



Dormansland Parish Council

Parish Clerk: Lisa Liggins
Address: DPC, PO BOX 191, Edenbridge, TN8 9EA
Tel: 01732 866149
Email: dormansclerk@outlook.com
Website: www.dormansland.org.uk

MINUTES OF A MEETING OF DORMANSLAND PARISH COUNCIL HELD ON WEDNESDAY 3 JUNE 2020 AT 11am VIA ZOOM CONFERENCE PLATFORM

This meeting was held remotely, as permitted by emergency legislation introduced on 6th April 2020 in response to the ban on public gatherings to reduce the transmission of the Corona Virus – Covid-19 – which was declared a global pandemic by WHO on 11th March

1 Participating

Councillor Maureen Young (Chairman)
Councillor Harry Fitzgerald (Vice Chairman)
Councillor Guy Kaiser-Davies
Councillor David Bright
Councillor Susan Calamassi

2 Apologies for absence

Councillor Dawn Cook

3 To receive declarations of interest

Councillor Fitzgerald declared an interest in agenda items 7.3,7.4 and 9.1 as he was a member of the Covid-19 Response Steering Committee.

4 To receive minutes of the 225th Meeting held on Wednesday 4 March 2020 (previously distributed)

4.1 Members **approved** the minutes of the 225th meeting held on Wednesday 4 March 2020 previously circulated to all members. These were signed as a true and accurate record.

5 To receive reports from County and District Councillors

Councillor White reported:

- Still waiting to hear from Surrey Highways and the water board as to when they are going to repair the verges along Moor Lane, Haxted Road and Starborough Road following the works they carried out over the winter period.
- Councillor White asked the Chairman if the Clerk could write to the police regarding speeding vehicles along Moor Lane and Haxted Road and to ask if they could occasionally be present to try and stop this.
- **Action: Clerk**

* All items marked with an asterisk have supporting documentation

- Work at the bottom West Street by 18 Jeddere Cottages was completed. A good job had been done although one drain still hadn't been cleared on the bend and rain water was flowing along the road between 1-12 West Street. Councillor Steeds confirmed this would be rectified.
- Councillor White explained that Mr Trowbrige from TDC confirmed that Raven Homes had apparently withdrawn from the development behind Dormans Station. The Chairman noted the PC were not aware of that information.
- Councillor Steeds had also spoken with Mr Trowbridge. Raven Homes had told him that they were not going forward because of the current pandemic and that many housing associations were pulling out of contracts because of the current state of the economy. The project is currently on hold. Councillor Steeds spoke to Mr Tydeman and he will be making plans to look for another association.
- Councillor White asked if there had been any progress on the Memorial Hall and the Chairman noted that this was not on the agenda but that the PC were waiting for an update and had received nothing since the last meeting.

Councillor Steeds reported:

- Councillor Steeds visited Jeddere Cottages with Angelo Lamprou (Highways Officer) and the drains will be looked at and cleared out. The comms gang had not been working but once they were this would be arranged.
- SCC are currently behind on their resurfacing programme.
- Councillor Steeds emailed Highways to ask when the speed table would be started. She was awaiting their response but believed it was likely to be August/September 2020.

THE CHAIRMAN TO SUSPEND THE MEETING

6 Public Question Time

- 6.1 The Chairman explained that questions would only be taken during public question time and not once the meeting was re-opened for council business.

A member of the public asked why the grant from Tandridge District Council was given to the church and not the Dormansland Diamonds directly. The Chairman explained that certain regulations do not permit the PC to award grants to individuals and that St John's had offered to apply for grant on behalf of Community Care Group (Dormansland Diamonds). The funds were held in a separate account for the sole use of that group.

A question was raised as to whether any further money will be issued to the Dormansland Diamonds. The Chairman explained that 2 grants had been received from the Dormansland Diamonds and these would be considered.

Members of the public present at the meeting collectively agreed that they were actively supporting the grants applied for in good faith. They also asked what their right of reply was. The Chairman explained there was no right of reply and that the decisions would be made by the PC only.

Councillor Fitzgerald suggested reasons for the grant applications be put forward for discussion.

One member of the public reported that Dormansland Parish was an exceptionally hard-hit area in Surrey and the population demographic makes it very vulnerable to difficulties.

* All items marked with an asterisk have supporting documentation

Councillor Steeds noted she was aware of problems in Dormansland.

A member of the public congratulated and thanked the Dormansland Diamonds for their initiative and looking after food poverty in the village and believed they should receive the grant money they have asked for.

It was identified that residents had been encouraged by TDC to use the 0300 phone number. A member of the Dormansland Diamond's said this helpline did not work appropriately and that many of the people they were working with were not entitled to universal working credit and had no other place to go but to the volunteers. There were currently 6 families in the village that felt they had no other place to go.

THE MEETING TO BE RE-OPENED

The Chairman reopened the meeting for council members to continue their business.

7 Grant Applications

7.1 **Members approved** a grant application received from St John's Church for £500 which would be used solely towards supporting the Dormansland Community Care 2020 Voluntary Group (April 2020)

7.2 **Members noted** that DPC applied to Tandridge District Council for a grant of £1000 to help support low income families who may need food and other basic needs during the Covid-19 pandemic. The grant was subsequently paid to St John's Dormansland.

Resolved: Members approved payment of £1000 to St John's Church who would use the funds for providing further financial support to the Dormansland Community Care 2020 Voluntary Group (full details set out in the grant application form.)

7.3 **To consider grant application received from Dormansland Diamonds for £1,000 (To support the repair of key mechanical objects)**

The Dormansland Diamonds applied to Dormansland Parish Council for a grant of £1,000 to support the repair of key mechanical objects in an emergency to residents who have been directly affected by the economic effects of the pandemic. Examples included boilers, water leaks, washing machine failures etc. It was estimated that £1,000 would enable an estimated 5 things to be fixed.

The Chairman explained that the Parish Council do not have the General Power of Competence and therefore must exercise its rights under Section 137 of the Local Government Act 1972 which states that with any grant given "the benefit accruing must be commensurate with the expenditure incurred..."

The Parish Council did not deem this grant proportionate to the number of people who would benefit from it and the request did not satisfy the PC that it was an appropriate use of funds.

The Chairman also clarified that grants could not be paid directly to an individual and that an organisation must have 2 signatories and a bank account in the name of the organisation, not an individual.

The Chairman suggested that the St Silvan's Charity who provide emergency electrical top-ups, essential furniture or appliances may be able to help.

Resolved: The Chairman proposed that with all things considered the Parish Council would not award £1,000 for the support of repairing key mechanical objects. Members unanimously agreed with this proposal. Councillor Fitzgerald abstained from voting because he was a member of the Steering Group.

* All items marked with an asterisk have supporting documentation

7.4 To consider second grant application received from Dormansland Diamonds for £1,000 (Food support)

The Dormansland Diamonds applied to Dormansland Parish Council for a grant of £1,000 for the creation of a supply of dried goods for the creation of emergency food boxes, and for the provision of ongoing support to residents who need support with food, may require a top up of food and may require food as an emergency when the need is identified.

It was thought the parish council and the general public could not continue to donate on a long-term basis and residents should be directed to other agencies who could support them and help them through the process of getting long-term support

Having already given £1,500 to the group, the Parish Council confirmed that this grant would be the final amount of the Parish Council's contributions for the group.

Dormansland Parish Council asked for the group to notify the Clerk with a list of what they require immediately. If the Dormansland Diamonds hadn't done so already it was suggested we encourage people to make donations and can deliver leaflets to encourage this should it be required.

Resolved: The Chairman proposed that with all things considered the Parish Council would award £1,000 to the Dormansland Diamonds for the supporting the local food bank on the condition that the Parish Council would purchase £500 worth of food immediately and up to another £500 if demand could be demonstrated over and above donations that people are already giving. Councillor Fitzgerald abstained from voting because he was a member of the Steering Group.

8 Accounts/Finance

8.1 Members approved cheques for payment.

200321	Maureen Young (plants)	£120.00
300322	The Surrey Pension Fund	£332.63
200323	Lisa Liggins	£1,174.51
200324	Lisa Liggins - Office Expenses	£156.92
200325	Lisa Liggins - Clerk's Expenses	£55.35
200326	Peter James	£120.00

8.2 Members noted the bank reconciliation and cash book for April and May 2020.

HSBC Community Account						
Balance per Bank Statement as at		26/04/2020				
	HSBC Community Account					32,244.37
	HSBC BMM Account					36,328.09
						<u>68,572.46</u>

* All items marked with an asterisk have supporting documentation

The net balances reconcile to the Cash Book (receipts and payments) account for the month, as follows:-						
CASH BOOK						
Opening Balance						71,985.98
Add: Receipts						664.93
Less: Payments						(4,078.45)
						<u>68,572.46</u>

HSBC Community Account						
Balance per Bank Statement as at 26/05/2020						
	HSBC Community Account					53,540.02
	HSBC BMM Account					36,334.06
Less unpresented cheques as at 26 May 2020						
200318						-1,083.54
200319						-105.00
						<u>88,685.54</u>

The net balances reconcile to the Cash Book (receipts and payments) account for the month, as follows:-						
CASH BOOK						
Opening Balance						68,572.46
Add: Receipts						25,174.92
Less: Payments						(5,061.84)
						<u>88,685.54</u>

- 8.3 The Clerk presented members with the end of year accounts for year ending 31st March 2020. **Members approved** the accounts.
- 8.4 **Annual Governance and Accountability Return 2018/2019**
Members noted the internal audit report carried out by Peter James for the year end 2019/2020.
- 8.5 **Annual Governance and Accountability Return 2019/2020**
Members approved Section 1 of the Annual Governance Statement 2019/2020
Action: Chairman and Clerk to sign
- 8.6 **Annual Governance and Accountability Return 2019/2020**
Members approved Section 2 of the Accounting Statements 2019/2020
Action: Chairman and Clerk to sign

* All items marked with an asterisk have supporting documentation

- 8.7 **Members approved** the renewal of DPC's insurance policy with Zurich Municipal for 2020/21 costing £1083.54
- 8.8 **Members approved** expenditure of £115.10 for an annual Zoom Pro Subscription.
- 8.9 **Members approved** expenditure of £120 for the village plants.

9 Dormansland Covid-19 Response Voluntary Group

- 9.1 Councillor Fitzgerald reported he was a keen supporter of this group and noticed the Plough are beginning to wind things down as demand is decreasing and are due to finish on 4 July 2020. Councillor Fitzgerald had, along with other members of the group, visited people identified as vulnerable in the village. He continues to visit one resident in particular on a daily basis. Councillor Fitzgerald thanked Ali for organising the production of masks/scrubs made by volunteers in the village and he also thanked everyone associated with the Dormansland Diamonds and Dormansland Community Group.

Councillor White had been asked to read the following report on behalf of the Dormansland Diamonds.

The Dormansland Covid 19 Response volunteer group are known as the Dormansland Diamonds

There are 5 strands of activity;

1. Food run by Lisa Felton

From day 1 a number of different initiatives have been instituted, organised and delivered by the volunteers in respect of shopping. We shop for 15 residents, run a fruit and veg box scheme at the Plough and donate boxes to Crawley open house, villagers and for distribution as required. The volunteers run an emergency relief fund run which collects dried goods with drop off points at Potters Stores and The Old House at the Home. Waitrose at East Grinstead kindly donated two trollies of food from their community matters scheme. We have a network of drivers who deliver food from the farm shop around the village. We have a system to fill the freezers of anyone who needs back up food.

