



## Dormansland Parish Council

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### Minutes of the 263<sup>rd</sup> meeting of Dormansland Parish Council held at 6.30pm on Wednesday 3<sup>rd</sup> January 2024 in The Centenary Room, Dormansland

**Present:** Cllr Alison Hutchinson (Chair)  
Cllr David Bright  
Cllr Hilary Taylor  
Cllr Keith Coleman  
Cllr Liz Lockwood  
Cllr Cheryl Roux  
Cllr Richard Dandy

**Parish Clerk:** Jacqui O'Sullivan

**In Attendance:**

Cllr. Nicholas White and Cllr. Lesley Steeds & 3 members of the public were in attendance.

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#### MINUTES

The meeting was recorded for the purpose of accurate minute taking.

- 1. To receive and accept apologies for the absence of:** There were no apologies for absence.
- 2. Declarations of Interest:** No declarations of interest were received.

#### The meeting was closed for Public Forum

No members of the public wished to discuss any items on the agenda.

#### Chair reopened the meeting.

### 3. Minutes

- 2.1** The minutes of the 262<sup>nd</sup> Full Council Meeting, held on 6<sup>th</sup> December 2023 were approved and signed.
- 2.2** The minutes were received for the meeting held by the Planning Committee, from 13<sup>th</sup> December 2023. These were signed and approved at the subsequent Planning meeting held on 3<sup>rd</sup> January 2024.

### 4. The clerks report was received as follows for 3<sup>rd</sup> January 2024 meeting:

- **Memorial Bench** – now installed.
- **Unity Bank transfer of savings funds.** Further to last month, the funds still have not been transferred and HSBC have asked me to do yet another form.

- **Defibrillator at Old House at Home** – The Defibrillator has been received and due to be installed early in the NY.
- **Defibrillator map** – updated and circulated for distribution.
- **Neighbourhood Plan Grant funds** – now received.
- **Website updates:** Transparency policy and other agreed policies will be put on to the website early in 2024. .
- **First Aid Course** – update on course date – Clerk 27<sup>th</sup> January or 3<sup>rd</sup> February 2024 both Saturdays: £150 + VAT (£180) for 4 or less PP, or for 8 of us £110 + VAT (£132). Who is available to do the course?
- **ACCIDENT ON HIGH STREET** – update on claim – **Zurich emailed with Claim and waiting for update.**
- **HOLLOW LANE PARKING PROPOSAL** – emailed Highways & Lesley Steeds 22.12.23 – waiting for update.
- **First Aid Kit** – cannot locate the First Aid Kit in the boxes.

**Queries resulting from Clerks report:**

**First Aid Kit:** It was decided not to purchase a new first aid kit at the present time and that if a public event arises, we will review the situation at that time.

**5. To receive reports from Councillors**

**Cllr Liz Lockwood**

- **Health and Safety Policy review:** Still outstanding and will advise at next meeting. **ACTION: Agenda for Feb 2024.**
- **Gatwick Airport runway:** 2<sup>nd</sup> round of discussions – Cllr. Lockwood will attend the remote meeting regarding this and report back to Council.

**Cllr. David Bright**

- **Moor Lane accident:** Cllr. Bright advised that one of the new trees (Autumn 2022 planting) has been destroyed in an accident on Moor Lane. Cllr. Bright informed Surrey and asked for a replacement should there be any spares left over from the 2023 planting. Cllr. Bright is meeting with Tree Warden on 5<sup>th</sup> January to identify alternative sites for the three recently planted trees that a resident has objected to.

**Cllr. Cheryl Roux:** Nothing to report.

**Cllr Richard Dandy:**

- **Resident on Locks Meadow / Newhache:** Cllr. Dandy reported that the antisocial behaviour continues in Locks Meadow and there has been a burglary in New Hache recently where youngsters are believed to have broken into a property and messed up the house, however nothing was stolen. With this and the reports of knock and runs from the elderly resident at the last meeting, Cllr. Dandy asked if there was anything that could be done. **ACTION: Clerk to contact PCSO Cheeseman and report the incidences & copy in Lee Newman & Lyndsey Whatley / To also report the incidences online. It was suggested that DPC hold a Meet the Beat session in Dormansland so that residents can meet the local police force.**
- **Bridge going out of Dormansland flooded:** Cllr. Dandy advised that the road is flooded. **ACTION: Clerk to report to SCC Highways to ask them to look at the grips along the road.**

**Cllr. Keith Coleman:**

- **Pot Holes in New Farthingdale:** Cllr. Coleman advised that he had reported 4 pot holes in New Farthingdale.
- **Card spending Policy:** Cllr Coleman advised that he could not find a policy for TDC on this matter and was looking to see if SCC has one. **ACTION: Agenda item for Feb 2024.**

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

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

## **5. To receive reports from District & County Councillors**

Cllr. Nicola O'Riodan was not in attendance.

**Cllr. Nicholas White:**

- Reported the ditch at the bottom of West Street to be waterlogged.
- Flooding on Haxted Road continues to be bad.

**Cllr. Lesley Steeds:**

- **Haxted signage** has been recommended for where the road narrows. As the budgets have been exhausted for this year, it will not be possible to have a VAS sign at this location as yet.
- **Jacks Bridge** – SGN work now finished and road open again. SCC work to be carried out in 2024 to strengthen the bridge and the road may well be closed for 6 months. Cllr. Hutchinson asked if there could be some 30mph road signage in Dormansland, should the road be closed. During the last road closures, it was mayhem in Dormansland with cars speeding through the village when they could. **ACTION: Clerk to email Cllr. Steeds with this request.**
- **Council TAX:** SCC Council Tax is set to rise by 5.99% for April 2024.
- **Green at end of New Farthingdale cul de sac:** Cllr. Steeds asked that the Clerk email Highways backing up the problem in New Farthingdale in the hope that the problem can be resolved.
  1. H&S issue as slippery and hazardous.
  2. Fire Hydrant could get damaged with continuous trucks driving on the green.
  3. Children play on the green and allowing vehicles on this green space could cause a danger to their safety. **ACTION: Clerk to email Highways and copy in Cllr. Steeds.**
- **Mutton Hill** – Cllr. Hutchinson advised Cllr. Steeds that there had been 2 accidents at Mutton Hill / Station Road crossroads in the past 3 months and asked if an inspection by Highways could be carried out. **ACTION: Clerk to email Cllr. Steeds / Highways asking for site visit.**
- **Parking Proposal on Hollow Lane:** Cllr. Steeds advised that she had flagged this up with SCC and asked that a reminder email be sent. **ACTION: Clerk to forward email to Cllr. Steeds again to chase up.**

## **7. Accounts/Finance**

**7.1** Members approved all payments.

<b>Invoices received for payment to date 31<sup>st</sup> December 2023</b>				<b>VAT</b>
31 <sup>st</sup> Dec 2023	Unity Trust Bank	Bank charge £6 for December 2023	£10.57 (part Nov & Dec)	31.12.23 Direct debit
21 <sup>st</sup> Dec 2023	SCC Admin	Pension for Jacqui O'Sullivan Dec 23	£331.43 Employer contribution	Paid 21.12.23
21 <sup>st</sup> Dec 2023	O2	Mobile Phone	£7.50 + VAT	£1.50 Direct Debit
21 <sup>st</sup> Dec 2023	Jacqui O'Sullivan	Clerk Dec 2023 Salary	£1526.32	Includes 24.5 hours - OT agreed for Nov 2023 /18.5 hours for CILCA agreed.

				Paid 21.12.23
21 <sup>st</sup> Dec 2023	HMRC	Tax & NI for Dec 23	TAX £144.20 NI £252.72 Total £396.92	Paid 21.12.23
21 <sup>st</sup> Dec 2023	SCC Admin	Pension Dec 23 contributions for Jacqui O'Sullivan	Employee Contributions £102.99	Paid 21.12.23
31 <sup>st</sup> Dec 23	Jacqui O'Sullivan	Working from home Jan 2024	£40.00	
6 <sup>th</sup> Dec 23	DM Payroll	Oct 23 to March 24	£60.00	
17 <sup>th</sup> Dec 2023	Adam Neill	Bus Shelter revamp	£250.00	
19 <sup>th</sup> Dec 2023	London Hearts	Defibrillator for The Old House at Home	£750.00 + VAT	£150.00 Paid 19.12.23
31 <sup>st</sup> December 2023	Realise Futures	Memorial Bench	£700.99 + VAT	£140.20
31 <sup>st</sup> December 2023	ICO subscription	Information Commissioners off	£35.00	Direct Debit on 12.01.24
3 <sup>rd</sup> January 2024	Nick Dance Agricultural	Footings for Memorial bench	£516.00 + VAT	£103.20
<b>Receipts in December 2023</b>				
08.12.23	Sarah Baxter	Memorial bench footings	£619.20	To Unity Trust Savings account
14.12.23	Sarah Baxter	Memorial bench	£845.00	To Unity Trust Savings account
27.12.23	Locality NP grant process	Neighbourhood Plan Grant	£3094.00	Into Unity Trust Current account.
04.12.23	HSBC	Compensation for transfer hiccup	£100.00	To HSBC savings account.

7.2 Members noted the bank reconciliation and cash books for period to 31<sup>st</sup> December 2023

<b>Balance per bank statement as of 31<sup>st</sup> DEC 2023</b>			
HSBC Community Account	£00.000	Closed account 01.11.23	
HSBC BMM Account	£92,709.46		
Unity Trust Bank Current Account	£4198.28		
Unity Trust Bank Instant Access Savings Accounts	£27,407.80		

7.3 Members approved and signed off December 2023 month end figures, Current & Savings accounts and sign bank statements.

7.4 Paid invoices were signed off for December 2023

7.5 PRECEPT was agreed and ratified at £56,000. **ACTION: Clerk to complete the PRECEPT form and submit to TDC.**

7.6 RENEWAL OF SLCC membership was approved by full council - costs set by salary of Clerk (£10 to £15K) and looks to be set for £183 for the year.

7.7 BUS shelter quotation for The Plough Bus Stop: **ACTION: Clerk was requested to get a quote for the 2<sup>nd</sup> bus shelter to be treated and painted (as required) from Adam.**

## 8. DEFIBRILLATORS

**8. 1 The Parish Rooms** – The council had agreed to contribute to the ongoing maintenance of the defibrillator if it was to be fitted at the Parish Rooms. The Clerk reported that St John’s wardens had declined to have the defibrillator at this site but wished for it to be at The Centenary Rooms. After discussion, the Council did not feel they could support this site for the defibrillator and suggested that St Johns should monitor and maintain the costs of this asset.

Letter regarding donation / intention by resident for the Defibrillator. **ACTION: Clerk to advise resident of this decision and speak with the Church warden about this decision. Clerk to request a letter of intention / donation from the resident so that the asset can be logged to whom it has been donated.**

**09. MEETING DATES FOR 2024** - Schedule of dates agreed for the remainder of year & the Memorial Hall should be booked for the Annual Parish Assembly. The Planning meeting that falls on 25<sup>th</sup> December 2024 will be rolled forward to January 2025 leaving a 4-week gap between meetings. The 3 week rotation will start from the new date in January 2025.

## 10. NEIGHBOURHOOD PLAN UPDATE:

- **Terms of Reference / Constitution** for NP working group was agreed and ratified.
- **Schedule of Strategy & timescales** for NP working group was agreed and ratified.
- **NP Draft 1 – Dec 2023**- Cllr. Hutchinson outlined that the initial draft changes to the 2018 NP document had been submitted to TDC Planning department. We are waiting for comments from them regarding our first draft submitted. The NP Draft 2 would be formulated by all the comments pulled together from TDC, Working group and previous comments from TDC all set out on a Working document with ACTIONS. This NP Draft 2 should be available by March 24.
- **Design Guide** – The NP working group will submit their ideas using 2 current design guides and put together a Dormansland Design Guide draft by March 2024.
- **NP Costs schedule** – The Clerk advised that she had started documenting the costs to date. Clerk to share with Cllr. Hutchinson. **ACTION: Submit spreadsheet to NP working group.**

**11. VENUE FOR MEETINGS** – Discussions were held, and it was decided that we would try The Baptist Church for the next Full Council Meeting and that The NP working group would look to try out Claridge House for their next meeting on 5<sup>th</sup> Feb 2024 at 2pm.

**ACTION: Cllr Roux to visit Claridge House regarding the next NP meeting on 5<sup>th</sup> February. ACTION: Clerk to book The Baptist Church for next Full Council meeting on 7<sup>th</sup> February at 18.30.**

**12. STRATEGIC PLAN REVIEW** – Cllr. Hutchinson went through the strategic plan and identified that the only areas that were outstanding were the Recreation Ground that needed to be reviewed once confirmation of funding had been confirmed by TDC.

- **Recreation Ground:** A resident at the meeting advised that she had met with the TDC Accessibility Team who had confirmed that there was a new project manager and that a new injection of cash was being received by central government. The resident was asked if she would be Dormansland's lead on this area and DPC would fully support her with getting the project of an upgraded Recreation Ground for the village. **ACTION: Resident to keep the Council updated on progression and when the time comes, DPC will give support with site visits and other areas to progress the project. ACTION: Clerk to email Ian Hudson to chase up on outstanding matters from site visit to recreation ground in June 2023.**
- **Strategic Plan update:** There were two other additions to the plan and these should be added to the document. **ACTION: Clerk to add Parking Bays in Hollow Lane & Gateway to Dormansland.**

**13. GRANT POLICY** – After discussion and a vote, it was agreed to keep the grant system to a 2 tier system and that grant applicants were welcome to still present their case but it would not be mandatory to come to the meeting. Cllr. Roux identified some changes that needed to be tweaked on the Grant Policy document and will forward her suggestions for amendments. This current round of grant applications will be addressed using the current policy. (Clarity on donations / Define General purpose / refer to budget on budgeted grant pot) **ACTION: Cllr. Roux to put forward the amendments to the Grant Policy. Clerk to forward word document for grant policy to Cllr. Roux.**

**14. FOOTPATH REVIEW** – Cllr. Bright advised that he would be happy to complete the form on behalf of the Council. **ACTION: Cllr. Bright to collate comments from the Council and will circulate the document to everyone so that they can submit their comments in due course. Deadline for submission is March 24.**

**15. FIRST AID COURSE** – After discussion, it was decided that perhaps a community event hosting a first aid course would be a better use of Community money. **ACTION: Cllr. Roux to continue to research if St John's Ambulance would perhaps run a community event and find out how much this would be. Cllr. Roux to re-visit The Red Cross and see if they would run an event at The Memorial Hall for £990 + VAT and find out the maximum that could attend. ACTION: Clerk to put on agenda for Feb 2024.**

#### **16. DATE OF NEXT MEETING**

- Full Council on Wednesday, 7<sup>th</sup> February 2024 at 18.30 – **VENUE to be confirmed ?** Baptist Church.
- Agenda items for next meeting – **Community Fridge update.**  
**Pot-hole Locks Meadow - ACTION: Clerk to email Highways and all Council members to submit a complaint about specific pot-hole in question.**

**The meeting closed at 20.15.**

**CLERKS Contract Addendum** – Personnel Committee did not feel they were able to discuss this matter at this meeting as decisions had not been agreed on by the committee in full.

**Clerks overtime** was discussed amongst the Council. The discussion was about the number of hours the clerk is working in addition to the contracted hours and agreed study hours.

It was agreed that for the meantime, the clerk should only work her contracted hours of 14 hours a week and that at this time, overtime would not be paid.

The Clerk agreed to advise the Personnel Committee of work that could not be completed on a weekly basis within the contracted hours.

The Personnel Committee agreed to meet as a matter of urgency to agree on how the 'additional work' would be managed.

**MINUTES CONFIRMED AS A CORRECT RECORD:**

**DATED**

**SIGNED: (CHAIR)**