



Dormansland Parish Council

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MINUTES OF A MEETING OF DORMANSLAND PARISH COUNCIL HELD ON WEDNESDAY 2 SEPTEMBER 2020 AT 7.30pm 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 Dawn Cook
Councillor Susan Calamassi

Also participating: District Councillor Nicholas White, Clive Robinson and the Clerk.

The Chairman had issues with Zoom causing a delay to her attendance joining. The Vice Chairman proposed, and members agreed, to change the order of the meeting and proceed with point 6 before point 5 of the agenda.

2 Apologies for absence

Councillor Lesley Steeds

3 To receive declarations of interest

Councillor Cook declared an interest in agenda item 13. She is a Trustee of the Memorial Hall.

4 To receive minutes of the 227th Meeting held on Wednesday 8 July 2020 (previously distributed)

- 4.1 Members **approved** the minutes of the 227th meeting held on Wednesday 8 July 2020 previously circulated to all members. The Clerk noted an amendment to be made to the figures in agenda item 13.2. This was approved and signed as a true and accurate record (after the meeting).

5 Co-option of New Parish Councillor

- 5.1 The Chairman proposed the co-option of Clive Robinson who had put himself forward to be considered as a new Parish Councillor for Dormansland Parish Council. There being no other nominations, the Council unanimously agreed that Clive Robinson be elected as a new member of the Parish Council. Clive Robinson took his seat (virtually) immediately with the Parish Council members.

* All items marked with an asterisk have supporting documentation

- 5.2 To receive the Councillor Declaration of Acceptance of Office (this needs to be an actual signature and will have to be signed after the meeting).
ACTION: The Clerk will arrange to meet with Clive Robinson to sign the Declaration of Acceptance of Office.

6 To receive reports from County and District Councillors

No report received from Councill Steeds.

Councillor White reported:

Further resurfacing works had been carried out along St Piers Lane to Starborough Road however work by the bridge had not been completed. Because this area of road regularly flooded, Surrey did not feel resurfacing was urgently required.

Surrey County Council are proposing to abolish the 11 Borough and District Councils, replacing them with a single council representing Surrey's 1.2 million residents. Councillor White believes the SCC proposal is not in the best interests of Dormansland hence his recommendation for people to sign up to the Residents Against Surrey Single Unitary (RASSU).

THE CHAIRMAN TO SUSPEND THE MEETING

7 Public Question Time

- 7.1 There were no public questions.

THE MEETING TO BE RE-OPENED

8 Chairman's Comments

The Chairman noted that the PC have continued to purchase food for Dormansland Diamonds and are awaiting a further request for food.

9 Clerk's Report

The Clerk reported:

- During August the Clerk arranged for the "Happy to Chat" signs to be made up and fixed to the benches on Newhache Green and the Recreation Ground.
- The Clerk had an informative Zoom meeting with Dormans Park Road Trust and Community Heartbeat Trust. The DPRT are keen to purchase a defibrillator that they will fund themselves. The CHT will arrange some training once this has been installed and the Clerk has asked to arrange a refresher for training on the defibrillator in the High Street at the same time. The DPRT mentioned that the BT kiosk could do with repainting. Adam Neill painted the one in the High Street. **Members agreed** it was a good idea to have a refresher in training.
ACTION: Clerk to liaise with CHT to source free paint and ask Adam Neill for a quote.
- Enquired about ordering blue hearts from SCC that are used to identify areas of grass that PCs do not wish SCC to cut (area for wildflowers at Mutton Hill crossroads). Have not had an email response and have spoken to SCC who are going to chase the relevant department.
- Adam cleaned the bricks in the playground at the Recreation Ground.
- Chased TDC about repairing the path in the Recreation Ground. They were meeting on stie with the contractors last Thursday. Chased today and waiting for an update.
- Emailed TDC in February 2020 asking for details of having an extra sweep clean in the village. No response so chasing this up.
- Received an email regarding the possible closure of the Mother and Toddler Group due to lack of funding to pay for hall hire and level of clearing required. Awaiting to hear further information from one of the mothers who is running the group.

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- Clerk contacted TDC for an update on the opening of the Children’s Centre in Lingfield.
- Chased agents of Royal Oak regarding a tree shedding branches over a bench. Still awaiting a response.
- New legislation received – “The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018” requires public sector bodies, which includes local councils, to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities. DPC need to be compliant by 23 September 2020. Spoken to website company who will send a quote on Monday with details.
- Details of 2020/21 National Salary Awards have been received from NALC. The National Joint Council for Local Government Services (NJC) have agreed the new pay scales for 2020/21 to be implemented from 1 April 2020. The NJC have also agreed to increase annual leave from 21 to 22 days for employees with less than five years’ service.
ACTION: To put on next month’s agenda.
- Councillor Kaiser-Davies asked the Clerk for an update on the dead tree at the bus stop in Dormans Road. The Clerk has been told by Surrey that there is a dispute with ownership which is causing a further delay. Councillor White suggested the Clerk speak to Alistair Durkin at TDC.
ACTION: Clerk to chase SCC.

10 Village Environment, Highways and Infrastructure

10.1 To receive any updates on blocked drains/gullies and other highways issues.

- Councillor Bright reported that earlier in August the gullies in Hollow Lane had finally been cleared.
- The Chairman noted that work was being carried out at Hollow Lane (Mutton Hill end) by SCC and the Waterboard who were making repairs to the drain which constantly floods.
- Councillor White referred to the new drainage system and said that the area at the bottom of West Street still has water running down towards 1-10 West Street. He said the drainage work carried out by the council had not properly cured that part of the road and because of the lay of the road the water runs around the drain and not down it.
ACTION: Clerk to follow this up.

10.2 To consider taking part in the Great British September Clean (11-27 September 2020).

RESOLVED: Members agreed to take part in this year’s Great British Clean in the form of a litter pick and set a date for Sunday 27 September meeting at 10am in the Royal Oak car park.
ACTION: Clerk to advertise and liaise with TDC for equipment.

10.3 Grass Cutting 2020/21

To agree a schedule of extra cuts by SCC and approve expenditure of £385 for each additional cut.

Members reviewed the schedule of grass cuts from SCC for 2020/21. It was agreed that extra cuts were required in the village. It was noted a cut had been due in August which we did not appear to have been carried out.

RESOLVED: Members agreed to request 2 additional cuts in November and March and approved expenditure for these.

ACTION: Clerk to chase August cut and confirm 2 extra cuts with SCC.

10.4 Surrey Community Highways Volunteers

To further consider the above scheme and decide whether to take on the responsibility for the delivery of certain maintenance activities in Dormansland.

Members read the Surrey Community Highways Volunteers Policy but felt we needed our volunteer capacity to supplement and fill in gaps left by declining services from both Surrey and Tandridge. Members also felt there were too many health and safety risks and it was a big commitment to ask of residents.

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RESOLVED: Members agreed that the PC would not be taking part in the Surrey Community Highways Volunteers scheme.

ACTION: Clerk to inform SCC

10.5 **Wildflower Project**

To receive an update from Councillor Bright and for members to agree on the site designated for the wild flower project.

Councillor Bright reported that Adam Neill has scalped the area at Mutton Hill and removed cuttings so this is now ready to seed which Councillor Bright will do in the next few days. It may look messy from time to time because of the nature of this and suggested we publicise that so residents understand the reason behind it looking untidy at times. The area will need to be maintained by keeping sight lines clear as well as the area around the bench and bus stop. This is covered by the work Adam carries out.

10.6 **Plaque for Coronation Oak**

To consider quotes received from the Clerk for a plaque and agree on which product to order. At the request of a resident, Members to consider inviting residents to a public event when fitting the plaque.

