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Dormansland Parish Council

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Minutes of the 293rd meeting of Dormansland Parish Council held 18.30pm Wednesday 2nd September 2026 at Dormansland Community and War Memorial Hall

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

In Attendance:

District Cllr Sir Nicholas White, East Surrey Cllr Nick Greenfield

4 members of the public in attendance.

MINUTES

The meeting was recorded to ensure accurate minute taking.

The recording are currently being saved due to a formal request to do so and will be deleted once the subject matter of that request has been exhausted.

1. Cllr David Bright had submitted his written resignation as Chair.
- 1.1 Cllr Keith Coleman was nominated and elected to be Chair for the 293rd Meeting of Dormansland Parish Council and signed a Declaration of Acceptance of Office.
2. **To receive apologies for absence** – The Clerk, District and County Cllr Lesley Steeds and District Cllr Nicola O’Riordan
3. **Declarations of interest.**
Cllr Richard Dandy declared a non-pecuniary interest in item 14
Cllr Roux reminded the Council of her email of 6 July 2026 bringing attention to this matter.
4. **Approval of Minutes**
Minutes of the Full Council Meeting 1st July 2026 were agreed as accurate and signed by the meeting Chair.

[Chair suspended Meeting for Public Session.](#)

[Chair re-opened the meeting.](#)

5.

Reports**Clerk's Report****5.1 Emails (not forwarded)**

- Letter from Inspector Rob Staplehurst (Commander Tandridge District) asking for meeting details to see if the Police could engage in these – dates and times provided
- Letter from Claire Coutinho's MP office, thanking the Council for their letter asking for a Gatwick Airport Ombudsman and indicating that many similar letters had been received and they would keep the Council updated on their approach.
- Tandridge DC requesting CIL expenditure details for 2025-26

Communications from residents

- Email from resident asking when refurbishment of telephone kiosk outside shop would be completed – advised as soon as paint sourced.
- Email relating to Surrey CC parking proposals in Dormansland – responded with support for views and submitted DPC comments to Surrey.

Clerk's outgoing correspondence

- Sent a Councillor role application form, and guidance on the role, to local resident who has shown an interest in the vacant councillor role.
- Submitted Dormansland Parish Council's comments on Tandridge Local Plan.
- Submitted new Councillor details and register of interest form to Tandridge DC Democratic Services Team together with updated Role for Cllr Bright.
- Have requested that Tandridge District Council remove all reference to former Clerk's home address after invoice for Playground was sent there.
- Chased Surrey Highways with regard to parking advice and speed survey on High Street, Dormans Road and Plough Road.

Other Matters

- Heartbeat defibrillator supplier has agreed to provide free paint for the refurbishment of both telephone kiosks. There was a delay because the Dormans Park defibrillator was not bought by the Council. Gold paint (for the crowns) has already arrived with the contractor who has been forwarded the guidance on kiosk refurbishment and is sourcing undercoat and grey interior paint to commence work.
- Have registered with the SAAA Small Authorities Portal for submitting 2027 AGAR report electronically.

- The Village Voice next content will be required in mid-August for September issue.
- Have provisionally booked interim internal audit for late October.
- No feedback yet on 2026 external audit.

My focus for the next month will be:

- Replacement noticeboard on recreation ground
- Purchasing Local Hero Board for installation at the Community War Memorial Hall.
- Tidying up website and Facebook page in line with Website MOT suggestions
- CIL expenditure return to Tandridge DC

5.2 Local Councillors:

Cllr David Bright – Weed management have confirmed they will spray, the pavements and highway this was approved on 2 November 2026, agreed November 2025. Not sure if Surrey has sprayed, the Clerk will be asked to enquire if the spray went ahead. Cllr Bright will order spring bulbs for the village planters – **APPROVED**.

Cllr Hilary Taylor – The playground is looking fantastic and Cllr Taylor is very pleased on a personal level and gave thanks to those involved in the project. The national pay award has been granted and it is 3.3%, it will come to October meeting. The Clerk will be paid in his September salary with the award backdated to April.

Cllr Cheryl Roux - Local Hero Award, trophy presented sample for approval, cost was £74.48 in presentation box. Budget previously set for donation and trophy at £200 If approved a trophy would be made for the first LH Mr Lee Milham - **APPROVED**

Cllr Keith Coleman - Nothing to report.

Cllr Richard Dandy – Supports Cllr Taylor’s comments on the playground. Cllr Dandy says consideration for what happens with the UA, the Council actually acquiring it. Cllr Dandy was advised that this had been discussed previously, and it was decided not to take this further due to legal, Trusts and structural complications. Tandridge advice was that this was not a possibility. (Fields in Trust Covenant)

Cllr Dominic Price – Nothing to report

5.3 District Cllr Sir Nicholas White - Local Govt review continues. All parties working closely together, a good report and financial results have to be handed over the East Surrey. Planning Policy Working Group, looking at developments and getting ready for submission of which HELAA plans might go forward and which will get turned down etc., due for Oct TD meeting.

East Surrey Cllr Nick Greenfield - commented that the Dormansland Carnival will run again in 2027, the previous treasurer is willing to run again, there is a plan in place and they are looking for volunteers. Last carnival had 13 people in various roles, currently they have 7. DPC are asked to 'spread the word' and Cllr Price was asked and agreed to participate. Cllr Roux suggested putting a notice in the VV and Community News, Facebook and possibly put it on the PC website. Cllr Coleman said he would mention it in the next VV article.

With regard to Local Government reorganization and the development of East Surrey, it is being addressed from two sides, one is nuts and bolts; first meeting agreed the constitution which allows then to exist. This is now developing as aspects are encountered like Codes of Conduct, Financial Rules, Auditing and Governing. Then work behind the scenes with officers; discussions with West Surrey as to how the assets and debt will be divided up. What assets will be inherited and where the assets will be based. East Surrey Committees are now starting to sit to consider all aspects with a target for all to be done by Christmas. Will it be 'safe and legal' by 1st April 2027 – yes, will it be ready to be packaged, wonderful and new and shiny – no it won't, it will take at least a couple of years to bed in before you see any tangible improvements in the way things are done. It will eventually work and he is optimistic about this.

District Cllr Lesley Steeds – DC Steeds sent her apologies and sent her written report which was read out.

6. Accounts & Finance

6.1 RFO reported on activity since last meeting – All receipts and payments up to and including the 31st August 2026 have been recorded.

6.2 Receipts and payments statement 31st August 2026 v Annual Budget circulated – **reviewed**

6.3 Receipts since last report

Account	Date	Detail	Value
HSBC BMM	31/07/26	HSBC – July Interest	£83.32
HSBC BMM	12/08/26	HSBC – August Interest	£32.29

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

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	07/07/26	DD	O2 – June/July	INV27/37	£12.72	£10.60	£2.12
Unity Curr	09/07/26	DD	NEST - Pension deductions and Contributions June 2026 (EE's £45.24 net, ER's £56.55)	PEN June 2026	£101.79	£101.79	-
Unity Curr	14/07/26	BACS	St Catherine's Hospice	Grant 27a	£600.00	£600.00	-
Unity Curr	14/07/26	BACS	Lingfield Minibus	Grant 27b	£500.00	£500.00	-

Unity Curr	14/07/26	BACS	Dormansland War Memorial Hall Trustees – Hire room 12 th August	INV27/38	£12.00	£12.00	-
Unity Curr	23/07/26	CARD DD	Lloyds Bank – Month Fee for Card	INV27/37a	£3.00	£3.00	-
Unity Curr	23/07/26	CARD DD	Zoom monthly fee	INV27/42	£16.79	£13.99	£2.80
Unity Curr	23/07/26	BACS	Adam Neill – Grass cut Wilderwick	INV27/36	£65.39	£65.39	-
Unity Curr	23/07/26	BACS	St Piers School	Grant 27c	£588.00	£588.00	-
Unity Curr	23/07/26	BACS	Vision ICT – Email address new councillor	INV27/39	£24.00	£20.00	£4.00
Unity Curr	28/07/26	BACS	Steven Rees – Clerk's wage July 2026 – Gross £1,131.00 + £26.00 WFH less Tax/NI/Pension Contribution deduction £83.28	Wage Jul 26	£1,073.72	£1,073.72	-
Unity Curr	31/07/26	DD	Unity Bank – Monthly Account Fee	INV27/37	£7.00	£7.00	-
Unity Curr	03/08/26	BACS	Lingfield and Dormansland Meals on Wheels - Donation	Donation 27/1	£800.00	£800.00	-
Unity Curr	05/08/26	DD	O2 – July/Aug	INV27/41	£12.72	£10.60	£2.12
Unity Curr	07/08/26	DD	NEST - Pension deductions and Contributions July 2026 (EE's £45.24 net, ER's £56.55)	PEN July 2026	£101.79	£101.79	-
Unity Curr	10/08/26	BACS	HMRC - PAYE/NIC payment on July 2026 payroll – Ers NIC £107.10, Ees NIC £6.64, Ees PAYE £31.40	PAYE July 2026	£145.14	£145.14	-
Unity Curr	18/08/26	BACS	DM Payroll Services – July – December 2026	INV27/46	£79.20	£66.00	£13.20
Unity Curr	18/08/26	BACS	Adam Neill – Cut/Strim SG, Wilderwick Clay	INV27/43-45	£286.27	£286.27	-
Unity Curr	24/08/26	CARD DD	Lloyds Bank – Month Fee for Card	INV27/50	£3.00	£3.00	-
Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	24/08/26	CARD DD	Zoom monthly fee	INV27/49	£16.79	£13.99	£2.80
Unity Curr	28/08/26	BACS	rCOH – O'Neill Homer – Advise on Farindons planning application	INV27/48	£3,540.00	£2,950.00	£590.00
Unity Curr	28/08/26	BACS	SALC – Planning Training Cllr Roux	INV27/47	£54.00	£45.00	£9.00
Unity Curr	28/08/26	BACS	Steven Rees – Clerk's wage Aug 2026 – Gross £1,131.00 + £26.00 WFH	Wage May 26	£1,073.52	£1,073.52	-

			less Tax/NI/Pension Contribution deduction £83.48				
Unity Curr	31/08/26	DD	Unity Bank – Monthly Account Fee	INV27/51	£7.00	£7.00	-

6.5 Invoices and future payments - **Approved**

Ref	Supplier	Detail	Gross	Net	VAT
HMRC – Aug 2026	HMRC	PAYE/NIC payment on Aug 2026 payroll – Ers NIC £107.10, Ees NIC £6.64, Ees PAYE £31.60 – payable c08/09/26	£145.34	£145.34	-
Pension 08/26	NEST	Pension deductions and Contributions Aug 2026 (EE's £45.24 net, ER's £56.55) – payable c10/09/26	£101.79	£101.79	-

6.6 Transfers between accounts since last Report

Date	From	To	Value
13/07/26	Unity Saving	Unity Current	£1,500.00
13/07/26	Unity Saving	Unity Current	£800.00
27/07/26	Unity Saving	Unity Current	£1,000.00
02/08/26	Unity Saving	Unity Current	£1,000.00
17/08/26	Unity Saving	Unity Current	£4,000.00
25/08/26	Unity Saving	Unity Current	£1,000.00

6.7 Everything up to date and posted to 31st August 2026

Bank reconciliations for 31st July and 31st August 2026 submitted for checking and approval.

Bank Balances at 31st August 2026

- Unity Bank – Current Account £435.57
- Unity Bank – Instant Access Savings Account £152,480.71
(Current interest rate 1.95%)
- HSBC BMM Account **£nil** – Account closed & balance (£76,754.66)
transferred to Unity Bank Instant Access Savings Account

31st August 2026 YTD receipts and payments report circulated

Whilst the current balances with Unity Bank exceed the FSCS Guarantee limit of £120,000 the Council is due to make payments of £22,480 and c£11,000 to Tandridge District Council for the recreation ground and toilet refurbishments which will reduce the balance. However the Council will receive the second half of the precept later this year which will mean that the guarantee limit is challenged again. I am awaiting a response from Hinckley & Rugby Building Society on their current interest rates.

7. **Planning Committee membership**

Cllr Price to be a member of the Planning Committee – Cllr Dandy nominated Cllr Price for the position. Vote agreed by Cllrs **Approved**

8. **Grant Applications**

Kent Surrey & Sussex Air Ambulance £500 – Cllr Coleman felt the information was bereft of detail and would prefer more information in the future. **Approved**

9. Local Hero Award – Policy and Advertisement

Consider and approve Local Hero Policy and supporting website wording and advertisement for VV. **Approved**

10. Re-appointment of Internal Auditors

To consider and approve re-appointment of Mulberry Local Council Services as Internal Auditors for the year to 30th March 2027. **Already Approved 6 May 2026**

11. Re-siting of bench on Mill Lane

To approve quote for re-siting of bench on Mill Lane.

12. Tandridge Local Plan

Approve the Council's response to Tandridge Local Plan consultation. **Approved**

13. Payment to Tandridge District Council for playground refurbishment

To approve the amount (£22,480.00) invoiced, being 10% of the total contract cost, as advised by Catherine Dainkeh, and less than the maximum £25,000.00 approved and approve payment thereof. **Approved**

14. Newhache carpark

Cllr Dandy to update on the potential acquisition of Newhache carpark from Tandridge District Council. Due to the Non Pecuniary interest (Cllr Dandy) this item was not discussed at the meeting – Cllr Coleman deferred the item.

15. Action Log

Review, amend and approve action log. No 25, name of property is incorrect; should be Little Farindon's to be moved to HIGH with addition of Planning inspector visit requested. **Approved**

16. Dates of next meeting

16.1 Full Council Meeting – Wednesday 7th October 2026 – 6.30pm – Dormansland Baptist Church Hall

16.2 Planning Meeting – Wednesday 7th October – 6.00pm – Dormansland Baptist Church Hall

Meeting closed at 19.20

Signed:

(Acting Chair)

Date