



## Dormansland Parish Council

Tel: 07395 323456

Email: [parishclerk@dormansland.org.uk](mailto:parishclerk@dormansland.org.uk)

Website: [www.dormansland.org.uk](http://www.dormansland.org.uk)

### **Minutes of the 287th meeting of Dormansland Parish Council held at 6.30pm on Wednesday 7<sup>th</sup> January 2026 at Dormansland Baptist Church Hall**

**Present:** Cllr David Bright (Chair for Meeting), Cllr Keith Coleman, Cllr Cheryl Roux,  
Cllr Richard Dandy, Cllr Hilary Taylor

**In Attendance:**

District Cllr Sir Nicholas White

1 member of the public in attendance.

---

#### **MINUTES**

**The meeting was recorded to ensure accurate minute taking. The recording will be deleted once the minutes have been approved.**

1. Cllr Cheryl Roux resigned as Chair. **Accepted.**
- 1.1 Cllr David Bright was elected to be Chair for the 287<sup>th</sup> Meeting of Dormansland Parish Council. (Chair position will be in rotation of each Cllr in turn)
2. Apologies for absence were received from Cllr Liz Lockwood and County & District Cllr Lesley Steeds.
3. No declarations of interest were declared.
4. Minutes of the Full Council Meeting 3<sup>rd</sup> December 2025 were agreed as accurate and signed by the meeting Chair.  
  
Chair suspended Meeting for Public Session and re-opened the meeting.
5. **Reports**
  - Clerk's Report**
  - 5.1 **Correspondence**

One item of mail has been received in the PO Box.

    - O2 bill

**Emails (not forwarded)**

- An email from Goodstack (a foundation who support not for profits organisations) requesting information on the Parochial Parish Council of St John Church and from the PPC Secretary asking me to complete whatever was required. I replied that I was neither qualified nor authorised to do this. Goodstack emailed advising them to contact the Church Treasurer and copied him in.
- (Actually forwarded 7<sup>th</sup> Jan am) Email from Catherine Dainketh at Tandridge saying design for Toilets will be available at the end of January and she would like to meet Councillors to discuss the plans. Willing to attend at 5pm prior to your next meeting (4th February) if that works – **Agreed – Clerk to confirm meeting**
- Email confirmation from the Information Commissioner's Office that our annual payment has been received – via Direct Debit
- Email from HSBC saying account has not been used for 7 month and they will begin to place special measures on it after 12 months of inactivity – freeze account to protect it from fraud. **It was resolved that we transfer in £10 to enable a review of possible new accounts.**
- Email from SALC with regards to Clerk CiLCA training – due to be discussed in February FCM – one of the cohorts has its introduction in January and officially starts 10th February – other intro in May – starts June. Cost £450 and then CiLCA registration £495 once successfully completed. Clerk would probably prefer the earlier cohort because it's on a Tuesday rather than Thursday. **It was resolved that the Clerk could register for the CiLCA training course commencing with an Introduction on 13th January.**
- Sales circulars for play equipment, Eco friendly green space development, website development using videos of the Parish and defibrillator supplies. (As recommended, I have started to unsubscribe from these round-robin sales circulars).

**Communications from residents – not forwarded**

- A request from Dormansland YWI asking for an additional £80 grant for extra expenditure incurred in Christmas decorations replacement. I replied explaining that the grant window had closed until April and to apply then but to ensure that the application was not retrospective in terms of costs already incurred.
- Request from New Farthingdale resident asking for a salt bin to be sited in new car park area as other bins are too far away to salt effectively. I have contacted Cllr Steeds to ascertain who would be the best contact in Surrey CC to see if they would oblige. Also replied to resident indicating this was being investigated and Councillors were supportive. **Action – Clerk to investigate costs with Surrey CC and Clutterbucks including licences and report back in February – Agenda item.**
- Email from grant applicant, who I had contacted asking for more detailed and specific costings, saying festive holidays are always a busy time in loss counselling and she would respond later in January.

**Clerk's outgoing correspondence**

- Amended request for noticeboard quotation to include legs
- Responded to Solicitor's letter with an acknowledgement of receipt
- Enquiry of Tandridge DC of the actual costs incurred in maintaining the recreation ground and the toilet block in each of the last 5 years including if they are part of a larger contract, the total cost and their estimate of the proportion attributable to these assets.
- Zurich Insurance asking for a guide on what risks they consider when insuring recreational facilities. – response any land owned automatically covered for Public Liability Insurance as long as relevant risk assessment is completed. Lots of factors to be taken into account for toilets (cost, construction, alarms, occupancy etc) – will have better information once new plans seen.
- Email to resident enquiring about better broadband connections suggesting that he and his neighbours should register their interest with Open Reach as that would probably move their area up the work schedule.
- Responses to NP respondents for all those commenting rather than raising an objection
- Response to Hill House representative with regards to inclusion on properties of interest list.
- Response to Tandridge DC indicating that we would meet their deadline for Precept submission
- Email to Dormansland Carnival grant applicant indicating they had been unsuccessful primarily due to the uncertainty over the future of the Carnival and to re-apply in Spring if the outlook was more certain
- County Cllr Steeds asking for guidance on how to approach High Street parking issues. Was advised that limited surveys would now take place due to LGR and current workload full up to that point.
- County Cllr Steeds asking for guidance on sourcing a Grit Bin from Surrey CC for the bottom of New Farthingdale – response no money in Surrey budget left. If Parish Council willing to pay would guide us as to where to get license from Surrey CC.
- Email to William Gibb Surrey CC Senior Enforcement Officer asking about the current status of Little Farindons enforcement and whether, as Minerals and Waste Authority, Surrey were aware of any testing of the material deposited. – Response received. **Actions – Clerk to advise Surrey CC Enforcement that there has been no evidence of material removal, only appears to have been covered over. Clerk to use FOI to ascertain investigations undertaken, the results of investigations and further actions identified from investigations by Surrey CC, Tandridge DC and Environment Agency.**

- Email to Dormansland War Memorial Hall Trustees asking whether they want the use of a de-branded noticeboard or whether we should just have it removed. – response that they would like to use it so now need to look at de-branding the board. **Action – Clerk to request DWMH Trustees remove “Dormansland Parish Council” branding from noticeboard.**

#### Other Matters

- The Village Voice next content will be required c16th January 2026 – Cheryl has drafted something for David to complete?
- Have signed up for introductory Clerk training with SLCC and commenced – self guided learning taking around 10 hours in total. Completed 1st of 6 modules – passed quiz 92.86%.

#### My focus for the next month will be:

- Items for February agenda
  - Action Log review will be added to each agenda from February onwards
  - Clerk training for qualification – Certificate in Local Council Administration (CILCA)
  - Assertion 10 – IT Policy, GDPR review, Data Security
  - Dormansland Parish Council Risk Assessment
  - Replacement noticeboard on recreation ground
- Items for March agenda
  - Asset Review for year-end AGAR
  - Earmarked Reserves review and adjustments prior to year end
- Standing Order, Financial Regulations – Review – what’s standard and what’s DPC
- New bank account

#### ○ 5.2

##### Local Councillors

**Cllr Richard Dandy** – Traffic issues on the High Street are getting worse. There are insufficient spaces to pull into to allow cars to pass and speeding continues. **Action – Clerk to contact Surrey Highways to instigate a speed survey and give advice concerning parking on the High Street.**

**Cllr Cheryl Roux** – Nothing to report.

**Cllr David Bright** – Grass cutting schedule needs to be reviewed. New Farthingdale green is not accessible due to current parking issues. Revised schedule to be brought to February Full Council Meeting.

**Cllr Keith Coleman** – Surrey and West Sussex County Councils consultation (now closed) on the M25 to East Grinstead corridor (A22/A264). Some concerning objectives including designated bus and cycle lanes in narrow stretches of road.

**Cllr Hilary Taylor** – Nothing to report.

- 5.3 District Cllr Sir Nicholas White** – Local Government Re-organisation (LGR) continues with worryingly few Councillors to cover each area. The idea of a Mayor for Surrey, Sussex and Brighton is being suggested. Scam builders is still a concern, taking money for little or no work. A decision on the Haxted Road solar farm application is expected shortly.

**County Cllr Lesley Steeds** (emailed short report) – LGR trundles on and Tandridge DC is working on its Local Plan. The Government has changed the National Planning Policy Framework (NPPF), which will have consequences for Green Belt Land. No issues with residents currently and has secured £30,000 of playground funding from Surrey CC.

## 6. Accounts & Finance

- 6.1** RFO reported on activity since last meeting – All receipts and payments up to and including the 31<sup>st</sup> December 2025 recorded.
- 6.2** Receipts and payments statement 31<sup>st</sup> December v Annual Budget circulated – **reviewed**
- 6.3** Receipts since last report

Account	Date	Detail	Value
HSBC BM	30/11/25	HSBC – November Interest	£87.39
HSBC BM	31/12/25	HSBC – December Interest	£90.41
Unity Dep	31/12/25	Unity – Quarterly Interest	£416.17

### 6.4 Payments made since last report – **Approved**

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	02/12/25	DD	NEST - Pension deductions and Contributions Nov 2025 (EE's £44.04 net, ER's £55.05)	Pension 11/25	£99.09	£99.09	-
Unity Curr	05/12/25	DD	O2 – November	INV26/84	£10.92	£9.10	£1.82
Unity Curr	15/12/25	BACS	DM Payroll Services - Payroll services Oct 2025 – March 2026	INV26/81	£79.20	£66.00	£13.20
Unity Curr	15/12/25	BACS	Mulberry Local Authority Services – Interim Internal Audit	INV26/80	£292.50	£243.75	£48.75
Unity Curr	15/12/25	BACS	Dormansland School PTA – Grant for Forest School	Grant g/26	£1,000.00	£1,000.00	-
Unity Curr	15/12/25	BACS	Dormansland War Memorial Hall – Grant for kitchen work	Grant h/26	£1,000.00	£1,000.00	-
Unity Curr	23/12/25	Card - DD	Zoom – Month Fee for Budget Meeting	INV26/85	£16.79	£13.99	£2.80
Unity Curr	23/12/25	Card - DD	Lloyds Bank – Month Fee for Card	INV26/87	£3.00	£3.00	No VAT
Unity Curr	29/12/25	BACS	Steven Rees – Clerk's wage December 2025 – Gross £1,101.00 + £26.00 WFH less Tax/NI/Pension Contribution deduction £68.48	Payslip 12/25	£1,058.52	£1,058.52	-

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	30/12/25	BACS	rCOH Ltd – Neighbourhood Plan Reg 14 review and working group meeting	INV 26/82	£1,596.00	£1,330.00	£266.00
Unity Curr	31/12/25	BACS	Vision ICT – Annual email hosting fee	INV 26/83	£168.00	£140.00	£28.00
Unity Curr	31/12/25	DD	Unity Bank – Monthly Fees	INV 26/86	£6.00	£6.00	No VAT

#### 6.5 Invoices and future payments - **Approved**

Ref	Supplier	Detail	Gross	Net	VAT
Pension 12/25	NEST	Pension deductions and Contributions Dec 2025 (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
14/12/25	Unity Saving	Unity Current	£3,000.00
30/12/25	Unity Saving	Unity Current	£2,000.00

#### 6.7 Bank statements and reconciliations to 31<sup>st</sup> December 2025 to be tabled – reviewed and signed

Balances at 31st December 2025:

Unity Bank – Current Account £1,353.17

Unity Bank – Instant Access Savings Account £73,270.05

HSBC BMM Account £76,127.13

#### 7. **Precept 2026-27**

Councillors to approve submission (before 15th January 2026) of Precept 2026-27 of £58,000.00 (2025-26 - £57,400), in line with agreed 2026-27 Budget, to Tandridge District Council – **Approved**.

#### 8. **Neighbourhood Plan**

Cllr Bright had circulated the final version of the Neighbourhood Plan (subject to final typo review) and the final invoice for the work to date from rCOH Ltd (£2,660.00 +VAT). Subject to agreement, final typos being corrected and the Consultation Statement being completed and circulated by Cllr Lockwood, Council is now in a place to submit documentation to Tandridge DC for Regulation 16 review – **Agreed**

Consultants have suggested that we provide for costs of responding to Regulation 16 review and Independent Inspector comments in next year's budget which had been done.

#### 9. **Grants and Donations Policy**

To review and adopt the re-drafted Grants and Donations Policy. Subject to an amendment to the policy on repayment of grant monies - **Action Clerk – Agreed**

It was noted that the Council has removed both the churchyard maintenance and the Meals on Wheels contributions from the grants and donations application process.

**10. Playground refurbishment**

Cllr Taylor updated on the current funding position.

Tandridge DC £110,000, Surrey CC £30,000, Dormansland PC £10,000 and potential Community Infrastructure Levy (CIL) £50,000 (applied for) – Total £200,000.

The refurbishment would be tailored to available funds and the area of hard standing could be extended when the outcome of the CIL bid is known.

The Clerk confirmed that £10,000 was added to Local Infrastructure Ear Marked reserves in March 2025 to potentially contribute to the playground refurbishment. It was proposed to formally agree to the Parish Council commitment of £10,000 to the project – **Agreed**

**11. Royal Garden Party - Nomination**

Approve Clerk's draft nomination wording for Cllr Dandy attendance – **Approved – Action Clerk to send nomination.**

**12. Draft Memorandum of Understanding – Lingfield Parish Council - Allotments**

The Memorandum of Understanding in respect of the Pollards Field Allotments was reviewed and it was agreed to incorporate the amendments circulated by Cllr Coleman and to add requirement for a Dormansland Councillor to attend the allotment management committee meetings. **Action – Clerk to re-draft and re-circulate prior to sending to Lingfield PC.**

**13. Vacant Councillor Role**

The Clerk confirmed that there had only been one request for an application form for the role and no applications received. It was resolved to wait for the deadline of the 15<sup>th</sup> January 2026 to pass before any further action was taken.

**14. Annual Parish Assembly**

**14.1** It was proposed that the Annual Parish Assembly be held at Dormansland War Memorial Hall on Thursday 23<sup>rd</sup> April 2026 – **Action Clerk to book venue**

**14.2** Local Hero Award recipients was agreed and the Clerk was asked to investigate the costs of an honours board to reflect the recipients into perpetuity. **Action – Clerk** It was proposed that the recipient should be asked to nominate a charity or local organization to receive a small donation (£100) on their behalf - **Agreed**

**15. Dates of next meeting**

**15.1** Full Council Meeting – Wednesday 4<sup>th</sup> February 2026 – 6.30pm – Dormansland Baptist Church Hall

**15.2** Planning Meeting – Wednesday 4<sup>th</sup> February 2026– 6.00pm – Dormansland Baptist Church Hall

Meeting closed at 20.07

Signed: Keith Coleman (Acting Chair)

Date 4<sup>th</sup> February 2026