



Dormansland Parish Council

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Notice is hereby given that the 286th Full Council Meeting of Dormansland Parish Council will be held at 6.30pm on Wednesday 3rd December 2025 in the Dormansland Baptist Church Hall, High Street, Dormansland to transact the under mentioned business, which Councillors are summoned to attend.

Signed: Dormansland Parish Clerk

27th November 2025

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

AGENDA

- 1. To accept the resignation of the current Chairperson and elect a Chairperson to conduct the 286th Meeting of Dormansland Parish Council on 3rd December 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 – 5th November 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
- 6.3 Receipts since last report

Account	Date	Detail	Value
HSBC BM	31/10/25	HSBC – October Interest	£95.43

6.4 Payments made since last report – To be approved

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	05/11/25	DD	O2 – October	INV26/69	£10.92	£9.10	£1.82
Unity Curr	12/11/25	BACS	Lingfield Parish Council – Allotment charges 2025	INV26/72	£1,214.27	£1,214.27	No VAT
Unity Curr	12/11/25	BACS	Royal British Legion – Poppy Appeal – Wreath	INV26/75	£20.00	£16.67	£3.33
Unity Curr	12/11/25	BACS	St John The Evangelist Church – Contribution to church yard maintenance	INV26/76	£2,000.00	£2,000.00	No VAT
Unity Curr	12/11/25	BACS	Weed Management Ltd – Weed spraying	INV26/73	£1,177.30	£981.08	£196.22
Unity Curr	12/11/25	BACS	Adam Neill – Wilderwick cut	INV26/74	£183.00	£183.00	No VAT
Unity Curr	19/11/25	BACS	David Bright – Bulbs, compost for planters and tape for trees	INV26/77	£84.08	£80.55	£3.53
Unity Curr	24/11/25	DD	Lloyds Bank – debit card monthly fee	INV 26/79	£3.00	£3.00	No VAT
Unity Curr	25/11/25	BACS	Foxhole Farm – Clutterbacks – Salt Bin replenishment	INV 26/78	£672.00	£560.00	£112.00
Unity Curr	28/11/25	BACS	Steven Rees – Clerk's wage November 2025 – Gross £1,101.00 + £26.00 WFH less Tax/NI/Pension Contribution deduction £68.28	Payslip 10/25	£1,058.72	£1,058.72	-
Unity Curr	30/11/25	DD	Unity Bank – Monthly Fees	INV 26/71	£6.00	£6.00	No VAT

6.5 Invoices and future payments to be approved

Ref	Supplier	Detail	Gross	Net	VAT
Pension 11/25	NEST	Pension deductions and Contributions Nov 2025 (EE's £44.04 net, ER's £55.05)	£99.09	£99.09	-
INV26/80	Mulberry Local Authority Services	Interim Internal Audit	£292.50	£243.75	£48.75
INV26/81	DM Payroll Services	Payroll services Oct 2025 – March 2026	£79.20	£66.00	£13.20

6.6 Transfers between accounts since last Full Council Meeting

Date	From	To	Value
11/11/25	Unity Saving	Unity Current	£3,800.00
12/11/25	Unity Saving	Unity Current	£1,500.00
25/11/25	Unity Saving	Unity Current	£1,000.00

- 6.7 Review and approve the renewal of the payroll contract with DM Payroll Services from April 2026 – costs remain the same at £66.00 (plus VAT) per 6 months of service - £132.00 per annum.

- 6.8 Bank statements and reconciliations to 30th November 2025 to be tabled – reviewed and signed

Balances at 28th November 2025:

Unity Bank – Current Account £1,689.19

Unity Bank – Instant Access Savings Account £77,853.88

HSBC BMM Account £75,949.33

7. **External Audit – Formal review and approval**

To formally review and record approval of the PKF External Audit report on the Council year to March 31st 2025.

8. **Interim Internal Audit 2025- 26**

To formally review and approve the Mulberry Local Authority Services Ltd Interim Internal Audit report.

9. **Neighbourhood Plan update**

Cllr Bright to provide update on Neighbourhood Plan consultation exercise.

10. **Tandridge DC – Asset Transfer**

Update on working group engagement with Tandridge Asset Transfer Team

11. **Review and approve Grant Applications – 2025-2026 second tranche**

11a SAMS Therapy - £750

11b Dormansland Primary School PTA - £1,000

11c Dormansland War Memorial Hall Trustees - £1,000

11d Dormansland Carnival - £450

12. **Bus shelters painting and tree maintenance quotations**

12.1 Councillors to consider and approve quote from Adam Neill to repaint Plough Road bus shelter (£210) and overpaint graffiti in shelter opposite church (£25) and material (£60) – Total £295

12.2 Mulching of the 74 young trees in need of annual maintenance – (Material £300, Labour £210) – Total £510

13. **Playground refurbishment update**

Cllr Taylor to update the Council on the latest developments on the Playground accessibility upgrades and funding position.

14. **Royal Garden Party – Nomination to attend**

Councillors to consider the request to submit a nomination for a Councillor and partner to attend the 2026 Royal Garden Parties.

15. Approve Budget 2026-2027

Councillors to review and approve proposed budget for Council year April 2026 to March 2027

16. Dates for Meetings April 2026 – March 2027

Review and approve schedule of meetings for the next Council year

17. Dates of next meeting

17.1 Full Council Meeting – Wednesday 7th January 2026 – 6.30pm – Dormansland Baptist Church Hall

17.2 Planning Meeting – Wednesday 7th January 2026 - 6.00pm – Dormansland Baptist Church Hall

Closed Meeting

18. Meetings procedures and training

Councillors to review and agree Dormansland Parish Council's policy towards meetings management and any required training to comply with this policy.