



Dormansland Parish Council

P.O.Box 335, Lingfield, RH7 9BP

Tel: 07395 323456

Email: parishclerk@dormansland.org.uk

Website: www.dormansland.org.uk

Notice is hereby given that the 279th Full Council Meeting of Dormansland Parish Council will be held at 6.30pm on Wednesday 2nd April 2025 in Baptist Church, High Street, Dormansland to transact the under mentioned business, which Councillors are summoned to attend.

Signed: Dormansland Parish Clerk

27th March 2025

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

AGENDA

1. **To elect a Chairperson to conduct the 279th Meeting of Dormansland Parish Council on 2nd April 2025**
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 Meetings – 5th March 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, the question will be answered immediately, otherwise a written reply will be given within 10 working days.

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. Annual Parish Meeting**
 - 6.1 Agree date and timing of Annual Parish Meeting

- 7. Dormansland Neighbourhood Plan**
 - 7.1 Cllr David Bright to give an update on final draft of Neighbourhood Plan and Design Code
 - 7.2 Neighbourhood Plan costs to date to be reviewed
 - 7.3 Future timeline for Plan to be considered

- 8. 2025 CIL bidding**
 - 8.1 Timetable to be reviewed
 - 8.2 Suggestions for appropriate project to be reviewed and confirmed
 - 8.3 Working group for bid to be agreed

- 9. Banks and Bank Accounts**
 - 9.1 Cllr Cheryl Roux to give update on progress on updating bank mandates, access and payment authorisation for HSBC bank accounts.
 - 9.2 Responsible Finance Officer access to Unity bank accounts for viewing transactions and entering payments/transfers for authorising.
 - 9.3 Payment card on Unity Bank current account – for RFO - £500 limit agreed

- 10. Annual Parish Assembly**
 - 10.1 Clerk to update on arrangements
 - 10.2 Report content, format, cost
 - 10.3 Food and Drink

- 11. Accounts & Finance**
 - 11.1 RFO to report on activity since last meeting
 - 11.2 Receipts and payments statement YTD v Annual Budget – review and sign
 - 11.3 Receipts since last Full Council Meeting

Account	Date	Detail	Value
Unity Curr	05/03/25	East Sussex CC – Dark Skies reimbursement	£511.79

11.4 Payments made since last Full Council Meeting – To be approved

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	28/02/25	CHG	Unity Bank – Mthly Service Charge	INV25/50	£6.00	£6.00	-
Unity Curr	07/03/25	DD	O2 – Monthly Clerk mobile	INV25/43	£9.78	£8.15	£1.63
Unity Curr	10/03/25	BACS	Cllr Hilary Taylor – Reimbursement of £30 Claridge House, Community Heartbeat £76.74, Clerk’s Wage Feb 2025 £426.28	INV25/44, Payslip 02/25	£533.02	£520.23	£12.79
Unity Curr	11/03/25	BACS	HMRC – due 05/03/25	P30 HMRC 02/25	£406.14	£406.14	No VAT

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	11/03/25	BACS	Surrey CC – VAS contribution	INV25/51	£2,000.00	£2,000.00	-
Unity Curr	25/03/25	BACS	SLCC – Clerk's Annual Membership	INV25/52	190.00	190.00	-
Unity Curr	25/03/25	BACS	rCOH – Neighbourhood Plan and Design Code consultancy	INV25/53 INV25/54	£4,065.00	£3,387.50	£677.50
Unity Curr	25/03/25	BACS	HMRC – Tax & NIC on March wages EE's Tax £533.70 + EE's NI £1.55 + ER's NI £42.70, less prior overpayment (£137.20)	P30 HMRC 03/25	£440.75	£440.75	No VAT
Unity Curr	25/03/25	BACS	DM Payroll Services – Sep 24 to Mar 25	INV25/55	£66.00	£66.00	-
Unity Curr	25/03/25	BACS	Steven Rees – Clerk's wage March 2025 – Gross £1,067.40 + £26.00 WFH, less Tax/NI (£535.25)	Payslip 03/25	£558.15	£558.15	No VAT
Unity Curr	25/03/25	BACS	Steven Rees (Clerk) – reimbursement of flag costs	INV25/56 INV25/57	£115.84	£96.54	£19.30
Unity Curr	25/03/25	BACS	CAGNE Donation	FCM March 2025	50.00	50.00	No VAT
Unity Curr	31/03/25	CHG	Unity Bank – Mthly Service Charge	INV25/59	£6.00	£6.00	-

11.5 Invoices and future payments to be approved

Ref	Supplier	Detail		Net	VAT
INV25/58	Dormansland War Memorial Hall	Hire Annual Parish Assembly 24/04/25 due 17/04/25	£52.50	£52.50	-

11.6 Transfers between accounts since last Full Council Meeting

Date	From	To	Value
09/03/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£3,000.00
25/03/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£6,000.00

11.7 Bank statements and reconciliations to be tabled – reviewed and signed

Balances at 25th March 2025:

Unity Bank – Current Account £1,348.58

Unity Bank – Instant Access Savings Account £63,276.30

HSBC BMM Account £65,162.17

HSBC Community Account £0.00

12. Tree management

- 12.1 Review management & mulching schedule submitted by Adam Neil and approve costs - £200 labour and £270 material = Total £470

13. Dates of next meeting

- 13.1 Full Council Meeting – Wednesday 7th May – 6.30pm – Baptist Church Hall
13.2 Planning Meeting – Wednesday 7th May – 6.00pm – Baptist Church Hall