



# Dormansland Parish Council

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## MINUTES OF AN EXTRAORDINARY MEETING OF DORMANSLAND PARISH COUNCIL HELD ON WEDNESDAY 2<sup>nd</sup> JUNE 2021 AT 7pm IN THE PARISH ROOM, THE PLATT, DORMANSLAND

Present: Councillors: Mr D Bright (DB)  
 Mr G Kaiser-Davies (GKD)  
 Mr C Robinson (CB) - Chairman  
 Ms C Roux (CR)  
 Mrs M Young (MY)

In attendance: Parish Locum Clerk: Mrs D Marshall (DM)

Item		Action
	<b><u>Open Forum</u></b> No members of the public present.	
1.	<b><u>Apologies for Absence</u></b> None.	
2.	<b><u>Declarations of Interest not previously declared</u></b> None.	
3.	<p><b><u>Planning</u></b></p> <p><b>3.1 Terms of Reference</b> Councillors discussed the draft Terms of Reference (ToR) for the Planning Committee, that had been previously circulated. It was <b>RESOLVED</b> to approve the ToR, with 3a. amended to read 'be held three weekly, and'.</p> <p><b>3.2 Appoint a Chairman</b> Cllr Bright was <b>ELECTED</b> as Chairman of the Planning Committee. Vote: unanimous.</p> <p><b>3.3 Meeting frequency</b> The Locum Clerk suggested that it was necessary for the Planning Committee to meet more regularly to ensure that DPC comments on applications were received for consideration by TDC within the 24-day deadline. Following discussion, Councillors <b>AGREED</b> to increase the frequency of Planning Committee meetings to 3-weekly.</p> <p><b>3.4 Meeting venue</b> Councillors also discussed the difficulty in considering planning applications without the large-scale drawings, previously provided by TDC. Councillors consider the applications online individually prior to meetings, but would prefer to be able to discuss larger scale and/or contentious applications whilst considering the plans before them. It was felt that the Clerk printing out A4</p>	

	<p>paper copies was time consuming and a waste of paper, and copies were too small. It was <b>AGREED</b> to approach St John's Church to see whether it would be possible to move Planning Committee meetings to the Centenary Room, with the view of using the wifi to access applications on a laptop/project to a screen during the meeting.</p>	CR
4.	<p><b>Staffing</b>  <b>4.1 Formation of a Personnel Committee</b>          Councillors <b>RESOLVED</b> to form a Personnel Committee to consider staffing matters. Councillors <b>APPOINTED</b> to the Committee: Cllr Robinson, Cllr Kaiser-Davies, Cllr Roux.  <b>4.2 Terms of Reference</b>          Councillors discussed the draft Terms of Reference (ToR) for the Personnel Committee, that had been previously circulated. It was <b>RESOLVED</b> to approve the ToR without amendment.  <b>4.3 Review of Clerk role</b>          It was <b>RESOLVED</b> that the Locum Clerk be asked to undertake a review of the Clerk role and report her findings to the Personnel Committee, prior to the vacancy being advertised.</p>	DM
5.	<p><b>Governance</b>  <b>5.1 Scheme of Delegation</b>          Councillors considered the draft Scheme of Delegation that had been previously circulated. Following discussion, it was <b>RESOLVED</b> to approve the Scheme without amendment. The amount for emergency expenditure in clause 2.2.4 was set at £1,000.  <b>5.2 Internal Audit Report</b>          Council <b>APPROVED</b> the RFO actioning the recommendations in the Internal Auditor's report, with the exception of the suggested outsourcing of payroll. It is normal practice for payroll to be administered by the RFO in a Parish Council, with regulatory checks in place as per DPC Financial Regulations. Outsourcing payroll was felt to be an un-necessary expense for a small parish council.  <b>5.3 Review of Governance</b>          The Chairman recommended to Council that a review of DPC governance and procedures be undertaken by the Locum Clerk, to see if there are any areas where improvement could be made. It was <b>RESOLVED</b> to approve the review.  <b>5.4 Co-options</b>          Councillors <b>RESOLVED</b> to approve the proposed advertisement and application form for co-option of Councillors. It was <b>AGREED</b> that the closing date would be 1<sup>st</sup> July, with applicants invited to address full Council at the 7<sup>th</sup> July meeting. Voting would be undertaken using a paper ballot, following the procedure set out in DPC standing Orders. The Locum Clerk to circulate applications and a suggested scoring system prior to the meeting.</p>	DM         DM    DM

The meeting was concluded at 8.10 pm.

Minutes confirmed as a correct record:

(Chairman)

Dated: