



Dormansland Parish Council

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Notice is hereby given that the 291st Full Council Meeting of Dormansland Parish Council will be held after the Annual Meeting 18.30 on Wednesday 3rd June 2026 in the Dormansland War Memorial Community Hall, Plough Road, Dormansland to transact the under mentioned business, which Councillors are summoned to attend.

Signed: Dormansland Parish Clerk

28th May 2026

**The meeting will be recorded for the purpose of accurate minute taking
The recording may 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 291st Meeting of Dormansland Parish Council on 3rd June 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 – 6th May 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	31/05/26	HSBC – May Interest	TBC

6.4 Payments made since last report – To be approved

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	01/05/26	BACS	Rialtas -Annual software and support fee	INV27/07	£1,084.80	£904.00	£180.80
Unity Curr	05/05/26	BACS	EN ROUTE Design & Print – APA Report	INV27/16	£118.00	£118.00	-
Unity Curr	05/05/26	BACS	The Village Voice – Annual Content fee	INV27/15	£500.00	£500.00	-
Unity Curr	07/05/26	DD	O2 – April/May	INV27/14	£12.72	£10.60	£2.12
Unity Curr	08/05/26	BACS	NEST – Pension Contributions Apr 2026 (EE's £45.24 net, ER's £56.55)	PENSION April 2026	£101.79	£101.79	-
Unity Curr	08/05/26	BACS	HMRC PAYE/NIC payment on April 2026 payroll – Ers NIC £107.10, Ees NIC £6.64, Ees PAYE £31.40	PAYE April 2026	£145.14	£145.14	-
Unity Curr	18/05/26	BACS	Cheryl Roux – APA refreshments	INV27/17	£123.73	£123.73	-
Unity Curr	18/05/26	BACS	Adam Neill – Tree mulching	INV27/18	£65.39	£65.39	-
Unity Curr	22/05/26	BACS	Mulberry Local Authority Services – Internal Audit - Final	INV27/19	£299.34	£249.45	£49.89
Unity Curr	26/05/26	CARD DD	Lloyds Bank – Month Fee for Card	INV27/20	£3.00	£3.00	-
Unity Curr	26/05/26	CARD DD	Zoom monthly fee	INV27/21	£16.79	£13.99	£2.80

Account	Date	Type	Payee	Ref	Gross	Net	
Unity Curr	26/05/26	BACS	Adam Neill – Grass cut and strim - Clayford	INV27/22	£31.50	£31.50	-
Unity Curr	26/05/26	BACS	Zurich – Annual Insurance premium	INV27/23	£1,031.50	£1,031.50	-
Unity Curr	28/05/26	BACS	Steven Rees – Clerk’s wage May 2026 – Gross £1,131.00 + £26.00 WFH less Tax/NI/Pension Contribution deduction £83.48	Wage May 26	£1,073.52	£1,073.52	-
Unity Curr	28/05/26	BACS	David Bright – Plants and Compost for planters	INV27/24	£37.00	£30.83	£6.17
Unity Curr	31/05/26	DD	Unity Bank – Monthly Account Fee	INV27/25	£7.00	£7.00	-

6.5 Invoices and future payments to be approved

Ref	Supplier	Detail	Gross	Net	VAT
HMRC – May 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	£145.34	£145.34	-
Pension 05/26	NEST	Pension deductions and Contributions May 2026 (EE’s £45.24 net, ER’s £56.55) – payable 10/06/25	£101.79	£101.79	-

6.6 Transfers between accounts since last report

Date	From	To	Value
05/05/26	Unity Saving	Unity Current	£1,000.00
26/05/26	Unity Saving	Unity Current	£2,600.00

6.7 Bank statements and reconciliations to 31st May 2026 to be tabled – reviewed and signed

Balances at 31st May 2026:

Unity Bank – Current Account £774.05

Unity Bank – Instant Access Savings Account £87,121.95
(Current interest rate 1.95%)

HSBC BMM Account £TBC when May interest added
(Current interest rate 1.28%)

7. Annual Governance and Accountability Return 2025/26

7.1 Receive and note the Annual Internal Audit Report 2025/26

7.2 Approve the Annual Governance Statement 2025/26

7.3 Consider, approve and sign the Accounting Statement 2025/26

7.4 Approve the public rights period – Announcement on the 7th June of the public rights period commencing on Monday 8th June and ending on Friday 17th July.

7.5 Authorise the Clerk to submit the AGAR 2025/26 and supporting paperwork to the External Auditor prior to 30th June 2026 deadline.

8. Farindons

8.1 To consider the Professional Planning Consultants (O’Neil Homer) quote for advice on the proposed residential development at Farindons. £2,950 (+VAT)

8.2 To consider Solicitor’s advice on distribution of above advice.

- 9. Neighbourhood Plan**
To receive an update on the Neighbourhood Plan from Cllr Bright.
- 10. Planning Committee Membership**
To consider and agree the Planning Committee membership.
- 11. Dormansland Public Toilets – storage space**
Clerk to update Council on discussions with Chair of Dormansland Tennis Club.
Council to consider a request from Dormansland Tennis Club for an agreement to pay annual rent for hire of storage space in the refurbished toilets
- 12. Playground refurbishment on Recreation Ground**
To hear the latest update on the refurbishment of the playground.
- 13. Lingfield Allotments – Memorandum of Understanding**
Review Lingfield Parish Council’s response to draft Memorandum of Understanding.
- 14. Grass cutting**
To consider Cllr Bright’s suggestions for grass cutting and strimming and approve a schedule.
- 15. Meetings Schedule**
To consider changing the timing of the Planning Committee and Full Council Meetings.
- 16. Action Log**
Review, amend and approve action log.
- 17. Dates of next meeting**
 - 17.1 Full Council Meeting – Wednesday 1st July 2026 – 6.30pm TBC – Dormansland War Memorial Community Hall
 - 17.2 Planning Meeting – Wednesday 1st July 2026 - 6.00pm TBC – Dormansland War Memorial Community Hall