



Dormansland Parish Council

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Minutes of the 270th meeting of Dormansland Parish Council held at 6.30pm on Wednesday 5th June 2024 in The Dormansland War Memorial Hall, Dormansland.

Present: Cllr. David Bright (Vice Chair – Chaired the meeting), Cllr Hilary Taylor, Cllr Keith Coleman, Cllr Liz Lockwood, Cllr Cheryl Roux and Cllr Richard Dandy.

Parish Clerk: Jacqui O’Sullivan

There were 4 members of the public in attendance.

Also in Attendance:

Cllr. Nicholas White, Cllr. Nicola O’Riordan & Cllr. Lesley Steeds.

MINUTES

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

- 1. To receive and accept apologies for the absence of:** Apologies for absence were received from Cllr. Alison Hutchinson.
- 2. Declarations of Interest:** No declarations of interest were declared.

A minute’s silence was held in memory of the D-Day landings and lives lost.

The Chair closed the meeting for purposes of the public to speak – no member of the public wished to discuss any matters. The Chair re-opened the meeting

3. Minutes

3.1 The minutes of the 269th Full Council Meeting, held on 8th May 2024 were approved and signed.

3.2 The minutes of the meetings held by the Planning Committee, on 8th and 29th May 2024 were received and appropriately signed off at respective meetings.

4. The clerk’s report was received:

Clerk’s Report for 5th June 2024.

- **Gateway to Dormansland** – Emails from Anne-Marie that appear to be opposing the sites identified for the gateways. Ongoing discussions.
- **Change of date for Planning meeting – 19th to 26th June** – Memorial Hall bookings confirmed date change.
- **Internal end of year audit with Mulberry** – all in order with one observation about a document not on website which has now been added.

- **Surrey Pension scheme** – end of year return has now been submitted and accepted.
- **CIL return sheet** – Submitted 28th May 2024.
- **Carryover of ACTION from last meeting: Clarification required ‘if release of payments can be made by the same person that signs off the paid invoices at meetings.’** Clerk confirmed that no conflict of interest with this as all invoices are agreed by full council collectively at FCM’s.
- **Website Security** - SLL Certificate has now been purchased and the website is now secure and has padlock appearing on left hand bar.

5. Reports from Councillors were received:

Cllr. Hilary Taylor:

- Advised that she had received information from Worknest and the HR working group were looking at this information.
- Yellow Lines were now in place around the buildout.
- Asked for a date to be put in place for Litter Pick – Date suggested **Sunday 15th Sept.** Recommended that this is publicised in the Village Voice for July/August issue & September issue. **ACTION: Agenda for next meeting in July to formalise and the Baptist Church representative will check their availability. Clerk to update poster with new dates and circulate.**

Cllr. Cheryl Roux:

- Advised that Surrey History Centre would store documents for council free of charge.
- ECO service for printing. **ACTION: Put on agenda for July to discuss.**

Cllr. Richard Dandy:

- Mentioned accident on High Street on 29th May and the general increase in speeding in the village.
- Little Farindon’s – continuing activities at the site and still no reply from Enforcement or the Environment agency. **ACTION: Clerk to email enforcement again.**

Cllr. Alison Hutchinson: The Chair summarised her report in her absence:

- Planning Summit Training and the wish to attend this – on the agenda for discussion.
- Project Plan for NP prepared & projection of costs - on the agenda for discussion.
- Suggested a central repository for data such as Drop Box for members accessing documents and could this be considered - on the agenda for discussion.
- 2 Village Voice submissions prepared.
- SALC membership & research into value for money: recommendations put forward for discussion and review prior to membership renewal in December 2024.
- Attended RH7 history exhibition which was excellent.
- Advised that the Dark Skies initiative is being worked on for later in the year.

Cllr Keith Coleman:

- Advised that he had notified the school of the good news on the objection of the appeal against the mast on New Farthingdale.

Cllr. Liz Lockwood:

- Discussed Assets of the Community and that it had been brought to her attention that the old Fire Station was up for sale, and this would be considered a Community Value Building that could be used as a pop-up café, or yoga club & has many other potential uses. It was suggested that a letter should be written to Stonegate to ask them if they would contemplate holding the sale up until the Community could consider putting in an offer for the building. Cllr. White advised that he had already written to Stonegate asking if they would delay the proceedings and had also written to the Historic Officer at SCC (with a CC to Chief Planning Officer). It appears that the building is already under offer. **ACTION: Agenda for discussion at next meeting in July.**

Cllr. David Bright:

- Grass cutting – advised that he had spoken to Bill Kear’s gang who had been in the village earlier in week and asked them to be careful when strimming around the new trees. Also advised that cutting the strips around the verges was reducing the cuttings falling into the gutters thus lessening the drains getting blocked. Cllr. Steeds advised that there would be cut before the carnival in July by SCC.

6. To receive reports from District & County Councillors

Cllr. Nicholas White: wanted to update about 1 West Street overgrown ditch – on the agenda for later discussion.

Cllr. Nicola O’Riordan: nothing to report.

Cllr. Lesley Steeds:

- **Rural Cuts** - Advised that cuts all complete as per the requests on PC’s. However, the sign in Dormans Road is still covered as is the Give Way sign at Mutton Hill. **ACTION: Clerk to email Angelo and ask if these 2 areas can be done.**
- **Mayfield** – meeting held with residents and there will be a site visit next week to discuss tarmacking of the road to stop the flooding.
- There will be a rural cut by SCC in July.
- **Gateway to Dormansland** – Lesley has contacted the cabinet member on this matter and will be meeting with James Welbourne to assess the site again and will need a PC member to come to the meeting. Cllr. Bright or Taylor will attend once they are aware of when the meeting will be held.
- **Accident on High Street** – reported accident already discussed and speed concerns. **ACTION: Agenda for July meeting.**

7. Accounts/Finance

7.1 Members approved payments for May 2024.

Invoices approved for payment to date 31 st May 2024			VAT	
31 st May 2024	Unity Trust Bank	Bank charge £6 for May 2024	£6 (March 2024)	30.05.24 Direct debit
22.05.24	Salaries May 2024		£1691.35	22.05.24 BACS
06.06.24	O2	Mobile Phone	£8.15 + VAT	£1.63 Direct Debit
22.05.24	Jacqui O’Sullivan	Working from Home Allowance: £26 tax-free £14 taxable.	£40 Included in payroll	22.05.24 BACS
31.05.24	Memorial Hall	Room Hire for June 2024 FCM / Planning	£45.00	
14.05.24	WorkNest Ltd	HR Contract for 1 Year	£1740 +VAT	£348
14.05.24	WorkNest Ltd	HSBC Legal Expenses Insurance	£100 + £55+VAT Admin fee	£11.00
14.05.24	Jacqui O’Sullivan	Land Registry Search for DPC	£3.00	
20.05.24	Zurich Municipal	Parish Council insurance	£1053.36 + VAT	£126.40 Paid 24.05.24
21.05.24	Mulberry	Internal Audit	£136.25 + VAT	£27.25

31.05.24	Adam Neill	Tree pruning Strim around village	£500.00	
Receipts in May 2024				
31.05.24	HSBC interest	Interest on savings	£79.52	

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 May 2024

Balance per bank statement as of 30TH May 2024			
HSBC BMM Account	£48,264.16	Interest to be added on 31.05.24	
Unity Trust Bank Current Account	£2008.57		
Unity Trust Bank Instant Access Savings Accounts	£84,686.20		

7.3 Members APPROVED and signed off the May 2024 month end figures - Current & Savings account reconciliations and bank statements were approved and signed off.

7.4 Paid invoices were AGREED & signed off for May 2024.

7.5 The Annual Return was APPROVED and signed off. The end of year accounts 2023_2024 & Internal Audit report were APPROVED and signed off.

7.6 The Notice of Public Rights was APPROVED. **ACTION: Clerk to be published on website on 10th June 2024 with AGAR.**

7.7 Approval of AGAR section 1 was given, and this was signed off. **ACTION: Clerk to publish.**

7.8 Approval of AGAR section 2 was given, and this was signed off. **ACTION: Clerk to publish.**

7.9 Approval & sign off all AGAR documents was ratified by Full Council: **ACTION: Clerk to send off all documents to PKF Littlejohn, including variance report which was also approved.**

8. RECREATION GROUND – The resident updated the Councillors and advised that there had been a meeting with the Communities Project Manager at TDC. There will be another meeting at the end of June / beginning of July. Cllr. Hilary Taylor advised that she would be happy to attend the next meeting if she was available. £30K has been allocated to Dormansland by TDC but the overall costs are more likely to be £100K to improve on the existing facilities. Another resident from the Baptist Church is also going to help with fund-raising for this project and they are looking into grant funding from Lifeline, Active Community Service and other grant donors. A proposal draft is forthcoming. The resident asked if DPC could contribute. She was advised that we would have to see the quotation for the project in order to assess what contributions could be given to the project.

9. FAIRTRADE EVENT – 14th September 2024 – it was RESOLVED to postpone this topic to the next meeting. **ACTION: postponed, to discuss at July meeting re: purpose of DPC’s attendance. Banner to be erected if agreed that we attend.**

10. DORMANSLAND CONTINUITY PLAN:

- **Document storage quotes** – it was RESOLVED to reject the quotes as Cllr. Roux has found a free option for storage however it was agreed that a donation would be given to the Surrey History Centre of £250.00 for using the service. Cllr. Roux offered to drive the boxes over to Woking to be stored. It was agreed that the non-document items such as the laminator etc. would not be stored in Woking but would either remain where they are or be given to the Primary School. **ACTION: Documents to be sorted ready for archiving / RFO to arrange donation to Surrey History Centre once the**

documents have been securely delivered. Clerk to purchase another clear box for additional documents.

- **Document scanning & archiving quotes** – It was decided that we should look at this in the future but going forward we should have a central digital ‘share point’ possibly on the website for documents. Dropbox was discussed but it was agreed that this was too expensive and not a good option due to their account set up requirements. **ACTION: Cllr. Coleman to discuss with ICT Vision and advise outcome.**
- **DM payroll** – It was RESOLVED that Cllr. Taylor would be nominated as named authority for the emergency contact on the account. Cllr. Taylor signed the form accordingly. **ACTION: Clerk to send form to DM payroll for registration.**
- **Contact List** – **ACTION: Clerk to re-circulate the contact list.**

11. 1 WEST STREET – Discussions were had about the continuing problems occurring and that the PC have no powers to deal with these issues. It was suggested that perhaps the residents should set up an action group and seek legal advice. However, it was AGREED that the PC would write to Lydia Harrison @ TDC copying in enforcement to the letter. **ACTION: Clerk to draft letter to TDC & Enforcement outlining ongoing issues.**

12. ALLOWANCES FOR CHAIR & COUNCILLORS – The Councillors RESOLVED that they would not take an allowance however, as the Chair was absent from the meeting today, it was AGREED that this matter would be put on the agenda for July so that if the Chair wished to take her allowance, the amount and management of this would be discussed at the next meeting. **ACTION: Agenda for July.**

13. CARD SPENDING GUIDE was APPROVED subject to amendments on amounts, £100 maximum spend on card with a Maximum of £500 per month. **ACTION: Clerk to amend figures and circulate. MULTIPAY CARD** – It was RESOLVED that Cllr. Taylor would be the named 2nd card holder and the form was duly signed by Cllr. Taylor. **ACTION: Clerk to send off form to Unity for card application.**

14. PLANTERS – Cllr Bright advised that he is going to rest the planters for the summer and if all in agreement will transfer the budget normally spent on plants and use this money to buy mulch and weed killer for around the trees. All agreed to this strategy.

15. NEIGHBOURHOOD PLAN:

- The Project Plan will be discussed and reviewed at the next NP meeting on 11th June and will be brought back to full council for discussion and approval in July 2024. **ACTION: July agenda.**
- NP projected costs were discussed and APPROVED, and it was agreed by Full council that whilst the figures were worst case scenario with additional consultancy factored in, **the figures were agreed at £8900.00** maximum to get the plan to completion and this budget would roll-over to 2025 should the plan not be completed in 2024.
- Cllr. Coleman will investigate the share-point discussed earlier in the meeting using the website to share documents however for the meantime, We Transfer will be used for NP.
- The village walk around assessment with Leani was very successful for the Design Code and a draft report will be produced in due course.

16. POLICIES: FINANCIAL REGULATIONS / COMPLAINTS – Working party to consist of Cllr. Hutchinson, Cllr. Keith Coleman and the Clerk. **ACTION: Clerk to agree date for working party to meet.**

17. TRAINING – PLANNING SUMMIT 10.07.24 – It was discussed that members felt it was unnecessary for the Clerk to attend this training, but agreement was given for Cllr. Hutchinson to attend. Training costs were approved at £65 + VAT. **ACTION: Cllr. Hutchinson to register for the training.**

18. DATE OF NEXT MEETING

- **Full Council Meeting on Wednesday 3rd July 2024 at 18.30 – Dormansland Memorial Hall, Plough Road, Dormansland.**