



Dormansland Parish Council

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Notice is hereby given that the 288th Full Council Meeting of Dormansland Parish Council will be held at 6.30pm on Wednesday 4th February in the Dormansland Baptist Church Hall, High Street, Dormansland to transact the under mentioned business, which Councillors are summoned to attend.

Signed: Dormansland Parish Clerk

29th January 2026

**The meeting will be recorded for the purpose of accurate minute taking
The recording will be erased once the minutes have been approved at Full Council**

AGENDA

- 1. To accept the written resignation of the current Chairperson and elect a Chairperson to conduct the 288th Meeting of Dormansland Parish Council on 4th February 2026.**
The incoming Chairperson to sign a Declaration of Acceptance of Office in the presence of another Council Member (Councillor) or the Proper Officer (Parish Clerk).
- 2. To receive and accept apologies for absence**
Please inform the Clerk's office if you are unable to attend.
- 3. Declarations of interest**
All members present are required to declare, at this point in the meeting or as soon as possible thereafter:
 - (i) any Disclosable Pecuniary Interests (DPIs) and/or
 - (ii) other interests arising under the Code of Conduct in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Parish Clerk' Office prior to the meeting
 - (iii) any changes to their circumstances which should be recorded on their Register of Interests
- 4. Approval of Minutes**
 - 4.1 Minutes of the Full Council Meeting – 7th January 2026 to be agreed as accurate and signed by the meeting Chairperson.

Chair to suspend the meeting

Open Forum

Thirty minutes are available for the public to express a view or ask a question on relevant matters on the agenda. Maximum of 3 minutes per person. If possible, questions will be answered immediately, otherwise a written reply will be given within 10 working days.

Members of the public are only permitted to speak during the Open Forum, unless called upon by the Chairperson to speak and must restrict their contribution to items on the agenda.

Chair to re-open meeting

5. To receive reports

- 5.1 Report from the Clerk
- 5.2 Reports from Local Councillors
- 5.3 Reports from District and County Councillors

6. Accounts & Finance

- 6.1 RFO to report on activity since last meeting
- 6.2 Receipts and payments statement YTD v Annual Budget – review
- 6.3 Receipts since last report

Account	Date	Detail	Value
None		HSBC – January Interest will be received 31/01/26	TBA

6.4 Payments made since last report – To be approved

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	06/01/26	DD	O2 – December	INV26/89	£10.92	£9.10	£1.82
Unity Curr	09/01/26	DD	NEST - Pension deductions and Contributions Dec 2025 (EE's £44.04 net, ER's £55.05)	Pension 12/25	£99.09	£99.09	-
Unity Curr	09/01/26	DD	Information Commissioners Office – Data Protection Fee	INV26/93	£47.00	£47.00	-
Unity Curr	13/01/26	BACS	Adam Neill – Bus Shelter Painting	INV26/91	£295.00	£295.00	-
Unity Curr	23/01/26	Card - DD	Microsoft – 365 Annual License Fee	INV26/94	£84.99	£70.83	£14.16
Unity Curr	23/01/26	Card - DD	Society of Local Council Clerks (SLCC) – Introduction to Local Council Administration (ILCA) course for Clerk	INV26/95	£144.00	£120.00	£24.00
Unity Curr	23/01/26	Card - DD	Zoom – Month Fee for Budget Meeting	INV26/96	£16.79	£13.99	£2.80
Unity Curr	23/01/26	Card - DD	Lloyds Bank – Month Fee for Card	INV26/97	£3.00	£3.00	-
Unity Curr	23/01/26	BACS	Celia Price – CiLCA trainer for Clerk training	INV26/92	£450.00	£450.00	-
Unity Curr	23/01/26	BACS	rCOH Ltd – Preparation of Submission Plan and Basic Conditions Statement	INV 26/88	£3,192.00	£2,660.00	£532.00

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	28/01/26	Card - DD	Steven Rees – Clerk's wage January 2025 – Gross £1,101.00 + £26.00 WFH less Tax/NI/Pension Contribution deduction £68.28	Payslip 01/26	£1,058.72	£1,058.72	-

6.5 Invoices and future payments to be approved

Ref	Supplier	Detail	Gross	Net	VAT
INV 26/90	Unity Bank	Unity Bank – December 2025 monthly fees to be taken on 31/01/26	£6.00	£6.00	-
Pension 01/26	NEST	Pension deductions and Contributions Jan 2026 (EE's £44.04 net, ER's £55.05)	£99.09	£99.09	-

6.6 Transfers between accounts since last report

Date	From	To	Value
13/01/26	Unity Current	HSBC BMM	£10.00
20/01/26	Unity Saving	Unity Current	£5,000.00

6.7 Bank statements and reconciliations to 31st January 2026 to be tabled – reviewed and signed

Balances at 29th January 2026:

Unity Bank – Current Account £941.66

Unity Bank – Instant Access Savings Account £68,270.05

(Current interest rate 2.10% - reducing to 1.95% on 23rd March 2026)

HSBC BMM Account £76,137.13

(Current interest rate 1.40% - reducing to 1.28% on 10th March 2026)

7. Neighbourhood Plan

To receive an update on current status of the Neighbourhood Plan.

8. Annual Parish Assembly – Thursday 23rd April 2026

8.1 Update from Clerk on APA planning

8.2 Other matters to be considered, including Master of Ceremonies, advertising, catering, programme and content, Local Hero Award, Honours Board and attendees other than residents.

9. Campaign Against Gatwick Noise Emission (CAGNE)

To consider and approve a donation and value of donation to CAGNE to support their work against Gatwick Airport expansion.

10. Public toilet refurbishment

To consider actions required following Councillors meeting with representative of Tandridge District Council.

11. AGAR – Assertion 10 – Digital and Data Compliance

Clerk's to update Councillors on the implications of the new assertion as part of this year's (2025 – 2026) AGAR completion.

11.1 Website accessibility – meet Web Content Accessibilty Guide (WCAG) 2.2AA standards

11.2 Website contains documentation required under the Freedom of Information Act 2000.

- 11.3 Use Council owned domain for email communication.
- 11.4 Compliant with General Data Protection Regulations (GDPR) 2018 and Data Protection Act (DPA) 2018
- 11.5 Maintain an IT Policy governing the secure and lawful use of digital tools and data.

12. Memorandum of Understanding – Lingfield Parish Council – Allotments re-draft.

To review and approve the re-draft Memorandum of Understanding for submission to Lingfield Parish Council with regard to management, costs and payments in respect of the Pollards Field Allotments.

13. Vacant Councillor Role

Update from Clerk on current interest and discussion as to whether further promotion of the vacant role, and how, is required.

14. Risk Assessment

Clerk to update Councillors on the annual risk assessment.

15. Replacement noticeboard

Clerk to update Councillors on quotations for replacement noticeboard at recreation ground. Council to consider and approve next steps.

16. Telephone Boxes

To discuss current state of disrepair of phone boxes in the parish and consider obtaining quotes for repairing/painting them.

17. Action Log

Review, amend and approve action log.

18. Dates of next meeting

- 18.1 Full Council Meeting – Wednesday 4th March 2026 – 6.30pm – Dormansland Baptist Church Hall
- 18.2 Planning Meeting – Wednesday 4th March 2026 - 6.00pm – Dormansland Baptist Church Hall