



# Dormansland Parish Council

Parish Clerk: Jacqui O'Sullivan  
Address: 129 Station Road, Lingfield, Surrey  
RH76DZ  
Tel: 07395 323456  
Email: [parishclerk@dormansland.org.uk](mailto:parishclerk@dormansland.org.uk)  
Website: [www.dormansland.org.uk](http://www.dormansland.org.uk)

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## MINUTES OF THE TWENTY THIRD ANNUAL MEETING OF DORMANSLAND PARISH COUNCIL HELD ON WEDNESDAY 8<sup>th</sup> MAY 2024 AT 18.00 at The Dormansland War Memorial Community Hall, Dormansland.

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### Members present:

Cllr. Alison Hutchinson  
Cllr. David Bright  
Cllr. Hilary Taylor  
Cllr. Cheryl Roux  
Cllr. Liz Lockwood  
Cllr Richard Dandy  
Cllr. Keith Coleman

Cllr. Nicholas White  
Cllr. Nicola O'Riordan

### Members of the public present:

There were no members of the public present

### Also in Attendance:

The Clerk – Jacqui O'Sullivan

1	<b>Election of Chairman and to sign the Declaration of Acceptance of Office:</b> Cllr Lockwood nominated Cllr Hutchinson for position of Chairman and this was seconded. There was a unanimous vote for Cllr Hutchinson to carry the position of Chair the coming year. It was RESOLVED that Cllr. Hutchinson should be Chair.
2	<b>Election of Vice Chairman and to sign the Declaration of Acceptance of Office:</b> Cllr Bright was nominated as Vice Chairman, this was seconded and a unanimous vote for Cllr Bright to be Vice Chairman for the coming year. It was RESOLVED that Cllr. Bright should be Vice Chair.
3	<b>Declaration of Acceptance of Office</b> – All other members completed and signed their declaration of Acceptance of Office in relation to the Code of Conduct, based on the principles of public life set out in Section 27, Localism Act 2011
4	<b>Declarations of Interest</b> – The members Declaration of Interest forms were reviewed and 3 members, Cllr. Hutchinson, Cllr. Bright and Cllr. Lockwood completed new forms. The other members declared that the information had not changed from the previous year. <b>ACTION: Clerk to upload the new ROI forms to the website and send to TDC for updating of their records.</b>
5	<b>To receive Apologies for Absence</b> – No apologies of absence were received.
6	The Minutes were received, approved and signed for the 22 <sup>nd</sup> Annual Meeting held on 17 <sup>th</sup> May 2023

7	<p>The following appointments were <b>AGREED</b> unanimously:</p> <ul style="list-style-type: none"> <li>• <b>Planning Committee</b> – Cllr. David Bright (CHAIR), Cllr. Liz Lockwood (VICE CHAIR), Cllr. Richard Dandy, Cllr. Cheryl Roux, Cllr. Hilary Taylor. Nomination of Cllr. Bright to be Chair was seconded and agreed unanimously. Nomination for Cllr. Lockwood to be Vice Chair was seconded and agreed unanimously. Terms of Reference were accepted and agreed by the Planning committee.</li> <li>• <b>Personnel Working Group</b> – Cllr. Hilary Taylor (CHAIR), Cllr. Cheryl Roux, Cllr. Alison Hutchinson, Cllr Keith Coleman. It was agreed to re-name the Personell committee, a working group due to the commitments that a committee needs to conform to. Nomination of Cllr. Taylor to be Chair was seconded and agreed unanimously. Terms of Reference was accepted and agreed by the Personnel committee.</li> <li>• <b>Neighbourhood Plan working group</b> – Cllr. Alison Hutchinson, Cllr. Liz Lockwood, Cllr. Cheryl Roux &amp; Cllr. David Bright.</li> <li>• <b>Highways / Drains</b> - No specific representative named.</li> <li>• <b>Footpaths/hedges</b> – no representative – to deal with queries as and when they arise.</li> <li>• <b>Speedwatch</b> - no representative – to deal with queries as and when they arise.</li> <li>• <b>Engagement Officer including Village Consultation</b> – Cllr. Alison Hutchinson</li> </ul>
8	<p><b>To review and appoint Councillors to serve as representatives of the Parish Council on the following outside bodies:</b> The following appointments were <b>AGREED</b> unanimously:</p> <ul style="list-style-type: none"> <li>• Surrey Association of Local Councils – Cllr. Hutchinson</li> <li>• Lingfield &amp; Dormansland Fairtrade – No specific representative named.</li> <li>• Allotments – No specific representative named.</li> <li>• GACC/Gatwick Airport issues – Cllr. Lockwood</li> </ul>
9	<p><b>To confirm the arrangements for insurance cover in respect of all insured risks.</b> The ZURICH renewal quotation was £1179.76. <b>RESOLVED:</b> Members confirmed approval of insurance cover with Zurich Municipal for the next year. <b>ACTION: Clerk to accept renewal quote with ZURICH.</b></p> <p>Worknest insurance premium for Legal Expenses for employment claims - £100 quoted + £55 + VAT admin fee per annum. <b>RESOLVED:</b> members confirmed approval of insurance cover.</p>
10	<p>Full Council <b>agreed</b> to payment of the following annual subscriptions:</p> <ul style="list-style-type: none"> <li>• Surrey Association of Local Councils / NALC £1151.84 (paid on 04.04.24)</li> <li>• SLCC - £183.00</li> <li>• Zurich Insurance – renewal cost - £1179.76</li> <li>• Allotments - £500</li> <li>• Satswana £180</li> <li>• CAGNE - £10</li> <li>• ICO - £40.00</li> <li>• Worknest - £1750 + VAT</li> </ul> <p><b>ACTION: Cllr. Hutchinson to investigate the necessity &amp; benefits of the membership of SALC / NALC and value for money.</b></p>
11	<p><b>General Power of Competence</b> - To resolve whether Dormansland Parish Council meets the relevant criteria and is eligible to use the General Power of Competence in accordance with the Localism Act 2011 ss 1 – 6.</p> <p>Dormansland Parish Council do not meet this criteria at the present time as the Clerk is not CILCA qualified.</p>
12	<p><b>To resolve the following documents/policies have been read and agreed by all council members:</b></p>

	<ul style="list-style-type: none"> <li>• <b>Standing Orders – Clarification</b> was made that the only two Committees are the Full Council and Planning and the other groups such as HR and Neighbourhood Plan are classified as Working Groups. <b>ACTIONS:</b> <ol style="list-style-type: none"> <li>1. <b>Section 14 – ensure that the complaints information aligns with the complaints policy adopted.</b></li> </ol> </li> <li>• <b>Financial Regulations – Council resolved to agreement</b> of the current financial regulations being used however at the next Full Council meeting, NALC’s new Financial Regulations that have been published should be reviewed. <b>ACTIONS:</b> <ol style="list-style-type: none"> <li>1. <b>Financial Regulations to be put on agenda for June 2024.</b></li> <li>2. <b>Application for Unity Trust spending card / spending card policy to be adopted – agenda for June 2024.</b></li> <li>3. <b>Current Financial Regulations to be compared to newly published Financial regs and differences identified and discussed.</b></li> <li>4. <b>Clerk to circulate information on Unity Trust Multicard application</b></li> <li>5. <b>Clerk to circulate draft policy on card spending guidelines.</b></li> </ol> </li> <li>• Risk Assessment (RA) – Council agreed content should remain as it stands – <b>ACTION: RA not a policy and should be renamed as just Risk Assessment.</b></li> <li>• <b>Code of Conduct – APPROVED</b> – no changes.</li> <li>• <b>Complaints Procedure – RESOLVED</b> to use the 2019 edition however Clerk to check with SALC regarding the inclusion of Topic Note LTN9E. <b>ACTIONS: Clerk to update policy with necessary inclusions and bring back to Council for Approval June 2024. Once Approved, Policy to be published on website.</b></li> <li>• <b>List of Assets – APPROVED</b></li> <li>• <b>Council’s procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – APPROVED.</b></li> <li>• <b>Document Retention and Disposal Policy – APPROVED</b></li> <li>• <b>Information and Data Protection Policy – Diversity monitoring</b> to be queried with SALC and whether this can be removed as not currently being carried out due to only one member of staff. <b>ACTION: Clerk to investigate.</b></li> <li>• <b>Grants and Donations Policy – AGREED to operate with existing policy by majority.</b> <b>Note:</b> Cllr. Roux wished it to be minuted that she does not agree with the terms of the current policy. <b>GRANT APPLICATION DATES were agreed</b> with 1<sup>st</sup> opening window for 13<sup>th</sup> May to Friday 21<sup>st</sup> June (to be discussed at 3<sup>rd</sup> July 2024 meeting) &amp; 2<sup>nd</sup> window to be open 2<sup>nd</sup> Sept until Friday 18<sup>th</sup> October (to be discussed at 6<sup>th</sup> November 2024 meeting). <b>ACTION: Clerk to email applicants already submitted that their applications will be decided on at the July meeting.</b></li> <li>• <b>GDPR Website and Privacy Notice – APPROVED.</b></li> <li>• <b>Business Continuity Policy – Agreed to review policy at the review date in April 2025.</b></li> </ul>
13	<p>It was <b>RESOLVED</b> to authorise the following regular monthly payments:</p> <ul style="list-style-type: none"> <li>• Clerk’s Salary</li> <li>• Clerk’s pension with Surrey Pension Fund</li> <li>• HMRC (PAYE &amp; NIC – paid monthly)</li> </ul> <p><b>ACTION: Cllr. Roux wished to have confirmation of the Pension Fund details – Clerk to forward post meeting.</b></p>
14	<p>Full Council agreed to authorise payment for £2000 for St Johns Church for 2024.</p>
15	<p>Consideration of Chairman’s Allowance for ensuing year – <b>ACTION: postponed for discussion at June 2024 meeting. Clerk to provide clarity on taxation matters regarding allowances.</b></p>
16	<p>Consideration of Members’ Allowance for ensuing year - <b>ACTION: postponed for discussion at</b></p>

	<b>June 2024 meeting. Clerk to provide clarity on taxation matters regarding allowances.</b>
17	Consideration of approved mileage allowance for ensuing year – Should mileage be claimed by the Clerk or Members, the mileage allowance payable would be 45p per mile as outlined by HMRC guidelines.
18	To confirm approval of ordinary meeting schedule up to and including the next annual meeting of the full council. Dates for Full Council Meeting and Planning Meetings had been circulated prior to the meeting. All dates were accepted and <b>agreed</b> up to December 2024.
19	<b>Agreed and confirmed</b> list of bank signatories & release of funds for payments. Cllr. Bright, Cllr. Dandy, Cllr. Taylor & Cllr. Coleman.  It was agreed that Signatories for payment approvals would be Cllr. Hutchinson & Cllr. Roux.  <b>ACTION: Clerk to check with auditor if it would be a conflict of interest should the payments be released by the same person who signs off the paperwork at FC meeting.</b>
20	All members confirmed & agreed that they give their consent to receive summonses and all correspondence electronically.

**Meeting concluded at 19.15.**

<b>Signed as a correct record:</b>	<b>Dated:</b>
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