



## **Dormansland Parish Council**

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**Notice is hereby given that the 281<sup>st</sup> Full Council Meeting of Dormansland Parish Council will be held at 6.30pm on Wednesday 4<sup>th</sup> June 2025 in the Jubilee Room, Dormansland War Memorial Hall, Plough Road, Dormansland to transact the under mentioned business, which Councillors are summoned to attend.**

**Signed: Dormansland Parish Clerk**

**29<sup>th</sup> May 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**

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### **AGENDA**

- 1. To elect a Chairperson to conduct the 281<sup>st</sup> Meeting of Dormansland Parish Council on 4<sup>th</sup> June 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 Meeting – 7<sup>th</sup> May 2025 to be agreed as accurate and signed by the meeting Chairperson.
  - 4.2 Minutes of the Annual Meeting – 7<sup>th</sup> May 2025 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. Accounts & Finance

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

Account	Date	Detail	Value
Unity Curr	30/04/25	HSBC – April Interest	£94.19

#### 6.4 Payments made since last Full Council Meeting – To be approved

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	07/05/25	BACS	Cllr Cheryl Roux – Annual Parish Assembly refreshments	INV26/16	£122.81	£104.60	£18.21
Unity Curr	07/05/25	BACS	Adam Neill – Grass cut x 3 sites	INV26/17	£157.50	£157.50	No VAT
Unity Curr	08/05/25	DD	O2 – Clerk’s phone – May 2025	INV26/15	£12.12	10.10	£2.02
Unity Curr	19/05/25	BACS	Mulberry Local Authority Services – Year end shut down and Internal Audit	INV26/14/14a	£512.58	£427.15	£85.43
Unity Curr	19/05/25	BACS	Dormansland War Memorial Hall – Hire for Council Meetings – June/July/August and Neighbourhood Plan Consultation Day	INV26/18	£225.00	£225.00	No VAT
Unity Curr	22/05/25	BACS	Dormansland Baptist Church – Donation re refreshments for litter pick	INV26/21	£25.00	£25.00	No VAT
Unity Curr	23/05/25	BACS	Cllr David Bright – Plants & compost for planters	INV26/22	£93.95	£88.12	£5.83
Unity Curr	23/05/25	BACS	Dormansland Carnival – Stall & advert	INV26/23	£80.00	£80.00	No VAT
Unity Curr	27/05/25	BACS	Worknest – Annual Support Fee and Insurance	INV26/19/20	£2,391.28	£2,009.40	£381.88
Unity Curr	28/05/25	BACS	Steven Rees – Clerk’s wage May 2025 – Gross £1,067.40 + £26.00 WFH, less Tax/NI/Pension Contribution (£257.65)	Payslip 05/25	£835.75	£835.75	-
Unity Curr	29/05/25	BACS	Zurich – Annual insurance premium	INV26/25	£1,197.34	£1,197.34	No VAT
Unity Curr	29/05/25	BACS	Adam Neill – Grass cut x 3 sites – reduced rate agreed.	INV26/26,27,28	£401.00	£401.00	No VAT
Unity Curr	29/05/25	DD	Royal Mail Group – Neighbourhood Plan mail	INV26/29	£1,491.17	£1,242.64	£248.53
Unity Curr	31/05/25	DD	Unity Bank – Monthly charges	INV26/24	£6.00	£6.00	No VAT

## 6.5 Invoices and future payments to be approved

Ref	Supplier	Detail	Gross	Net	VAT
HMRC 05/25	HMR&C	PAYE Tax and NIC for May 2025 payroll (Tax £213.40, EE's NIC £1.55, ER's NIC £97.56)	£312.51	£312.51	-
Pension 05/25	NEST	Pension deductions and Contributions May 25 (EE's £42.70 net, ER's £53.37)	£96.07	£96.07	-

## 6.6 Transfers between accounts since last Full Council Meeting

Date	From	To	Value
08/05/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£10,000.00
08/05/25	Unity Bank – Current Account	HSBC Savings Account	£10,000.00
16/05/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£2,700.00
25/05/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£1,000.00
29/05/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£3,100.00

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

Balances at 29<sup>th</sup> May 2025:

Unity Bank – Current Account £513.51

Unity Bank – Instant Access Savings Account £71,928.66

HSBC BMM Account £75,353.76

## 6.8 Review recommendations and approve the Internal Audit Report for the year ended 31<sup>st</sup> March 2025

## 6.9 Approve and sign End of Year Accounts 2024/25 (Summary Receipts and Payments for the Year Ended 31<sup>st</sup> 2025)

## 6.10 Review, approve and sign Annual Governance Statement 2024/25 - AGAR Section 1

## 6.11 Approve and sign Annual Statement 2024/25 - AGAR Section 2 and variance analysis for External Auditor

## 6.12 Approve and authorise publication of Notice of Exercising Public Rights dates.

## 6.13 Authorise Clerk to send end of year paperwork (including variance analysis) to External Auditors – PKF Littlejohn

## 6.14 Approve Clerk's expenses £25.10 (DBS check £21.50, Postage for VAT return £3.60)

## 7. Grant applications

### 7.1 To review and approve grant applications from the following applicants

a.	Lingfield and Dormansland Meals on Wheels	£1,000
b.	Lingfield Marathon (Community) Minibus	£300
c.	YWI Dormansland	£100
d.	Citizens Advice Tandridge District	£500
e.	St. Catherine's Hospice	£1,000
f.	Dormansland Baptist Church	£1,000
g.	Claridge House	£1,000

## 8. Playground re-development – Dormansland Recreation Ground

Consider increased funding to support the playground re-development

## 9. Grit bin – Clinton Hill

Consider the request to adopt the grit bin on Clinton Hill from Surrey CC

- 10. Neighbourhood Plan**  
Cllr Bright to update on latest position on Dormansland Neighbourhood Plan
- 11. Bank Accounts**  
Consider options for second bank to support Unity Bank accounts – services and interest rates.
- 12. Recreation Ground Toilets - Refurbishment**  
Update on possible refurbishment of public toilets.
- 13. Dates of next meeting**
  - 13.1 Full Council Meeting – Wednesday 2<sup>nd</sup> July – 6.30pm – War Memorial Hall – Jubilee Room
  - 13.2 Planning Meeting – Wednesday 2<sup>nd</sup> July – 6.00pm – War Memorial Hall – Jubilee Room