



Dormansland Parish Council

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MINUTES OF A MEETING OF DORMANSLAND PARISH COUNCIL HELD ON WEDNESDAY 4 NOVEMBER 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 Susan Calamassi
Councillor Clive Robinson

Also participating: County and District Councillor Lesley Steeds, District Councillor Nicholas White, the Clerk and 7 members of the public.

2 There were no apologies for absence.

3 No declarations of interest were received.

4 To receive minutes of the 229th Meeting held on Wednesday 7 October 2020 (previously distributed)

4.1 Members **approved** the minutes of the 229th meeting held on Wednesday 7 October 2020 previously circulated to all members. These were signed as a true and accurate record (after the meeting).

5 To receive reports from County and District Councillors

Councillor White reported:

Councillor White talked about a campaign called “20’s Plenty”. He attended a meeting at Lingfield Parish where a representative for the South East gave a presentation about the reduction of speed limits in towns and villages across the country. Currently there are over 500 local campaigns across the UK and Lingfield supported this and wished to progress the process of trying to get speed limits reduced. Councillor White believed this would be beneficial in Dormansland on the High Street. Whilst the speed table has been installed, he didn’t feel it had reduced the speed of drivers. Surrey County Council and Councillor White asked that DPC consider this.

Councillor White raised the question of “public questions” at council meetings. He felt that a member of the public should have the right to make any question irrespective of whether it relates to an item on the agenda and the PC should be keen to be made aware of issues in the community.

A question had been raised by a member of the public who was not present and he had been asked to read this out. The question related to the fact there had been no information from Trustees of the Memorial Hall for some time and would the PC be asking for a comprehensive report from Trustees for their next meeting.

The Chairman thanked Councillor White for his informative talk about traffic control and the PC would consider the scheme. With regards public questions, the Chairman stated that council meetings were statutory meetings. The PC had asked for a response from the Trustees of the Memorial Hall last month and were waiting for a response. This would be put on next month's agenda.

A question was raised as to why Surrey County Council were against the 20mph speed limits and Councillor Steeds said she would respond to this in her report.

The Clerk explained to Councillor White that the Council's Standing Orders stated any question made by the public at a council meeting must relate to items on the agenda. However, the public can raise any questions they like to the Clerk outside of council meetings or anything relevant to the next council meeting agenda.

Councillor Steeds reported:

With regards the campaign for "20's Plenty", Councillor Steeds said that this issue should be brought up at Local Committee when the Highways Officer would be there to ask the question of why Surrey are against the speed restriction. Councillor Steeds suggested Councillor White ask the question at Committee on Friday.

Councillor Steeds thanked Councillors Bright and Fitzgerald for keeping onto SCC about blocked drains. Drain Line had been working on Blackberry and cleared all the drains along Hollow Lane and surrounding roads. She had received an email about the drain at the bottom of the Platt which has been passed to Steve Cunnah at SCC Highways to confirm whether the drains have been cleared or need doing.

Councillor Steeds thanked Councillor Calamassi for bringing forward the problem of no pavement along HoChee Cottages. Both councillors met with the trustees and residents to discuss the possibility of building a pavement along the gate however it was agreed this would not be feasible and residents said it was just as easy for them to cross over in Plough Road.

Councillor Steeds thanked Councillor Robinson for meeting with her and Rob Pready of TDC regarding the lighting in the carpark at Newhache. She reported that if anyone wants the times of Surrey lighting to be extended a request must go through the police first. Councillor Robinson will take the matter of lighting forward and report on it later.

The pod and alterations to a house in the village for a disabled child has now been completed and the next step is to get more parking for all residents in that particular area. Councillor Steeds thanked TDC for carrying out this job and was now liaising with SCC for the parking of cars.

A question was raised about the lack of weed spraying and the Clerk confirmed this has been passed to the Highways Officer who was chasing Surrey to find out if it was missed or simply inadequate. The Officer was waiting for a response.

Councillor Robinson said he was happy to meet the drainage company in relation to flooding by the Platt and Station footpath. Councillor Steeds would ask Steve Cunnah or Angelo Lamprou to contact him directly.

THE CHAIRMAN TO SUSPEND THE MEETING

6 Public Question Time

- 6.1 Members of the public raised questions regarding the process for the forthcoming co-option of a new parish councillor.

THE MEETING TO BE RE-OPENED

7 Chairman's Comments

The Chairman had no comments.

8 Clerk's Report

The Clerk reported:

- TDC proposed to arrange a meeting with PC and SCC to explore redesigning the central green and turning circle at New Farthingdale. The Clerk chased TDC about this.
- Confirmed the Surrey Highways officer was chasing up the weed spraying
- The Clerk will be attending a Community Group briefing this week arranged by TDC. She invited Councillor Robinson from the Dormansland Diamonds to attend.

9 Vacancy for Parish Councillor

- 9.1 To discuss timelines for co-option.

The Chairman expressed her surprise at the unusually high number of applications and expressions of interest received for this vacancy. TDC confirmed that no by-election had been called and therefore the role could be filled by co-option. There had been a misunderstanding of the closing date for applications to be received and the Chairman proposed that this date be Friday 20 November at 12pm.

RESOLVED: Members agreed a closing date for applications of Friday 20 November at 12pm.

ACTION: Clerk to advertise date on website and noticeboards.

Councillor Robinson felt it was important to minute the options suggested in previous discussions between the PC about decisions for co-option. No further discussions were made on these points during the meeting. [Note at foot of minutes].

10 Village Environment, Highways and Infrastructure

- 10.1 Report previously received from Councillor Steeds.

- 10.2 To consider "Campaign for 20 mph speed limits" for Dormansland High Street.

During Councillor White's report he explained about the above campaign.

ACTION: Clerk to liaise with Mr Adrien Berendt from the Campaign to arrange a presentation

- 10.3 To consider expenditure for tarmacking lower entrance of the Recreation Ground.

The PC recently liaised with TDC and had the path resurfaced through the recreation ground as there had been concern for mobility scooters using the path in its previous condition. The path had been repaired through the park path but at the bottom end it ran into gravel and was an uneven transition for mobility users/prams and pushchairs.

The cost to tarmac the gravel path at the lower entrance of the park £3890 +VAT (the contractor stated that the whole area should be done and not just a single path as this would avoid the edges crumbling over time). It was suggested if the Parish Council pay for half (£1945 + VAT) TDC will pay the rest.

Councillor Fitzgerald raised the issue that the gravel area was currently used as a soak away and could cause surface water to flow into West Street and trigger flooding.

RESOLVED: Members agreed to pay half of the expenditure for tarmacking the area.

ACTION: Clerk to contact TDC and enquire about the soak away.

- 10.4 To agree locations for cherry trees, Christmas tree and approve expenditure.
Members revisited the topic of planting cherry trees in the village and planting a permanent Christmas Tree.

RESOLVED: Purchase 7 cherry trees and 1 Christmas tree.

Locations: Corner of West Street, adjacent to bus shelter opposite St John's, 3 on green at New Farthingdale, 2 on Memorial Hall crossroads as original trees have reached maturity and may need to be removed in the next few years. Christmas tree on Newhache Green.

ACTION: Chairman to liaise with Tree Warden.

- 10.5 To approve the purchase of bulbs and wall flowers for the village.

RESOLVED: Members approved expenditure of approximately £50 for the purchase of bulbs and wall flowers.

ACTION: Chairman to arrange.

11. Office Administration

- 11.1 To approve expenditure for external shredding of council papers (in line with Document Retention Scheme).

Clerk sent quotes to members for prices of external shredding. Old boxes of files and papers were inherited from previous Clerk some of which can now be disposed of.

RESOLVED: Members approved expenditure of £50 plus VAT.

ACTION: Clerk to arrange.

- 11.2 To consider quotes and approval to move DPC website to a new company.

The Parish Clerk proposed that the PC move to a new website company due to lack of support and reliance in the current provider. Three quotes were submitted to members for their consideration. The Companies suggested were Vision ICT, Parish Council Websites and Parischouncil.net. The Clerk recommended Vision ICT which was used by Lingfield and Crowhurst Parish Councils and came highly recommended

RESOLVED: Members agreed to move to a new website and would consider the quotes for approval at December's meeting.

ACTION: Clerk to include on next month's agenda.

12 Dormansland Diamonds

- 12.1 To receive any updates from Councillor Robinson.

Councillor Robinson spoke of the funeral that took place today of Dean Govier and how his support to the Diamonds and community had been tremendous.

One of the families that the Diamonds are supporting is expected to be back on their feet this month as they have a new job although this was before the announcement of a further lockdown was made so volunteers will continue to watch out for her in the hope the new job goes ahead. The DD's continue to remind the community that they are still there doing what they can to help. There is currently a significant resilience item that received help from St Silvans, Titsey Rotary and the PC's grant to St John's which can help cover the cost of this item. Councillor Robinson thanked the PC for the frozen food they have provided this month. They have been approached by a resident to talk about creating a "community fridge" in Lingfield and how this could be done. This would support both Lingfield and Dormansland residents but there are lots of things to consider and discussions are taking place.

The Chairman thanked the DD's for their work.

13 Neighbourhood Watch/Crime

13.1 Councillor Robinson to report on meeting with DOCO and other related crime issues. He noted that crime had moved to car theft, car damage and burglary/ attempted burglary was rising in the parish. He is aware that there have also been reports of drug abuse/dealing in the Memorial Hall and Newhache car parks. Councillor Robinson met with Councillor Steeds at Newhache to work out what could be done. Options explored included lighting and he would escalate this to the police as it is essential to gather evidence to support the need. He met with DOCO for Tandridge and talked about CCTV and Neighbourhood Watch. Councillor Robinson spoke about CCTV and the different opinions and value of it. He met with the Clerk at Smallfield and Burstow who started with 6 cameras and now have 19 around their area. The idea of CCTV would require consulting with residents to see if this is something they may want to have in the village. The Officer said that Neighbourhood Watch schemes were the best idea and he would encourage this. Councillor Robinson is the coordinator for Plough Road and will be adding Clayford and Dormans Road. Other streets are covered in the village but that it is important to try and reignite this scheme throughout the village. Having people look out for one another is the best way to protect each other

14 Reports from representatives on outside bodies

- 14.1 Lingfield Library – The Chairman attended a meeting with the Steering Group at Lingfield Library and confirmed the library is now closed until 2 December. There is currently no drop box facility to return books but that residents will be given a further extension of 90 days to return books. Numbers of volunteers helping are good and more people are being trained. There will be no Christmas activities this year. There is currently a vacancy for Lingfield Library Treasurer.
- 14.2 Gatwick Airport – No further updates on Gatwick Airport this month.

15 Grant Applications

- 15.1 No Grants received this month
- 15.2 **Members noted** Emergency Assistance grant received from TDC for £1,500.
- 15.3 **Members noted** the current balance of grant awarded to Dormansland Diamonds is £81.80.

16 Accounts/Finance

16.1 **Members approved** cheques for payment.

200358	The Surrey Pension Fund (Employer Pension Contributions)	£395.76	
200359	PKF Littlejohn LLP (external auditors)	£360.00	
200360	Adam Neill (Painting BT Kiosk Dormans Park)	£250.00	
200361	SSALC Limited (Councillors Training Courses x 3)	£108.00	
200362	Lisa Liggins (Office Expenses)	£61.90	
200363	Lisa Liggins - (Clerk's Expenses - Mileage)	£27.00	
200364	Lisa Liggins - (Salary including pay rise and 6 months backdated increase)	£1,339.74	
200365	Lisa Liggins (food purchase for DD (Grant))	£264.00	
200366	Royal British Legion	£20.00	
BACS	Mr D Bright (Food purchase for DD (Grant))	£248.60	17/06/2020
BACS	Refund from Mr D Bright (re food purchase for DD)	£60.00	29/06/2020
BACS	Mr A Chivers (Food purchase for DD (Grant))	£226.60	13/07/2020
BACS	Mr D Bright (Wildflower Seeds)	48.00	22/09/2020
BACS	Mrs L Liggins (Oak Tree Plaque)	115.80	22/09/2020
BACS	Mrs L Liggins (Food purchase for DD (Grant))	209.00	22/09/2020

16.2 **Members noted** the bank reconciliation and cash book for October 2020.

HSBC Community Account						
Balance per Bank Statement as at		26/10/2020				
	HSBC Community Account					62,147.23
	HSBC BMM Account					36,336.35
Less unpresented cheques as at 26 October 2020						
	200352					-144.00
						<u>98,339.58</u>
The net balances reconcile to the Cash Book (receipts and payments) account for the month, as follows:-						
CASH BOOK						
	Opening Balance					79,790.43
	<i>Add: Receipts</i>					
	Precept					20,000.00
	Tandridge District Council Grant					1,500.00
	Interest					0.30
	<i>Less: Payments</i>					(2,951.15)
						<u>98,339.58</u>

16.3 **Members noted** the conclusion of the external audit for Annual Accounts 2019/20 with no issues to report.

17 Information for Councillors (for noting or inclusion on future agenda)
To approve new company for website

18 Meetings and Training

18.1 Next Meeting of the Parish Council via Zoom Wednesday 2 December 2020 at 7.30pm.

Meeting closed: 8.55pm

Signed as a correct record:

Dated:

NOTE:

The following points relate to agenda item 9. These were not discussions that took place at the 230th meeting of DPC and for the purposes of information only.

Prior to the meeting Councillors had discussed options relating to co-option:

- Continue to fill the vacancy
 - The vacancy had to be filled.
- Agree a closing date for applications
 - Members agreed a clear date should be set and published due to confusion over the original notice (closing date for a written by-election)
- Stop the recruitment forthwith returning at some point in the future
 - This would be viewed unfavorably by the District Council with no justifiable reason for doing so
- Stop and restart from scratch
 - This would be unfair to applicants who have already applied and deemed an unfair process