



Dormansland Parish Council

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Minutes of the 264th meeting of Dormansland Parish Council held at 6.30pm on Wednesday 7th February 2024 in The Baptist Church, High Street, 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, Cllr. Nicola O'Riordan and Cllr. Lesley Steeds & 6 members of the public were in attendance.

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 were declared by:

Cllr. Coleman with regards to the grant application for Dormansland Primary School as he is on the Chair of Governors.

Cllr Lockwood declared an interest with regards to the grant application for The Youth Hub as she is on Youth Hub working committee.

The meeting was closed for Public Forum

A resident of Locks Meadow discussed his concerns about the large pot-holes in New Hache and Locks Meadow. **ACTION: Clerk to send details to Cllr. Steeds as she will visit the site and take photos to send to Highways.**

PCSO Conrad Cheesman was invited to talk to the Council about crime figures and policing of the local area. PCSO Cheesman has been working for Surrey Police for just over 17 years and summarised who the local Police team were in Tandridge and advised that whilst he didn't have the crime figures at the moment, the top crimes in the areas were keyless car thefts and anti-social behaviour (but not prevalent in South Tandridge. He advised that in order for the Police to tackle crime, the public should report these either via 101 or the Surrey Police website.

Other members of the public were invited to speak but no other residents had any further questions to the Council.

Chair reopened the meeting.

3. Minutes

2.1 The minutes of the 263rd Full Council Meeting, held on 3rd January 2024 were approved and signed.

2.2 The minutes were received for the meeting held by the Planning Committee, from 3rd January 2024 and 24th January 2024. These were signed and approved at the subsequent Planning meetings.

4. The clerks report was received as follows for 7th February 2024 meeting:

- **Unity Bank transfer of savings funds. Form completed and submitted to HSBC 11.01.24.** transfer not completed as yet. Chased up on 24th January and complaint submitted. £150 awarded in compensation. Another form to be submitted for transfer.
- **Website updates:** Transparency policy and other agreed policies now updated on website.
- **HOLLOW LANE PARKING PROPOSAL** – Highways replied to proposal and said no but Councillor Steeds is trying to arrange a site visit with SCC Highways to discuss. Further email received on 7th February advising that consideration would be given to this proposal due to sight line restrictions being compromised.
- **BUS STOP REPLACED** – bus stop has been replaced at Mutton Hill.
- **Community News / Village Voice** – articles submitted.
- **Anti-social behaviour** – reported and being dealt with by PCSO Cheeseman.
- **Biodiversity Seminar** – booked space for seminar. Cllr. Bright also attending.
- **SALC meeting attended** – 16.01.24 – updated Councillors accordingly with news from this meeting.
- **Defibrillator at Old House at Home** – installed and registered to The Circuit.
- **Internal Audit booked** – 20th May 2024 Face2face meeting.
- **Change of meeting date for May 2024** – now 8th May 2024 and changed on website.
- **NALC Civility & Respect charter** – to be circulated and agreed at next meeting in March 2024.
- **Zurich Claim** – site visit on 25th January by Zurich to assess damages.
- **Mutton Hill Accident report** – Highways responded advising that poor drainage and illegal landfill could be the reason for accidents and to report to TDC about the landfill. **ACTION: Clerk to submit report to Enforcement to find out what is happening with regards to the Enforcement matter at Little Farindons.**

5. To receive reports from Councillors

Cllr Liz Lockwood - Planning inspector report regarding Carewell Farm appeal to be submitted by Friday 9th Feb. **ACTION: Clerk to submit on portal once received by Cllr. Lockwood.**

Cllr. David Bright - Update on Tree planting which is now complete.

ROW consultation form is complete and ready for submission. **ACTION: Clerk to submit.**

Cllr. Cheryl Roux: Updated on NewHache – **ACTION: to be put on Agenda for March 2024 meeting.**

Cllr Richard Dandy: Commented on the Sandhaves Hill junction with near accident.

Cllr. Keith Coleman: Commented on the positivity of the Dormansland Primary School PTA report Re: grant spending.

Cllr. Hilary Taylor: Update on Personnel Committee. **ACTION: Agenda item for Closed Meeting March 2024 (Clerks Contract / Hours /CILCA)**

Cllr. Alison Hutchinson: Email received regarding Speed Watch co-ordinator who has stepped down. **ACTION: Publicise the need for a new co-ordinator & volunteers in DPC Council newsletter in VV.**

5. To receive reports from District & County Councillors

Cllr. Nicola O'Riordan - Nothing to report.

Cllr. Nicholas White -Reported Road Closure coming up – Lingfield Road, Edenbridge. **ACTION: Clerk to put on Facebook / DPC website.**

Cllr. Lesley Steeds:

- **Haxed signage** – still ongoing.
- **Jacks Bridge** – advised of road closure for 2 weeks during Easter holidays during 09.00 – 15.00.
- **ROW consultation** – Cllr. Steeds happy we are submitting a response.
- **Drop Kerb New Farthingdale** – now complete. The council thanked Cllr. Steeds for this as came out of her allocated budget.
- **Council Tax increase** – confirmed increase of 4.99% increase.
- **VAS signs for Dormansland** – to be looked at April 2024 by Nigel.
- **Gas Works in Lingfield** – Work to be completed by 12th February.

7. Accounts/Finance

7.1 Payments were approved and ratified:

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
31 st Jan 2024	Baptist Church	Room Hire x 3 sessions	£45.00	
5 th Feb 2024	Claridge House	Room Hire for NP meeting	£30.00	

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		
Unity Trust Bank Current Account	£2201.09		
Unity Trust Bank Instant Access Savings Accounts	£25,407.80		

7.3 January 2024 month end figures and bank statements were signed and ratified.

7.4 Paid invoices were signed off for January 2024.

7.5 Costs submitted by Adam Neill for Renovation of bus shelter at the Plough were agreed at £250. **ACTION: Clerk to advise Adam to proceed with the renovation.**

7.6 **GRANTS** – Grant applications discussed as follows:

- **Memorial Hall** – Grant application approved for £928.52 (subject to receiving a 2nd quote from The Memorial Hall trustees). **ACTION: Clerk to arrange payment once proof of 2nd quote has been received.**
- **Youth Hub** – Grant of £1000 approved subject to being provided with further information with regards to when they will be starting the new Hub at the Memorial Hall and ask if they would consider getting quotations from The Lingfield Minibus service so they might benefit also from this local service. **ACTION: Clerk to email Youth Hub.**

- **Dormansland Primary School:** declined for this time period as they have already received a grant in this financial year. Roll over to next financial year grant applications. **ACTION: Clerk to advise PTA accordingly.**

7.7 Defibrillator upkeep for Centenary Rooms – After discussion, DPC decided that they would not take on the liability of the Centenary Room defibrillator. **ACTION: Clerk to advise the Church Wardens.**

20.00: Cllr Coleman departed the meeting.

8. ANNUAL PARISH ASSEMBLY – 25th April 2024

- **APA report** – all contributors happy with submitting their written pieces for the report. **ACTION: Clerk to pull together the report with all contributors.**
- **APA report copies:** It was agreed that the same number of copies (30) should be ordered as in previous years and the quote of £65 from The Print Room was agreed.
- **Guest speakers:** all agreed that the format should be kept simple and that just one speaker would be satisfactory. **ACTION: Clerk to check with the RH7 History Group that they are happy to be our guest speaker.**

9. FIRST AID COURSE – DPC decided not to go ahead with this proposal.

10. GATEWAY TO DORMANSLAND – Full Council were all in agreement with this proposal. Recommendation: Gateway’s both sides of the road with new 30mph yellow backed signs. **ACTION: Quotes from SCC for Gateway installation (include the report from Highways about the Mutton Hill drainage /accidents review) & request Highways inspection re: positioning of gateways.**

11. ANNUAL MEETING: Full Council agreed date change to **8th May** at **18.30** followed by a shortened FCM with only financial content to agree Accounts & invoices for payment.

12. DATE OF NEXT MEETING

- **Wednesday, 6th March 2024** at 18.30– **The Baptist Church, Dormansland.**
- **Agenda items for next meeting:** Closed meeting for Clerk matters; Grass Cutting; Budget vs Actuals; Card Spending Policy; H&S Policy; Civility and Respect pledge; Asset register to agree for insurance renewal. Grant Policy (TBC by Cllr Roux).

MINUTES CONFIRMED AS A CORRECT RECORD:

DATED

SIGNED: (CHAIR)