



## Dormansland Parish Council

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### Minutes of the 271<sup>st</sup> meeting of Dormansland Parish Council held at 6.30pm on Wednesday 3<sup>rd</sup> July 2024 in The Dormansland War Memorial Hall, Dormansland.

**Present:** Cllr Alison Hutchinson (Chair) Cllr. David Bright, Cllr Keith Coleman, Cllr Liz Lockwood and Cllr Richard Dandy.

**Parish Clerk:** Jacqui O'Sullivan

There was 1 member of the public in attendance.

**Also in Attendance:**

Cllr. Nicholas White & Cllr. Lesley Steeds.

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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:** Apologies for absence were received from Cllr. Hilary Taylor and Cllr. Cheryl Roux.
- 2. Declarations of Interest:** No declarations of interest were declared although it was noted that Cllr. Hutchinson had prepared the Dark Skies presentation, but she has no interests with the companies who will be involved in the event.

The meeting was closed for public forum:

A resident asked about an update on the VAS signs and general signage for the High Street. Council confirmed that the VAS signs were being designed and the signs would be installed within 3-4 months of the order placement. Cllr. Steeds confirmed that the costs would be £7,400 (with the PC contributing £2000). No invoice has been received as yet but a purchase order has been sent to SCC. Council confirmed that the yellow backed signs were in situ already however there are a couple of repeater 30mph signs that are missing (positioned before Farindons coming into the village from East Grinstead). **ACTION: Clerk to email Cllr. Steeds to request replacement of 2 x 30mph roundels. Cllr Lockwood to look at images on Google Earth and provide to Clerk.**

The resident also spoke about the Speed Awareness Campaign that the Dormansland School Children (year 6) wish to be involved with which is probably too late for this school year but would like this to be arranged for the next intake. Cllr. Coleman advised that he was co-ordinating this with PC Hawkins the Casualty Reduction Officer who has been emailed a couple of times. **ACTION: Cllr Coleman to chase up PC Hawkins.**

**The meeting was re-opened.**

## **Chair to re-open meeting**

### **3. Minutes**

**3.1** The minutes were APPROVED for the meeting of the 270<sup>th</sup> Full Council Meeting, held on 5<sup>th</sup> June 2024 and the minutes from the Annual Meeting on 8<sup>th</sup> May 2024.

**3.2** The minutes of the meeting held by the Planning Committee, held on 26<sup>th</sup> June 2024 were received.

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

- **DM Payroll** contact sheet sent in and now registered
- **Worknest** – Youmanage portal set up and ready to use. Training links sent to Hilary as Chair of HR working group.
- **Hedge cutting** – sent chase up email to Angelo for cutting Dormans Road / Mutton Hill crossroads hedges. 14.06.24 acknowledged and agreed to get this done.
- **Box for storage** – have packed box with other storage items ready for taking to storage in Woking.
- **Gov.uk Webinar** – attended – feedback given to full council by email on 12.06.24.
- **NALC forum** – 2<sup>nd</sup> July 2024 – attended & I will circulate information regarding grants available from speaker at forum once this information is available (as requested by Chair).
- **SLCC Network Meeting – 3<sup>rd</sup> July 2024** – 10.30 meeting in East Horsley, Surrey – intending to attend. Updated in meeting that I did not attend due to time pressures.
- **Neighbourhood Plan meeting attended** – 11<sup>th</sup> June.
- **Contact list updated and circulated.**
- **Job role by rolling month documented and circulated to members.**
- **WEST STREET** - Draft letter sent to council regarding West Street.
- **Unity Card Application form sent to Unity Bank.**
- **AGAR sent off and Notice of Public Rights was put on the notice boards on 10<sup>th</sup> June.** To be published until 19<sup>th</sup> July.
- **Little Farindon's** -Emailed enforcement again on 12.06.24 about Little Farindon's update – No response as yet.
- **Village Voice and Community News publications sent for next issues.**
- **POLICIES** – email sent to full council with summary on 17<sup>th</sup> June.
  - Financial Regulations** - compared old with new versions and meeting with Council to discuss other changes that need to be considered.
  - Complaints Policy** – forwarded to monitoring officer for checking as advised by SALC. Waiting for a reply.
  - Standing Orders** – checked queries and returned to Council on 17<sup>th</sup> June. To be reviewed.
  - Information and Data protection policy** - checked queries and returned to Council on 17<sup>th</sup> June.
  - Document Publication Scheme** – amendments need to be made to this document – to be discussed further with Council and brought back to council for agreement.
  - Grants and Donations Policy** – still awaiting recommendations for amendments from Council.

### **5. To receive reports from Councillors**

#### **Cllr. David Bright:**

**Trees:** A new tree was damaged by the Gas company (SEGAS) on Hollow Lane / New Farthingdale junction – the damage was reported to SCC and SCC have taken this matter up with SEGAS so this is pending an investigation.

Cllr. Bright and Fiona have started the tree watering for the Summer.

#### **Cllr. Liz Lockwood:**

**Gatwick DCO** process is in final stages – 30.07.24 to finish supplementary information collection e.g. sewage works etc. Public session to be held in August 2024.

**CAGNE** – supportive of the organisation and the work they do and is in favour of £10 donation payment to them. She will suggest that they apply for a DPC grant for further funds.

**Assets of Community Value:** Cllr. Lockwood apologised that she had not had time to prepare this document for item 11 on the agenda.

**Cllr. Richard Dandy:**

Reported that the flag on the flagpole is looking very tatty and suggested that a new one be purchased. It was discussed that once a replacement flag is in situ, the old flag could be given to the Memorial Hall or Auctioned – to be decided at a later date. **ACTION: Clerk to speak with Clerk from Lingfield to ask about costs for the flag they had bought recently.**

Cllr. Dandy also reported that there had been quite a few crime reports recently and that everyone needs to be vigilant and report issues when they arise.

**Cllr. Keith Coleman:**

**Speed Watch Activity:** Cllr. Coleman advised that he had chased up PC Hawkins about the Speed Watch activity.

**Water run-off Mutton Hill:** He has also chased SCC about the gully and water run off around Mutton Hill and is still waiting for an answer. He will chase again.

**Standing Orders / Code of Conduct:** Cllr. Coleman reminded members about respect and civility to all, in person and with email communications. Also, reminded members that meetings should not be held on premises where alcohol is sold and that alcohol should not be consumed prior to attending a meeting.

**Cllr. Alison Hutchinson**

**Financial Reg:** Attended Financial Regs meeting to go through documents.

**Dark Skies:** Prepared proposal for Dark Skies event.

**Gov.uk Webinar:** Attended Gov.uk Webinar

**Project plan for Neighbourhood Plan:** prepared Plan for approval.

**Weed Killing:** Advised that SCC weed killing team were out on Friday 28<sup>th</sup> June 2024.

**Cllr. Hilary Taylor (read in her absence):**

**Speedwatch** – advise resident that there was no representative to co-ordinate this at the present time.

**Litter Pick** – Happy to co-ordinate subject to date approval at meeting.

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

**Cllr Nicholas White:**

Update on 1West Street in that Enforcement have reopened the case having closed it twice already. Enforcement should make a site visit in due course. DECISION to hold fire on the draft letter and not to send this for the time being. Cllr. White will update us in due course.

**Cllr. Lesley Steeds:**

**Playground:** Meeting with resident to discuss developments on play equipment.

**Mayfield Flooding:** She reported that she is in talks with TDC about the water run off and how to resolve this.

**Grass Cutting prior to Carnival:** This will be done today or tomorrow. Cllr. Bright confirmed that they had already started the Green today.

**Relining of Surrey Road / Surface Dressing:** 1.6million will be spent on relining the roads in Surrey and Blackberry Lane and Blackberry Road have been surface dressed and New Hache and New Farthingdale are still outstanding.

**7. Accounts/Finance**

**7.1 Members APPROVED Payments:**

Invoices received for payment to date 30 <sup>th</sup> June 2024			VAT	
30 <sup>th</sup> June 2024	Unity Trust Bank	Bank charge £18 for April May & June 2024 £6 per month.	£18 .00	30.06.24 Direct debit

21.06.24	Salaries June 2024		£1344.59	21.06.24 BACS
06.07.24	O2	Mobile Phone	£8.15 + VAT	£1.63 Direct Debit
22.06.24	Jacqui O'Sullivan	Working from Home Allowance: £26 tax-free £14 taxable.	£40 Included in payroll	21.06.24 BACS
30.06.24	Memorial Hall	Room Hire for July 2024 FCM / Planning	£57.00	
07.06.24	Jacqui O'Sullivan	Postage for AGAR to be sent 'signed for'	£3.25	
19.06.24	Jacqui O'Sullivan	Viking Order for Ink for printer	£83.68 + vat	£16.74
24.06.24	Adam Neill	Strim Shepherds / Wilderwick triangle	£50.00	
25.06.24	CAGNE	Annual subscription	£10.00	
26.06.24	St Johns Church	Donation by DPC Agreed Annual Meeting item 14.	£2000.00	Paid by BACS 27.06.24
28.06.24	Adam Neill	Cut & Strim verges	£350.00	
01.07.24	Satswana renewal	Annual DPO service for 2024/25	£180.00	
02.07.24	ICT Vision	SSL Certificate June 24 to May 25	£125.00 + VAT	£25.00
03.07.24	ICT Vision	Email address hosting x 1	£20.00 + VAT	£4.00
The RFO can confirm that all invoices listed have been 'examined, verified and certified.'				
<b>Receipts in June 2024</b>				
30.06.24	HSBC	Interest on savings	£77.08	
30.06.24	Unity Trust	Interest on savings April, May & June	£554.06	

**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 30<sup>th</sup> June 2024

<b>Balance per bank statement as of 30<sup>th</sup> June 2024</b>			
HSBC BMM Account	£48,420.76		
Unity Trust Bank Current Account	£1,856.03		

Unity Trust Bank Instant Access Savings Accounts	£81,240.26		
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**7.3** The JUNE 2024 month end figures were APPROVED and signed off. The current & savings accounts bank statements were APPROVED & signed off.

**7.4** The invoices to be paid were APPROVED & signed off for JUNE 24.

**7.5** CAGNE voluntary payment - DECISION was made to pay the annual subscription of £10.

**7.6 Grant Applications were discussed:** It was DECIDED that all grants were approved.

1. DORMANSLAND WELCOME LUNCH £300. **ACTION: Payment to be made.**
2. DORMANSLAND PRIMARY SCHOOL £950.00. **ACTION: Payment to be made.**
3. KENT AIR AMBULANCE £500.00. **ACTION: Payment to be made.**
4. LINGFIELD MINIBUS £300.00. **ACTION: Payment to be made.**

**7.7 Budget for stock photos** – It was DECIDED that if photos need to be purchased, the costs would be set against that named project. It was discussed that we should look for free images where possible and note that licenced photos that we have not paid for should not be published on the website as the Council could be fined for their use.

**7.8 Agree additional costs for Summit Training for Cllr Hutchinson** – It was RESOLVED that the additional costs of £130 + VAT, instead of £65 + VAT were agreed. **ACTION: Clerk to book place on course.**

**7.9 Overtime for Neighbourhood Plan hours** - May (0.75H) June (2 H) – total 2.75 hours x £23.19 = **£63.77**. Overtime was AGREED by full council: **ACTION: Clerk to update payroll.**

**7.10 Budget vs Spending update Report** – APPROVED by full council.

**7.11 Year End Shut down** discuss commitment to year end shut-down service for April 2025. No Decision was made as costs not available. **ACTION: Agenda item of Sept 2024 / Forward email from Mulberry to Full Council with costs.**

## 8. DARK SKIES FESTIVAL:

- Discuss & agree proposal. The concept was agreed but not the proposal, so no decision was made as to a date for this year mainly due to the conflict with fireworks season. It was discussed that perhaps end of November next year would be the best time, but all were in agreement that it was an excellent idea and did not want to lose the opportunity to hold an event of this kind but with a different format. DECISION: not to proceed with proposal.
- DPC did not discuss contribution on costs to support festival which were detailed in proposal as the proposal not agreed.

**9. GOV.UK EMAILS / WEBSITE DOMAIN** – It was DECIDED that no action would be taken for the time being.

## 10. POLICIES TO BE AGREED:

- **FINANCIAL REGULATIONS** – It was DECIDED that the New Financial Regulations would be adopted. **ACTION: Clerk to update website with new regulations.**
- **STANDING ORDERS** – it was RESOLVED to postpone until next meeting.
- **INFORMATION AND DATA PROTECTION** – it was RESOLVED to postpone until next meeting.

**ACTION: Clerk to email Cllr. Lockwood and Cllr. Coleman to arrange a date to go through the Policies and discuss changes needed to present to Council in September.**

## 11. NEIGHBOURHOOD PLAN:

- **PROJECT PLAN** – It was RESOLVED to agree the structure of the Project Plan however some of the dates need to be updated. **ACTION: update at next NP meeting.**
- **ASSETS OF COMMUNITY VALUE** – Deferred to next meeting. **ACTION: agenda for September 2024.**
- **Terms of Reference for Neighbourhood Plan** – Amendments were AGREED and new Terms of Reference adopted.

**12. SPEED AWARENESS IN DORMANSLAND** – It was discussed as to what things needed to be put in place to make a difference to the speeding cars in the village. Gateways, VAS signs and road markings would all make a difference. Cllr. Steeds advised that she will chase up the meeting with James Welbourne for the Gateways. Missing 30 mph roundels to be replaced would also make a difference. **ACTION: Clerk to email Cllr. Steeds to remind her about the Gateway & replacement roundels.**

**13. DORMANSLAND OLD FIRE STATION** – nothing to discuss as this is now been purchased.

**14. FAIRTRADE EVENT 14<sup>TH</sup> September 10.00 – 12.00** – it was DECIDED that The Council would not take a table at this event but would try and support this if they could by visiting on the day. **ACTION: Clerk to advise Fairtrade.**

**15. BLUE HEARTS SIGNS** – It was discussed & DECIDED that replacement Blue Heats could be set as a project of the primary school children. The template is on the Blue Hearts website. **ACTION: Cllr. Coleman to discuss with Dormansland Primary School and report back.**

**16. LITTER PICK SEPT 2024** – it was AGREED that the date of 15<sup>th</sup> September would be suitable for the next Litter Pick. **ACTION: Cllr. Taylor to co-ordinate and organise.**

**17. ALLOWANCE FOR CHAIR** – Cllr. Hutchinson DECIDED not to accept and allowance.

**18. HEDGEHOG HIGHWAY PROJECT** – It was DECIDED not to go ahead with the project proposed but that the proposal had inspired the NP to include this in the Design Code and that Hedgehog Corridors were definitely a positive idea to endorse. **ACTION: Clerk to email Hedgehog Highway project to advise outcome. Add to NP agenda re: Design Code.**

**19. ACTION Logg for Minute ACTIONS** – It was DECIDED that this was a good idea to go forward with. **ACTION: Clerk to start forwarding ACTION log with draft minutes.**

#### **20. DATE OF NEXT MEETING**

- **Full Council Meeting on Wednesday 4<sup>th</sup> September 2024 at 18.30 – Dormansland Memorial Hall, Plough Road, Dormansland.**
- **Agenda items for next meeting:**  
Biodiversity Policy  
Bat Monitors & Light Metres;

Cllr Lockwood asked if the draft agenda for full council meetings could be circulated to all councillors. **ACTION: Clerk agreed to do this in future.**

Meeting closed at 20.20.