



## Dormansland Parish Council

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### Minutes of the 283rd meeting of Dormansland Parish Council held at 6.30pm on Wednesday 3<sup>rd</sup> September 2025 at Dormansland War Memorial Hall

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

**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 Keith Coleman resigned as Chair. Accepted.
- 1.1 Cllr Liz Lockwood was elected to be Chair for the 283<sup>rd</sup> Meeting of Dormansland Parish Council. (Chair position will be in rotation of each Cllr in turn)  
  
Cllr Jon Ford resigned as Cllr. The Chair and Committee extend thanks to Cllr Ford for the valuable contribution he made to the Parish in the short time he was with us.  
  
The Clerk is on vacation. Cllr Roux will attend to the Minute taking.
2. Apologies for absence have been received from Cllr Richard Dandy. Accepted.
3. No declarations of interest were declared.
4. Minutes of the Full Council Meeting 2<sup>nd</sup> July 2025 were agreed as accurate and signed by the meeting Chair.  
  
Chair suspended Meeting for Public Session and re-opened the meeting.
5. **Reports**
  - 5.1 **Correspondence**  
Two items of mail have been received in the PO Box.

- Letter from HMRC with code to enable DM Payroll to register as payroll agents for Dormansland Parish Council so that they receive payroll information such as changes to tax codes directly.
- O2 bill – showing invoice address has been changed from previous Clerk's address

#### **Emails**

- Sales circulars for play equipment and defibrillator supplies
- Confirmation from external auditors (PKF) that they have received our AGAR paperwork and it is in the queue to be reviewed.

#### **Communications from residents**

- An email from a resident enquiring about two trees being felled in the Parish – Cllr Bright advised that neither were subject to TPO's
- A phone call from a Hollow Lane resident who was astounded that several non-primary roads in the Parish had been resurfaced and yet Hollow Lane which is a major through route had not had it's pothole repaired, not had it lines been repainted which was dangerous. Awaiting an email from same resident.
- Several comments from residents on the Neighbourhood Plan – all forwarded to NP Working Group.
- A resident asking for our Tree Warden's contact details.

#### **Clerk's outgoing correspondence**

- Lingfield Parish Council with regards to Pollards Allotment invoice asking for further details of costs and whether any agreement existed where DPC agreed to pay 50% of costs – see other matters below

#### **Other Matters**

- Meeting room booked at Dormansland Baptist Church Hall for October 2025 to March 2026 – confirmed
- HMRC have amended our correspondence address to PO Box.
- Lingfield PC – Pollards Allotment costs – A revised invoice has been received (attached) reduced from £2,015.00 to £1,214.27 due to reduced water costs. I have received a copy of the Tree Work invoice (attached) and confirmation that quotes were obtained for the work which is confirmed by their minutes - May 2024. Cost £1,250 (50% = £625). I have requested but not received copy invoices for the other costs on the invoice. The absence of a Parish Clerk in Lingfield is the reason why the tree work costs were not agreed with DPC in advance. 50% of the tree work costs and a £500 contribution to costs would result in £1,125 being the contribution from DPC, £89.27 less than the latest invoice from Lingfield PC.

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**My focus for the next month will be:**

- Councillor vacancy
- 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 – outline the process we go through in the event of a death in the senior ranks of the Royal Family.
- Standing Order, Financial Regulations – Review – what’s standard and what’s DPC
- Budget for 2026-27
- Archiving old files with Surrey CC.

**Cllr Keith Coleman – nothing to report**

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**Cllr Hilary Taylor** – Cllr Taylor reported that the VAS sign has arrived and will be installed imminently. The costs for the gate posts at Mutton Hill entry to the village have been received. The Clerk will raise a purchase order on his return. Playground – the application was not submitted in the required time frame and therefore the CIL application has been missed. Catherine Dainkeh has applied for the large fund, £100,000 for the balance of the playground funding.

The Parish Council would like to add that they support the project.

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**Cllr David Bright** – Surrey have treated the weeds on 1<sup>st</sup> August 2025, which has helped. The grass cutting by Surrey has had a noticeable improvement in the grass cutting schedules. Cllr Bright asked Cllr Steeds to pass on our thanks for this.

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**Cllr Cheryl Roux – nothing to report**

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**Cllr Liz Lockwood** – Cllr Lockwood explained that there may be a further CIL bid between now and April 2026. Cllr Lockwood will request DPC to be kept informed as to the progress and DPC will be able to submit a bid. Cllr Lockwood advised it would be beneficial for Catherine Dainkeh to submit a bid on behalf of DPC instead of the volunteers, as she is experienced in this and has been successful with her other bids.

