



## **Dormansland Parish Council**

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**Notice is hereby given that the 289<sup>th</sup> Full Council Meeting of Dormansland Parish Council will be held at 6.30pm on Wednesday 4<sup>th</sup> March 2026 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**

**26<sup>th</sup> February 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 written resignation of the current Chairperson and elect a Chairperson to conduct the 289<sup>th</sup> Meeting of Dormansland Parish Council on 4<sup>th</sup> March 2026.**  
The incoming Chairperson to sign a Declaration of Acceptance of Office in the presence of another Council Member (Councillor) or the Proper Officer (Parish Clerk).
- 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 – 4<sup>th</sup> February 2026 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, questions 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, unless called upon by the Chairperson to speak and must restrict their contribution to items on the agenda.

## 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 BMM		HSBC – February Interest will be received 28/02/26	TBA

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

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	02/02/26	DD	NEST - Pension deductions and Contributions January 2026 (EE's £44.04 net, ER's £55.05)	Pension 01/26	£99.09	£99.09	-
Unity Curr	04/02/26	DD	O2 – January	INV26/98	£10.92	£9.10	£1.82
Unity Curr	09/02/26	BACS	HMRC – PAYE/NIC payment on January 2026 payroll	HMRC Jan 2026	£18.55	£18.55	-
Unity Curr	09/02/26	BACS	Foxhole Farm T/A Clutterbucks – 2 salt bins replenished	INV26/99	£298.80	£249.00	£49.80
Unity Curr	23/02/26	Card - DD	Lloyds Bank – Month Fee for Card	INV26/97	£3.00	£3.00	-
Unity Curr	23/02/26	BACS	Campaign Against Gatwick Noise Emission (CAGNE) – Donation to costs of campaign	Minutes – 2026 Page 14 – Point 9.	£60.00	£60.00	-

## 6.5 Invoices and future payments to be approved

Ref	Supplier	Detail	Gross	Net	VAT
Payslip Feb 2026	Clerk	Steven Rees – Clerk’s wage January 2025 – Gross £1,101.00 + £26.00 WFH less Tax/NI/Pension Contribution deduction £68.28 – payable 27/02/26	£1,058.72	£1,058.72	-
HMRC – Feb 2026	HMRC	PAYE/NIC payment on February 2026 payroll – Ers NIC £102.60, Ees NIC £4.24, Ees PAYE £20.00 – payable 05/03/26	£126.84	£126.84	-
Pension 02/26	NEST	Pension deductions and Contributions Jan 2026 (EE’s £44.04 net, ER’s £55.05) – payable 08/03/25	£99.09	£99.09	-

## 6.6 Transfers between accounts since last report

Date	From	To	Value
22/02/26	Unity Saving	Unity Current	£1,500.00

## 6.7 Bank statements and reconciliations to 28<sup>th</sup> February 2026 to be tabled – reviewed and signed

Balances at 26<sup>th</sup> February 2026:

Unity Bank – Current Account £1,945.30

Unity Bank – Instant Access Savings Account £66,770.05

(Current interest rate 2.10% - reducing to 1.95% on 23<sup>rd</sup> March 2026)

HSBC BMM Account £76,227.66

(Current interest rate 1.40% - reducing to 1.28% on 10<sup>th</sup> March 2026)

## 7. Neighbourhood Plan

To receive an update on current status of the Neighbourhood Plan.

## 8. Annual Parish Assembly – Thursday 30th April 2026

8.1 Update from Clerk on APA planning

8.2 Consider Clerk’s list of possible attendees

8.2 Other matters to be considered, further advertising, catering, programme printing, Local Hero Award, Honours Board.

## 9. Register of Assets

To consider and approve the Register of Assets, and changes year on year, previously circulated by the Clerk, for inclusion in the AGAR 2025-26.

## 10. AGAR – Assertion 10 – Digital and Data Compliance

Clerk to update Councillors.

10.1 Website accessibility – meet Web Content Accessibility Guide (WCAG) 2.2AA standards

10.2 Website contains documentation required under the Freedom of Information Act 2000 – Publication Scheme.

10.3 Consider IT Policy re-draft incorporating Councillor amendments – previously circulated by Clerk.

10.4 Compliant with General Data Protection Regulations (GDPR) 2018 and Data Protection Act (DPA) 2018

- 11. Vacant Councillor Role**  
Update from Clerk.
- 12. Memorandum of Understanding – Lingfield Parish Council – Allotments re-draft.**  
To review and approve the re-draft Memorandum of Understanding for submission to Lingfield Parish Council regarding management, costs and payments in respect of the Pollards Field Allotments.
- 13. Reserves**  
Update from Clerk on current Reserve Balances, year end projections and proposed actions to bring Reserves in line with prescribed levels for year end 31<sup>st</sup> March 2026.
- 14. Risk Assessment**  
To review and approve Clerk’s Risk Assessment, performed 22<sup>nd</sup> February 2026.
- 15. WorkNest Contract – Employment Support**  
Consider the need to renew the WorkNest annual contract as previously circulated by the Chair of the Personnel Committee.
- 16. Data Protection**  
Clerk to update Council on investigation into best practice with regards to Data Protection within Parish Councils. Specific consideration to be given to a separate email address to be created for the Chair of the Personnel Committee to keep employee data more secure.
- 17. Clerk Annual Review**  
To receive report from Cllr Taylor, Chair of Personnel Committee.
- 18. Action Log**  
Review, amend and approve action log.
- 19. Dates of next meeting**
  - 19.1 Full Council Meeting – Wednesday 1<sup>st</sup> April 2026 – 6.30pm – Dormansland Baptist Church Hall
  - 19.2 Planning Meeting – Wednesday 1<sup>st</sup> April 2026 - 6.00pm – Dormansland Baptist Church Hall