Many many villagers are making contributions of food or money donations. Not just current residents, but last week someone drove here to deliver a box of food and a money donation. Special thanks to Lisa Felton, Clive Robinson, the team at the farm shop (all volunteers), Andy and Sam at the Old House at Home, Pando and Potters Stores and all his staff for their support, physical buildings, cars, commitment and time. Mostly, thank you to everyone who has donated food, money, helped us pack or deliver it.

2. Prescriptions run by St Tilley

We have a team of men and women who collect prescriptions. In the early days we had a team queuing for 4 hours at a time. These runs cover Edenbridge, East Grinstead as well as Lingfield. Calls go out daily, frequently multiple times a day. It is not unusual to queue, find the prescription has not arrived at the Pharmacy and have to go back. Special thanks to Sy, Marie, Toni, Lara, Steve, Olive and Tina

3. Resilience run by Clive Robinson

Clive Robinson matches local village tradespeople with someone who has suffered a mechanical breakdown, this includes washing machines, boilers, plumbing, electrical items and cars. Only parts are charged and a minimum call out. This remarkable group of tradesmen are all local and help

* All items marked with an asterisk have supporting documentation

with the minimum of cost and include heating engineers, plumbers, electricians, washing machine engineers and so on. Special thanks to Phil Davy who recently did some boiler repair work for a family.

4. *PPE and crafting run by Ali Hills and Lynette Moe*

The volunteer crafters have created a tree jumper and it has become the focus for many of us at this time. This stands tall and proud next to our 'Tommy' lest we forget.

The volunteer crafters have also turned their hands to needlecrafting and making PPE. Those that cannot sew, cut or wash and press. We have 40 needlewomen in the village and its growing. The volunteers run a hub for materials, from a central point and have made over 1,500 items of PPE for key workers including scrubs, overalls, aprons and masks. These are made from donated materials and embellished with love. We have a team that crochet the headbands which are so important for anyone wearing a mask all day long. This team have literally created 100's of bands and sewn buttons on. Tandridge council have now sent two rolls of material and thread for the volunteers to use.

Thank you to every villager who has donated materials, cotton, machines, time and patience. Special thanks to Ali Hills and her volunteer army of 40 men and women who sew or crochet PPE.

5. *Other*

A team of volunteers have completed mail drops and knocked on the doors of residents to check they are OK and delivering anything they need.

Dean, Kat and Sy ran a campaign to say thank you to the Postmen who have supported the village with a go fund me page and arranging for cakes to be baked for the sorting office. The Bin men will be next.

The Lions in Caterham have helped a resident with a tyre that needed repair.

Volunteers are out gardening for those shielding.

Kelly Firmin a professional photographer has captured lockdown in a photograph album for charity.

Steve Pollock is now our Treasurer and has enabled us to become a fully-fledged entity.

In summary the Dormansland Diamonds have created an energy, has shown kindness and compassion to each other, they have been recognised by radio 2 in a call out on the Ken Bruce show and received the first community gold certificate from Claire Coutinho MP for community spirit.

Councillor White stated he was upset that the Parish Council were not able to support the request for £1,000 towards the resilience fund.

The Chairman pointed out that there were many other volunteers in the village carrying out work who were not associated with this group.

The Chairman thanked the group and others for all their hard work and again reiterated the Parish Council must abide by rules and regulations for the spending of money.

* All items marked with an asterisk have supporting documentation

10 Information for Councillors (for noting or inclusion on future agenda)

Nothing further to note.

11 Email Accounts

11.1 DPC members to begin using “council” email addresses.

Action: Clerk to help set up Parish Council email addresses for Councillors.

12 Meetings

12.1 **Members noted** the cancellation of public meetings until the end of July.

12.2 **Members noted** the cancellation of this year’s Annual Parish Assembly but may rearrange further in the year if possible.

12.3 **Members agreed** to postpone the Annual Meeting of the Council until Councillors could meet in person.

Meeting ended: 11.55am

Signed as a correct record:

Dated:

* All items marked with an asterisk have supporting documentation