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**5.2 District Cllr Sir Nicholas White – nothing to report**

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**District Cllr Sir Nicola O’Riordan – nothing to report**

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**County & District Cllr Lesley Steeds** – Cllr Steeds confirmed that Catherine Dainkeh was applying for the large fund for the playground. Cllr Steeds is staying out of the process as KD has it in hand. Cllr Steeds has confirmed her support of the application and the playground project.

Cllr Steeds has followed up with highways every month for the past year in relation Hollow Lane and the refreshing the lines. The problem is that resurfacing

is done by a different contractor and not the one that goes round doing the already done yellow lines. Two different contractors are used and the contractor who is allocated Hollow Lane missed Hollow Lane, this has been put on the next schedule, the next schedule and the next schedule, the contractor is being difficult as he does not want to come back to Dormansland as he is elsewhere in Surrey. Cllr Steeds is doing the utmost best to get this done.

Cllr Steeds expressed her disappointment that the VAS sign was not installed, she had spoken to Nigel herself in relation to this.

A resident complaining bitterly about the slide in the playground. Tandridge have said they will replace it, however this is another matter that goes on unresolved.

Cllr Steeds report ASB in New Hache, and she has been reporting this for some time and has been informed by the head of housing that an Internal Case Conference is being held to decide the next steps, they will keep Cllr Steeds informed but to date nothing has been reported, including the Borough Commander.

No decision on Unitaries until October.

## 6. Accounts & Finance

- 6.1 RFO reported on activity since last meeting – All receipts and payments up to and including the 28<sup>th</sup> August 2025 recorded.
- 6.2 Receipts and payments statement 31<sup>st</sup> July v Annual Budget circulated – **reviewed**
- 6.3 Receipts since last report

Account	Date	Detail	Value
Unity Curr	11/07/25	HMRC – VAT repayment for year to 31st March 2025	£3299.34
HSBC BM	31/07/25	HSBC – July Interest	£104.74

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

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	04/07/25	BACS	Satswana – Data Protection Officer Services	INV26/37	£180.00	£150.00	£30.00
Unity Curr	04/07/25	BACS	Dormansland Baptist Church – Hire for personnel meeting	INV26/37	£24.00	£24.00	No VAT
Unity Curr	04/07/25	BACS	The Print Room – Neighbourhood Plan Circular	INV26/36	£315.00	£315.00	No VAT
Unity Curr	18/07/25	BACS	Vision ICT – email hosting	INV26/41	£24.00	£20.00	£4.00
Unity Curr	18/07/25	BACS	The Print Room – Copies of Neighbourhood Plan and Design Code	INV26/40	£175.00	£175.00	No VAT
Account	Date	Type	Payee	Ref	Gross	Net	VAT

Unity Curr	21/07/25	BACS	HMR&C - PAYE Tax and NIC for June 2025 payroll (Tax £213.60, EE's NIC £1.55, ER's NIC £97.56)	HMRC 06/25	£312.71	£312.71	-
Unity Curr	24/07/25	BACS	Nest Pension deductions and Contributions May & June 2025 (EE's £42.70 net, ER's £53.37)	Nest 05/2025, Nest 06/2025	£192.14	£192.14	-
Unity Curr	28/07/25	BACS	Steven Rees – Clerk's wage July 2025 – Gross £1,067.40 + £26.00 WFH, less Tax/NI/Pension Contribution (£257.65)	Pay slip 07/25	£835.75	£835.5	-
Unity Curr	28/07/25	BACS	Adam Neill – Cut & Strim x 3	INV26/43/44/45	£157.50	£157.50	No VAT
Unity Curr	31/07/25	DD	Unity Bank – Monthly charges	INV26/48	£6.00	£6.00	No VAT
Unity Curr	06/08/25	DD	O2 – June (£2.32) & July (£10.92)	INV26/35/42	£13.24	£11.03	£2.21
Unity Curr	08/08/25	BACS	Clr H Taylor – Stamps for Self Addressed Envelopes	INV 26/47	£9.45	£9.45	No VAT
Unity Curr	15/08/25	BACS	DM Payroll Services – 6 Months to September 2025 – NB missed off VAT which paid 26/08/25	INV26/46	£66.00	£66.00	No VAT
Unity Curr	18/08/25	BACS	Adam Neill – Cut & Strim x 2	INV26/49/50	£558.00	£558.00	No VAT
Unity Curr	18/08/25	BACS	Clr H Taylor – Keys and fobs for noticeboard	INV26/51	£10.40	£8.37	£1.73
Unity Curr	20/08/25	BACS	Nest Pension deductions and Contributions July 2025 (EE's £42.70 net, ER's £53.37)	Nest 07/2025,	£196.07	£196.07	-
Unity Curr	22/08/25	BACS	HMR&C - PAYE Tax and NIC for June 2025 payroll (Tax £213.60, EE's NIC £1.55, ER's NIC £97.56)	HMRC 06/25	£312.51	£312.51	-
Unity Curr	22/08/25	BACS	DM Payroll Services – 6 Months to September 2025 – missed off VAT from payment 15/08/25	INV26/46	-	-	£13.20
Unity Curr	28/08/25	BACS	Steven Rees – Clerk's wage August 2025 – Gross £1,101.00 + £26.00 WFH + £134.40 backpay, plus Tax/NI/Pension Contribution repayment £689.19	Pay slip 08/25	£1,950.59	£1,950.59	-
Unity Curr	31/08/25	DD	Unity Bank – Monthly charges	INV26/52	£6.00	£6.00	No VAT

