



Dormansland Parish Council

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MINUTES OF A MEETING OF DORMANSLAND PARISH COUNCIL HELD ON WEDNESDAY 7th JULY 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)
 County and District Councillor Lesley Steeds
 District Councillor Nicholas White
 Co-option candidates: Mrs J Duggan & Mr C O'Loughlin

Item		Action
	<p>The Clerk advised the meeting that the Council had been in receipt of allegations and a complaint, which the Council were duty bound to investigate. She had sought advice from the Surrey Association of Local Councils, together with legal advice. With this in mind item 8 of the agenda would be deferred to the next meeting.</p> <p><u>Open Forum</u> 6 members of the public in attendance via the zoom platform. No questions were submitted by members of the public.</p>	
1.	<p><u>Apologies for Absence</u> None.</p>	
2.	<p><u>Declarations of Interest not previously declared</u> None.</p>	
3.	<p><u>Minutes</u> 3.1 Members approved the following sets of minutes, which were signed as a true and accurate record: a) Annual Meeting, held on 5th May 2021 b) 236th Full Council Meeting, held on 5th May 2021 c) Extra-ordinary Meeting, held on 14th May 2021 d) Extra-ordinary Meeting, held on 2nd June 2021 e) Planning Committee Meeting, held on 23rd June 2021 3.2 Members received and considered the minutes of the Planning Committee, held on 2nd June 2021.</p>	

4.	<p><u>Councillor co-option</u></p> <p>4.1 Members had received written Co-option applications prior to the meeting. The Chairman invited applicants to give an individual presentation to Council to support their application, followed by a Question & Answer session from members of the Parish Council.</p> <p>After a short discussion, members voted for candidates using a paper ballot. As a result, it was unanimously resolved to co-opt Mr O'Loughlin. Both candidates were thanked for their application.</p> <p>Mrs Duggan and Mr O'Loughlin left the meeting.</p> <p>4.2 The Locum Clerk to arrange for the signing of the Councillor Declaration of Acceptance of Office after the meeting.</p>	DM
5.	<p><u>To receive reports from Councillors</u></p> <p>Cllr Bright: witnessed the new foam weed killing technique being trialled in Dormansland by SCC in action. It seemed to kill the weeds instantly and the road sweeping undertaken two weeks later has removed much of the vegetation. Cllr Bright will monitor the regrowth.</p> <p>Cllr Bright asked the Locum clerk to follow up to ensure that the two additional cuts were scheduled by SCC.</p> <p>Cllr Kaiser-Davies: the PROW that runs along Moon Lane is always extremely muddy adjacent to the last house. It doesn't seem to dry out even in good weather. The Locum Clerk to report.</p> <p>Cllr Robinson: the Your Fund events were cancelled.</p> <p>Cllr Robinson attended the SALC Chairmans' networking event – SALC are in the process of restructuring and will circulate a survey to seek what services member councils want. They are also looking to grow the board. AGM – 14th October.</p> <p>Cllr Roux: attended the Gatwick roundtable event – details of which were the same as those outlined below at the Gatwick webinar.</p> <p>Cllr Roux had asked the Residents' Group to remove her name from their website.</p>	DB DM DM
6.	<p><u>To receive reports from representatives on outside bodies</u></p> <p>Gatwick - Cllr Bright attended a webinar and reported: there was no short-term fix to the need to curb emissions due to climate change; electric planes are under development for short haul; bio fuels were found not to be as sustainable as previously suggested; the expansion of neither Gatwick nor Heathrow airports was necessary; net zero can't be met by the target of 2050.</p> <p>Lingfield Library – Cllr Young reported that the library planned to hold a Garden Party – date TBA.</p> <p>Neighbourhood Watch - Cllr Robinson reported that there had been no change in the number of volunteers, leaving a number of roads in the village not covered.</p>	
7.	<p><u>To receive reports from County and District Councillors</u></p> <p>Cllr Steeds: advised that residents were concerned about the speeding in</p>	

