



Dormansland Parish Council

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Notice is hereby given that the 294th Full Council Meeting of Dormansland Parish Council will be held 18.30 on Wednesday 7th October 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

1st October 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 294th Meeting of Dormansland Parish Council on 7th October 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 – 2nd September 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
Unity IA Saving a/c	31/09/26	Unity – Quarterly Interest	£501.26

6.4 Payments made since last report – To be approved

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	04/09/26	DD	O2 – Aug/Sep	INV27/52	£12.72	£10.60	£2.12
Unity Curr	09/09/26	DD	NEST - Pension deductions and Contributions Aug 2026 (EE's £45.24 net, ER's £56.55)	PEN Aug 2026	£101.79	£101.79	-
Unity Curr	10/09/26	BACS	HMRC - PAYE/NIC payment on Aug 2026 payroll – Ers NIC £107.10, Ees NIC £6.64, Ees PAYE £31.60	PAYE Aug 2026	£145.34	£145.34	-
Unity Curr	14/09/26	BACS	Lingstead Construction Ltd – Re-siting bench on Mill Lane	INV27/53	£910.80	£759.00	£151.80
Unity Curr	14/09/26	BACS	PKF Littlejohn – External Audit fee 2025/26	INV27/54	£378.00	£315.00	£63.00
Unity Curr	23/09/26	CARD DD	Lloyds Bank – Month Fee for Card	INV27/55	£3.00	£3.00	-
Unity Curr	23/09/26	CARD DD	Zoom monthly fee	INV27/56	£16.79	£13.99	£2.80
Unity Curr	23/09/26	BACS	Adam Neill – Materials for telephone kiosk repaint (£96.75) & Grass strim cut Shepherds Grove and Wilderwick (£130.78)	INV27/57-60	£227.53	£227.53	-

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	23/09/26	BACS	Tandridge District Council – Contribution towards playground upgrade and refurbishment	INV27/61	£22,480.00	£22,480.00	-
Unity Curr	28/09/26	BACS	Steven Rees – Clerk's wage Sep 2026 – Gross £1,168.00 +£186.00 backpay + £26.00 WFH less Tax/Nl/Pension Contribution deduction £154.87	Wage Sep 26	£1,225.33	£1,225.33	-
Unity Curr	30/09/26	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 – Sep 2026	HMRC	PAYE/NIC payment on Sep 2026 payroll – Ers NIC £140.58, Ees NIC £24.50, Ees PAYE £76.20 – payable c09/10/26	£241.28	£241.28	-
Pension 09/26	NEST	Pension deductions and Contributions Sep 2026 (EE's £54.17 net, ER's £67.71) – payable c01/10/26	£121.88	£121.88	-

6.6 Transfers between accounts since last report

Date	From	To	Value
13/09/26	Unity Saving	Unity Current	£1,500.00
23/09/26	Unity Saving	Unity Current	£23,000.00
28/09/26	Unity Saving	Unity Current	£1,500.00

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

Balances at 30th September 2026:

Unity Bank – Current Account £927.27

Unity Bank – Instant Access Savings Account £126,981.97

(Current interest rate 1.95%)

7. External Audit Report – Formal review and approval

To formally review and record approval of the PKF Littlejohn External Audit Report on the Council year to 31st March 2026.

8. Clerk Remuneration

To formally approve the increase in the Clerk's hourly payrate (in line with national scale agreement) from £18.85 to £19.47 and backdate to 1st April 2026.

9. Neighbourhood Plan - Update

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

- 10. Playground refurbishment - update**
To receive an update from Cllr Taylor on progress on the playground refurbishment and official opening.
- 11. Sub-lease of toilet storage facility**
To review and discuss the final Heads of Terms document relating to the Dormansland Tennis Club lease of the rear section of the toilet block from Tandridge District Council, as provided by the Tennis Club Chair.
- 12. Action Log**
Review, amend and approve action log.
- 13. Newhache Car Park**
To understand whether the encumbrances upon the car park preclude it from the Tandridge District Council asset transfer activity
- 14. Dates of next meeting**
 - 14.1 Full Council Meeting – Wednesday 4th November 2026 – 6.30pm – Dormansland Baptist Church Hall
 - 14.2 Planning Meeting – Wednesday 4th November 2026 - 6.00pm – Dormansland Baptist Church Hall