



## Dormansland Parish Council

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

Tel: 07395 323456

Email: [parishclerk@dormansland.org.uk](mailto:parishclerk@dormansland.org.uk)

Website: [www.dormansland.org.uk](http://www.dormansland.org.uk)

**Notice is hereby given that the 287<sup>th</sup> Full Council Meeting of Dormansland Parish Council will be held at 6.30pm on Wednesday 7<sup>th</sup> January 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

2<sup>nd</sup> January 2026

**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**

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## AGENDA

1. **To accept the resignation of the current Chairperson and elect a Chairperson to conduct the 287<sup>th</sup> Meeting of Dormansland Parish Council on 7<sup>th</sup> January 2026**
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 – 3<sup>rd</sup> December 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. Members of the public are only permitted to speak during the Open Forum.

### 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	30/11/25	HSBC – November Interest	£87.39
HSBC BM	31/12/25	HSBC – December Interest	£90.41
Unity Dep	31/12/25	Unity – Quarterly Interest	£416.17

**6.4 Payments made since last report – To be approved**

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	02/12/25	DD	NEST - Pension deductions and Contributions Nov 2025 (EE's £44.04 net, ER's £55.05)	Pension 11/25	£99.09	£99.09	-
Unity Curr	05/12/25	DD	O2 – November	INV26/84	£10.92	£9.10	£1.82
Unity Curr	15/12/25	BACS	DM Payroll Services - Payroll services Oct 2025 – March 2026	INV26/81	£79.20	£66.00	£13.20
Unity Curr	15/12/25	BACS	Mulberry Local Authority Services – Interim Internal Audit	INV26/80	£292.50	£243.75	£48.75
Unity Curr	15/12/25	BACS	Dormansland School PTA – Grant for Forest School	Grant g/26	£1,000.00	£1,000.00	-
Unity Curr	15/12/25	BACS	Dormansland War Memorial Hall – Grant for kitchen work	Grant h/26	£1,000.00	£1,000.00	-
Unity Curr	23/12/25	DD	Lloyds Debit Card – Zoom – Month Fee for Budget Meeting	INV26/85	£19.79	£16.49	£3.30
Unity Curr	29/12/25	BACS	Steven Rees – Clerk's wage December 2025 – Gross £1,101.00 + £26.00 WFH less Tax/NI/Pension Contribution deduction £68.48	Payslip 12/25	£1,058.52	£1,058.52	-
Unity Curr	30/12/25	BACS	rCOH Ltd – Neighbourhood Plan Reg 14 review and working group meeting	INV 26/82	£1,596.00	£1,330.00	£266.00
Unity Curr	31/12/25	BACS	Vision ICT – Annual email hosting fee	INV 26/83	£168.00	£140.00	£28.00
Unity Curr	31/12/25	DD	Unity Bank – Monthly Fees	INV 26/86	£6.00	£6.00	No VAT

**6.5 Invoices and future payments to be approved**

Ref	Supplier	Detail	Gross	Net	VAT
Pension 12/25	NEST	Pension deductions and Contributions Dec 2025 (EE's £44.04 net, ER's £55.05)	£99.09	£99.09	-

**6.6 Transfers between accounts since last report**

Date	From	To	Value
14/12/25	Unity Saving	Unity Current	£3,000.00
30/12/25	Unity Saving	Unity Current	£2,000.00

**6.7 Bank statements and reconciliations to 31<sup>st</sup> December 2025 to be tabled – reviewed and signed**

Balances at 31<sup>st</sup> December 2025:

Unity Bank – Current Account £1,353.17

Unity Bank – Instant Access Savings Account £73,270.05

HSBC BMM Account £76,127.13

**7. Precept 2026-27**

Councillors to approve submission (before 15<sup>th</sup> January 2026) of Precept 2026-27 of £58,000.00 (2025-26 - £57,400), in line with agreed 2026-27 Budget, to Tandridge District Council.

**8. Neighbourhood Plan**

To review and approve final version of Neighbourhood Plan for submission to Tandridge District Council for Regulation 14 review.

**9. Grants and Donations Policy**

To review and adopt the re-drafted Grants and Donations Policy.

**10. Playground refurbishment**

Cllr Taylor to update the Council on the latest developments on the Playground accessibility upgrades and funding position. Councillors to confirm current agreed funding position. Clerk to update Councillors on make up of Community Infrastructure Earmarked Reserve.

**11. Royal Garden Party - Nomination**

Approve Clerk's draft nomination wording for Cllr Dandy attendance.

**12. Draft Memorandum of Understanding – Lingfield Parish Council - Allotments**

To review and approve a draft Memorandum of Understanding for submission to Lingfield Parish Council with regards to costs and payments in respect of the Pollards Field Allotments.

**13. Vacant Councillor Role**

Update from Clerk on current interest and discussion as to whether further promotion of the vacant role, and how, is required.

**14. Annual Parish Assembly**

14.1 Date and location of 2026 Parish Assembly to be agreed  
14.2 Discussion on Local Hero Award possible recipients

**15. Dates of next meeting**

15.1 Full Council Meeting – Wednesday 4<sup>th</sup> February 2026 – 6.30pm – Dormansland Baptist Church Hall  
15.2 Planning Meeting – Wednesday 4<sup>th</sup> February 2026 - 6.00pm – Dormansland Baptist Church Hall