



Dormansland Parish Council

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Notice is hereby given that the 290th Full Council Meeting of Dormansland Parish Council will be held after the Annual Meeting (c19.45) on Wednesday 6th May 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

30th April 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**

AGENDA

- 1. To accept the written resignation of the current Chairperson and elect a Chairperson to conduct the 290th Meeting of Dormansland Parish Council on 6th May 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 – 4th March 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	31/03/26	HSBC – March Interest	£85.47
Unity Saving a/c	31/03/26	Unity quarterly interest	£351.90
Unity Curr	17/04/26	Tandridge District Council – 50% of Precept	£29,000.00
Unity Curr	24/04/26	HMRC – VAT 2025-26 repayment	£2,599.96
HSBC BMM	30/04/26	HSBC – April Interest	TBC

6.4 Payments made since last report – To be approved

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	28/02/26	DD	Unity Bank – Monthly Account Fee	INV26/100	£6.00	£6.00	-
Unity Curr	09/03/26	DD	O2 – February/March	INV26/107	£10.92	£9.10	£1.82
Unity Curr	09/03/26	BACS	Adam Neill – Grass cutting and strimming	INV26/102/3	£430.50	£430.50	-
Unity Curr	09/03/26	BACS	Dormansland War Memorial Community Hall – Hire for APA and Meetings June - Sept	INV26/104	£192.00	£192.00	-
Unity Curr	09/03/26	BACS	Society of Local Council Clerks – Clerk annual membership	INV26/101	£200.00	£200.00	-
Unity Curr	09/03/26	BACS	Clutterbucks – 2 Salt bins and first salt fill	INV26/105	£660.00	£550.00	£110.00
Unity Curr	23/03/26	Card - DD	Lloyds Bank – Month Fee for Card	INV26/110	£3.00	£3.00	-
Unity Curr	30/03/26	BACS	Steven Rees – Clerk's wage March 2026 – Gross £1,101.00 + £26.00 WFH	Wage March 2026	£1,058.72	£1,058.72	-

			less Tax/NI/Pension Contribution deduction £68.28				
Unity Curr	31/03/26	BACS	Adam Neill – Tree mulching	INV26/109	£512.50	£512.50	-
Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	31/03/26	DD	Unity Bank – Monthly Account Fee	INV26/106	£7.00	£7.00	-
Unity Curr	07/04/26	BACS	Society of Local Council Clerks – Clerk CiLCA qualification assessment fee	INV27/04	£495.00	£495.00	-
Unity Curr	07/04/26	BACS	PAYE/NIC payment on March 2026 payroll – Ers NIC £102.60, Ees NIC £4.24, Ees PAYE £20.00	PAYE 03/26	£126.84	£126.84	-
Unity Curr	08/04/26	DD	O2 – March/April	INV27/05	£10.92	£9.10	£1.82
Unity Curr	17/04/26	BACS	NEST - Pension deductions and Contributions Mar 2026 (EE's £44.04 net, ER's £55.05	PEN 03/26	£99.09	£99.09	-
Unity Curr	17/04/26	BACS	rCOH – Neighbourhood Plan – Basic Conditions work	INV27/06	£399.00	£332.50	£66.50
Unity Curr	22/04/26	BACS	Adam Neill – Grass cut and trim	INV27/01/2	£130.78	£130.78	-
Unity Curr	23/04/26	Card - DD	Lloyds Bank – Month Fee for Card	INV27/10	£3.00	£3.00	-
Unity Curr	28/04/26	BACS	Steven Rees – Clerk's wage April 2026 – Gross £1,131.00 + £26.00 WFH less Tax/NI/Pension Contribution deduction £83.28	Wage April 26	£1,073.72	£1,073.72	-
Unity Curr	28/04/26	BACS	Cllr Hilary Taylor – reimbursement for refuse sacks for litter pick	INV27/12	£13.20	£11.00	£2.20
Unity Curr	30/04/26	BACS	Vision ICT Ltd – Website MOT re accessibility	INV27/08	£174.00	£145.00	£29.00
Unity Curr	30/04/26	BACS	Surrey Association of Local Councils – SALC annual sub £998.81 and NALC sub £223.34	INV27/03	£1,222.15	£1,222.15	-
Unity Curr	30/04/26	DD	Unity Bank – Monthly Account Fee	INV26/09	£7.00	£7.00	-

6.5 Invoices and future payments to be approved

Ref	Supplier	Detail	Gross	Net	VAT
INV27/07	Rialtas	Annual software licence, support and maintenance for accounting software – due 01/05/26	£1,084.80	£904.00	£180.80
HMRC – Apr 2026	HMRC	PAYE/NIC payment on Apr 2026 payroll – Ers NIC £107.10, Ees NIC £6.64, Ees PAYE £31.40 – payable 08/05/26	£145.14	£145.14	-
Pension 02/26	NEST	Pension deductions and Contributions Apr 2026 (EE's £45.24 net, ER's £56.55) – payable 08/05/25	£101.79	£101.79	-

6.6 Transfers between accounts since last report

Date	From	To	Value
07/03/26	Unity Saving	Unity Current	£1,500.00
27/03/26	Unity Saving	Unity Current	£1,000.00
31/03/26	Unity Saving	Unity Current	£500.00
02/04/26	Unity Saving	Unity Current	£1,000.00
19/04/26	Unity Current	Unity Saving	£28,000.00
21/04/26	Unity Saving	Unity Current	£3,000.00
28/04/26	Unity Current	Unity Saving	£2,600.00

6.7 Bank statements and reconciliations to 30th April 2026 to be tabled – reviewed and signed

Balances at 30th April 2026:

Unity Bank – Current Account £1,838.47

Unity Bank – Instant Access Savings Account £90,721.95

(Current interest rate 1.95%)

HSBC BMM Account £TBC when April interest added

(Current interest rate 1.28%)

7. Farindons

To consider the Council's approach to the proposed development of 69 residential properties at Farindons, High Street, Dormansland.

8. Neighbourhood Plan

To receive an update on the Neighbourhood Plan from Cllr Bright.

9. Litter Pick

To receive a report from Cllr Taylor and consider and approve the donation of £25 to Dormansland Baptist Church in recognition of the refreshments supplied for litter pickers.

10. Vacant Councillor Roles

Update from Clerk.

11. WorkNest Contract – Employment Support

Update from Cllr Dandy on WorkNest annual contract negotiations

12. Dormansland Public Toilets – storage space

To consider a request from Dormansland Tennis Club for an agreement to pay annual rent for hire of storage space in the refurbished toilets.

13. Playground refurbishment on Recreation Ground

To hear the latest update on the refurbishment of the playground and consider the funding position and Dormansland Parish Councils contribution.

14. Action Log

Review, amend and approve action log.

[Meeting to be closed to public](#)

14. Staff matters

To consider staff report and agree next actions.

15. Dates of next meeting

15.1 Full Council Meeting – Wednesday 3rd June 2026 – 6.30pm – Dormansland War Memorial and Community Hall

15.2 Planning Meeting – Wednesday 3rd June 2026 - 6.00pm – Dormansland War Memorial and Community Hall