



## Dormansland Parish Council

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### **Minutes of the 278<sup>th</sup> meeting of Dormansland Parish Council held at 6.30pm on Wednesday 5<sup>th</sup> March 2025 at The Baptist Church, Dormansland**

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

**In Attendance:**

County & District Cllr Lesley Steeds  
District Cllr Nicola O’Riordan

3 members of the public were in attendance, 2 of whom were applicants for the vacant Councillor position.

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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 Keith Coleman was elected to be Chair for the 278<sup>th</sup> Meeting of Dormansland Parish Council. (Chair position will be in rotation of each Cllr in turn, until a full Council is in place and or until May 2025).
2. Apologies for absence were received from District Cllr Sir Nicholas White.
3. No declarations of Interest were declared.
4. Minutes of the Full Council Meetings 8<sup>th</sup> January 2025 and 5<sup>th</sup> February 2025 were agreed as accurate and signed by the meeting Chair.
5. **Reports**
  - 5.1 **Clerk’s Report (Steven Rees)**
    - Thank you for making me feel so welcome.
    - Correspondence not forwarded Ordnance Survey’s notification of data packages being available and request for data and services to be rated, Pension Regulator enrolment – notification/declaration due by 08/08/25, numerous introductions from tree surgeons, sales circulars for play equipment and stationery.
    - One phone call from resident concerned about tree planting in Recreation Ground. Now happier knowing no costs incurred but still concerned for Carnival Space and views in the future when trees mature.
    - All accounting transactions up to date and bank accounts reconciled.

- Focus for next week/month. Preparing for year-end audits, organising Parish Assembly, updating meeting calendar on website, ensuring all minutes are on website, minutes file to be complete for 2024-25 to date.
- Will get up to speed with Website and Facebook and refresh all information.

## 5.2 Councillor's Report

### Cllr Richard Dandy

- Concerned over the lack of enforcement progress at Little Farindons. Cllr O'Riordan would contact Cllr White to see where he had got to with chasing the enforcement bodies.
- New flag definitely needed for flagpole at Newhache. Purchase had already been approved. Clerk informed meeting that cost of a new hand sewn flag similar to old flag would be £70.00 + VAT (£84.00)
- Locksmeadow road surface still appalling after patching. Cllr Steed stated that she was not happy either and would challenge Surrey CC. Clerk to send a strongly worded email to Surrey CC Highways department.
- Had been in conversation with somebody who worked as a fundraiser for St Catherine's Hospice and they had been severely impacted by the new National Insurance rate and would have to reduce Nurse numbers drastically (40). Advised them to put in an application for a grant from Dormansland Parish Council when the new grant window opens in April.

### Cllr Hilary Taylor

- VAS sign has arrived by school. Now should pay the £2,000 contribution that has been invoiced.
- Dark Skies re-imburement has been chased. Clerk - A remittance advice has been received from East Sussex that may relate to this.
- Haxted Solar panels – should we invite them to present to Parish Council. Cllr Lockwood advised that any presentation should be to a community meeting which we could organise. Clerk to contact the proposers to suggest that they organise a Community Meeting at which they would present their plans.
- Village Voice – willing to draft contribution to next edition.

### Cllr Keith Coleman

- Fallen signpost in Hollow Lane has been reported, been inspected and request to replace issued.
- Notification received that the blocked gulleys near Little Farindons will be cleaned this week.
- Has made Blue Hearts to be painted by the school.

### Cllr Liz Lockwood

- Gatwick Expansion - Secretary of State for Transport (Heidi Alexander) has said that she is minded to approve Gatwick expansion but with stringent conditions. GAGNE believe conditions are unachievable. The proposed new runway will definitely affect Dormansland.
- Carewell Eco Lodges have been refused – there were insufficient ecology surveys and would harm the existing ecology.

### Cllr David Bright

- Trees planted on Recreation Ground – and will keep an eye on them
- Have had the first Surrey CC grass cut. Still have one cut in hand with Adam.
- Will weed around trees and ask Adam to mulch – **Cost Approved**

### **Cllr Cheryl Roux**

- Recycling waste collection in village is poor. After every fortnightly collection there is a trail of rubbish all the way down the High Street.
- Clerk to write to Simon Mander Head of Environment – TDC to advise and request action, copy in Cllr O’Riordan
- CIL Bidding needs to be discussed at next meeting. The refurbishment of the playground could be a good basis of a CIL bid. Cllr Lockwood will have had training by then. Clerk to add this to April agenda.

### **5.3 District Cllr Nicola O’Riordan**

- Nothing to add

### **County & District Cllr Lesley Steed**

- The refreshment of road lines in Hollow Lane has been chased, they had been delayed due to wet weather.
- The move to Unitary Councils is likely to lead to 2 or 3 bodies in Surrey with a Mayoral role overseeing roads, Police, Fire and adult social care for all. It is likely that Parish Councils will take on more responsibility.

### **6 Co-option of New Councillor**

Both applicants presented to the meeting. Following a vote by the 6 Councillors present Jonathan Ford was co-opted onto the Council. Cllr Coleman thanked Sian Reeve for her continued interest in the workings of the Council and her support for its activities. Jonathan Ford signed the Declaration of Acceptance of Office in the presence of the Clerk. The Code of Conduct and Disclosure of Pecuniary Interest forms would be emailed to the new Councillor for digestion and completion.

### **7 Dormansland Neighbourhood Plan**

Cllr Bright reported - No final drafts have been received from the consultants (rCOH) as yet. They have been promised by the 14<sup>th</sup> March. Further invoice have been received from rCOH but will not be paid until reports received and read. Clerk will update Project Plan and Timetable when final drafts are approved but it is likely that the public consultation will be later in 2025 and the final public referendum in Spring 2026. The expenditure schedule to date for the Neighbourhood Plan and Design Code needs to be reviewed because it was felt some costs were missing. Cllr Roux to assist the Clerk in checking accuracy.

### **8 Newhache Memorial/Jubilee/Coronation Area**

Cllr Roux reported - The public consultation approved in November 2023 has not occurred. The time for Alison Hutchinson to review the project would be 5 hours – **Approved**. Whilst not wholly dependent, it would be beneficial if the Neighbourhood Plan was finalised first because it would outline the expectations for this area.

### **9 Banks and Bank Accounts – Cllr Roux reported**

**HSBC** – Amendments to on-line banking arrangements were moving forward albeit that the system for progressing matters was not working correctly. Cllr Dandy would have to email his identity documents to an address provided by Cllr Roux and Cllr Roux would have to make contact with the HSBC team again because a code supplied did not work.

**Unity** – Following a call with the Bank CEO progress had been promised. The bank said that confusion due to previous applications had caused delay. Specific staff had been assigned to the case. Adding the Clerk to the mandate would require minuted proof that Steven Rees is now a full time employee of the Council – Council agreed that this should be minuted here and sent to Unity Bank as proof – **Approved**. A payment card with a £500 payment limit was suggested for the Clerk - **Approved**

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**Maintenance, cutting and strimming**

- 10.1** Adam Neill – Repair and paint Bus Shelter opposite St Johns Church – Quote to be approved - £250.00 including labour and materials - **Approved**
- 10.2** Adam Neill – Annual work schedule and increase in costs by 5% to be approved (Current costs for full cut/strim – 3 times per year - £350.00 increasing to £367.50 per cut/strim) - **Approved**
- 10.3** Given the early cut and the cut we have in hand, further work would be discussed as needed.

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**Annual Parish Assembly**

- Clerk reported that the Dormansland War Memorial Hall had been booked for Thursday 24<sup>th</sup> April 5.30pm to 8.30pm
- Mark Devlin had been approached to speak but no response as yet. David Birchall suggested as a second speaker or backup.
- Annual Report - Clerk to approach grant recipients and local groups for content for report. Printer has confirmed same price as last year and needs 6 days to print. Clerk to circulate last year’s report.
- Cllr Roux offered to organize food and drink – Clerk to liaise.
- Fairtrade had been contacted – Clerk to confirm
- Presentation of the “Local Hero ” award to this year’s recipient unlikely to be possible at the Annual Parish Assembly. Clerk to investigate a trophy that could be presented annually and a tankard that could be presented to the annual recipient of the award.

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**Accounts & Finance**

- 12.1** Receipts and payments statement YTD v Annual Budget – **Approved and signed**
- 12.2** Payments made since last Full Meeting – **Approved**

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	31/01/25	CHG	Unity – Mthly Service Charge	INV25/41	£6.00	£6.00	-

- 12.3** Invoices and other payments – **Approved** Including reimbursement of payments made by Cllr Hilary Taylor whilst Unity Bank account unavailable (Community Heartbeat £76.74 [Payment authorised FCM 05/02/25] & Claridge House £30.00)

Ref	Supplier	Detail	Gross	Net	VAT
INV25/43	O2	Monthly Mobile -	£9.78	£8.15	£1.63
INV25/44	Claridge House	Meeting room for interviews	£30.00	£30.00	No VAT
Payslip 02/25	S Rees – Parish Clerk/RFO – Paid 28/02/25	February 2025 Net Pay (Gross pay £800.55 + WFH £26.00, less Tax (£400.27))	£426.28	£426.28	No VAT
P30 HMRC 02/25	HMRC – due 05/03/25	Tax & NIC on February wages EE's Tax £400.27 + ER's NI £5.87	£406.14	£406.14	No VAT

**Approved**

**12.3a** Invoice received since agenda

Ref	Supplier	Detail	Gross	Net	VAT
	Dormansland WMH	Hire Annual Parish Assembly - <b>Approved</b>	£45.00	£45.00	No VAT
	DM Payroll Services	September 24 – March 25 - <b>Approved</b>	£66.00	£66.00	No VAT
	rCOH	Neighbourhood Plan & 3 year web hosting - <b>Hold</b>	£2,469.00	£2,057.50	£411.50
	rCOH	Design code & 3 years web hosting - <b>Hold</b>	£1,596.00	£1,330.00	£266.00

**12.4** Bank statements and reconciliations to be tabled – **Approved and signed**

Balances at 27<sup>th</sup> February 2025:  
 Unity Bank – Current Account £277.47  
 Unity Bank – Instant Access Savings Account £72,275.30  
 HSBC BMM Account £65,074.31  
 HSBC Community Account £0.00

**12.5** Mulberry - Rialtas training for new Clerk – **Approved**

**13.** **2025 – 2026 meetings calendar & venues - reminder**

**13.1** Full Council Meetings – 6.30pm 1st Wednesday of each month except August

**13.2** Planning Meetings – 6.00pm 1st Wednesday of each month except August

April, May, October to December – Baptist Church Hall  
 June, July, September – Dormansland WMH

**14.** **VE Day 80<sup>th</sup> Anniversary – Celebration/Event**

**14.1** The Council are not intending to organise an event but would encourage and support others to do so. Contact for approving road closures for street parties to be posted on the website and facebook.

Engagement in community service to celebrate the Anniversary is encouraged and Cllr Hilary Taylor will organise a litter pick in the Parish on Sunday 4<sup>th</sup> May commencing 12.00pm until 1.30pm with refreshments being provided at the Baptist Church Hall from 1.30pm to 2.00pm.

A VE Day 80<sup>th</sup> Anniversary Flag could be purchased from the Royal British Legion (£20) to fly on the Newhache flagpole - **Approved**

- 15. Consider donation to CAGNE – Campaign against Gatwick Expansion – brought forward from February meeting**
- 15.1** £50 donation - **Approved**
- 16. Clerk role**
- 16.1** Holiday allowance to be confirmed and approve – 5 Hours extra in line with local government agreement - **Approved**
- 16.2** Pension arrangements options to be presented for review and approval at next meeting – Carry forward to April meeting.
- 17. Dates of next meeting**
- 17.1** Full Council Meeting – Wednesday 2nd April – 6.30pm – Baptist Church Hall
- 17.2** Planning Meeting – Wednesday 2nd April – 6.00pm – Baptist Church Hall

DATED

SIGNED:

(CHAIR)