they attend.

### 7. Dormansland Neighbourhood Plan

- 7.1 Cllr David Bright to give an update on final draft of Neighbourhood Plan and Design Code
- 7.2 Neighbourhood Plan costs to date to be reviewed
- 7.3 Further expenditure to be tabled and agreed - **To Approve**
- 7.4 Future timeline for Plan to be considered

### 8. Newhache Memorial/Jubilee/Coronation Area

- 8.1 Cllr Cheryl Roux to give update on progress on this project
- 8.2 Alison Hutchinson has confirmed that she is willing to perform a review of the project. Offer to be formally accepted and costs approved.
- 8.3 Cllr Richard Dandy to update on flags

### 9. Banks and Bank Accounts

Cllr Cheryl Roux to give update on progress on updating bank mandates, access and payment authorisation for Unity Bank and HSBC bank accounts

### 10. Maintenance, cutting and strimming

- 10.1 Adam Neill – Repair and paint Bus Shelter opposite St Johns Church – Quote to be approved - £250.00 including labour and materials
- 10.2 Adam Neill – Annual work schedule and increase in costs by 5% to be approved (Current costs for full cut/strim – 3 times per year - £350.00 increasing to £367.50 per cut/strim)
- 10.3 Additional strimming/cutting work schedule to be considered and approved

### 11. Annual Parish Assembly

- 11.1 Organisation – including formal opening of refurbished room/Anniversary DWMCH
- 11.2 Speaker
- 11.3 Report content, format, cost
- 11.4 Food and Drink

## 12. Accounts & Finance

- 12.1 Receipts and payments statement YTD v Annual Budget – review and sign
- 12.2 Payments made since last Full Meeting – To be approved

| Account    | Date     | Type | Payee                        | Ref      | Gross | Net   | VAT |
|------------|----------|------|------------------------------|----------|-------|-------|-----|
| Unity Curr | 31/01/25 | CHG  | Unity – Mthly Service Charge | INV25/41 | £6.00 | £6.00 | -   |

- 12.3 Invoices and other payments – To be authorized/approved including reimbursement of payments made by Cllr Hilary Taylor whilst Unity Bank account unavailable (Community Heartbeat £76.74 [Payment authorised FCM 05/02/25] & Claridge House £30.00)

| Ref               | Supplier                                     | Detail   | Gross   | Net     | VAT    |
|-------------------|--|--|---------|---------|--------|
| INV25/43          | O2   | Monthly Mobile -   | £9.78   | £8.15   | £1.63  |
| INV25/44          | Claridge House                               | Meeting room for interviews  | £30.00  | £30.00  | No VAT |
| Payslip<br>02/25  | S Rees – Parish Clerk/RFO –<br>Paid 28/02/25 | February 2025 Net Pay<br>(Gross pay £800.55 + WFH<br>£26.00, less Tax (£400.27)) | £426.28 | £426.28 | No VAT |
| P30 HMRC<br>02/25 | HMRC – due 05/03/25                          | Tax & NIC on February wages<br>EE's Tax £400.27 + ER's NI £5.87                  | £406.14 | £406.14 | No VAT |

- 12.4 Bank statements and reconciliations to be tabled – reviewed and signed

Balances at 27<sup>th</sup> February 2025:

Unity Bank – Current Account £277.47

Unity Bank – Instant Access Savings Account £72,275.30

HSBC BMM Account £65,074.31

HSBC Community Account £0.00

- 12.5 Mulberry - Rialtas training for new Clerk – to be approved

## 13. 2025 – 2026 meetings calendar & venues - reminder

- 13.1 Full Council Meetings
- 13.2 Planning Meetings

## 14. VE Day 80<sup>th</sup> Anniversary – Celebration/Event

- 14.1 Cllr Hilary Taylor suggested asking parishioners to engage in community service as a celebration of the Anniversary and has suggested organising a litter pick in the Parish on Sunday 4<sup>th</sup> May.

## 15. Consider donation to CAGNE – Campaign against Gatwick Expansion – brought forward from February meeting

- 15.1 Approve donation and sum of donation

## 16. Clerk role

- 16.1 Holiday allowance to be confirmed and approve
- 16.2 Pension arrangements options to be presented for review and approval at next meeting

## 17. Dates of next meeting

- 17.1 Full Council Meeting – Wednesday 2<sup>nd</sup> April – 6.30pm – Baptist Church Hall
- 17.2 Planning Meeting – Wednesday 2<sup>nd</sup> April – 6.00pm – Baptist Church Hall