



Dormansland Parish Council

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Notice is hereby given that the 283rd Full Council Meeting of Dormansland Parish Council will be held at 6.30pm on Wednesday 3rd September 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

28th August 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 283rd Meeting of Dormansland Parish Council on 3rd September 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 – 2nd July 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	11/07/25	HMRC – VAT repayment for year to 31st March 2025	£3299.34
HSBC BM	31/07/25	HSBC – July Interest	£104.74

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

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	04/07/25	BACS	Satswana – Data Protection Officer Services	INV26/37	£180.00	£150.00	£30.00
Unity Curr	04/07/25	BACS	Dormansland Baptist Church – Hire for personnel meeting	INV26/37	£24.00	£24.00	No VAT
Unity Curr	04/07/25	BACS	The Print Room – Neighbourhood Plan Circular	INV26/36	£315.00	£315.00	No VAT
Unity Curr	18/07/25	BACS	Vision ICT – email hosting	INV26/41	£24.00	£20.00	£4.00
Unity Curr	18/07/25	BACS	The Print Room – Copies of Neighbourhood Plan and Design Code	INV26/40	£175.00	£175.00	No VAT
Unity Curr	21/07/25	BACS	HMR&C - PAYE Tax and NIC for June 2025 payroll (Tax £213.60, EE's NIC £1.55, ER's NIC £97.56)	HMRC 06/25	£312.71	£312.71	-
Unity Curr	24/07/25	BACS	Nest Pension deductions and Contributions May & June 2025 (EE's £42.70 net, ER's £53.37)	Nest 05/2025, Nest 06/2025	£192.14	£192.14	-
Unity Curr	28/07/25	BACS	Steven Rees – Clerk's wage July 2025 – Gross £1,067.40 + £26.00 WFH, less Tax/Nl/Pension Contribution (£257.65)	Payslip 07/25	£835.75	£835.5	-
Unity Curr	28/07/25	BACS	Adam Neill – Cut & Strim x 3	INV26/43/44/45	£157.50	£157.50	No VAT
Unity Curr	31/07/25	DD	Unity Bank – Monthly charges	INV26/48	£6.00	£6.00	No VAT
Unity Curr	06/08/25	DD	O2 – June (£2.32) & July (£10.92)	INV26/35/42	£13.24	£11.03	£2.21
Unity Curr	08/08/25	BACS	Cllr H Taylor – Stamps for Self Addressed Envelopes	INV 26/47	£9.45	£9.45	No VAT
Unity Curr	15/08/25	BACS	DM Payroll Services – 6 Months to September 2025 – NB missed off VAT which paid 26/08/25	INV26/46	£66.00	£66.00	No VAT
Unity Curr	18/08/25	BACS	Adam Neill – Cut & Strim x 2	INV26/49/50	£558.00	£558.00	No VAT
Unity Curr	18/08/25	BACS	Cllr H Taylor – Keys and fobs for noticeboard	INV26/51	£10.40	£8.37	£1.73

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	20/08/25	BACS	Nest Pension deductions and Contributions July 2025 (EE's £42.70 net, ER's £53.37)	Nest 07/2025,	£196.07	£196.07	-
Unity Curr	22/08/25	BACS	HMR&C - PAYE Tax and NIC for June 2025 payroll (Tax £213.60, EE's NIC £1.55, ER's NIC £97.56)	HMRC 06/25	£312.51	£312.51	-
Unity Curr	22/08/25	BACS	DM Payroll Services – 6 Months to September 2025 – missed off VAT from payment 15/08/25	INV26/46	-	-	£13.20
Unity Curr	28/08/25	BACS	Steven Rees – Clerk's wage August 2025 – Gross £1,101.00 + £26.00 WFH + £134.40 backpay, plus Tax/NI/Pension Contribution repayment £689.19	Payslip 08/25	£1,950.59	£1,950.59	-
Unity Curr	31/08/25	DD	Unity Bank – Monthly charges	INV26/52	£6.00	£6.00	No VAT

6.5 Invoices and future payments to be approved

Ref	Supplier	Detail	Gross	Net	VAT
Pension 08/25	NEST	Pension deductions and Contributions Aug 2025 (EE's £49.42 net, ER's £61.77) – includes back pay and new pay scale	£111.19	£111.19	-

6.6 Transfers between accounts since last Full Council Meeting

Date	From	To	Value
28/07/25	Unity Bank – Current Account	Unity Bank – Instant Access Savings Acc	£2,000.00
28/07/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£3,000.00
26/08/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£2,000.00

6.7 Bank statements and reconciliations to 31st July 2025 to be tabled – reviewed and signed

Balances at 28th August 2025:

Unity Bank – Current Account £1,782.43

Unity Bank – Instant Access Savings Account £62,789.22

HSBC BMM Account £75,661.57

7. Neighbourhood Plan update

Cllr Bright to provide update on Consultation exercise.

8. Lingfield allotments

Consider revised invoice from Lingfield Parish Council in relation to Dormansland “share” of costs incurred - £1,211.27 (from £2,015.00) – see Clerk's report

9. Tandridge DC – Asset Transfer

To consider approach to asset transfer and engagement with Tandridge Asset Transfer Team

- 10. Playground Refurbishment Update**
Councillor Taylor to provide an update on the Recreation Ground playground refurbishment and funding.
- 11. Clerk's Wages**
To formally approve the Cost of Living increase in rate of pay to £18.35/hour (from £17.79) in line with the National Joint Council for Local Government Services agreement, backdated to 1st April 2025.
- 12. Internal Audit**
Approve increase in hourly rate for Mulberry internal audit services from £70/hour to £75/hour (+7.1%).
- 13. Dates of next meeting**
- 13.1 Full Council Meeting – Wednesday 1st October – 6.30pm – Dormansland Baptist Church Hall
 - 13.2 Planning Meeting – Wednesday 1st October - 6.00pm – Dormansland Baptist Church Hall