	<p>Felcourt Road and were lobbying for a pedestrian crossing to be installed near the bus stop, adjacent to Charters Village. A pedestrian crossing would cost £360,000 – there may be funding available from the Local Committee. The first step was for Surrey Highways to undertake a feasibility survey at a cost of £3,000, for which there was no budget. Cllr Steeds asked if DPC would consider jointly funding the survey with Lingfield Parish Council.</p> <p>Locum Clerk to add the request for £1,500 funding to the next DPC meeting agenda for consideration.</p> <p>Cllr Steeds advised that she had used £2,000 of her Councillor fund to support the Centenary Room roof works.</p> <p>SCC don't have the funds to do more cuts regarding mowing and vegetation. Work on Jacks Bridge has stopped as a gas pipe was discovered that has to be moved.</p> <p>Cllr White: advised that he has now moved back into the village. Along Dwelly Lane/Haxted Road someone seems to have poisoned the ridge, killing all vegetation.</p> <p>There have been complaints about the quality of patching – if the surface deteriorates within two years it has to be re-done by the contractors at nil cost. Accessibility of footpaths around the village was discussed. Cllr Bright is keen to try and improve accessibility using CIL funding – Clerk to investigate.</p>	<p>DM</p> <p>DM</p>
8.	<u>Dormansland Memorial Club</u> – deferred to the next DPC Full Council Meeting	
9.	<p><u>Vacancy for Clerk & RFO</u></p> <p>9.1 The Locum Clerk advised that she had undertaken a review of the Clerk role and grading. She had prepared a first draft of papers needed for recruitment, ready for consideration by the Personnel Committee – a meeting to be arranged to progress recruitment of a new Clerk.</p>	DM
10.	<p><u>Jubilee beacon</u></p> <p>10.1 It was resolved to take part in the lighting of the village beacon on 2nd June 2022 to celebrate the Queen's Platinum Jubilee. Cllr Young would supply the wood and firefighters and Adam Neill would be asked to light the beacon. It was agreed to contact the Carnival Committee to see whether the Carnival might be aligned with this weekend of celebration in 2022.</p>	DM
11.	<p><u>Village consultation</u></p> <p>11.1 Council agreed to work towards undertaking a village consultation in the Autumn. The Locum Clerk outlined how a combination of online and written consultation had worked well in her parish, using a tear-out insert in the local magazine and postcards with postboxes in key locations. The Locum Clerk agreed to provide examples of the consultation documents used and the analysis of the results produced. Councillors discussed whether the Council should undertake this themselves or have the consultation undertaken professionally – the Locum Clerk was asked to investigate the costs of a professional consultation. Cllr Bright had received a presentation from a</p>	DM

	company who can provide this service when attending a Councillor training course – Cllr Bright agreed to forward details to the Locum Clerk.	DB																																																																								
12.	<p>Review of governance</p> <p>12.1 It was resolved to appoint Cllr Young to undertake a check of the monthly bank reconciliations on a bi-monthly basis, with results to be reported to each Full Council meeting.</p> <p>12.2 It was resolved to amend the amounts in point 4.1 of the Financial Regulations to £1,000, £500 and £500 and to amend the amount in point 4.5 of the Financial Regulations to £1,000.</p> <p>12.3 The Locum Clerk suggested that it was necessary to have a regular programme of visual inspections of assets in place in order to meet health and safety and insurance policy requirements. It was agreed that the Locum Clerk would create a visual inspection schedule in conjunction with reviewing the asset register – to be presented for consideration at the September meeting. Councillors felt that inspection of the Outside Gym was undertaken by TDC and the Locum Clerk was asked to check that this was the case.</p>	DM DM																																																																								
13.	<p>Accounts/Finance</p> <p>13.1 Members approved the schedule of payments:</p> <table border="1"> <thead> <tr> <th>CHQ/BACS/DD</th> <th>AMOUNT</th> <th>PAYEE</th> <th>PAYMENT DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>CHQ200422</td> <td>£33.75</td> <td>L Liggins</td> <td>Travel expenses</td> </tr> <tr> <td>CHQ200423</td> <td>£43.13</td> <td>L Liggins</td> <td>Office expenses</td> </tr> <tr> <td>CHQ200424</td> <td>£1,499.51</td> <td>L Liggins</td> <td>Clerk salary</td> </tr> <tr> <td>CHQ200425</td> <td>£105.00</td> <td>Adam Neill</td> <td>Mowing/strimming</td> </tr> <tr> <td>CHQ200426</td> <td>£12.73</td> <td>L Liggins</td> <td>Drmans.Diamonds food grant</td> </tr> <tr> <td>CHQ200427</td> <td>£56.99</td> <td>L Liggins</td> <td>Post redirection</td> </tr> <tr> <td>CHQ200428</td> <td>£52.56</td> <td>L Liggins</td> <td>Shredding</td> </tr> <tr> <td>CHQ200429</td> <td>£56.30</td> <td>D Marshall</td> <td>Office expenses</td> </tr> <tr> <td>CHQ200430</td> <td>£42.00</td> <td>Mulberry & Co</td> <td>Planning training</td> </tr> <tr> <td>CHQ200431</td> <td>£271.34</td> <td>L Liggins</td> <td>Final BT bill & disconnection</td> </tr> <tr> <td>CHQ200432</td> <td>£105.00</td> <td>M Young</td> <td>Bedding plants</td> </tr> <tr> <td>BACS</td> <td>£1,215.77</td> <td>HMRC</td> <td>Payroll NI & PAYE (1st quarter)</td> </tr> <tr> <td>BACS</td> <td>£48.00</td> <td>Mulberry & Co</td> <td>Planning training</td> </tr> <tr> <td>BACS</td> <td>£80.00</td> <td>Adam Neill</td> <td>Mowing/strimming</td> </tr> <tr> <td>BACS</td> <td>£42.00</td> <td>St John's Chrch</td> <td>Hall hire</td> </tr> <tr> <td>BACS</td> <td>£1,217.64</td> <td>D Marshall</td> <td>Locum Clerk Salary (6 weeks)</td> </tr> <tr> <td>DD</td> <td>£25.80</td> <td>O2</td> <td>DPC Phone bill</td> </tr> </tbody> </table> <p>13.2 The Locum Clerk was in the process of creating a budget monitoring document to be presented to Council at each meeting – she apologized that she hadn't managed to complete this for the meeting and would bring it to the September meeting.</p> <p>13.3 The Locum Clerk advised that she had reviewed the suggested actions in the Internal Auditor's report; some of which she was in the process of implementing, such as online banking, reviewing the asset register and creating a budget monitoring document. Some of the areas identified were</p>	CHQ/BACS/DD	AMOUNT	PAYEE	PAYMENT DESCRIPTION	CHQ200422	£33.75	L Liggins	Travel expenses	CHQ200423	£43.13	L Liggins	Office expenses	CHQ200424	£1,499.51	L Liggins	Clerk salary	CHQ200425	£105.00	Adam Neill	Mowing/strimming	CHQ200426	£12.73	L Liggins	Drmans.Diamonds food grant	CHQ200427	£56.99	L Liggins	Post redirection	CHQ200428	£52.56	L Liggins	Shredding	CHQ200429	£56.30	D Marshall	Office expenses	CHQ200430	£42.00	Mulberry & Co	Planning training	CHQ200431	£271.34	L Liggins	Final BT bill & disconnection	CHQ200432	£105.00	M Young	Bedding plants	BACS	£1,215.77	HMRC	Payroll NI & PAYE (1 st quarter)	BACS	£48.00	Mulberry & Co	Planning training	BACS	£80.00	Adam Neill	Mowing/strimming	BACS	£42.00	St John's Chrch	Hall hire	BACS	£1,217.64	D Marshall	Locum Clerk Salary (6 weeks)	DD	£25.80	O2	DPC Phone bill	DM
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	<p>not felt to be appropriate/necessary and would require discussion with the auditor: outsourcing payroll, moving to six monthly VAT reclaims and the advertisement of public rights could not have been advertised earlier, as suggested, whilst complying with the dates legally required.</p> <p>13.4 Council resolved to use BACS to make online payments whenever possible moving forward.</p>	
14.	<p>Grant Application</p> <p>14.1 The grant budget had been set for the year at £10,000, with expenditure to date £500. Some of this budget would need to be retained to support other applications.</p> <p>14.2 In considering a £10,000 grant application from St John's Church, to fund Centenary Room roof repairs, members discussed the absence of a power to enable Parish Councils to provide grants for the fabric of a religious building. The only power available was to support the maintenance of closed church yards. Members were sympathetic to the application, but unable to support it – the Chair volunteered to explain the situation to St John's.</p>	CRob
15.	<p>Information for Councillors (for noting or inclusion on future agenda)</p> <p>15.1 The Locum Clerk advised that DPC had been selected to complete the Annual Survey of Goods and Services – this was a legal requirement, with a penalty for none completion.</p> <p>15.2 No updates had been received on the progress of the new website – DM to follow up. Councillors agreed that it would seem sensible to delay the launch so that a new Clerk could undertake the free training session on appointment.</p>	DM
16.	<p>Date of next Meeting</p> <p>16.1 Planning Committee on Friday 16th July 2021 at 2pm in the Centenary Room, followed by an extraordinary meeting at 2.30pm.</p> <p>16.2 Full Council meeting Wednesday 1st September 2021 at 7pm in the Parish Room.</p>	

The meeting was concluded at 9.20pm.

Minutes confirmed as a correct record:

Dated:

(Chairman)