



Dormansland Parish Council

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MINUTES OF A MEETING OF DORMANSLAND PARISH COUNCIL HELD ON WEDNESDAY 2 DECEMBER 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 5 members of the public.

2 There were no apologies for absence.

3 Councillor Fitzgerald declared an interest on agenda item 18.5.

4 To receive minutes of the 230th Meeting held on Wednesday 4 November 2020 (previously distributed)

4.1 Members **approved** the minutes of the 230th meeting held on Wednesday 4 November 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 Steeds reported:

- Councillor Steeds was concerned about the broken road signs at end of Dormans Road/Racecourse Road. She had liaised with the Highways Officer who will be ordering new signs and clearing up the area.
- Chased Steve Cunnah at Surrey re gullies and drains. Chasing up issue of flooding by The Platt and when work can be carried out.
- Local Community Network Projects start next year and will run alongside local committees. Councillor Steeds will update when she has further information.

Councillor White reported:

- Councillor White reported a broken sign on Haxted Road and had received confirmation that a new sign was on order but had no date of when this would be replaced.

- Thanked Dormansland Diamonds for the work they are doing while the pandemic continues.
- Asked if the PC had any further thoughts on the 20sPlenty scheme? The Clerk confirmed that Adrian Berendt would be attending the PC's meeting in February.

THE CHAIRMAN TO SUSPEND THE MEETING

6 Public Question Time

- 6.1 A member of the public asked that copies of new policies and documents be put on the PC's website. The Clerk noted that the PC were about to instruct a new company to provide their website and these documents would be included.

THE MEETING TO BE RE-OPENED

7 Chairman's Comments

The Chairman confirmed the PC's Christmas tree had been planted by Adam on the green at Newhache. The Chairman thanked the YWI for their hard work in decorating the green at the Memorial Hall crossroads.

8 Clerk's Report

The Clerk read out the following question received from a resident:

"I was wondering if Dormansland will be putting any sites forward to be part of the Woodlands Trust new scheme to plant trees to fight climate change?"

The Chairman noted that the PC did not own any land or sites to put forward but maybe able to look at possible new areas for planting next Autumn.

ACTION: The PC to promote this scheme in the next Village Voice. Clerk to arrange.

The Clerk contacted Adrian Berendt at "20s Plenty" and confirmed he would attend the PC's meeting in February 2021.

Clerk had liaised with Dormansland Primary School about the emergency assistance grant received from TDC and whether certain families may benefit from this. Mrs Davies would look into this and update the Clerk.

Received DPC leaflets back from the printers and these would be going out with the Village Voice in the next week or so.

Waiting to hear back from TDC re tarmacking the path at the bottom of the Recreation ground and also from Surrey re weed spraying.

The Clerk noted she had been asked by a couple of residents if the decoration on the bench at Newhache could be removed as its wet and dirty not very appealing to sit on. Councillor Robinson said he would arrange this.

The new Defibrillator in Dormans Park has now been installed.

ACTION: Clerk to advertise in the Village Voice and website.

9 Dormansland Memorial Hall

The Chairman read out an email sent from the PC to the Trustees of the Memorial Hall together with the Trustees' response.

The PC had asked for answers to the following questions:

- What price has the land been sold for and to whom?
- What is the name of the developers?
- What is the cost to build the new hall?
- What are the legal costs and agents fees incurred?
- Is there a business plan that we could have a copy of to show how the new Memorial Hall will sustain itself?
- With regards to timelines from a planning perspective:
 - When will this be taken forward for planning permission?
 - What is the construction timeline?
 - When do you expect to deliver a new Memorial Hall and housing. Is there some idea or target that you are working towards for 2021/2022?

The response received from the Trustees explained that COVID-19 had caused delays and that matters concerning the transaction and future of the DWMH, once constructed, remain in hand with the Trustees and will be made public at the appropriate time when this is deemed prudent. Members of the PC agreed they had not received a satisfactory answer and asked that the Clerk contact the Chairman of Trustees again.

ACTION: Clerk to send chasing email to the Trustees asking for answers to the PC's original questions and to invite to the Chairman of the Trustees to the PC's January Council meeting.

10 Land to the rear of Dormans Station (TA/2017/212)

The Chairman had left a telephone message for the landowner to contact her with an update.

ACTION: The Chairman will call again, if no response obtained the Clerk to email and ask for an update.

11 Dormansland Neighbourhood Plan

To receive updates on current position.

The Chairman read out a statement reiterating that at the PC's meeting in October it was confirmed that no progress would be made regarding the Neighbourhood Plan pending decisions from the Inspector on the Tandridge Local Plan.

It was recognised that the three issues that were by far the most important to the community back in 2015 have all been taken forward and resolutions sought and encouraged by the Parish Council. These were parking at the station, provision of affordable housing and to secure the future of the Memorial Hall. Whilst these were yet to be delivered much progress had been made and it was hoped that all three would be delivered in 2021. The PC would continue to encourage those responsible to deliver in this timeframe.

Members agreed there was a need to fundamentally re-examine what the benefits of a Neighbourhood Plan would be and whether or not those benefits justify the time and expense involved.

It was proposed that a fresh consultation with the whole community be carried out in 2021 to establish what the priorities were going forward. Following a consultation and with the benefit of knowing the Inspectors decision on the Local Plan the Chairman suggested the PC take professional advice and reevaluate whether or not to proceed with a Neighbourhood Plan. If at that time it is decided to proceed the PC would be starting again and would form a new steering group to lead the new DNP. The Chairman proposed that the PC formally stand down the current steering group pending a review of the whole situation as outlined.

RESOLVED: Members unanimously agreed for a new consultation to be carried out in 2021 and to formally stand down the current Steering Group with immediate effect.

12 Co-option Next Steps

12.1 To confirm details of Co-option meeting.

The Chairman confirmed she would be calling an extra-ordinary meeting on Wednesday 13 January at 7pm for the purposes of co-opting a new parish councillor.

ACTION: Clerk to confirm details to applicants.

13 Village Environment, Highways and Infrastructure

13.1 To receive any updates on highways issues.

It was noted that the barriers on Blackberry Lane have now been lowered and made safe.

13.2 It was brought to the attention of the PC that the bench on Mill Lane this is too low to the ground making it hard for residents to sit on/get up from.

ACTION: Clerk to contact Adam Neill for a quote on raising the height.

14 Dormansland Diamonds

14.1 To receive any updates from Councillor Robinson.

Councillor Robinson reported that things are steady and they are currently supporting 4 families. As well as food purchased from the PC, donations have been received from Cook and The Plough. The Diamonds have partnered with a family in the village and have been collecting gifts to donate to families struggling at this time of year. The Diamonds are continuing to provide support when needed.

15 Neighbourhood Watch/Crime

15.1 To receive any updates from Councillor Robinson

Councillor Robinson reported that although an advert had been put in the Village Voice for Neighbourhood Watch coordinators, no responses had been received to-date. His wife put a note out to highlight the need for coordinators and although there had been some interest it still wasn't enough.

Crime was quite low at the moment but what crime there was seems to be focused on more burglary and vehicle theft. Residents need to remain vigilant and keep things locked away especially around Christmas time. The report of antisocial behavior at Newhache carpark appeared to have gone away. A resident put up a light/CCTV on their building which clearly had a positive effect and people were no longer hanging around there.

16 Reports from representatives on outside bodies

16.1 Lingfield Library – The library will be open from 3 December 2020.

16.2 Gatwick Airport – Councillor Kaiser-Davies reported that there was an Air Space and Noise Management Board meeting taking place on 3 December which would be run virtually. Councillor Kaiser-Davies and Jane Vogt would be attending. They would have the opportunity to hear from Gatwick about the impact of COVID-19 and further information around what the airport were doing to manage noise. Councillor Kaiser-Davies would give an update at the next PC meeting. Jane confirmed that the night flight consultation came out today (2 December 2020).

17 Grant Applications

17.1 The following grant applications were received and considered:

St John's Church - £2,000

St Silvan's Area Charity - £200

Dormansland Primary School - £8,000

Members approved a grant application received from St John's Church for £2,000 towards the cost of maintaining the churchyard and graveyard.