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

Ref	Supplier	Detail	Gross	Net	VAT
Pension 08/25	NEST	Pension deductions and Contributions Aug 2025 (EE's £49.42 net, ER's £61.77) – includes back pay and new pay scale	£111.19	£111.19	-

## 6.6 Transfers between accounts since last Full Council Meeting

Date	From	To	Value
28/07/25	Unity Bank – Current Account	Unity Bank – Instant Access Savings Acc	£2,000.00
28/07/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£3,000.00
26/08/25	Unity Bank – Instant Access Savings Acc	Unity Bank – Current Account	£2,000.00

## 6.7 Bank statements and reconciliations to 31st July 2025 to be tabled – **reviewed and signed**

Balances at 28<sup>th</sup> August 2025:

Unity Bank – Current Account £1,782.43

Unity Bank – Instant Access Savings Account £62,789.22

HSBC BMM Account £75,661.57

## 7. **Neighbourhood Plan**

Cllr Bright to provide update on Consultation exercise. Consultation ends 26 September 2025, There have been a few responses, not inundated but including Highways England and Gatwick Airport, both expressing no concerns. Working Group will assess the responses to date at the meeting on 9th September. Consultation in the Village Voice out currently. Two documents remain outstanding; Statement of Community Consultation and a Basics Condition Document, the Working Group will seek the services of a professional to manage this as it is a very technical document. Cllr Lockwood to draft a Consultation Document based on Leonis draft sent to us. Cllr Taylor would like to add her aspiration re a 20 speed limit (20's Plenty) and will send an email in this regard.

## 8. **Lingfield allotments**

Consider revised invoice from Lingfield Parish Council in relation to Dormansland "share" of costs incurred - £1,211.27 (from £2,015.00) – see Clerk's report. Payment of this is agreed only subject to further details being obtained and the Allotment Agreement to be looked at and updated if necessary.

## 9. **Tandridge DC – Asset Transfer**

To consider approach to asset transfer and engagement with Tandridge Asset Transfer Team. Working Group to be formed Cllr Lockwood, Cllr Coleman and Cllr Roux. Cllr Lockwood to seek an appointment with Tandridge to fully assess the Asset Transfer and report back to FCM on October 1st. Deadline with Tandridge is 17 October 2025

## 10. **Playground Refurbishment Update**

Councillor Taylor to provide an update on the Recreation Ground playground refurbishment and funding. **See Cllr Report.**

11. **Clerk's Wages**

To formally approve the Cost of Living increase in rate of pay to £18.35/hour (from £17.79) in line with the National Joint Council for Local Government Services agreement, backdated to 1<sup>st</sup> April 2025. **Approved**

12. **Internal Audit**

Approve increase in hourly rate for Mulberry internal audit services from £70/hour to £75/hour (+7.1%). **Approved**

13. **Dates of next meeting**

13.1 Full Council Meeting – Wednesday 1<sup>st</sup> October – 6.30pm – Dormansland Baptist Church Hall

13.2 Planning Meeting – Wednesday 1<sup>st</sup> October – 6.00pm – Dormansland Baptist Church Hall

Meeting closed at

Signed:

(Acting Chair)

Date: