



## Dormansland Parish Council

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### **Minutes of the 269<sup>th</sup> meeting of Dormansland Parish Council held at 7.30pm on Wednesday 8<sup>th</sup> May 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 and Cllr David Bright.

**Parish Clerk:** Jacqui O'Sullivan

**In Attendance:**

Cllr. Nicholas White & Cllr. Nicola O'Riordan.

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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 the absence received.

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

There were no members of the public present, so no public forum was opened.

#### **3. Minutes**

**3.1** The minutes of the 266<sup>th</sup> Full Council Meeting, held on 3<sup>rd</sup> April 2024, the minutes of the Annual Parish Assembly & the minutes from the Extraordinary meeting held on 25<sup>th</sup> April 2024 were all approved and signed.

**3.2** The minutes of the meeting held by the Planning Committee, held on 17<sup>th</sup> April 2024 were received and then approved & signed at the respective Planning meeting.

#### **4. The Clerk's report was received by full council:**

- **SALC meeting attended** - 23<sup>rd</sup> April 2024. Recommendations on the back of this meeting:
  - 1. Community Emergency and Resilience Plan:** Key contacts / Venue for residents to go in case of emergency / Warm hubs identified / Set up a volunteer group in the event of an emergency. Perhaps collaborate with Felbridge? Email sent to Full Council with recommendations 29.04.24.
  - 2. Webinar for advice on setting up Gov.uk website and email addresses.** 12<sup>th</sup> June 10.30-12.00
  - 3. Community Foundation for Surrey** – Grant availability from TVA for projects.

- **Gateway to Dormansland** – forwarded plan to Lesley Steeds to get quote for signage.
- **Neighbourhood Plan – update.**
  1. Meeting with O’Neill Homer regarding Design Code requirements.
  2. Next meeting for site visit with Leani from O’Neill Home -22<sup>nd</sup> May 2024 at 11.00.
- **Room Bookings for 2024** – Memorial Hall bookings confirmed until end of September and The Baptist Church room bookings confirmed from October to December.
- **Year End completed with Mulberry** – all in order with just the AGAR paperwork to complete ready for the Internal Audit.
- **VAT return sent to HMRC** – 04.04.24.
- **Internal Audit** – 20<sup>th</sup> May 2024.
- **Surrey Pension scheme** – end of year return – waiting for Surrey Pension guidance as need advice on this prior to submission.
- **CIL return sheet** – still outstanding to be submitted by end May 2024.
- **Annual Parish Assembly** – expenditure £253.68 (budgeted £250.00).

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

**Cllr. Lockwood** - reported that GACC / CAGNE had made a statement about the Gatwick Plan and the fact that it did not include plans for sewage which will mean that the Plan will have to be re-written to include this.

**Cllr. Taylor** - reported that the recent Litter Pick had been a great success.

**Cllr. Bright** - had nothing to report.

**Cllr. Roux** - had nothing to report.

**Cllr. Coleman 1.** advised that he had reported the blocked ditch at Mutton Hill and the engineer had been out and identified a problem with the gully and will revisit the site. **2.** M25 closure Weekend of 9<sup>th</sup> and 10<sup>th</sup> May. **3.** Rural England prosperity fund may be open for local community groups to apply for capital investment funding under £50k.

**Cllr. Hutchinson** - had nothing to report.

**Cllr. Dandy** – reported the flooding from the High Street to Locks Meadow is still an issue. Cllr Dandy suggested that action is required. **ACTION: Cllr. Dandy to discuss with Local Flood Resilience Team and report the issue to them.**

**6. To receive reports from District & County Councillors:**

**Cllr Nicholas White** – reported the continuing problem with West Street flooding and blocked ditch and that the owners of the property in West Street were not taking responsibility for the ditch. **ACTION: Clerk to do a land registry search to see who owns the property – agreement for a £3 search fee was granted.**

**Cllr Nicola O’Riordan** - mentioned the green in New Farthingdale. Cllr. Steeds has made a strong complaint to SCC Highways so hopefully this problem will be rectified.

**7. Accounts/Finance**

**7.1** Members approved the April payments:

Invoices received for payment to date 30 <sup>th</sup> April 2024				VAT
06.04.24	Unity Trust Bank	Bank charge £6 for April 2024	£6 (March 2024)	30.04.24 Direct debit

12.04.24	Salaries April 2024	Includes 9 hours OT (7 hrs extraordinary meeting + 2 hrs EMR course from March)	£1557.97	22.04.24 BACS
06.04.24	O2	Mobile Phone	<b>£8.15 + VAT</b>	£1.63 DD
12.03.24	Jacqui O'Sullivan	Working from Home Allowance: £26 tax-free £14 taxable.	£40 Included in payroll	22.03.24 BACS
05.04.24	Village Voice	Annual fee for community ENG 10 issues £32 per issue	<b>£320.00</b>	
09.04.24	The Print Room	APA reports x 30	<b>£65.00</b>	Pd BACS 10.04.24
15.04.24	Nick Dance Agriculture	Footings for Mutton Hill Bench	<b>£516.00 + VAT</b>	£103.20 Pd BACS 15.04.24
17.04.24	Lingfield PC	Allotments contribution 24/25	<b>£500.00</b>	
17.04.24	Mulberry LA Services Ltd	End of year shut down 2023/24	<b>£212.40 + VAT</b>	£42.28
23.04.24	Claridge House	NP meeting room for 16.04.24	<b>£30.00</b>	
29.04.24	Adam Neill	Mulch and Mulching of trees	<b>£360.00</b>	
29.04.24	Adam Neill	Wilderwick / Shepherds Grove	<b>£100.00</b>	
23.04.24	Jacqui O'Sullivan	Latex free Gloves for Litter Pick	<b>£5.49</b> <b>£4.57 + VAT</b>	£0.92
29.04.24	Cheryl Roux	Food & drinks for APA	<b>£63.18 total</b> (£45.80/ <b>£3.92 receipt lost</b> / £12.68 / 0.65 + VAT)	0.13 VAT
02.05.24	Fairtrade	Wine for APA x 5 bottles	<b>£35.50</b>	
<b>Members approved the following receipts in April 2024</b>				
12.04.24	TDC	PRECEPT	£28,000.00	
05.04.24	ZURICH INSURANCE	Bench Claim settlement	£1429.59	

29.04.24	HMRC	VAT REFUND	£2630.79	
26.04.24	TDC	CIL PAYMENT	£2620.17	

**7.2** Members approved and signed the bank reconciliation and cash books for period to 30<sup>th</sup> April 2024

<b>Balance per bank statement as of 30<sup>th</sup> April 2024</b>			
HSBC BMM Account		£48,264.16	
Unity Trust Bank Current Account		£ 7268.84	
Unity Trust Bank Instant Access Savings Accounts		£86,186.20	

**7.3** Members approved and signed off the April 2024 month end figures for the current & savings accounts and signed the bank statements.

**7.4** The paid invoices were signed off April 2024.

**7.5** The statutory receipts and payments report for year-end was agreed & signed off.

**7.6 Neighbourhood Plan admin hours** – After discussion the retrospective overtime hours were agreed in line with the information provided. Jan 2024 to April 2024 – total hours 14.75 @ clerk’s current hourly rate.

**Neighbourhood Plan projection of costs** – Cllr. Hutchinson discussed the need for a NP Project Plan and along with this, a realistic projection of costs to get the NP to the final stages and to include that all expenditure should be agreed by FC ahead of any spending. Within this plan, the Terms of Reference will need to be amended to reflect the adopted Project Plan. **ACTION: NP working group to put together a Project Plan and present it to Full Council for approval.**

**7.7 VISION ICT** – After discussion – it was agreed to purchase a SSL certificate via Vision ICT at a cost of £125.00 set up + VAT for 1 year (£50 +VAT for year 2 onwards). This will provide security for the website. **ACTION: Clerk to instruct ICT Vision for purchase of SSL certificate.**

**7.8 VISION ICT** – After much discussion, it was decided that before we set about agreeing to the costs of the Gov.uk email addresses, we need to research the implications:

- What happens to old emails under the dormansland.org.uk
- What is the process of transformation?
- How can we access archived emails?
- Will the old email address forward emails to the new Gov.uk email address?
- Will there be a charge for storage of old emails?

**ACTION: Clerk to research and put together a Project Plan report for FC to consider.**

**7.9 GRASS CUTTING** – Full Council agreed to 3 extra strip cuts only – one immediately and if a 4<sup>th</sup> cut is required, this will need to be agreed at a later date by

FC. Quoted by Adam Neill £350 per cut. **ACTION: Clerk to advise Adam of decision.**

**7.10 Donation to Baptist Church for Litter Pick teas & coffees** - £25.00 donation was agreed. **ACTION: Clerk to raise payment to Baptist Church.**

#### **8. DATE OF NEXT MEETING**

- Full Council Meeting on Wednesday 5<sup>th</sup> June 2024 at 18.00 – Dormansland Memorial Hall, Plough Road, Dormansland.
- **Agenda items for next meeting:**

NP Project Plan

Grants Policy /

Members Allowances – to discuss if this is to be put in place. Topic notes

Planters

Financial Regulations