



## Dormansland Parish Council

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### Minutes of the 281<sup>st</sup> meeting of Dormansland Parish Council held at 6.30pm on Wednesday 4<sup>th</sup> June 2025 at Dormansland War Memorial Hall

**Present:** Cllr David Bright (Chair for Meeting), Cllr Cheryl Roux, Cllr Richard Dandy,  
Cllr Hilary Taylor, Cllr Liz Lockwood, Cllr Keith Coleman, Cllr Jon Ford

**In Attendance:**

County and District Cllr Lesley Steeds

District Cllr Sir Nicholas White, District Cllr Nicola O'Riordan

4 members of the public in attendance.

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#### MINUTES

**The meeting was recorded in order to ensure accurate minute taking. The recording will be deleted once the minutes have been approved.**

1. Cllr David Bright was elected to be Chair for the 281<sup>st</sup> Meeting of Dormansland Parish Council. (Chair position will be in rotation of each Cllr in turn)
2. No apologies for absence have been received.
3. No declarations of Interest were declared.
4.
  - 4.1 Minutes of the Full Council Meeting 7<sup>th</sup> May 2025 were agreed as accurate and signed by the meeting Chair.
  - 4.2 Minutes of the Annual Meeting 7<sup>th</sup> May 2025 were agreed as accurate and signed by the meeting Chair.
5. **Reports**
  - 5.1 **Clerk's Report (Steven Rees)**
    - Correspondence – Two pieces of mail received into the PO Box this month
      - An application for a grant from Lingfield and Dormansland Meals on Wheels
      - A playground equipment brochure.
    - Emails advertising playground equipment, stationery and financial software.
    - Communication from residents
      - Continued interest in the repairs to the public toilets and the children's slide that is out of commission
      - An offer of a donation towards refurbishing the playground but how can a payment be made if the donor is not on Facebook. –  
**One of the working group to forward details of bank account.**
    - Outgoing correspondence

- Tandridge DC re noise levels at Lingfield Park Racecourse during events, asking whether there are set limits and asking if it is ever monitored – reply copying in Mole Valley who Tandridge share an Environmental Health resource with thanking us for the notification and asking for comment. Also copying in the official at Tandridge who deals with event notices. – Initial response received copying in Environmental Health team – Followed by a fuller response indicating that there had been many complaints and that the matter was being discussed with the venue with a view to restricting events in future if noise was not controlled.
- Tandridge DC re hedge on the corner of High Street and Dormans Road reducing path width – response suggesting it was the responsibility of the land owners in Kinnibrugh Drive. – Cllr Ford contested this view, the hedge being wholly outside of the fence of bordering said properties- **Clerk to pursue matter further with Tandridge DC and Surrey CC.**
- Other matters
  - Clerk has completed the annual CIL expenditure declaration form for Tandridge DC – due by the 1<sup>st</sup> June 2025
  - Clerk had completed DBS check and provided original certificate to Cllr Taylor for personnel file
  - Opened a Nest Pension account on behalf of DPC – setting a maximum payment level of 5%. – need the DD form signed – first contributions due shortly
  - Voicemail now working on mobile phone.
  - Clerk had reported damaged or missing road name signs on Tandridge DC website – Hollow Lane, Plough Road, Newhache at entrance from High Street, Locks Meadow – Received notification that new signs had been added to the next purchase order.
- Focus for next month
  - Submitting external audit paperwork by 30<sup>th</sup> June.
  - Chasing VAT repayment
  - Looking further into new bank accounts – Metro Bank look like a good option and investigate whether the Council should put some money onto a term deposit and get a better interest rate.
  - Continue with online training for updating website. Initial training successful in terms of uploading and linking documents and websites.
  - Operation Bridge
  - Reviewing Standing Orders and Financial regulations to understand what is standard and what is specific to DPC.

## 5.2 Councillor's Report

### Cllr Richard Dandy

- Letter from Surrey Highways dated 15<sup>th</sup> May – saying 2 days of work in Newhache from 22<sup>nd</sup> May – Cllr Dandy will copy Cllr Steeds into communications so that she can follow up.
- Royal Oak public house to close, hopefully will re-open soon.

**Cllr Cheryl Roux**

- Nothing to report.

**Cllr Keith Coleman**

- Dormansland Primary School will hear the results of their Ofsted Inspection shortly.
- Following persistent chasing by Cllr White it has been confirmed that Surrey CC are going to survey Dormansland Primary School to see if they can get a kitchen for preparation of their lunches. They are currently one of only a few schools in Surrey who are reliant upon food being delivered from another site, which is prone to delay.
- There have been several accidents in Station Road due to the parking and speeding. Commuters walking along the road are also in danger.

**Cllr Jon Ford**

- Has circulated suggested improvements to the website – will liaise with the Clerk as to the best way forward.

**Cllr Hilary Taylor**

- Very few people have commented on the playground crowdfunding page which does not help in keeping the page at the forefront of peoples minds, and garner contributions. Any contributions would also be welcome.
- A reminder to everyone that the writing of the article for the Village Voice would now be the responsibility of the acting Chair.

**Cllr David Bright**

- Had visited the Lingfield allotments and they were well tended and mostly occupied, with some by Dormansland residents.
- Planters had been replanted.
- The two new trees that had been lost in the dry weather (poor specimens) have been removed and would be replaced next planting season

**Cllr Liz Lockwood**

- New CEO at Gatwick Airport has been announced.

**5.3 District Cllr Sir Nicholas White**

- Tim Oliver at Tandridge DC had now used his authority to ensure that the Primary School would get their kitchen. The Director of Land and Planning would visit the school shortly.
- Local Government reform ongoing with nine out of eleven District Councils wanting 3 authorities to reduce the size of a councillor's ward numbers. Central Government seems to be leaning towards borough and community organisations taking more responsibility rather than parishes. It's still an unknown quantity
- HELAA (Housing and Economic Land Availability Assessment) has been conducted and over 2,000 houses have been put forward in Dormansland alone. An applicant in Blindley Heath has cut down old oak trees but has withdrawn their application upon hearing the costs of reinstating the biodiversity from the lost trees. HELAA detail not available to general public yet.
- Gatwick DCO – Tandridge writing to the Government to persuade them to reject the application because Gatwick not answering concerns.

### County & District Cllr Lesley Steeds

- Unitary authorities ward divisions will remain, but number of Councillors will be decided by the Boundaries Commission to even out population per Councillor. Nothing about the re-organisation is clear. Government seem to want community hubs rather than new parish councils. Also still an issue with some authorities having unserviceable debt.
- Asset transfer – could Clerk forward email from Stephen Coley, cancelling tonight's meeting so Cllr Steeds can follow up. Clerk also to invite Stephen Coley to meet us before next Full Council Meeting.
- Has secured a possible further £20,000 towards the playground refurbishment from Surrey. Need to make this a community project.
- Dormans station car park and housing development company has gone into liquidation. Liquidators are securing the site, hoping to sell the project on.

### District Cllr Nicola O'Riordan

- Nothing to add.

## 6. Accounts & Finance

- 6.1 RFO to report on activity since last meeting – All receipts and payments up to and including the 31<sup>st</sup> May 2025 recorded. Bank reconciliations prepared, May 2025 YTD Receipts and Payments Report circulated. Insurance cover with Zurich renewed, although we have still not received confirmation from Tandridge District Council about the insurance cover position of the outdoor gym equipment in the Recreation Ground. Clerk's mobile phone contract renewed – 24 months at £9.10 (exc VAT) per month.
- 6.2 Receipts and payments statement YTD v Annual Budget – **reviewed and signed.**
- 6.3 Receipts since last report

Account	Date	Detail	Value
Unity Curr	30/04/25	HSBC – April Interest	£94.19

### 6.4 Payments made since last Full Council Meeting – **Approved**

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	07/05/25	BACS	Cllr Cheryl Roux – Annual Parish Assembly refreshments	INV26/16	£122.81	£104.60	£18.21
Unity Curr	07/05/25	BACS	Adam Neill – Grass cut x 3 sites	INV26/17	£157.50	£157.50	No VAT
Unity Curr	08/05/25	DD	O2 – Clerk's phone – May 2025	INV26/15	£12.12	10.10	£2.02
Unity Curr	19/05/25	BACS	Mulberry Local Authority Services – Year end shut down and Internal Audit	INV26/14/14a	£512.58	£427.15	£85.43
Unity Curr	19/05/25	BACS	Dormansland War Memorial Hall – Hire for Council Meetings – June/July/August and Neighbourhood Plan Consultation Day	INV26/18	£225.00	£225.00	No VAT

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	22/05/25	BACS	Dormansland Baptist Church – Donation re refreshments for litter pick	INV26/21	£25.00	£25.00	No VAT
Unity Curr	23/05/25	BACS	Cllr David Bright – Plants & compost for planters	INV26/22	£93.95	£88.12	£5.83
Unity Curr	23/05/25	BACS	Dormansland Carnival – Stall & advert	INV26/23	£80.00	£80.00	No VAT
Unity Curr	27/05/25	BACS	Worknest – Annual Support Fee and Insurance	INV26/19/20	£2,391.28	£2,009.40	£381.88
Unity Curr	28/05/25	BACS	Steven Rees – Clerk's wage May 2025 – Gross £1,067.40 + £26.00 WFH, less Tax/Nl/Pension Contribution (£257.65)	Payslip 05/25	£835.75	£835.75	-
Unity Curr	29/05/25	BACS	Zurich – Annual insurance premium	INV26/25	£1,197.34	£1,197.34	No VAT
Unity Curr	29/05/25	BACS	Adam Neill – Grass cut x 3 sites – reduced rate agreed.	INV26/26,27,28	£401.00	£401.00	No VAT
Unity Curr	29/05/25	DD	Royal Mail Group – Neighbourhood Plan mail	INV26/29	£1,491.17	£1,242.64	£248.53
Unity Curr	31/05/25	DD	Unity Bank – Monthly charges	INV26/24	£6.00	£6.00	No VAT

#### 6.5 Invoices and future payments - **Approved**

Ref	Supplier	Detail	Gross	Net	VAT
HMRC 05/25	HMR&C	PAYE Tax and NIC for May 2025 payroll (Tax £213.40, EE's NIC £1.55, ER's NIC £97.56)	£312.51	£312.51	-
Pension 05/25	NEST	Pension deductions and Contributions May 25 (EE's £42.70 net, ER's £53.37)	£96.07	£96.07	-

#### 6.6 Transfers between accounts since last Full Council Meeting

Date	From	To	Value
08/05/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£10,000.00
08/05/25	Unity Bank – Current Account	HSBC Savings Account	£10,000.00
16/05/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£2,700.00
25/05/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£1,000.00
29/05/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£3,100.00

#### 6.7 Bank statements and reconciliations to 31<sup>ST</sup> May 2025 to be tabled – **reviewed and signed**

Balances at 29<sup>th</sup> May 2025:

Unity Bank – Current Account £513.51

Unity Bank – Instant Access Savings Account £71,928.66

HSBC BMM Account £75,353.76

- 6.8 Review recommendations and approve the Internal Audit Report for the year ended 31<sup>st</sup> March 2025 – **Reviewed and approved**
- 6.9 Approve and sign End of Year Accounts 2024/25 (Summary Receipts and Payments for the Year Ended 31<sup>st</sup> 2025) – **Approved and signed**
- 6.10 Review, approve and sign Annual Governance Statement 2024/25 - AGAR Section 1 – **Reviewed, approved and signed**
- 6.11 Approve and sign Annual Statement 2024/25 - AGAR Section 2 and variance analysis for External Auditor – **Considered, approved and signed**
- 6.12 Approve and authorise publication of Notice of Exercising Public Rights dates – **Approved and authorised**
- 6.13 Authorise Clerk to send end of year paperwork (including variance analysis) to External Auditors – PKF Littlejohn - **Authorised**
- 6.14 Approve Clerk's expenses £25.10 (DBS check £21.50, Postage for VAT return £3.60) – **Approved for payment**

## 7. Grant applications

### 7.1 To review and approve grant applications from the following applicants

a.	Lingfield and Dormansland Meals on Wheels	£1,000	Approved
b.	Lingfield Marathon (Community) Minibus	£300	Approved
c.	YWI Dormansland	£100	Approved
d.	Citizens Advice Tandridge District	£500	Approved
e.	St. Catherine's Hospice	£1,000	Approved
f.	Dormansland Baptist Church	£1,000	Approved – see below
g.	Claridge House	£1,000	Pending – see below

- 7.1.f Clerk to request Dormansland Baptist Church confirm when access ramps purchased – **Clerk action.**
- 7.1.g Clerk to request whether any grant awarded can be ringfenced for bursaries to Dormansland residents and how Claridge House may advertise that bursaries are available – **Clerk action.**

## 8. Playground re-development – Dormansland Recreation Ground

The outcome of the initial CIL funding bid from Tandridge DC should be known by the end of June. In principle it was agreed that Dormansland Parish Council would increase their contribution above the £10,000 already allocated and dependent upon the level of extra funding required.

## 9. Grit bin – Clinton Hill

Consider the request to adopt the grit bin on Clinton Hill from Surrey CC – Cllr Bright reported that the grit bin was in a poor state of repair and cracked. Clerk to write to County Cllr Steeds to request that the bin be replaced and then Dormansland Parish Council would be willing to adopt – **Clerk action**

**10. Neighbourhood Plan**

Consultation date has been set and a stall at the Dormansland Carnival has been booked to give residents advanced notification of the consultation. The advisory leaflet (circulated) has been finalised and will be delivered by the Royal Mail to every residential and business address in Dormansland. Will be additional costs for printing the Plan, Design Guide and supplementary documents that will be needed for open day, public display and the Clerk to keep a master copy. Title of Plan should drop the start date as it could be misleading. Clerk to analyse previously approved expenditure and actual expenditure for next meeting – **Clerk action.**

**11. Bank Accounts**

HSBC bank account issue with no current account. Numbers of “Actioners” and “Approvers” agreed as 3 each so that there is always a separate person to perform each task even if somebody is absent. Close HSBC BMM account once new arrangements are up and running. Clerk to look at Metro Bank charitable accounts – **Clerk Action**

**12. Recreation Ground Toilets - Refurbishment**

Email from Catherine at Tandridge was disappointing in that it was very generic. Also the design circulated included a coin entry which is was not thought acceptable. Clerk to reply to Tandridge DC asking for more options to consider funding for – **Clerk Action**

**13. Dates of next meeting**

- 13.1 Full Council Meeting – Wednesday 2<sup>nd</sup> July – 6.30pm – War Memorial Hall – Jubilee Room – Apologies submitted by Cllr Roux in advance.
- 13.2 Planning Meeting – Wednesday 2<sup>nd</sup> July – 6.00pm – War Memorial Hall – Jubilee Room – Apologies submitted by Cllr Roux in advance.

Meeting closed at 20.40

Signed:

(Acting Chair)

Date: