



Dormansland Parish Council

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Notice is hereby given that the 282nd Full Council Meeting of Dormansland Parish Council will be held at 6.30pm on Wednesday 2nd July 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

26th June 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 282nd Meeting of Dormansland Parish Council on 2nd July 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 – 4th June 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
HSBC BM	31/05/25	HSBC – May Interest	£101.36

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

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	04/06/25	DD	O2 – Clerk's phone – May 2025	INV26/30	£19.64	16.37	£3.27
Unity Curr	19/06/25	BACS	Lingfield and Dormansland Meals on Wheels	Grant 7.1.a	£1,000.00	£1,000.00	-
Unity Curr	19/06/25	BACS	Lingfield Marathon (Community) Minibus	Grant 7.1.b	£300.00	£300.00	-
Unity Curr	19/06/25	BACS	YWI Dormansland	Grant 7.1.c	£100.00	£100.00	-
Unity Curr	19/06/25	BACS	St Catherine's Hospice	Grant 7.1.e	£1,000.00	£1,000.00	-
Unity Curr	19/06/25	BACS	Steven Rees – Clerk's expenses DBS check and postage.	INV26/33	£25.10	£25.10	No VAT
Unity Curr	19/06/25	BACS	HMR&C - PAYE Tax and NIC for May 2025 payroll (Tax £213.40, EE's NIC £1.55, ER's NIC £97.56)	HMRC 05/25	£312.51	£312.51	-
Unity Curr	25/06/25	BACS	Citizens Advice Tandridge District	Grant 7.1.d	£500.00	£500.00	-
Unity Curr	25/06/25	BACS	Dormansland Baptist Church	Grant 7.1.f	£1,000.00	£1,000.00	-
Unity Curr	25/06/25	BACS	Cllr David Bright – Reimbursement of postage costs – Neighbourhood Plan leaflet to Royal Mail	INV26/32	£29.07	£29.07	No VAT
Unity Curr	25/06/25	BACS	Vision ICT – SSL Certificate	INV26/31	£60.00	£50.00	£10.00
Unity Curr	27/06/25	BACS	Steven Rees – Clerk's wage June 2025 – Gross £1,067.40 + £26.00 WFH, less Tax/Nl/Pension Contribution (£257.85)	Payslip 06/25	£835.55	£835.55	-
Unity Curr	30/06/25	BACS	Surrey ALC – SALC and NALC Annual Subscriptions – SALC £965.20, NALC £219.75	INV 26/13	£1,184.96	£1,184.96	No VAT
Unity Curr	30/06/25	DD	Unity Bank – Monthly charges	INV26/34	£6.00	£6.00	No VAT

6.5 Invoices and future payments to be approved

Ref	Supplier	Detail	Gross	Net	VAT
HMRC 06/25	HMR&C	PAYE Tax and NIC for June 2025 payroll (Tax £213.60, EE's NIC £1.55, ER's NIC £97.56)	£312.71	£312.71	-
Pension 06/25	NEST	Pension deductions and Contributions June 2025 (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
19/06/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£3,000.00
24/06/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£2,100.00
24/06/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£1,500.00

6.7 Bank statements and reconciliations to 30th June 2025 to be tabled – reviewed and signed

Balances at 26th June 2025:

Unity Bank – Current Account £TBC

Unity Bank – Instant Access Savings Account £TBC

HSBC BMM Account £TBC

7. Neighbourhood Plan update

7.1 Cllr Bright to update on latest position on Dormansland Neighbourhood Plan

7.2 Clerk to update meeting on costs incurred to date and approved costs position

8. Lingfield allotments

Consider recent charges and invoice from Lingfield Parish Council in relation to Dormansland “share” of costs incurred - £2,015.00

9. Grass cutting and weed control

To consider current approach to maintenance of public areas in the Parish and approve an on-going approach.

10. Clerk

10.1 To hear the recommendation from the Chair of the Personnel Committee with regard to confirming the employment status of the Parish Clerk and to make a decision regarding this.

10.2 Clerk's absence – September 2025 - Consider approach to dealing with agendas, minutes and other items to cover Clerk's absence in September.

11. Tandridge District Council Local Plan – Settlement Survey

Review and confirm responses to Tandridge DC Settlement Survey that has been distributed to assist Tandridge in drawing up their Local Plan. Response required by Monday 7th July.

12. Litter pick in September

Cllr Taylor to update meeting on proposed schedule.

13. Dates of next meeting

- 13.1 Full Council Meeting – Wednesday 3rd September – 6.30pm – War Memorial Hall – Jubilee Room
- 13.2 Planning Meeting – Wednesday 3rd September - 6.00pm – War Memorial Hall – Jubilee Room