Members considered 3 designs and quotes for the plaque to be put on the Coronation Oak tree in the recreation ground. They did not think it was appropriate, in the current circumstances, to hold an event due to social distancing and Government rules. However it was suggested that photos could be taken and possibly a video when the plaque was being installed. Two residents in particular were very keen to be involved (one of whom was a child at the primary school and helped plant the tree in 1953)

RESOLVED: Members agreed expenditure of £115.80 to purchase the Memorial Plaque from Brunel Engraving. The PC would not be holding a public event but would update the 2 residents in particular on when the plaque was being placed, subject to any changes in Government guidelines.

ACTION: Clerk to purchase plaque and contact the 2 residents when the plaque was being put in place.

10.7 **Dropped Kerbs/Parking Spaces**

Members noted there was an increase in dropped kerbs being installed and to review the need for creating more parking spaces (New Farthingdale). There have been complaints about parking and speeding around New Farthingdale. Members suggested again looking at additional parking spaces with landscaping works and a possible 20mph which could link in with TDC's Open Space Strategy. The PC would need to liaise with TDC and SCC to see if this was a viable scheme before consulting with the wider community. It was noted that SCC used their own approved contractors for dropped kerbs and members queried what the rules for dropped kerbs were.

ACTION: Clerk to liaise with TDC and SCC and to invite someone from TDC to visit the site. Clerk to investigate rules for vehicle crossovers.

11 **Planning Application for Land to the rear of Dormans Station (TA/2017/212)**

11.1 An update was given on the above application for 9 affordable homes and car park on land to the rear of Dormans Station. The present position is that developers are hoping to clear land within the next 3-4 weeks and contracts have been signed with a new Housing Association.

12 **Defibrillator – Dormans Park**

12.1 Members received a letter from the Dormans Park Road Trust asking permission from the PC for a new defibrillator to be housed in the BT kiosk in Dormans Park (owned by DPC).

RESOLVED: Members agreed that the new defibrillator in Dormans Park could be housed in the BT kiosk.

ACTION: Clerk to inform the DPRT.

13 **Memorial Hall**

13.1 Councillor Cook reported that the current plans for the Memorial Hall were with the Managing Director to be signed off. She did not have a timeframe for this. Once the plans were received the trustees would send a copy to the PC. Following on from emails that had been sent to the Charity Commission in

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January relating to the Trustees' conduct, Councillor Cook confirmed that an email had been received from the Regulatory Compliance Section at the Charity Commission to confirm that everything was in order and the case had been closed. Councillor Cook had no update on the Royal Oak Pub as the Trustees no longer had any connections with the property. The Chairman noted she had received complaints that site looked messy.

ACTION: Clerk to contact the pub's management agency and ask that the upkeep of the site is managed appropriately.

14 Dormansland Diamonds

14.1 It had been suggested that a member of the PC join the Dormansland Diamonds as the PC's representative. Councillor Robinson reported that the Dormansland Diamonds (DD) were still continuing their business and currently had only 4 families that still require food. The level of the need for food had reduced because the number of people who were originally supported are now back to work and able to look after themselves and their families. The DD's were generating income through donations for PPE and the group were raising good funds. There were also lots of community donations. Councillor Robinson confirmed that Lisa Felton would be putting in a request for more freezer food.

ACTION: Councillor Robinson to follow up with Lisa Felton.

At a meeting held on 2 July between some members of the PC and DD's it was proposed that someone from PC join the DD's as a representative from the PC. Councillor Fitzgerald was invited to join a meeting with the DDs and put his name forward for this position.

Councillor Robinson raised the issue that many residents do not know what the responsibilities are of the Parish Council. Having a member of PC on the group would be useful for people to understand where responsibilities lie with the PC, Tandridge District Council and Surrey County Council. Councillor Fitzgerald could help educate people more and help bring the community closer together. When residents raise issues it could be made clear what each authority does.

RESOLVED: Members agreed for Councillor Fitzgerald to join the Dormansland Diamonds as a representative of the Parish Council.

15 Reports from representatives on outside bodies

15.1 Lingfield Library - Nothing to report as the library was still closed. The trust is currently short on volunteers and the Chairman is waiting for a report. Councillor Cook reported that the Trustees of the library have discussed opening on reduced hours. It should have been this week and talks were being made with Surrey regarding the need to carry out a deep clean. Items have been moved internally to help with social distancing. The trustees were communicating via email and processes were being put in place.

15.2 Gatwick Airport - Councillor Mr Kaiser-Davies noted there was a report from CAGNE he will review however the biggest issue at Gatwick currently was the loss of jobs.

16 Grant Applications

16.1 No grant applications received this month.

16.2 To note current balance of grant awarded to Dormansland Diamonds
Balance remaining to spend - £554.80

* All items marked with an asterisk have supporting documentation

17 Accounts/Finance

17.1 Members approved cheques for payment.

200342	Adam Neill (2 invoices @ £40)	£80.00
200343	Satswana Limited	£180.00
200344	Lisa Liggins - Office Expenses	£89.31
200345	Lisa Liggins - Clerk's Expenses	£33.30
200346	Lisa Liggins - Salary	£1,174.51
200347	CAGNE	£4.00
200348	The Surrey Pension Fund	£332.63
200349	Adam Neill	£135.00

17.2 Members noted the bank reconciliation and cash book for July and August 2020.

HSBC Community Account						
Balance per Bank Statement as at		26/07/2020				
	HSBC Community Account					47,919.28
	HSBC BMM Account					36,335.43
Less unrepresented cheques as at 26 July 2020						
200334						-332.63
200337						-66.00
						<u>83,856.08</u>
The net balances reconcile to the Cash Book (receipts and payments) account for the month, as follows:-						
CASH BOOK						
Opening Balance						86,377.80
Add: Receipts						60.30
Less: Payments						(2,582.02)
						<u>83,856.08</u>

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Balance per Bank Statement as at	26/08/2020				
	HSBC Community Account				45,855.93
	HSBC BMM Account				36,335.74
Less unrepresented cheques as at 26 August 2020					
					<u>82,191.67</u>
The net balances reconcile to the Cash Book (receipts and payments) account for the month, as follows:-					
CASH BOOK					
	Opening Balance				83,856.08
	Add: Receipts				0.31
	Less: Payments				(1,664.72)
					<u>82,191.67</u>

17.3 **Members approved** expenditure of £4 to cover cost of CAGNE Forum Membership

18 Online Banking

18.1 With access to banks and paying in cheques becoming more problematic, Members to consider whether the Clerk can be given authority to make payments by bank transfer when payment by cheque is inconvenient or not accepted.

RESOLVED: Members approved payment for certain items could be made by BACS or CHAPS methods provided that the instructions for each payment were signed, or otherwise evidenced, by two authorised bank signatories.

19 **Information for Councillors** (for noting or inclusion on future agenda)
NJC pay scales for 2020/21

20 Meetings

20.1 Next Meeting of the Parish Council via Zoom Wednesday 7 October 2020 at 7.30pm.

20.2 To consider holding Full Council meetings via Zoom until the end of 2020.

RESOLVED: Members agreed to continue holding Full Council meetings via Zoom until the end of 2020 subject to Government Guidelines.

20.3 Meeting with Mark Devlin, CEO Young Epilepsy Monday 14 September 2pm
Councillors Fitzgerald, Kaiser-Davies, Bright and Calamassi attending.

ACTION: Clerk to liaise re agenda/format of the meeting.

* All items marked with an asterisk have supporting documentation

20.4 Chairman unable to attend meeting re Local Government Reorganisation Tuesday 15 September (afternoon) hosted by TDC. Councillor Bright would attend on her behalf.

Meeting closed: 8.45pm

Signed as a correct record:

Dated: