



## Dormansland Parish Council

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### Minutes of the 288th meeting of Dormansland Parish Council held at 6.30pm on Wednesday 4<sup>th</sup> February 2026 at Dormansland Baptist Church Hall

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

**In Attendance:**

District Cllr Sir Nicholas White, District Cllr Nicola O'Riordan, County and District Councillor Lesley Steeds (Part)

3 members of the public in attendance.

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#### MINUTES

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

1. Cllr David Bright submitted his written resignation as Chair.
- 1.1 Cllr Keith Coleman was nominated and elected to be Chair for the 288<sup>th</sup> Meeting of Dormansland Parish Council and signed a Declaration of Acceptance of Office.
2. Apologies for absence were received from Cllr Liz Lockwood.
3. No declarations of interest were declared.
4. Minutes of the Full Council Meeting 7<sup>th</sup> January 2026 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**

Five items of mail have been received in the PO Box.

    - Letter from HSBC informing us that the interest rate on our current account will be reducing from 1.4% to 1.2% on the 10<sup>th</sup> March 2026
    - O2 bill
    - 3 sales brochures for outdoor play equipment

**Emails (not forwarded)**

- Email from Unity Bank reducing the interest rate on the Instant Access Saving Account to 1.95% from 2.10% from the 23<sup>rd</sup> March 2026.
- Usual volume of sales emails for flags, software, playground equipment, defibrillator supplies, training, fencing etc

**Communications from residents – not forwarded**

- A request via Surrey CC for salt bin at Beeches Meades to be replenished – which has now been done along with a bin at the bottom of West Street.
- An approach via the website regarding a lamppost light not working that appears to be sited on private property just off West Street.
- Email from a resident in New Farthingdale about the condition of the road. Pointed him in the direction of Surrey CC Fix-my-street.
- An email from Lingfield Hotel and Country Club offering manpower resource for projects in the area. I replied with details of the Litter Pick date and they have responded quite positively.
- Email (which I did forward) from a resident drawing our attention to poor parking outside of the Plough Inn, blocking pavements and parking on the grass verge close to newly planted trees. **Action** Clerk asked to contact the Landlord and ask for patrons to park with more consideration.

**Clerk's outgoing correspondence**

- Emailed Tandridge District Council (before the deadline) with Dormanslands Precept for 2026-27 - £58,000. Whilst this will be a slight increase year on year in total value the Band D calculated charge will reduce slightly from £34.36/annum this year to £33.91/annum for 2026-27.
- Sent in the Royal Garden Party nomination for Cllr Dandy and received a response to say it had been received.
- Emailed Surrey Enforcement Officer in relation to Little Farindons and the current status as far as they were concerned. – Response received.
- Email to George Mynehan (Enforcement Team Leader – Tandridge DC) in relation to Little Farindons – Why none of the illegally dumped material has been removed, whether any testing had been performed on the material to assess risks, current status of the enforcement (Closed, Dormant, Ongoing).
- Emailed Claire Coutinho and Catherine Sayer inviting them to the Annual Parish Assembly. Response from Catherine Sayer who cannot attend because Tandridge have a Council meeting on that evening.
- Emailed Lingfield Clerk to ascertain how Pollards Field allotments are managed to see if attendance was possible. - Response received.
- Email to New Farthingdale resident who requested salt bin to update – message bounced back.

- **Other Matters**

- Have booked the War Memorial Hall for the APA on 23<sup>rd</sup> April. The main hall will not be available until 5.45pm due to the Youth Hub weekly meeting. We usually start at 6pm suggest we move this back to 6.15/6.30pm.
- The Village Voice next content will be required c14th February 2026.
- Grit Bin – New Farthingdale – Costs are Surrey CC £925 for bin (Yellow) including siting/Insurance etc and 4 years of 1 fill. Clutterbucks 200ltr (Green Bin) £180 for bin plus £90 per full fill. I could not find how much a licence costs from Surrey if we buy our own bin. It was agreed that the Council would provide 2 salt bins for New Farthingdale, one in the Cul-de-sac and one near the new parking area, at a cost of £180 each plus salt. **Agreed** The Clerk to contact the resident requesting a bin near the car park for suggested siting. **Action**
- Have the finished the introductory Clerk training with SLCC. Completed 6 modules successfully. Have registered with a trainer for CiLCA and will commence this month. I then register with SLCC to have my course work assessed. They recommend that you register 2 months after commencing training (April 2026) so that you have a bank of work to submit periodically and the 12-month window for completion does not finish until April 2027.
- The Public Office (Accountability) Bill was brought to Parliament in September 2025 (better known as the Hillsborough Law) – a duty of candour to sit alongside the 7 Nolan Principles. When passed it will require the Council to adopt a code of ethics. More to come on this.

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

- Items for March agenda
  - Assertion 10 – IT Policy, GDPR review, Data Security
  - Dormansland Parish Council Risk Assessment
  - Replacement noticeboard on recreation ground
  - 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
- Annual Parish Assembly
  - Format
  - Guests
  - Agenda
  - Report content
  - Refreshments
- Procedures for end of March close down
- Book the internal auditor for April.
- Tidy new grant application form.

## 5.2 Local Councillors

**Cllr Richard Dandy** – Parking on the High Street still an issue. One property in Locks Meadow cannot access full fibre broadband. Starlink may be an option.

**Cllr Cheryl Roux** – Apologised for missing Lingfield Community Library meeting due to train issues.

**Cllr David Bright** – Nothing to report.

**Cllr Keith Coleman** – Reported 9 potholes since New Year. School kitchen will be developed this summer.

**Cllr Hilary Taylor** – Thanked Cllr Steeds for her work in obtaining the 2<sup>nd</sup> VAS sign and the gateway sign.

**5.3 County Cllr Lesley Steeds** There are potholes everywhere, please continue to point people in the direction of Fix-my-Street. Surrey CC have said they will all be fixed by May2026, because of the huge number. The Felcourt road closure is creating congestion and no work is being carried out. Jacks Bridge will be closed soon too. The traffic lights being used to control traffic for the gas works in Lingfield are still not controlling traffic properly. Has met with the new CEO of Young Epilepsy with a representative from Lingfield Racecourse. Surrey County Council Poll Tax will increase by 4.99% and this is likely to be the picture for the next few years. Demand for home to school transport and social care costs are increasing drastically. Joint Committees are in place to support East and West Surrey, the splitting of Surrey is a huge and costly exercise. Despite chasing Surrey for 4 years to resurface New Farthingdale the engineers still say it's not in poor enough state. Lots of road work is just being delayed until the unitary authorities are in place. Locks Meadow work will happen in 2026-27. No progress on Railway Bridge path closure and traffic lights but continues to chase. Has attended a meeting with the residents of Haxted fighting the solar farm. No decision on application yet.

**District Cllr Sir Nicholas White** – Haxted Road is constantly being flooded currently – 3 times so far this year. Potholes are not being repaired correctly and are quickly returning especially when heavy goods vehicles are using country lanes. Decision on Haxted solar farm has been delayed partly due to there being no information on how the site would be connected to the national grid. Suggested to CIL Officer in Tandridge that a second bid (£50,000) be submitted for the playground refurbishment to complete the hard surface. Joint effort between Tandridge DC and local police at a local garden centre to draw attention to scams and fraud. Elections for new unitary authorities is on 7<sup>th</sup> May this year. Only 12 councillors representing too many residents.

**District Councillor Nicola O'Riordan** – There are parking issues in New Farthingdale and The Meades at school drop off times, parking on pavements and across drives. Parking Enforcement Officers have been involved and will try to get more frequent attendance. School has sent out requests for improved behaviour.

## 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> January 2026 recorded. £10 was transferred to the HSBC BMM account to stop the account being considered as dormant and restrictions being placed upon it.
- 6.2** Receipts and payments statement 31<sup>st</sup> January 2026 v Annual Budget circulated – **reviewed**
- 6.3** Receipts since last report

Account	Date	Detail	Value
HSBC BM	31/01/26	HSBC – January Interest	£90.53

### 6.4 Payments made since last report – **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	-
Account	Date	Type	Payee	Ref	Gross	Net	VAT
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
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 - **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	-
INV 26/99	Clutterbucks	Replenishment of 2 salt bins with salt	£298.80	£249.00	£49.80

For the first time in 6 months a payment to HMRC for PAYE/NIC would have to be made in February for January payroll - £18.55.

### 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 HSBC Bank statement and reconciliation to 31<sup>st</sup> January 2026 was tabled – reviewed and signed. There had been an issue downloading and printing the Unity Bank statements and therefore they could not be tabled for checking.

Balances at 31st January 2026:

Unity Bank – Current Account £935.66

Unity Bank – Instant Access Savings Account £68,270.05

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

HSBC BMM Account £76,227.66

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

The differential in interest rates was noted and the Clerk was authorised to transfer up to £50,000 between accounts to maximise interest income but not breaching the Financial Services Compensation Scheme limit per bank of £120,000.

### 7. **Neighbourhood Plan**

Cllr Bright reported that due to delays in finalising the Consultation Statement the Tandridge DC consultation will not happen until after the elections in May. Councillor Lockwood has confirmed that she is willing to complete the Statement. It is a detailed and time consuming exercise but we should set a target date of the end of February to be reviewed at the March meeting.

### 8. **Annual Parish Assembly**

Memorial Hall booked for 23<sup>rd</sup> April but no access until 5.45pm so delay start to 6.30pm. Cllr Sayer is unable to attend due to a Tandridge DC full council meeting and have not heard back from Claire Coutinho MP. Suggest we invite the Manager of the British Wildlife Centre. Cllr Dandy happy to be Master of Ceremonies. Cllr Roux confirmed that she was willing to oversee refreshments. Advertising A4 for noticeboard, Village Voice and website. Cllr Coleman agreed to design a poster. Programme and report in same format. Invite local organisations and businesses to attend and advertise. Design of playground to be displayed. Local Hero honours board would cost £175 plus VAT and sign writing would be extra. Clerk to ask Trustees of Memorial Hall whether they would allow the board to be placed in the Memorial Hall. **Action** Clerk to pull together a list of possible attendees for Councillors to consider. **Action**

**9. Campaign Against Gatwick Noise Emission (CAGNE)**

A donation of £60 was suggested – **Approved** Clerk to organise payment - **Action**

**10. Public toilet refurbishment**

Further to an earlier meeting with the representative of Tandridge DC the refurbishment of the toilet was discussed including the separate facilities for Dormansland Tennis Club. It was agreed that the refurbishment would protect the toilets from possible closure in the near future. The request for a contribution towards the costs was considered and the suggestion of 10% of the capital costs, less the costs relating to the Tennis Club, with a maximum contribution of £10,900, was approved. – **Approved** – Clerk to email Tandridge DC to notify them of the financial support - **Action Clerk**

**11. AGAR – Assertion 10 – Digital and Data Compliance**

The Clerk advised the Council that a new assertion had been added to the Annual Governance and Responsibility Report (AGAR) relating to Digital and Data Compliance. Nothing new but placing more emphasis on this area by pulling the IT compliance into one section. There are 5 main areas to consider.

- 11.1 Website accessibility – The Clerk had approached VisionICT to ask them to confirm that our website met the standards set out by Web Content Accessibility Guide (WCAG) 2.2AA. No response has been received yet.
- 11.2 Website contains documentation required under the Freedom of Information Act 2000 – Clerk believes this is the case.
- 11.3 Use Council owned domain for email communication – Dormansland Parish Council comply with this.
- 11.4 Compliant with General Data Protection Regulations (GDPR) 2018 and Data Protection Act (DPA) 2018- Clerk attended a webinar where this was discussed and confident that the Council had a comprehensive policy in this area. The webinar suggested that a data mapping exercise was carried out where all instances of holding personal data were identified along with whom that data was shared with. Then confirm the lawful purpose for holding that data and its retention period. The Clerk had started this exercise and identified 23 instances of data holding.
- 11.5 Maintain an IT Policy governing the secure and lawful use of digital tools and data – the Clerk had distributed a draft policy for consideration. Cllr Roux had circulated some suggested amendments, and it was agreed that the Clerk would re-draft the policy with these amendments included and re-circulated.

Cllr Roux asked whether it would be appropriate to invest in Council owned tablets for Councillors to keep Council business separate from personal business. The Clerk was asked to investigate whether this was normal practice – **Action**

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

The revised Memorandum of Understanding was considered. Cllr Roux had some further amendments. It was agreed that the Clerk should incorporate these amendments and send them to Councillors for approval prior to sending to Lingfield Parish Council for their consideration. - **Action**

**13. Vacant Councillor Role**

The Clerk confirmed that no applications had been received for the vacant Councillor role. It was agreed to advertise further in the Village Voice, on the noticeboard and on the website. - **Action**



**14. Risk Assessment**

The Clerk advised Council that the risk assessment needed to be completed before the end of March 2026 to comply with AGAR. Clerk had started the exercise and would complete it in February to enable Councillors to consider it at the March Full Council Meeting. - **Action**

**15. Replacement Noticeboard**

2 quotes had been received back. Copycats (local company) £878.59 + VAT including fitting. Makemesomethingspecial £1070.00 + £65.00 delivery and would have to pay for fitting. This quote was for a magnetic board that was not considered appropriate. It as agreed to proceed with the local company but the agreement of Tandridge District Council was needed first. Clerk to approach Tandridge and then proceed if agreed – **Action**

**16. Telephone Boxes**

Cllr Bright reported on the poor state of repair of the phone box outside of the Post Office and Cllr Colemand confirmed that the kiosk at Dormans Park was also a poor state of repair. Clerk to obtain quotes for re-furbishment (rubbed down and prepared) and re-painting using the correct standard and colour of paint. -**Action**

**17. Action Log**

Clerk to remove completed items and re-circulate – **Action** Councillors to review priority allocated and the Clerk to use this as a guide, ensuring all essential work is completed first.

**18. Dates of next meeting**

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

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

Cllr Bright apologised for absence for both the March and April meetings.

Meeting closed at 20.37

Signed:

(Acting Chair)

Date