



Dormansland Parish Council

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Minutes of the 282nd meeting of Dormansland Parish Council held at 6.30pm on Wednesday 2nd July 2025 at Dormansland War Memorial Hall

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

In Attendance:
County and District Cllr Lesley Steeds
District Cllr Sir Nicholas White

1 member 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 Keith Coleman was elected to be Chair for the 282nd Meeting of Dormansland Parish Council. (Chair position will be in rotation of each Cllr in turn)
2. Apologies for absence have been received from Cllr Cheryl Roux.
3. No declarations of interest were declared.
4. Minutes of the Full Council Meeting 4th June 2025 were agreed as accurate and signed by the meeting Chair.
5. **Reports**
 - 5.1 **Clerk's Report (Steven Rees)**
 - Correspondence – Three pieces of mail received into the PO Box this month
 - Letter and enclosures from Surrey CC promoting the government funded Work Well initiative to encourage people to get well and back into work. Posters advertising the free support service for putting on the noticeboard plus some business card handouts.
 - O2 bill – showing invoice address has been changed from previous Clerk's address.
 - An anonymous letter requesting that we review the recent construction of a car park on land within the St John the Evangelist Churchyard boundary – circulated yesterday by email and dealt with at the preceding Planning Meeting.
 - More sales circulars for play equipment
 - A request from our previous Clerk to have all of her contact details removed from our website and supplier records. O2 was already changed, have contacted HMRC via letter, and changed HSBC online. Been through policies

and changed to generic "Parish Clerk" and new PO Box address.

- Communication from residents
 - An email from the resident who wanted to donate some money to the playground saying that the bank details I forwarded didn't match. (I have subsequently checked and they don't)
- Outgoing correspondence
 - Grant recipients to advise of outcome of grant review. Response from Dormansland Baptist Church that they would confirm when ramps had been purchased and an offer to view them in situ. Nothing back from Claridge House with reference to ringfencing grant money for Dormansland residents.
 - Tandridge DC – Jim Lewthwaite - re missing rubbish bin between New Farthingdale and The Meades, and possible re-siting of the bin in New Farthingdale next to the existing dog waste bin.
 - Tandridge DC – Catherine Dainkeh – concerning recent correspondence on Toilets and in particular the design sent through without costs – Reply from Catherine saying she appreciated that another Council's design and lack of costings was difficult to work with and there is no payment system in the toilet design, it may be the automatic locking mechanism. She is hopeful of having some more relevant detail and options in the next two months.
 - Email to Councillor Steeds replying to Surrey CC's offer to hand over ownership and responsibility of grit bin on Clinton Hill, including photo of bin in poor state of repair. Only possible if bin replaced.
 - HMRC – Letter chasing VAT repayment due to the helpline not being able to trace the claim or the Council on their part of the system.
 - Zurich Insurance – With new asset schedule, removing the outdoor gym equipment now that we are aware that Tandridge DC have it on their insurance schedule.
- Other matters
 - Have posted the notice for Public Access to DPC financial records on our website and on the noticeboard (9th June – 18th July)
 - Submitted the year end paperwork to the external auditors before the 30th June deadline
 - Posted the Internal Audit report, Annual Governance Statement and Accounting Statement 2024/25 (unaudited and subject to change) onto the website prior to the deadline of 30th June.
 - SALC's forum – There are webinars from the Surrey 2 and 3 Unitary Council proponents if anybody is interested in their arguments. Government is looking at remote meetings for Councils. There is a free webinar 18th September on the new Employments Rights Bill if anyone interested – I'm absent.
 - Metro Bank – Been into branch in Tunbridge Wells and was given account opening information for a Community Account, there is a challenge, Maximum of 3 operators (so Clerk to input and 2 authorisers), alternative NatWest? – **Operator numbers not thought to be a major issue but interest rates need circulating.**

Focus for next month

- Keep chasing VAT repayment
- Opening new bank accounts
- Tidying up website and using the Facebook page.
- Finishing off year end procedures with regards to external audit and publishing findings/results.
- Operation Bridge
- Standing Order, Financial Regulations – Review – what's standard and what's DPC
- Starting the budgeting process for 2026-27
- Archiving old files with Surrey CC.

5.2 Councillor's Report

Cllr Richard Dandy

- Shoplifting at the Village Store continues to be an issue with little Police action. (Cllr Steeds reported that action is being taken by multiple authorities)
- The Meades has been re-tarmacked
- Yellow lines have been replaced in Newhache
- A petition is being raised by Locks Meadow residents regarding the poor state of repair of the road.
- The Royal Oak pub is now fully closed.

Cllr Liz Lockwood

- Nothing to report.

Cllr Jon Ford

- Signage in respect to the tarmacking in The Meades was accurate and clear, but not all residents received letters. However, there was no forewarning of parking restrictions on the High Street resulting from the work in The Meades.

Cllr Keith Coleman

- Dormansland Primary School Ofsted Inspection result was "Good".

Cllr Hilary Taylor

- Solar panels have been removed from the old VAS post. The next stage is the electrical connection. The delay was not due to non-payment of contribution
- The cost of the new Gateway sign on the East Grinstead Road will be between £4,000 and £4,200. Cllr Lockwood confirmed that this form of signage is extremely effective in reducing speed – **Costs approved, preferably from CIL fund – Clerk to check balance.**
- Playground refurbishment has been successful in the 1st round of CIL bid assessment and moving on to the 2nd stage now. The project will be promoted at the Carnival. Cllr Steed re-confirmed that she is hoping to source a further £20,000 from funds that should be released at the end of July and she has advised the working committee to apply.
- Cllr Taylor had received communication from a resident concerning an overgrown verge affecting her garden. It was confirmed that this was a neighbour issue which should be resolved between the parties.
- Cllr Taylor has concerns over the current grants policy of gifting a sixth of the precept to local organisations. The new budget cycle would be a good time to review this process. **Clerk has resolved to investigate how other Parish Councils handle this. Cllr Roux and the Clerk would also review the current policy and make suggestions.**

Cllr David Bright

- Reminded Councillors that there was a recent residents survey (2 years old) that should guide the Council's direction. This had been re-circulated. Councillors to review so that it could be added as an agenda item for the September 2025 meeting. Council should also decide when the next survey should take place – **Agenda item – September 2025.**

5.3 District Cllr Sir Nicholas White

- Cllr White had toured the HELAA (Housing and Economic Land Availability Assessment) sites in Dormansland with Cllr Steeds and Nick Perrins (Chief Planning Officer). The Chief Planning Officer appeared impressed with the beauty of the Parish and its maintenance. The extensive list of possible developments will be whittled down by September with most being dismissed due to lack of sustainability.
- Had made contact with the Transformation Officer at Tandridge DC who had then ensured that a list of possible assets for transfer had been drawn up. Clerk had previously circulated.

County & District Cllr Lesley Steeds

- Still waiting for white lines on Hollow Lane
- The Meades, Newhache and Ladbroke Hurst resurfaced. Still working on Locks Meadow.
- Local Government Reorganisation is still complicated and time-consuming, with Neighbourhood Area Committees now being looked at, with some trial Town and Parish Councils, to ensure Localism doesn't disappear.
- Had received a complaint about lack of sweeping in Plough Lane and Hollow Lane which she had chased with Surrey CC – should be every 8 weeks, but it's not
- **Clerk to email Cllr Steeds to thank Surrey CC for their work and to pass on our thanks to those concerned.**

6. Accounts & Finance

- 6.1 RFO to report on activity since last meeting – All receipts and payments up to and including the 30th June 2025 recorded. Bank reconciliations prepared, June 2025 YTD Receipts and Payments Report circulated.
- 6.2 Receipts and payments statement YTD v Annual Budget – **reviewed**
- 6.3 Receipts since last report

Account	Date	Detail	Value
HSBC BM	31/05/25	HSBC – May Interest	£101.36

6.4 Payments made since last Full Council Meeting – Approved

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	04/06/25	DD	O2 – Clerk's phone – May 2025	INV26/30	£19.64	16.37	£3.27
Unity Curr	19/06/25	BACS	Lingfield and Dormansland Meals on Wheels	Grant 7.1.a	£1,000.00	£1,000.00	-

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	19/06/25	BACS	Lingfield Marathon (Community) Minibus	Grant 7.1.b	£300.00	£300.00	-
Unity Curr	19/06/25	BACS	YWI Dormansland	Grant 7.1.c	£100.00	£100.00	-
Unity Curr	19/06/25	BACS	St Catherine's Hospice	Grant 7.1.e	£1,000.00	£1,000.00	-
Unity Curr	19/06/25	BACS	Steven Rees – Clerk's expenses DBS check and postage.	INV26/33	£25.10	£25.10	No VAT
Unity Curr	19/06/25	BACS	HMR&C - PAYE Tax and NIC for May 2025 payroll (Tax £213.40, EE's NIC £1.55, ER's NIC £97.56)	HMRC 05/25	£312.51	£312.51	-
Unity Curr	25/06/25	BACS	Citizens Advice Tandridge District	Grant 7.1.d	£500.00	£500.00	-
Unity Curr	25/06/25	BACS	Dormansland Baptist Church	Grant 7.1.f	£1,000.00	£1,000.00	-
Unity Curr	25/06/25	BACS	CLlr David Bright – Reimbursement of postage costs – Neighbourhood Plan leaflet to Royal Mail	INV26/32	£29.07	£29.07	No VAT
Unity Curr	25/06/25	BACS	Vision ICT – SSL Certificate	INV26/31	£60.00	£50.00	£10.00
Unity Curr	27/06/25	BACS	Steven Rees – Clerk's wage June 2025 – Gross £1,067.40 + £26.00 WFH, less Tax/Nl/Pension Contribution (£257.85)	Payslip 06/25	£835.55	£835.55	-
Unity Curr	30/06/25	BACS	Surrey ALC – SALC and NALC Annual Subscriptions – SALC £965.20, NALC £219.75	INV 26/13	£1,184.96	£1,184.96	No VAT
Unity Curr	30/06/25	DD	Unity Bank – Monthly charges	INV26/34	£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	-
INV26/36	Print Room – Andy Clare	Neighbourhood Plan Circular	£315.00	£315.00	No VAT
INV26/37	Satswana	Data Protection Officer Service	£180.00	£150.00	£30.00

6.6 Transfers between accounts since last Full Council Meeting

Date	From	To	Value
19/06/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£3,000.00
24/06/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£2,100.00
24/06/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£1,500.00

6.7 Bank statements and reconciliations to 30th June 2025 to be tabled – **reviewed and signed**

Balances at 30th June 2025:

Unity Bank – Current Account £513.51

Unity Bank – Instant Access Savings Account £71,928.66

HSBC BMM Account £75,353.76

7. **Neighbourhood Plan**

- 7.1 Cllr Bright circulated the leaflet that was due for distribution to all residential and business properties in the Parish week commencing 14th July. The websites were just being tidied prior to going fully live. Stall at Carnival on the 12th to promote consultation. Following Saturday 19th July in the Dormansland War Memorial Hall to kick off consultation period. Not expecting too much feedback and the Clerk to forward these to the working group for analysis. Refreshments will be available.
- 7.2 Clerk circulated a summary of expenditure on the Neighbourhood Plan. Drawn up using an old file found showing the expenditure from 2013 with full detail of expenditure in the last 24 months. At June 2024 FCM an indication was given that the costs to completion would be £8,900 and since then the Council had spent £8,742.71. However extra costs had been incurred for the Design Guide and Websites so it should be expected that the final cost would exceed the guide given in June 2024.

8. **Lingfield allotments**

- 8.1 The Council considered the invoice submitted by Lingfield Parish Council (£2,015) for DPC's contribution to Pollards Field allotments. Councillors were not aware of any agreement that committed DPC to pay a certain proportion of costs incurred but also recognised that in the past DPC had contributed to extra expenditure over the annual £500 contribution where it had been agreed in advance (new gate). Due to Public money being involved and in order that the invoice could be further considered at the September 2025 FCM, the Council asked the Clerk to ascertain from Lingfield PC:
- Details of the work carried out including copy invoices for the costs incurred.
 - Whether any tendering process had been initiated to minimise the costs.
 - The proportion of costs that had been allocated to DPC.
 - Whether any attempt had been made to communicate with DPC concerning the costs prior to incurring the expenditure.
- 8.2 The Clerk was further instructed to communicate a memorandum of understanding to Lingfield PC that in future no payments over the agreed £500 annual contribution would be considered unless the expenditure had been advised and approved by DPC in advance.

9. **Grass cutting and weed control**

It was recognised that each year aggregated expenditure to one provider amounted to a considerable sum, albeit that some of this expenditure was incurred in an ad hoc manner and was not always relating to grass cutting and weed control. It was also noted that whilst there was a schedule of work, this could be varied with the provider if Surrey CC had performed a service in the meantime and some of the tasks were of a short-term nature (mulching young trees). The appearance of the Parish ranked very highly on the residents survey and therefore it was agreed that the expenditure was necessary, but that the provision of the service should be considered further in the budgeting process for 2026-27.

10. **Clerk**

10.1 The Chair of the Personnel Committee recommended that the Clerk's position of employment be confirmed with the probationary period ending before the next planned Full Council Meeting (FCM) - **Approved**

10.2 Plans for the absence of the Clerk from the September FCM were discussed. The Clerk would be able to generate agendas for the meeting prior to departure on holiday and would also generate draft minutes based upon the agendas. Cllr Bright agreed to finalise the Planning Meeting minutes and Cllr Roux had confirmed that she was willing to finalise the FCM minutes.

11. **Tandridge District Council Local Plan – Settlement Survey**

Cllr Bright's draft responses were reviewed and subject to the following additions it was agreed that the survey could be submitted. Addition of hairdresser and employment agency to other services available. Duplicating the secondary education establishments in the Higher Education section. **Clerk to amend and submit.**

12. **Litter pick in September**

Given the poor turnout in May it was felt that the pick should be postponed to coincide with the National Litter Pick Day in May 2026.

13. **Dates of next meeting**

13.1 Full Council Meeting – Wednesday 3rd September – 6.30pm – War Memorial Hall – Jubilee Room – Apologies submitted by Clerk in advance.

13.2 Planning Meeting – Wednesday 3rd September – 6.00pm – War Memorial Hall – Jubilee Room – Apologies submitted by Clerk in advance.

Meeting closed at 20.30

Signed:

(Acting Chair)

Date: