



Dormansland Parish Council

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Minutes of the 280th meeting of Dormansland Parish Council held at 7.40pm on Wednesday 7th May 2025 at The Baptist Church, Dormansland

Present: Cllr Cheryl Roux (Chair for Meeting), Cllr David Bright, 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

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 Cheryl Roux was elected to be Chair for the 280th 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. Minutes of the Full Council Meetings 2nd April 2025 were agreed as accurate and signed by the meeting Chair.
5. **Reports**
 - 5.1 **Clerk's Report (Steven Rees)**
 - Correspondence – Four pieces of mail received into the PO Box this month
 - A letter from Tandridge DC advertising “Paws in the Park” Jenners Field, Lingfield 30th June 2025. **(Agreed to display poster on noticeboard)**
 - A letter from Unity Bank confirming the Clerk's setup for online banking
 - An application for a grant from Lingfield Community Minibus
 - A playground equipment brochure.
 - Emails advertising Dark Skies events, play equipment, stationery and financial software.
 - Communication from residents
 - VE Day anniversary celebrations, lighting the beacon and associated risk assessment
 - Distressed trees in recreation ground, closed toilets and damage to slide

- A thank you for the APA
- A request to put a link onto the website for playground refurbishment crowd funding page - **Agreed**
- Outgoing correspondence
 - Tandridge DC re recreation ground toilets – today received an email saying contractors have assessed the issue and are working on a solution
 - Tandridge DC and Surrey CC re Little Farindons enforcement and test results – no response
 - Cllr Steeds re Roadside Rangers requesting work on High Street gulleys and grass verges in New Farthingdale and Beacon Hill
- Clerk has been having trouble sending emails though the webserver. Contacted Vision ICT who replied with an unsatisfactory response that they were aware of issue and were looking at alternative service provider. **Agreed that the Clerk would work with Cllr Ford to review options for website and email**
- Flags – VE Day 80th Anniversary flag purchased flying from 8th May 2025 for a week.
- Internal audit – very successful result.
- Focus for next week/month.
 - Website and Facebook training and then updating sites – Vision ICT website training cost £75 for an hour for two people
 - Analysis work for external auditor – AGAR variances
 - Review of Standing Orders and Financial Regulations to understand what is standard and what is DPC amended.

5.2 Councillor's Report

Cllr Keith Coleman

- Speedwatch will need a new co-ordinator and deputy co-ordinator plus at least six willing participants before the police will train the team and issue equipment. They have sent us a flyer to advertise for personnel.
- Hi-viz vests have been loaned to Scouts for beacon lighting.
- Primary School is undergoing 2 day Ofsted inspection

Cllr Liz Lockwood

- Gatwick Airport have encourage new passengers to use public transport by increasing the drop off and parking charges. They have also agreed to some of the noise constraint. CAGNE with be making a submission, on behalf of the parishes, to the Gatwick consultation forum.

Cllr Hilary Taylor

- Litter pick attendance not as high as previous events - £25 donation to Dormansland Baptist Church for refreshments - **Approved**
- Crowdfunding page for refurbishment of playground has been set up – please support. Cllr Bright suggested that DPC should consider increasing their contribution to support this refurbishment at the June FCM – **To be added to the June FCM agenda.**

Cllr Jon Ford

- Website needs updating – there are dead links embedded in pages
- Street names signage is in poor condition - Clerk to obtain list of issues and contact Tandridge DC

- Overgrown roadside footpaths are an issue particularly Dormans Road from the High Street down to Racecourse Road – Cllr Steeds advised that Surrey CC will not be cutting currently due to nesting birds. **Clerk to email Cllr Steeds to request action.**

Cllr David Bright

- Neighbourhood plan consultation date set for Saturday 19th July at Dormansland War Memorial Hall
- Planters – approval for expenditure on geraniums for Summer and bulbs for Autumn - **Approved**

Cllr Richard Dandy

- Is the VAS signs on the High Street working? – Yes it is
- Newhache is looking good with grass cut and new road surface

Cllr Cheryl Roux

- VE Day Anniversary celebrations are going ahead
- Noise pollution from an event at Lingfield Racecourse on the 4th May was unbearable – **Clerk to email Environment team at Tandridge DC**
- Personnel Committee would like Council approval for a 5% pension contribution for the Clerk to match the Clerk's contribution commencing with the May 2025 payroll - **Approved**

5.3 District Cllr Sir Nicholas White

- Tandridge DC review meeting of Government Re-organisation opted for three unitary authorities as opposed to Surrey CC's proposal for two. This would result in each Councillor being responsible for c3,500 residents if there were 3 Councillors per area. They also rejected Reigate and Bansteads proposal to include Tandridge in the link up with Crawley. They also agreed that no resident should be responsible for the financial failures of other Councils.
- Officers of the Council were doing a good job of managing the unitary re-organisation considering many of them are likely to lose their jobs.

County & District Cllr Lesley Steeds

- Attended a meeting in West Street with the owner of pigs who were escaping onto the racecourse.
- Very pleased with the re-surfacing of Newhache and will continue to pursue work on Locks Meadow

6. Accounts & Finance

6.1 All payments and receipts are up to date.

- VAT return for the year to 31st March 2025 had been submitted to HMRC
- 50% of Precept had been received from Tandridge DC
- Insurance renewal had been received from Zurich – renewal date 1st June 2025 £1,197.34 +1.5% - **Agreed Clerk could pursue renewal subject to the potential amendments to the asset register.**
- Clerk's mobile phone contract has come to an end. Monthly cost has increased due to annual uplift from £8.15 to £10.10 for April (with £6.27 credit) and then £16.37 from May. Clerk will contact O2 and see what they have to say.
- Council to review and approve Internal Audit report at June FCM
- External Audit submission to be made by 30th June 2025

6.2 Receipts and payments statement YTD (30th April 2025) v Annual Budget – circulated and signed by Meeting Chair

6.3 Receipts since last Full Council Meeting

Account	Date	Detail	Value
Unity Curr	04/04/25	Tandridge District Council – Precept	£28,700.00

6.4 Payments made since last Full Council Meeting – Approved

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	04/04/25	DD	O2 – Monthly Clerk mobile	INV26/01	£9.78	£8.15	£1.63
Unity Curr	04/04/25	BACS	Cllr David Bright – Tree weeding equipment	INV26/02	£52.00	£43.33	£8.67
Unity Curr	04/04/25	BACS	Adam Neill – Bus shelter repair and repaint	INV26/03	£250.00	£250.00	-
Unity Curr	16/04/25	BACS	HMRC – Tax & NIC on April wages EE's Tax £213.40 + EE's NI £1.55 + ER's NI £97.56	P30 HMRC 04/25	£312.51	£312.51	No VAT
Unity Curr	16/04/25	BACS	Adam Neill – Inspect and mulch tress	INV26/04	£470.00	£470.00	-
Unity Curr	16/04/25	BACS	RIALTAS – Annual software and support fee	INV26/05	£1,054.80	£879.00	£175.80
Unity Curr	16/04/25	BACS	Mulberry Local Authority Services – Clerk RIALTAS training	INV26/06	£184.56	£153.80	£30.76
Unity Curr	16/04/25	BACS	Dormansland War Memorial Hall – Hire for APA 24 April 2025	INV26/07	£52.50	£52.50	-
Unity Curr	24/04/25	BACS	St John's Church – Village Voice annual costs	INV26/08	£320.00	£320.00	-
Unity Curr	24/04/25	BACS	Cllr David Bright – Spare keys for padlock	INV26/09	£18.00	£15.00	£3.00
Unity Curr	24/04/25	BACS	Steven Rees – Clerk's wage April 2025 – Gross £1,067.40 + £26.00 WFH, less Tax/NI (£214.95)	Payslip 04/25	£878.45	£878.45	No VAT
Unity Curr	30/04/25	BACS	Andy Clare – The Print Room – APA Report	INV26/10	£75.00	£75.00	-
Unity Curr	30/04/25	BACS	Dormansland Primary School – Local Hero Award from Mr Milham	INV26/11	£100.00	£100.00	-
Unity Curr	30/04/25	CHG	Unity Bank – Mthly Service Charge	INV26/12	£6.00	£6.00	-

6.5 Invoices and future payments - Approved

Ref	Supplier	Detail	Gross	Net	VAT
INV26/13	Surrey Association of Local Council (SALC)	NALC £219.76 + SALC £965.20 annual fees – due 30 June 2025	£1,184.96	£1,184.96	-
INV26/14	Mulberry Local Authority Services	Year-end shut down service performed 10 th April 2025	£234.06	£195.05	£39.01
INV26/15	Mulberry Local Authority Services	Internal Audit 2024-25 performed 25 th April 2025	£278.52	£232.10	£46.42

6.6 Transfers between accounts since last Full Council Meeting - Approved

Date	From	To	Value
04/04/25	Unity Bank – Current Account	Unity Bank – Instant Access Savings Acc	25,000.00

6.7 Bank statements and reconciliations as at 30th April 2025 were checked and approved by Cllr Taylor and Cllr Roux.

Balances at 29th April 2025:

Unity Bank – Current Account £1,439.98

Unity Bank – Instant Access Savings Account £88,728.66

HSBC BMM Account £65,259.57

It was agreed to transfer £10,000 from the Unity Savings Account to the HSBC BMM account to ensure balances were below the £85,000 FSA guarantee - **Approved**

7. Dates of next meeting

7.1 Full Council Meeting – Wednesday 4th June – 6.30pm – War Memorial Hall – Jubilee Room

7.2 Planning Meeting – Wednesday 4th June – 6.00pm – War Memorial Hall – Jubilee Room

Meeting closed at 20.30

Signed: David Bright (Acting Chair)

Date: 4th June 2025