Members approved a grant application received from St Silvan's Area Charity for £200 towards the cost of promoting the coordinate services and support provided by the combined doctor's surgeries of Lingfield and Oxted.

Members considered a grant application received from Dormansland Primary School for £8,000 towards the cost of Chromebooks. Members unanimously agreed that due to the high sum of money being applied for they would need further time to consider this and would like further information regarding the Chromebooks.

ACTION: Clerk to contact Dormansland Primary School for further information.

17.2 **Members noted** the current balance of grant awarded to Dormansland Diamonds was £81.80.

18 Accounts/Finance

18.1 **Members approved** cheques for payment.

200367	Olympic Print & Design (DPC Winter Leaflet)	£175.00
200368	The Surrey Pension Fund (Employer Contribution)	£341.65
200369	Information Commissioner (GDPR)	£40.00
200370	SSALC Limited (Effective Councillor Course)	£36.00
200371	Adam Neill (Oiling noticeboards, planting cherry trees, annual maintenance of agreed sites)	£275.50
200372	Lisa Liggins (Salary)	£1,198.14
200373	Lisa Liggins (Clerk's expenses)	£22.95
200374	Lisa Liggins (Office expenses - BT phone bill/Stationery)	£63.77
BACS	FT Property Ltd (Fiona Thompson Tree Warden - Cherry Trees)	£223.00
200375	Maureen Young (Christmas Tree, lights batteries and Tulips)	£164.48
200376	SLCC (CiLCA Fees)	£260.00
200377	Maureen Young (Chairman's Allowance 2020)	£200.00
200378	The PCC of St John's Dormansland (Grant)	£2,000.00
200379	St Silvan's Area Charity (Grant)	£200.00

18.2 **Members noted** bank reconciliation and cash books for November 2020.

Balance per Bank Statement as at		26/11/2020		
	HSBC Community Account			59,304.83
	HSBC BMM Account			36,336.66
Less unrepresented cheques as at 26 November 2020				
200361				-108.00
200366				-20.00
200367				-175.00
				<u>95,338.49</u>
The net balances reconcile to the Cash Book (receipts and payments) account for the month, as follows:-				
CASH BOOK				
	Opening Balance			98,339.58
	Add: Receipts			
	Interest			0.31
	Less: Payments			(3,001.40)
				<u>95,338.49</u>

18.3 **Members** discussed the budget and agreed to increase the figure for grants from £6,000 to £10,000 for 2021/22. The question was raised whether funds had been put aside for a tree planting programme. The Chairman confirmed there was no tree planting programme in place for 2021/22 and that there was no proposal to plant more trees for next year.

RESOLVED: Members approved the budget for 2021/22 and set the precept at £55,000 for 2021/22.

18.4 **Members noted** CIL income from 2016/2305 Cromwell Hall Farm Cottages, Felcourt Road, Felcourt, Surrey RH19 2JU. The Parish sum of £2,930.77 would be paid by the end of April 2021.

18.5 **RESOLVED:** Members approved extension of Clerk's CiLCA qualification and expenditure of £260 for extension charge. Councillor Fitzgerald abstained from voting on this matter.

19 Policies

19.1 A minor change was made to DPC's Standing Orders to allow for virtual voting to take place at a meeting.

RESOLVED: Members ratified the change to the Standing Orders.

19.2 Members reviewed the Co-option policy and Grant and Donation Policy.

RESOLVED: Members agreed to increase the grant figure from £500 to £2,000. Both policies were ratified.

20. Website

20.1 Having considered 3 quotes received from the Clerk, Members agreed to instruct Vision ICT for their new website. The Clerk highlighted that although the initial outlay was expensive the PC would recoup money in the long term. The set-up charge included the first year's hosting fee and from the second year onwards would be over 50% cheaper than the PC's current provider. Vision ICT provide an excellent service and come recommended from other local parish councils who use them.

RESOLVED: Members unanimously agreed to move from UBE to Vision ICT for DPC's website.

ACTION: Clerk to inform UBE and Vision ICT of the PC's decision.

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

22 Meetings and Training

22.1 Next Meeting of the Parish Council via Zoom Wednesday 6 January 2021 at 7.30pm.

Meeting closed: 8.38pm

Signed as a correct record:

Dated: