



Dormansland Parish Council

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Notice is hereby given that the 293rd Full Council Meeting of Dormansland Parish Council will be held 18.30 on Wednesday 2nd September 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

27th August 2026

**The meeting will be recorded for the purpose of accurate minute taking
The recording are being saved currently due to the receipt of a formal request. The recordings
will be deleted once the subject matter of the formal request has been exhausted.**

AGENDA

- 1. To accept the written resignation of the current Chairperson and elect a Chairperson to conduct the 293rd Meeting of Dormansland Parish Council on 2nd September 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 – 1st July 2026 to be agreed as accurate and signed by the meeting Chairperson.
 - 4.2 Minutes of Annual 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, County and East Surrey 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	31/07/26	HSBC – July Interest	TBC
Unity Savings	31/08/26	HSBC – August Interest	TBC

6.4 Payments made since last report – To be approved

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	07/07/26	DD	O2 – June/July	INV27/37	£12.72	£10.60	£2.12
Unity Curr	09/07/26	DD	NEST - Pension deductions and Contributions June 2026 (EE's £45.24 net, ER's £56.55)	PEN June 2026	£101.79	£101.79	-
Unity Curr	14/07/26	BACS	St Catherine's Hospice	Grant 27a	£600.00	£600.00	-
Unity Curr	14/07/26	BACS	Lingfield Minibus	Grant 27b	£500.00	£500.00	-
Unity Curr	14/07/26	BACS	Dormansland War Memorial Hall Trustees – Hire room 12 th August	INV27/38	£12.00	£12.00	-
Unity Curr	23/07/26	CARD DD	Lloyds Bank – Month Fee for Card	INV27/37a	£3.00	£3.00	-
Unity Curr	23/07/26	CARD DD	Zoom monthly fee	INV27/42	£16.79	£13.99	£2.80
Unity Curr	23/07/26	BACS	Adam Neill – Grass cut Wilderwick	INV27/36	£65.39	£65.39	-
Unity Curr	23/07/26	BACS	St Piers School	Grant 27c	£588.00	£588.00	-
Unity Curr	23/07/26	BACS	Vision ICT – Email address new councillor	INV27/39	£24.00	£20.00	£4.00

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	28/07/26	BACS	Steven Rees – Clerk's wage July 2026 – Gross £1,131.00 + £26.00 WFH less Tax/NI/Pension Contribution deduction £83.28	Wage Jul 26	£1,073.72	£1,073.72	-
Unity Curr	31/07/26	DD	Unity Bank – Monthly Account Fee	INV27/37	£7.00	£7.00	-
Unity Curr	03/08/26	BACS	Lingfield and Dormansland Meals on Wheels - Donation	Donation 27/1	£800.00	£800.00	-
Unity Curr	05/08/26	DD	O2 – July/Aug	INV27/41	£12.72	£10.60	£2.12
Unity Curr	07/08/26	DD	NEST - Pension deductions and Contributions July 2026 (EE's £45.24 net, ER's £56.55)	PEN July 2026	£101.79	£101.79	-
Unity Curr	10/08/26	BACS	HMRC - PAYE/NIC payment on July 2026 payroll – Ers NIC £107.10, Ees NIC £6.64, Ees PAYE £31.40	PAYE July 2026	£145.14	£145.14	-
Unity Curr	18/08/26	BACS	DM Payroll Services – July – December 2026	INV27/46	£79.20	£66.00	£13.20
Unity Curr	18/08/26	BACS	Adam Neill – Cut/Strim SG, Wilderwick Clay	INV27/43-45	£286.27	£286.27	-
Unity Curr	24/08/26	CARD DD	Lloyds Bank – Month Fee for Card	INV27/50	£3.00	£3.00	-
Unity Curr	24/08/26	CARD DD	Zoom monthly fee	INV27/49	£16.79	£13.99	£2.80
Unity Curr	28/08/26	BACS	rCOH – O'Neill Homer – Advise on Farindons planning application	INV27/48	£3,540.00	£2,950.00	£590.00
Unity Curr	28/08/26	BACS	SALC – Planning Training Cllr Roux	INV27/47	£54.00	£45.00	£9.00
Unity Curr	28/08/26	BACS	Steven Rees – Clerk's wage Aug 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	31/08/26	DD	Unity Bank – Monthly Account Fee	INV27/51	£7.00	£7.00	-

6.5 Invoices and future payments to be approved

Ref	Supplier	Detail	Gross	Net	VAT
HMRC – Aug 2026	HMRC	PAYE/NIC payment on Aug 2026 payroll – Ers NIC £107.10, Ees NIC £6.64, Ees PAYE £31.60 – payable c08/09/26	£145.34	£145.34	-
Pension 08/26	NEST	Pension deductions and Contributions Aug 2026 (EE's £45.24 net, ER's £56.55) – payable c10/09/26	£101.79	£101.79	-

6.6 Transfers between accounts since last report

Date	From	To	Value
13/07/26	Unity Saving	Unity Current	£1,500.00
13/07/26	Unity Saving	Unity Current	£800.00
27/07/26	Unity Saving	Unity Current	£1,000.00
02/08/26	Unity Saving	Unity Current	£1,000.00
17/08/26	Unity Saving	Unity Current	£4,000.00
25/08/26	Unity Saving	Unity Current	£1,000.00

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

Balances at 31st August 2026:

Unity Bank – Current Account £435.57

Unity Bank – Instant Access Savings Account £75,726.05

(Current interest rate 1.95%)

HSBC BMM Account £TBC when Jul/Aug interest added

(Current interest rate 1.28%)

7. **Planning Committee membership**

To appoint Cllr Price to be a member of the Planning Committee

8. **Grant Application**

To review and approve the following grant application

Kent, Surrey & Sussex Air Ambulance £500.00

9. **Local Hero Award – Policy and Advertisement**

To consider and approve draft Local Hero Policy and supporting Advertisement.

10. **Re-appointment of Internal Auditors**

To consider and approve re-appointment of Mulberry Local Council Services as Internal Auditors for the year to 30th March 2027.

11. **Re-siting of bench on Mill Lane**

To approve quote for re-siting of bench on Mill Lane.

12. **Tandridge Local Plan**

Approve the Council's response to Tandridge Local Plan consultation.

13. **Payment to Tandridge District Council for playground refurbishment**

To approve the amount (£22,480.00) invoiced, being 10% of the total contract cost, as advised by Catherine Dainkeh, and less than the maximum £25,000.00 approved and approve payment thereof.

14. **Newhache carpark**

Cllr Dandy to update on the potential acquisition of Newhache carpark from Tandridge District Council.

15. **Action Log**

Review, amend and approve action log.

16. Dates of next meeting

- 16.1 Full Council Meeting – Wednesday 7th October 2026 – 6.30pm – Dormansland Baptist Church Hall
- 16.2 Planning Meeting – Wednesday 7th October 2026 - 6.00pm – Dormansland Baptist Church Hall