



Dormansland Parish Council

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MINUTES OF A MEETING OF DORMANSLAND PARISH COUNCIL HELD ON WEDNESDAY 5 MAY 2021 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 Clive Robinson (Chairman)
Councillor Guy Kaiser-Davies (Vice Chairman)
Councillor Maureen Young
Councillor Harry Fitzgerald
Councillor David Bright
Councillor Susan Calamassi
Councillor Cheryl Roux

Also participating: County and District Councillor Lesley Steeds, District Nicholas White, the Clerk and 11 members of the public.

2 Apologies for absence

No apologies were received.

3 Declarations of Interest

Councillor Fitzgerald declared a historical interest in agenda item 7.1 as he had been a Trustee in 2018/19.

4 Members **approved** minutes of the 235th meeting held on Wednesday 7 April 2021 previously circulated to all members. These were signed as a true and accurate record (after the meeting).

5 Members **approved** minutes of the Planning Committee Meeting held on Wednesday 21 April 2021 previously circulated to all members. These were signed as a true and accurate record (after the meeting).

6 To receive reports from County and District Councillors

Due to the current pre-election period no reports were received.

7 Dormansland Memorial Hall

7.1 To receive updates on the Memorial Hall.

The Parish Council had no updates however Mr Mills was present at the meeting and reported he had met with the Parish Council and there were no further developments at this time. The PC asked Mr Mills to confirm that Dawn Cook was no longer a trustee and there was currently a vacancy for a new trustee.

Mr Mills confirmed that was correct. He explained he had 6 months to appoint a new trustee and this would take place through a public meeting which would be advertised in accordance with the protocol and take place when large public meetings could be held.

THE CHAIRMAN TO SUSPEND THE MEETING

8 Public Question Time

- 8.1 A member of the public raised the point that because there were only 2 trustees there would not be a quorum and no future decisions could be made until a third trustee was appointed. Mr Mills confirmed the trustees would pursue the current situation and appoint a third trustee before going forward with making any decisions around the contract. Councillor Roux asked it be recorded that she has made the observation that you cannot operate unless you have 3 trustees and a 6-month period was not in the Trust Deed. Mr Mills asked it be recorded that he would provide the necessary documentation.

A member of the Residents Group noted that the PC had met with Mr Mills that the PC were going to make the minutes of that meeting available. The meeting had been recorded and requested under FOI. The PC were asked if they could confirm whether this had been a private meeting or council meeting.

The Chairman of the PC explained this had been a meeting between the PC and Mr Mills to ask some questions they had. The meeting had been noted and the PC were reviewing these before publishing anything. The PC were also seeking advice on whether they could release the recording. Mr Mills explained the trustees were an autonomous body that agreed to meet and update the Parish Council as a private matter and that any publishing of documentation would require speaking to Mr Mills first. He had also spoken to his lawyer about the situation. The Chairman of the PC believed it had been agreed with Mr Mills that minutes would be published however Mr Mills understood the minutes to be for the PC's information only.

Questions were raised over whether the meeting was private or public. It was considered it hadn't been a council meeting because it was not open to the public and no agenda had been set or published, therefore making it private, not secretive, and minutes were not relevant for publishing on the website.

The PC would gain clarification of what was agreed on the recording.

THE MEETING TO BE RE-OPENED

9 Chairman's Comments

As Councillor Robinson had been newly elected, he had no comments.

The Clerk asked if she could mention the following on behalf of the Carnival Committee and Councillor Robinson agreed. The Dormansland Carnival Committee were arranging the return of the village Scarecrows from 1st June. Judging would take place in the week leading up to 26th June and there was also a children's drawing competition. All the details could be found on the Carnival website at www.dormanslandcarnival.org.

10 Vacancy for Clerk & RFO

- 10.1 To note resignation of the Clerk and resolve to appoint a new Clerk & RFO for Dormansland Parish Council. To discuss the process.

The Clerk had sent relevant paperwork to members including an advert/application form/pay scale structure for their consideration. The Chairman had spoken to someone in village who was a qualified Parish Clerk and would be willing to step in and support the PC whilst they find someone for the permanent position.

Members agreed it was necessary to discuss this matter further outside of the current meeting and an EGM should be called. Members noted the Clerk's last day was Friday 21 May 2021.

ACTION: Chairman to call an EGM

11 Village Environment, Highways and Infrastructure

- 11.1 To receive any updates on highways issues.
No updates were received.

12 Reports from representatives on outside bodies

- 12.1 Gatwick Airport – Councillor Kaiser-Davies gave a comprehensive report at the Annual Parish Assembly on 28 April 2021 details of which would be published on the website. He reported he would be attending the GACC AGM on 13 May 2021 that included a presentation afterwards and he would provide an update at the next meeting.
- 12.2 Lingfield Library – Councillor Young noted a report was received at the Annual Parish Assembly on 28 April details of which would be published on the website.

13 Dormansland Diamonds/Neighbourhood Watch

- 13.1 The Chairman reported that the Dormansland Diamonds had received charity status and were now a registered charity.

With regards the Neighbourhood Watch scheme, roads were slowly being ticked off the list but those outstanding were Hollow Lane (although there were currently discussions with a potential volunteer), Dormans Road as well as some longer roads including Racecourse Road, Moor Lane, Station Road/Blackberry Road. Dormans Close, New Farthingdale, Clinton Hill, The Meads, Mayfield and Kinnibrugh Drive also required cover. The High Street and Plough Road had scheme coordinators and everything else was generally covered.

14 Grant Applications

- 14.1 To consider grant applications received.
No grants received this month. The Clerk confirmed the remaining balance of the grant for the Dormansland Diamonds was £14.12. As food was no longer required, she would purchase some washing detergent with the remainder.

15 Accounts/Finance

- 15.1 **Members approved** cheques for payment.

ACCOUNTS FOR PAYMENT		
Date	Description	Amount
06-May-21		
200412	Lisa Liggins - Salary	£1,199.94
200413	Lisa Liggins - Office Expenses (BT Bill, WFH allowance)	£50.82
200414	Lisa Liggins - Clerk's Expenses (mileage)	£29.25
200415	Farsight Consulting (Internal Auditor for 2020_21 accounts)	£360.00
BACS	The Surrey Pension Fund (Employer Pension Contributions)	£341.65
200416	Lisa Liggins (DD Food Grant paid by Clerk)	£323.88
200417	Lisa Liggins (Banners for Annual Parish Assembly paid by Clerk)	£50.74
200418	Lisa Liggins (New flag at Newhache green)	£98.36
200419	Upper Bridge Enterprises (Notice and book of condolence) for HRH	£36.00
200420	Lisa Liggins (Zoom Subscription)	£115.11
200421	Zurich Municipal (DPC Insurance 2021/22)	£1,130.07

- 15.2 **Members noted** the bank reconciliation and cash books for March 2021. To note bank reconciliation and cash books for April 2021.

HSBC Community Account								
Balance per Bank Statement as at 26 April 2021								
	HSBC Community Account					33,290.20		
	HSBC BMM Account					36,338.17		
Less unpresented cheques as at 26 April 2021								
	200387 (Dormansland Primary School PTA)					-500.00		
	200410 (KSS Air Ambulance)					-500.00		
						<u>68,628.37</u>		
The net balances reconcile to the Cash Book (receipts and payments) account for the month, as follows:-								
CASH BOOK								
	Opening Balance					72,610.67		
	<i>Add: Receipts</i>							
	Interest					0.31		
	<i>Less: Payments</i>					(3,982.61)		
						<u>68,628.37</u>		

- 15.3 **Members approved** expenditure of £98.36 for replacement flag at Newhache green. **ACTION:** Clerk to purchase.
- 15.4 **Members noted** the internal audit carried out by Mike Platten of Farsight Consulting on 28 April 2021.
- 15.5 **Annual Governance and Accountability Return 2020/2021**
Members approved Section 1 of the Annual Governance Statement 2020/2021
ACTION: Chairman and Clerk to sign
- 15.6 **Annual Governance and Accountability Return 2020/2021**
Members approved Section 2 of the Annual Governance Statement 2020/2021
ACTION: Chairman and Clerk to sign

16 Subscriptions

- 16.1 **Members approved** expenditure for a further year's subscription to Zoom. £119.90 (price subject to amendment).
ACTION: Clerk to arrange subscription.

17 Freedom of Information Requests

- 17.1 **Members noted** receipt of the following FOI requests received for 2021:
31 January 2021, 14 February 2021, 17 February 2021, 19 February 2021, 24 February 2021, 31 March 2021,
1 April 2021, 6 April 2021, 21 April 2021, 26 April 2021 (x2)

18 Complaint

18.1 **Members noted** a complaint received from resident against Councillor Fitzgerald. The Clerk confirmed this had been referred to Monitoring Officer at Tandridge District Council.

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

20 Meetings and Training

20.1 Meeting of the Planning Committee on Wednesday 26 May 2021 at 7.30pm in the Parish Room.

20.2 Meeting of the Parish Council on Wednesday 7 July 2021 at 7.30pm in the Parish Room.

Meeting closed: 8.03pm

Signed as a correct record:

Dated: