

Dormansland Parish Council
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Notice is hereby given that the 295th Full Council Meeting of Dormansland Parish Council will be held 18.30 on Wednesday 4th November 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 **29th 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 295th Meeting of Dormansland Parish Council on 4th November 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 – 7th October 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 Current a/c	02/10/26	Tandridge District Council – Precept -2nd 50%	£29,000.00

6.4 Payments made since last report – To be approved

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	05/10/26	BACS	Adam Neill –telephone kiosk repaint x 2	INV27/62/3	£800.00	£800.00	-
Unity Curr	07/10/26	BACS	O2 – Sep/Oct	INV27/71	£12.72	£10.60	£2.12
Unity Curr	09/10/26	BACS	HMRC - PAYE/NIC payment on Sep 2026 payroll – Ers NIC £140.58, Ees NIC £24.50, Ees PAYE £76.20	PAYE Sep 26	£241.28	£241.28	-
Unity Curr	20/10/26	BACS	David Bright – Bulbs for planters	INV27/66	£75.84	£63.20	£12.64
Unity Curr	21/10/26	DD	NEST - Pension deductions and Contributions Sep 2026 (EE's £54.17 net, ER's £67.71)	PEN Sep 2026	£121.88	£121.88	-
Unity Curr	21/10/26	BACS	Royal Mail – PO Box annual rental	INV27/67	£416.40	£347.00	£69.40
Unity Curr	23/10/26	CARD DD	Lloyds Bank – Month Fee for Card	INV27/55	£3.00	£3.00	-
Unity Curr	23/10/26	CARD DD	Zoom monthly fee	INV27/56	£16.79	£13.99	£2.80
Unity Curr	26/10/26	BACS	Adam Neill – Grass strim cut Wilderwick	INV27/70	£65.39	£65.39	-

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	28/10/26	BACS	Steven Rees – Clerk's wage Oct 2026 – Gross £895.62 +£272.58 sick pay + £26.00 WFH less Tax/NI/Pension Contribution deduction £111.35	Wage Oct 26	£1,082.85	£1,082.85	-
Unity Curr	30/10/26	BACS	Vision ICT – website hosting and support Dec 26 – Nov 27	INV27/68	£263.63	£219.36	£43.87
Unity Curr	31/10/26	DD	Unity Bank – Monthly Account Fee	INV27/72	£7.00	£7.00	-

6.5 Invoices and future payments to be approved

Ref	Supplier	Detail	Gross	Net	VAT
HMRC – Oct 2026	HMRC	PAYE/NIC payment on Oct 2026 payroll – Ers NIC £112.68, Ees NIC £9.62, Ees PAYE £55.00 – payable 06/11/26	£177.30	£177.30	-
Pension 10/26	NEST	Pension deductions and Contributions Oct 2026 (EE's £46.73 net, ER's £58.41) – payable 09/11/26	£105.14	£105.14	-

6.6 Transfers between accounts since last report

Date	From	To	Value
05/10/26	Unity Current	Unity Saving	£28,500.00
20/10/26	Unity Saving	Unity Current	£1,000.00
26/10/26	Unity Saving	Unity Current	£1,000.00

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

Balances at 31st October 2026:
Unity Bank – Current Account £320.89
Unity Bank – Instant Access Savings Account £153,481.97
(Current interest rate 1.95%)

7. Co-option for vacant Councillor role

To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy.

8. Resignation as Chair of Personnel Committee

To receive the resignation of Cllr Taylor as Chair of the Personnel Committee and elect a successor.

9. Weed Management 2027

To receive and approve the quotation for weed management for 2027. Quote £1,107.39 +VAT – (2026 cost £1,030.13 +7.5%)

10. Neighbourhood Plan

Councillor Bright to give an update on progress of the Dormansland Neighbourhood Plan.

11. Budget Meeting – 2027-28

To agree a date for the first budget meeting for the Financial Year April 2027 to March 2028, and to decide whether the meeting is to be held in person or online.

12. Action Log

Review, amend and approve action log.

13. Dates of next meeting

13.1 Full Council Meeting – Wednesday 2nd December 2026 – 6.30pm – Dormansland Baptist Church Hall

13.2 Planning Meeting – Wednesday 2nd December 2026 - 6.00pm – Dormansland Baptist Church Hall