



Dormansland Parish Council

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Minutes of the 267th meeting of Dormansland Parish Council held at 6.30pm on Wednesday 3rd April 2024 in The Dormansland War Memorial Hall, Dormansland.

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

Parish Clerk: Jacqui O'Sullivan

In Attendance:

Cllr. Lesley Steeds, 6 members of the public.

MINUTES

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

1. To receive and accept apologies for the absence of: Apologies of absence were received by Cllr. David Bright.

2. Declarations of Interest: No declarations of interest were declared.

The meeting was closed for Public Forum

A member of the public addressed the Chair and wanted to formally advise the Council that in their opinion, some information has been published in the public domain that is untrue and expressed their views on this. The PC had already received information on this matter and the complaint had been already addressed by the PC, in line with the Complaints Policy and the member of the public had been advised by email that this matter should be addressed by the Monitoring Officer at TDC. The member of the public asked what would be the best way to request the records from the PC regarding this matter and was advised that an email should be sent to the clerk requesting this information under the Freedom of Information Act and we will deal with this in line with our FOI policy within the time frames identified within the policy.

Chair reopened the meeting.

3. MINUTES APPROVED

3.1 The minutes of the 265th Full Council Meeting, held on 6th March 2024 & 266th Extraordinary meeting held on 12th March 2024 were received and approved.

3.2 The minutes of the meeting held by the Planning Committee, held on 6th March & 27th March 2024 were received. These minutes were signed & approved at the respective Planning meetings.

4. **The clerk's report was received:**

- **Defibrillator Map** – updated and circulated for distribution.
- **New Farthingdale Green** – reported antisocial behaviour problem to PCSO Cheeseman by phone and he has said that the residents need to report this behaviour via 101 or on-line and Conrad will then visit the resident causing the upset to have a chat.
- **Rubbish collection from verges approaching Dormansland** – reported to Jim Lewthwaite and Lee Jenner on 20th March 2024.
- **Zurich Complaint** - £100 compensation offered and accepted (received 02.04.24) and settlement figure to arrive in next day or so.
- **CILCA** – reply from Tutor – nothing resolved by this email.
- **Earmarked Reserves Training** completed on 22nd March 2024.
- **Back up management for Laptop** – Meeting with Steve Forehead (26.03.24) who has set up a Cloud Storage for us to ensure that the PC has complete back up in the event of a fire or loss of the laptop.
- **New Farthingdale Green grass cut in prep for Carnival on 13.07.24** – emailed Steve Cunnah at SCC (22.03.24) regarding a scheduled grass cut a week before the Carnival.
- **Election posters up on boards**
- **APA POSTERS** - these have been put up on boards and invitations sent to all contributors.
- **Gateway to Dormansland** – in principle, SCC (namely Angelo) are in agreement with the proposal, and we are waiting to hear from Anne-Marie regarding the budget and if this can be accommodated. Email received from Anne-Marie on 2.04.24 asking for Lesley Steeds to fund the project from her allocated funds.
- **Neighbourhood Plan**
 1. Design Guides support agreed.
 2. Initial payment raised to rCOH Ltd for grant.
 3. Grant closure form submitted to Groundwork (Locality)
 4. Next NP meeting to include Leani from rCOH Ltd to start discussions on Design Code on 16th April 2024.
- **Village Voice** entry for April edition has incorrect date for the Election – should be 2nd May and not 4th May. **ACTION: Clerk to email Village Voice to see if a correction banner can be put up.**

5. **Reports from Councillors were received:**

Cllr. Roux – nothing to report.

Cllr. Dandy – nothing to report.

Cllr. Coleman – nothing to report.

Cllr. Lockwood – advised that there were 2 more public hearings on the Gatwick Runway enquiry and suggested that the PC submit further comments on this as this would enable the PC to voice their opinion in an allotted slot. All comments are being taken very seriously by the examiner.

ACTION: Cllr. Lockwood to draft comments for submission.

Cllr. Taylor – advised that the truck is no longer parking on the verge by The Meades and the grit bin will need to be moved into the correct location once she has managed to speak with the landlord.

Cllr. Hutchinson – advised the Council of the ‘Dark Skies’ evenings and suggested that others might want to participate and perhaps the primary school should be advised about this.

6. To receive reports from County Councillor:

Gateway to Dormansland: Cllr. Steeds advised that she would look at her budget for the ‘Gateway to Dormansland’ signage but we should let her know what we want so she can get quotes. Once the quotes have been received, DPC will advise how much they will be prepared to contribute to the costs. **ACTION: Clerk to email Cllr. Steeds with request of signage.**

Gullies to be cleared: Gully on Ford Manor Road / Moor Lane to be cleared.

Gully near Little Farindons: **ACTION: Clerk to email the exact location of what gully needs to be cleared in this location and she will look into this to see if improvements can be made.**

Memorial Hall – Cllr Steeds advised that she had had a tour and been shown all the improvements made to the Memorial Hall and that they will be submitting a further request for funds from her pot of money to continue with the uplift of the hall.

Viewpoint – Cllr Steeds advised that Viewpoint had recently benefited from some funds from SCC.

7. ACCOUNTS / FINANCE

7.1 Members approved all payments and receipts:

Invoices received for payment to date 31 st March 2024				VAT
06.03.24	Unity Trust Bank	Bank charge £6 for March 2024	£6 (March 2024)	30.03.24 Direct debit
12.03.24	Salaries March 2024		£1344.59	22.03.24 BACS
06.03.24	O2	Mobile Phone	£7.50 + VAT	£1.50 Direct Debit
12.03.24	Jacqui O’Sullivan	Working from Home Allowance: £26 tax-free £14 taxable.	£40 Included in payroll	22.03.24 BACS
22.03.24	Riattas	Earmarked reserves training. Agreed at FCM 4.10.23 (14).	£70.00 + VAT	£14.00 VAT
22.03.24	TVA	GRANT TO BEFRIENDING SCHEME	£850.00	BACS 21.03.24
20.03.24	GE Views (Gordon Ellis &Co)	Replacement Bench	£402.37	£80.47 BACS 21.03.24
25.03.24	Adam Neill	Bus Shelter Plough re-vamp	£250.00	BACS 25.03.24

25.03.24	Adam Neill	Removal of broken bench & concrete	£200.00	BACS 25.03.24
26.03.24	Memorial Hall	Room bookings for April & May 2024	£147.00	
27.03.24	Sensible PC solutions	Laptop health check, ESET hard-drive fix & set-up of Live drive cloud storage system	£100.00 £60 for annual Live-Drive subs /costs for services provided £40	
26.03.24	rCOH Ltd – Neill Homer	Design Guide part payment	£3094.00	£618.80
26.03.24	SALC / NALC	Subscription for 2024/2025	£1151.84	
02.04.24	The Print Room	Posters for APA (3 x AO size)	£45.00	
02.04.24	Rialtas Business Solutions Ltd	Rialtas support 1.4.24 to 31.03.25	£852.00	£170.40
03.04.24	Claridge House	NP meeting room costs 4.03.24	£30.00	
Receipts to 2nd April 2024				
02.04.24	Zurich	Compensation for complaint handling	£100.00	Received

Any invoices received after the published agenda date but before the meeting date may be added for approval at the meeting.

7.2 Members noted the bank reconciliation and cash books for period to 31st March 2024

Balance per bank statement as of 31st March 2024			
HSBC BMM Account	£48,187.32		
Unity Trust Bank Current Account	£1819.70		
Unity Trust Bank Instant Access Savings Accounts	£61,686.20		

7.3 Members Approved and signed off March 2024 month end figures - Current & Savings accounts and sign bank statements.

7.4 Members signed off paid invoices for March 2024.

7.5 Village Voice annual contribution was approved for 2024/2025 by members– 10 issues at £32 per issue.

7.6 Expenditure agreed for mulch and labour costs to distribute mulch for 50 trees around the village – costs agreed £360. **ACTION: Clerk to advise Adam Neill to go ahead with purchase and contract.**

8. ANNUAL PARISH ASSEMBLY – Members agreed that the previously distributed APA report was fit to print. **ACTION: Clerk to request 30 copies to be printed by The Print Room.**

8.1. Arrive at Memorial Hall at 17.15 – Meeting start at 18.00.

All Councillors to help with set-up of meeting. Clerk to collect and provide projector screen and set up banners at the entrance of the Hall.

Cllr Hutchinson & Cllr Dandy to meet and greet.

Start with refreshments, wine or soft drinks.

Cllr Dandy to conduct welcome talk and introduce speaker, Fairtrade and Councillors.

Speaker to present his talk.

Cllr Dandy to ask if there are any questions.

Nibbles to finish provided by Cllr Roux.

9. LITTER PICK – Date agreed **5th April 2024** from **12 to 2pm** – Start at St John’s Church and finish at The Baptist Church with teas and coffees to be provided by The Baptist Church. **ACTIONS:**

- **Cllr Taylor to co-ordinate the Litter Pick and discuss arrangements with Nigel Hinton.**
- **Cllr Taylor / Clerk to discuss publicity for the event.**
- **Clerk to provide bin bags, litter pickers / vests / latex free gloves? (to purchase), and ask Lingfield PC if we can borrow some more equipment from them.**
- **Clerk to look at Risk Assessment for the day.**
- **Clerk to advise Jim Lewthwaite that we are conducting Litter Pick and arrange collection of the bags for the following day.**

10. GRIT BIN at ROYAL OAK. It was agreed that the bin will not be filled until the winter when all the other bins are scheduled to be checked and filled. **ACTION: Cllr Dandy to speak with landlord about position of bin and move it.**

11. BUSINESS CONTINUITY PLAN. The implementation of the new policy and supporting document was agreed by full council. **ACTION: Action Plan for what needs to be implemented as a result of the new policy to be drafted by Clerk and presented at the next meeting in June 2024. i.e. storage / archiving arrangements of aged docs.**

12. HR RESOURCES – quotations were considered by full council and it was agreed that Worknest seemed to offer the best services. No agreement was reached due to costs: **ACTION: Cllr Dandy to revert back to Worknest to negotiate better terms:**

1. 1 year contract to include H&S as well as HR if this is possible.

2. Option for the £120 per hour service (min 10 hours) and see if this could include both H&S as well as HR with the 10 hours.

12.1 - Letter to SLCC – The letter content to SLCC was agreed subject to a small change that the Clerk had discussed with Cllr. Taylor. **ACTION: Cllr. Taylor to send letter.**

13. GOV.UK Email addresses for Council – It was agreed by all members that DPC will adopt Gov.uk email addresses. **ACTION: Clerk to start process to get the email addresses changed.**

13.1 Website security: ACTION: Clerk to discuss updating website with Vision ICT to make it secure and find out costs for this. Add item to agenda for June 2024.

14. Biodiversity and Community Emergency & Resilience Surveys – All members agreed that surveys should be completed. Cllr Lockwood agreed to look at responses to these surveys and report back. Deadlines for these were 19th April for Emergency & Resilience / 19th May for Biodiversity. **ACTION: Cllr Lockwood to advise Council on responses.**

15. Neighbourhood Plan admin hours /costs – Overall costs for delivery of the NP need to be presented at the next meeting and will be finalised by the NP working group at the NP meeting on

16th April 2024. **ACTION: NP working group to deliver budget schedule for NP delivery and present at June 2024 meeting. Add to Agenda for June 2024.**

16. Meeting room at Memorial Hall – members discussed the pros and cons of the Memorial Hall (noise from dance class, no Wi-Fi, heating issues, sunlight vs lovely room, excellent parking, good seating and set-up). It was decided that we continue to use the Memorial Hall for the duration of the Summer and then revert back to the Baptist Church in the Winter months (October 2024 to March 2025).

17. DATE OF NEXT MEETING

Annual Meeting on Wednesday 8th May 2024 at 18.00 – The Dormansland War Memorial Hall - Followed by Full Council Meeting 8th May 2024 to agree financial matters only.

MEETING CLOSED AT 20.00

MINUTES CONFIRMED AS A CORRECT RECORD:

DATED

SIGNED: (CHAIR)