



Dormansland Parish Council

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Minutes of the 279th meeting of Dormansland Parish Council held at 6.30pm on Wednesday 2nd April 2025 at The Baptist Church, Dormansland

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

In Attendance:
District Cllr Sir Nicholas White

No members of the public in attendance.

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 Hilary Taylor was elected to be Chair for the 279th Meeting of Dormansland Parish Council. (Chair position will be in rotation of each Cllr in turn, until May 2025).
2. Apologies for absence were received from Cllr Liz Lockwood, County Cllr Lesley Steeds and District Cllr Nichola O’Riordan.
3. No declarations of Interest were declared.
4. Minutes of the Full Council Meetings 5th March 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 – SLCC Clerk’s Bulletin and a letter from Tandridge DC asking for support in their “Responsible Dogs Campaign” by displaying a notice that professional dog walkers must apply for a permit to walk dogs on Tandridge DC land. **(Agreed to display on noticeboard)**. Emails praising the planting of the new trees on the recreation ground, requesting details of when the Solar Farm will come before the Parish Council, and one asking when the toilets at the Recreation Ground will be open again with eye for the Carnival in July.
 - Outgoing correspondence to – 1. Simon Mander (Head of Environment Tandridge DC) asking him to raise the issue of escaping recycled waste with the collectors – response received that he would raise this with the contractors BIFFA, 2. Surrey CC Works re condition of Locks Meadow

road surface – response that no further work planned but that Locks Meadow was on the Horizon Programme for potential future works.
(Clerk to forward response to Cllrs)

- Flags – New Union flag now flying at Newhache and VE Day 80th Anniversary flag purchased. Agreed to fly this flag from 8th May 2025 for a week. Clerk would dispose of old Union flag in a traditional way.
- Employment law has a new Statutory right to neo-natal leave (up to 12 weeks) if a newborn child requires extended neo-natal care – Handbook to be amended. Clerk to draft amendments based upon guidance received from WorkNest.
- Tandridge DC Parish's meeting – 1st April 2025 – main take outs – Full notes and slides to follow
 - Unitary authorities Surrey CC want 2, District Councils want 3. These will be in place by April 2027. Reigate and Crawley have suggested a cross county authority including the current Tandridge area.
 - Community Asset Management is far from harmonious process even with the 3 pilot parish councils – lack of good financial data is a key factor.
 - Planning update – Introduction of Grey Belt, Villages less protected than Towns, Parish Councillor training by June 2025.
- Focus for next week/month. Preparing for year-end audits, organising Parish Assembly, risk assessment for litter pick, updating grant application form.
- Will get up to speed with Website and Facebook and refresh all information.

5.2 Councillor's Report

Cllr Cheryl Roux

- Flags need adding to Asset List

Cllr David Bright

- Blue Hearts are in place
- Trees (50) had been surveyed for needs
- Work on bus shelter opposite Church had been completed
- Parts for the cistern in public toilets had been ordered.

Cllr Richard Dandy

- Concerned over the continued lack of enforcement progress at Little Farindons
- New flag raised to many positive comments.

Cllr Keith Coleman

- Following Blue Heart placement at Station the Blue Heart Association have been informed and the Primary School thanked for their efforts
- Parking outside the Plough Inn on Friday nights is spilling onto the road and wondered whether anybody has complained about obstruction
- Website needs refreshing – Clerk to get training.

Cllr Jon Ford

- Nothing extra to add.

Cllr Hilary Taylor

- VAS signs, Bus shelter and flag costs to be included under the Community Infrastructure Levy (CIL) and record on website the expenditure
- The second VAS sign is still not installed amongst mutual recrimination between the installers and the electrical contractors, will continue to pursue
- Dormansland litter pick going ahead Sunday 4th May 12.00pm to 1.30pm returning to the Baptist Church Hall for light refreshments.

5.3 County & District Cllr Lesley Steeds – submitted in absence

- Been in contact Cllr Taylor with regards to VAS signs and Cllr Bright with regards to Public Toilets
- There is an issue with a resident in New Farthingdale driving over the green. Council are due to put bollards in place, which will be chased by Cllr Steeds
- Awaiting response from Central Government on either 2 or 3 unitary authorities
- Thieving at village shop which Police need to take seriously – it appears that this is not the case.
- Have taken photo of Locks Meadow and asked Highways to look at the road again, awaiting a response and Newhache should have been resurfaced today.

District Cllr Sir Nicholas White

- Little Farindons – no progress appears to be made in 2 years, water is still running down the road and waste material (potentially hazardous) has still not been removed. Asked the Parish Council to write to Surrey CC and Tandridge DC (Thomas James – Head of Planning) raising the issue of contaminated waste, the watercourse, the Public Health issue and ask for results of testing and expedition of enforcement.
- Reformation of Councils is worrying as it is difficult to know what the result will be, particularly with diverse views on the number and shape of new authorities. Pushing for training for Parish Councillors because more responsibility will fall on Parish Councils.
- High Weald National Landscape (formerly AONB) have produced a fabulous book on landscape management which covers all of the necessary guidance needed on stop planning/development within National Landscapes. Recommended to the Chief Planning Officer that the same planning officer deals with Surrey Hills and High Weald because they are of similar importance
- Meeting at Gatwick 3rd April (Gatcom) – will be hearing how Gatwick intend to respond to conditions that the Minister of Aviation has imposed on them on indicating she is minded to approve the development – namely noise and transport (54% using Public Transport). 100,000 new flights (50,000 in and 50,000 out). Whole new runway is needed.

District Cllr Nicola O’Riordan

- Nothing to report

- 6 Annual Parish Meeting**
Agreed Annual Parish Meeting would be held at Dormansland Baptist Church Hall on Wednesday 7th May at 18.30 following Planning Meeting. Full Council Meeting would follow the Annual Meeting with a limited agenda. Clerk to draft an Annual Parish Meeting agenda and circulate with last year's agenda.
- 7 Dormansland Neighbourhood Plan**
Cllr Bright reported - Neighbourhood Plan final draft ready subject to adding some photographs and typographical check. Website has been set up and Design Code. Tandridge DC confirmed that the plan can go to consultation. NP Working Group meeting on the 15th April to plan consultation, and will use Consultants to guide the latter stages (Quote received £3,990 – approved in February 2025). There will be further hall hire and material exhibition costs to be incurred. Need agreement from Council to go to Regulation 14 Consultation. **Agreed** Next stage (2026) is Tandridge DC organize a consultation and then the Plan goes to a referendum. Consultants to ensure that website is clearly shown as under development.
- 8 Community Infrastructure Levy (CIL)**
Cllr Taylor reported - Upgraded and accessible playground at the Recreation Ground cost of £200,000 for whole project and £105,000 already raised/ promised so £95,000 still required. Developers suggested that the adolescent area behind the tennis courts could be postponed until money available. If this project was agreed for the CIL bid then the project could be completed in entirety. To increase chance of successful CIL bid the Playground Working Group should submit the bid, it is a lot of work though. Expression of interest need to be completed between the 1st and 21st May window. **Project Agreed for CIL bid.** Cllr Taylor to take back to Playground Working Group suggesting a bid for the full £95,000 needed.
- 9 Banks and Bank Accounts**
HSBC – Cllr Roux reported – New current account is still not functional. Chased HSBC today because links still not working.
Unity Bank – Clerk to sit down with Cllr Roux to work through updating mandate so that Clerk and access to review transactions and enter payments. Clerk's card (previously approved) will cost £3/month. **Approved**
- 10 Annual Parish Assembly**
- 10.1** Clerk reported that the Dormansland War Memorial Hall had been booked for Thursday 24th April 5.00pm to 8.30pm – earlier to allow more set up time
 - 10.2** Mark Devlin from Young Epilepsy has agreed to speak. Clerk to provide a biography of speaker to Cllr Dandy. Agreed Clerk should source a projector and screen from Lingfield PC. DWMH Trustess not responded to email, Clerk will call. Have received a lot of report content already and will chase remainder. Will confirm Fairtrade attendance. Community Hero award revised, to be an award trophy rather than a bowl. Clerk to pursue.
 - 10.3** Clerk will liaise with Cllr Roux on catering/refreshments.

11. Accounts & Finance

11.1 All payments and receipts are up to date.

- Year end close down booked for 10th April 2025
- Internal Audit booked for 25th April 2025
- Councillors review and approve Internal Audit Report - June FCM latest
- External Audit data to be provided to PKF by 30th June.

11.2 Receipts and payments statement YTD v Annual Budget – circulated - A few changes to presentation of figures since last month. Insurance premium now shown as a cost rather than netted off against insurance claim. Donations now shown separately to grants, and tidying up of Salary, NIC, Pension and Working from home analysis which is important for the AGAR.

11.3 Receipts since last Full Council Meeting

Account	Date	Detail	Value
Unity Curr	05/03/25	East Sussex CC – Dark Skies reimbursement	£511.79

11.4 Payments made since last Full Council Meeting – **Approved**

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	28/02/25	CHG	Unity Bank – Mthly Service Charge	INV25/50	£6.00	£6.00	-
Unity Curr	07/03/25	DD	O2 – Monthly Clerk mobile	INV25/43	£9.78	£8.15	£1.63
Unity Curr	10/03/25	BACS	Cllr Hilary Taylor – Reimbursement of £30 Claridge House, Community Heartbeat £76.74, Clerk's Wage Feb 2025 £426.28	INV25/44, Payslip 02/25	£533.02	£520.23	£12.79
Unity Curr	11/03/25	BACS	HMRC – due 05/03/25	P30 HMRC 02/25	£406.14	£406.14	No VAT
Unity Curr	11/03/25	BACS	Surrey CC – VAS contribution	INV25/51	£2,000.00	£2,000.00	-
Unity Curr	25/03/25	BACS	SLCC – Clerk's Annual Membership	INV25/52	190.00	190.00	-
Unity Curr	25/03/25	BACS	rCOH – Neighbourhood Plan and Design Code consultancy	INV25/53 INV25/54	£4,065.00	£3,387.50	£677.50
Unity Curr	25/03/25	BACS	HMRC – Tax & NIC on March wages EE's Tax £533.70 + EE's NI £1.55 + ER's NI £42.70, less prior overpayment (£137.20)	P30 HMRC 03/25	£440.75	£440.75	No VAT
Unity Curr	25/03/25	BACS	DM Payroll Services – Sep 24 to Mar 25	INV25/55	£66.00	£66.00	-

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	25/03/25	BACS	Steven Rees – Clerk's wage March 2025 – Gross £1,067.40 + £26.00 WFH, less Tax/NI (£535.25)	Payslip 03/25	£558.15	£558.15	No VAT
Unity Curr	25/03/25	BACS	Steven Rees (Clerk) – reimbursement of flag costs	INV25/56 INV25/57	£115.84	£96.54	£19.30
Unity Curr	25/03/25	BACS	CAGNE Donation	FCM March 2025	50.00	50.00	No VAT
Unity Curr	31/03/25	CHG	Unity Bank – Mthly Service Charge	INV25/59	£6.00	£6.00	-

11.5 Invoices and future payments - **Approved**

Ref	Supplier	Detail	Gross	Net	VAT
INV26/01	Dormansland War Memorial Hall	Hire Annual Parish Assembly 24/04/25 due 17/04/25	£52.50	£52.50	-
INV26/02	Surrey ALC	Annual Subs NALC £219.76, SALC £965.20	£1,184.96	£1,184.96	-
INV26/03	Mulberry	Clerk training on Rialtas + mileage	£184.56	£153.80	£30.76
INV26/04	O2	Clerk's mobile – March 2025	£9.78	£8.15	£1.63
INV26/05	Adam Neil	Bus Shelter repair and painting	£250.00	£250.00	-
INV26/06	Unity Bank	March Charges	£6.00	£6.00	-
INV26/07	Cllr Bright	Reimbursement of costs for weedkiller for trees	£52.00	£43.33	£8.67

11.6 Transfers between accounts since last Full Council Meeting - **Approved**

Date	From	To	Value
09/03/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£3,000.00
25/03/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£6,000.00

- 11.7** Bank statements and reconciliations as at 31st March 2025 to be circulated and signed – Clerk to send to a Cllr and record approval at next meeting.

Balances at 25th March 2025:

Unity Bank – Current Account £1,348.58

Unity Bank – Instant Access Savings Account £63,276.30

HSBC BMM Account £65,162.17

HSBC Community Account £0.00

12. **Tree management**

- 12.1** Review management & mulching schedule submitted by Adam Neil and approve costs – £200 labour and £270 material = Total £470 - **Approved**

13. Dates of next meeting

- 13.1** Annual Parish Meeting - Wednesday 7th May – 6.30pm – Baptist Church Hall
Full Council Meeting – Wednesday 7th May – 8.00pm – Baptist Church Hall
- 13.2** Planning Meeting – Wednesday 7th May – 6.00pm – Baptist Church Hall

Signed:

(Chair)

Date:

DRAFT