



Dormansland Parish Council

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Minutes of the 265th meeting of Dormansland Parish Council held at 6.30pm on Wednesday 6th March 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 & 1 member 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:** No declarations of interest were declared.

The meeting was closed for Public Forum

The new publican from The Royal Oak introduced himself and advised that the pub was being renovated and was looking to re-open in time for Easter. The pub will have a Cornish theme with fish on the menu amongst other dishes.

Chair reopened the meeting.

3. Minutes

- 2.1** The minutes of the 264th Full Council Meeting, held on 7th February 2024 were approved and signed.
- 2.2** The minutes were received for the meeting held by the Planning Committee on 14th February 2024. These were signed and approved at the subsequent Planning meeting on 6th March.

4. The clerks report was received as follows for 6th March 2024 meeting:

- **Biodiversity Seminar** – attended by myself & Councillor Bright.
- **Zurich Claim** – Offer made for claim and on main agenda to accept.
- **Policies to be considered as highlighted in CILCA.** Suggest a Policy Working party to look at these documents and decide if to adopt by DPC.
 1. Training and Development Policy
 2. Working from Home Policy
 3. Lone Working Policy
 4. Publication Scheme Policy (CORE Document modelled by ICO)
 5. Anti-bullying and harassment Policy

6. Expenses Policy
7. Card Spending Policy (draft submitted to Clerk by Cllr. Coleman)

- **Fairtrade table** – emailed Chris & Margaret Vasey inviting them to the APA.
- **Neighbourhood Plan** – Quotes for Design Code Technical support have been requested.
- **Asset Register updated for insurance & AGAR purposes.**
- **CILCA Clerks** meeting attended on 13th February 2024 and due to meeting again on 13th March.
- **Email from St Barnabus regarding new initiative scheme to support the elderly and vulnerable with IT support.** Clerk advised that DPC had replied to the email in support of the proposal.
- **Notice Board at the Memorial Hall** – The Trustees would like to move the noticeboard as the new entrance has caused excessive water blowing onto the notices making them wet. **ACTION: Clerk to advise that Council are happy for them to move the board.**
- **O2 phone increase** – Clerk advised that the phone contract would be increasing by 8.8% increasing the bill from £9 to £9.79.
- **Room Bookings** DPC decided they would try the Memorial Hall for the next couple of months to see if this would be a better venue. **ACTION: Clerk to book Memorial Hall, Jubilee Room for the next few meetings until end of May.**

5. To receive reports from Councillors

Cllr Liz Lockwood

NEIGHBOURHOOD PLAN AND DESIGN GUIDE; Cllr Lockwood proposed an Extraordinary Meeting to be held as soon as possible to discuss the details of the Neighbourhood Plan and to agree funding allocations for the Technical Support to draw up our Design Code. Meeting date agreed of 12th March at 18.00 at The Baptist Church if could accommodate us. **ACTION: Clerk to arrange meeting and publish agenda / book meeting room.**

Agenda items:

- **DESIGN GUIDE TECHNICAL SUPPORT COSTS** – to request DPC to fund £4K from the remaining election (non-spent) budget pot.
- **TECHNICAL SUPPORT** – who to contract for the Technical Support.
- **REMAINING BUDGET NEEDED TO COMPLETE THE NP** – To review the additional needs and spending to complete the Neighbourhood Plan to Regulation 14.
- **REALLOCATION OF GRANT FUNDS WITH GROUNDWORK (LOCALITY)** – notification of application to re-allocate the grant spending on Design Code Technical Support.

GATWICK RUNWAY UPDATE: Cllr Lockwood advised that the Planning Inspector was heavily focused on Noise Pollution and the effects on the local Communities in the enquiry. Residents have until 12th March to submit further written representations based on evidence due to the hearings.

Cllr. David Bright -

BIODIVERSITY WEBINAR: Cllr Bright discussed the Biodiversity Webinar and the effects and requirements relating to our Parish. **ACTION: Cllr Bright to work on draft Biodiversity Policy.**

GRASS CUTTING: Cllr Bright asked Cllr Steeds about the SCC grass cutting and if DPC could have an extra cut prior to the Carnival. **ACTION: Clerk to contact the clerk Patricia at Felbridge as they manage their own cuts using SCC contractors. (The contractor is Bill Keir). Clerk to email Richard Bolton (top man) or Steve Cunner as to the possibility of a schedule cut prior to Carnival.**

Cllr. Cheryl Roux:

NEWHACHE MEMORIAL GARDEN. Cllr Roux advised that there were no updates on New Hache so item 11 on the agenda would not be discussed.

Cllr Richard Dandy:

SINK HOLES IN LOCKS MEADOW – ongoing issue and Cllr. Steeds will report again. **ACTION: Cllr. Steeds to report and advise on outcome.**

Cllr. Keith Coleman:

SPEED WATCH: Advised that PCSO Cheeseman had been to Dormansland Primary School and they had discussed if the children could be involved in the Speed Watch mission in the village. PCSO Cheeseman has passed this on to another colleague to see if this is possible.

GRANT POLICY REVIEW : ACTION: **Cllr Coleman will arrange a meeting date with Cllr Roux to discuss proposed changes and revert back to FC.**

Cllr. Hilary Taylor:

SIGN POST HOLLOW LANE CROSSROADS: Cllr Steeds advised that a new sign is on order and will be placed.

GRIT BIN AT THE ROYAL OAK:

The new landlord has moved into The Royal Oak and has agreed that the salt bin may remain on the car park at the Ladbroke Grove side.

Cllr. Alison Hutchinson: Nothing to report.

5. To receive reports from District & County Councillors

Cllr. Nicola O'Riodan - Nothing to report.

Cllr. Nicholas White

- Reported the quietness and calm on the Lingfield Road, Edenbridge due to the road closure.
- Advised of the Free Health checks at Horne Golf Club on Wednesday 13th March from 4 to 8 pm.

Cllr. Lesley Steeds:

- **Jacks Bridge reconfiguration of triangle** – This may not now be Easter. Lesley to advise.
- **Haxted Road flooding** – Flooding engineer visit, gully to be cleared and Environmental Agency have been contacted.
- **New Farthingdale Green – damage to the grass / antisocial behaviour – ACTION:** **Clerk to contact PCSO Cheeseman and ask him to call on the house in question to have a word.**
- **VAS signs for Dormansland** – Nigel is definitely planning on sorting for April 2024 . Clerk confirmed that £2K has been allocated from CIL funding towards the signs.
- **Locks Meadow / New Hache pot-holes** – Lesley has reported these again and thinks this may require a full re-surface.
- **Dormansland Recreation Ground** – working towards a refurbishment for accessibility.
- **Plastics /Rubbish on verges – ACTION:** **Clerk to report waste to Jim Lewthwaite & Lee Jenner at TDC to organise a clear up of the verges.**

7. Accounts/Finance

7.1 Payments were approved and ratified:

Invoices received for payment to date 28 th February 2024				VAT
29 th Feb 2024	Unity Trust Bank	Bank charge £6 for Feb 2024	£6 (Feb 2024)	29.02.24 Direct debit
21 st Feb 2024	Salaries for February 2024		£1302.66	Paid 21.02.24
21 st Feb 2024	O2	Mobile Phone	£7.50 + VAT	£1.50 Direct Debit

21 st Feb 2024	Jacqui O'Sullivan	Expenses - mileage for trips to Oxted for HSBC x 4	£28.80	
26 th Feb 2024	HSBC	Charge for transfer to Unity Trust bank 'See on statement'	£40.00	BACS

7.2 Members agreed and signed the reconciliation and cash books for period to 29th February 2024.

Balance per bank statement as of 29th Feb 2024			
HSBC BMM Account	£47,972.26		
Unity Trust Bank Current Account	£ 2,215.73		
Unity Trust Bank Instant Access Savings Accounts	£67,907.80		

7.3 The Council agreed and signed off Feb 2024 month end figures for the Current & Savings accounts and signed bank statements.

7.4 All paid invoices were signed off for Feb 2024.

7.5 The budget vs actual spending figures were agreed by Full Council to End Feb 2024.

7.6 Zurich settlement figures of £1429.59 were accepted and agreed by full council.

- Agreement to order a new bench to replace the demolished one at a cost of £407.66 + VAT from GE Views was ratified. **ACTION: Clerk to order new bench.**
- Agreement for the instruction of the removal of old bench and footings by Adam Neill for £200 was ratified. **ACTION: Clerk to instruct Adam to remove.**
- Agreement for the placement of new footings for replacement bench by the TDC contractor at a cost of £619.20 incl VAT was ratified. **ACTION: Clerk to instruct contractor to do footings.**

7.7 Youth Hub Grant – Grant of £1000 agreed but release of funds will not be made until the Youth hub opens in Dormansland. **ACTION: Clerk to advise Youth Hub.**

7.8 The Asset Register was agreed by Full Council and ratified ready for insurance renewal and AGAR.

7.9 Defibrillator email response to St Johns was agreed.

8. ANNUAL PARISH ASSEMBLY – Agenda agreed and start time to remain the same. Posters to be ordered – 3 x AO posters for 2 bus-stops and one noticeboard in Rec. A4 posters to be printed and laminated by clerk and circulated. **ACTION: Clerk to arrange necessary printing.**

9. HEALTH & SAFETY POLICY – Full Council agreed to H&S policy changes. **ACTION: Clerk to update and publish.**

9.1 WORKNEST PROPOSAL – the proposal was deemed too expensive and not necessary so DPC to decline offer. **ACTION: Clerk to decline.**

10. GRANT POLICY – **ACTION: Clerk to put on agenda for next meeting April 2024.**

11. NEWHACHE MEMORIAL GARDEN – deferred indefinitely.

12. CORPORATE PLAN – DPC unanimously felt that they didn't wish to comment but if individuals wish to do so, they should respond themselves.

13. DORMANSLAND GATEWAY – Cllr. Brights proposal was accepted by Full Council, and it was agreed that costs could be contributed by CIL funding and a feasibility enquiry should be put to SCC with the pictures etc. **ACTION: Clerk to send off enquiry.**

14. CIVILITY & RESPECT PLEDGE – Whilst DPC respect the ethos of the Civility and Respect pledge, there are items on the charter that they are unable to adopt at this time, for instance the clauses on lobbying for changes in legislation and entering local council award schemes and these preclude DPC for signing up to the pledge.

15. DATE OF NEXT MEETING - Full Council on Wednesday, **3rd April 2024** at 18.30 **Venue TBC.**
Agenda items for next time – Litter Pick for May / June 2024.

Meeting concluded at 20.45.

MEETING CLOSED TO PUBLIC

1. Training Hours /CILCA

After much discussion, the Clerk will endeavour to complete Unit 2 of CILCA by Mid-April and re-evaluation of the situation, in terms of whether she will continue with the course will be made in May.

The Clerk made it clear that the course has been stressful, and that no facility has been offered for alternative learning styles by SLCC and the tutor support has been very disappointing and is due to finish at the end of March.

The Clerk also mentioned the issue about contracted hours and asked how the decision of 14 hours a week came about (as previous clerks had been employed for 18 and 20 hours a week) and had the 14 hours included the RFO position. This matter was deferred and is set up for discussion again as no decisions were made.

ACTIONS: Cllr Hutchinson to draft an email of complaint to SLCC regarding the support offered by CILCA.

2. **HR support** – not discussed.
3. **Business continuity** – not discussed.
4. **Payroll company** – not discussed.
5. **Clerks Contract** – not discussed.

MEETING CLOSED AT 21.45

MINUTES CONFIRMED AS A CORRECT RECORD:

DATED

SIGNED: (CHAIR)