



Dormansland Parish Council

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Minutes of the 285th meeting of Dormansland Parish Council held at 6.30pm on Wednesday 5th November 2025 at Dormansland Baptist Church Hall

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

In Attendance:

County and District Cllr Lesley Steeds (Part)
District Cllr Nicola O'Riordan

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 Richard Dandy resigned as Chair. Accepted.
- 1.1 Cllr Hillary Taylor was elected to be Chair for the 285th Meeting of Dormansland Parish Council. (Chair position will be in rotation of each Cllr in turn)
2. Apologies for absence were received from Cllr Cheryl Roux.
3. No declarations of interest were declared.
4. Minutes of the Full Council Meeting 1st October 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 **Clerk's Report**
Correspondence

Five items of mail have been received in the PO Box.

 - Letter from HSBC – Asking me to make contact so that they could do some business detail/safeguarding checks. Called and was advised that our checks were no longer required.
 - O2 bill
 - 2 Outdoor play equipment brochures
 - A brochure advertising Christmas lights

Emails (not forwarded)

- Sales circulars for play equipment, finance software, noticeboards, electrical checks for Christmas lights, website development and footfall enhancers and defibrillator supplies

Communications from residents – not forwarded

- A follow up email from a Hollow Lane resident asking what progress was being made with regards to the condition of Hollow Lane. I have replied saying I would return with more information when I had it.
- West Street resident (as before) asking about news of any repairs. I replied that nothing was currently scheduled but that the Parish Council was continuing to press the matter with Surrey CC.
- A request for an application form for the vacant Councillor position – sent and advised on timetable.
- 3 requests for Grant application form – sent and advised on timetable.
- Had a call today from Jane Munday – who's mother, Sheila, organises the poppy collection in Dormansland. Our wreath is with the Vicar. If we would like to make a donation for indication purposes the cost of the wreath was £20. How do we usually pay?
- An email from a resident asking whether we received any requests from other residents to get faster broadband in Dormansland and if so would the Parish Council assist with this?

Clerk's outgoing correspondence

- Email responding to resident's email on Lingfield Racecourse noise.
- Email to Ray Daines indicating Cllr Bright would attend Remembrance Parade and lay the Council wreath. Also asking for a standard wreath to be supplied. (I have chased a response on this as nothing heard back)
- Raised a purchase order to Surrey CC for the new gateway sign and received an invoice back which has been paid. No indication on timing of installation yet.
- Contacted Royal Mail to amend invoice address for our annual PO Box cost to the PO Box address
- Sent draft Minutes of October meeting to Chairman of Dormansland Tennis Club to assist in their request for asset transfer from Tandridge DC
- Responded to Trustees of Lingfield Community Library indicating that we have a couple of volunteers to attend meetings and requesting dates of meeting – not received yet.
- Email to Tandridge DC Enforcement Officer to register the Council's concerns over developments on farm land off St Pier's Lane
- Freedom of Information request to Surrey CC asking for results of material test on Little Farindons, which is subject to an enforcement

notice to remove those materials. Response received that no tests were carried out by Surrey CC.

- Email to Surrey Highways (cc Cllr Steeds) adopting the grit bin on Clinton Hill.
- Email to Surrey Highways requesting details of any work scheduled for Hollow Lane – response was nothing planned.
- Email to Surrey CC Open Spaces Officer requesting extra time to respond to re-routing of footpath off St Pier's Lane - Agreed
- Contact with Surrey Highways requesting a speed survey on High Street, Dormans Road and Plough Road and asking for advice on best siting of speed equipment – (subsequently agreed to postpone this until after second VAS and gateway signage in place).

Other Matters

- Interim internal audit has been booked for Friday 14th November – this one is virtual/online
- Salt bins have all been inspected and some remedial action required – on agenda
- Changes to AGAR for 2025-26 – Assertion 10 (Digital and Data Compliance) – smaller authorities must demonstrate compliance with a range of digital governance and data protection standards.
 - Operate a website that meets Web Content Accessibility Guidelines (WCAG) 2.2 AA Standard
 - Ensure that the website includes documentation required under the Freedom of Information Act 2000
 - Use a council-owned domain for email communication
 - Comply with the General Data Protection Regulation (GDPR) 2016 and Data Protection Act (DPA) 2018
 - Maintain an IT policy.

We will need to work towards this for year end, not least adding an IT policy – I already have seen a draft template.

- Training for Clerk
 - Introduction to Local Council Administration – Essential Knowledge - £120 +VAT – Online -self paced - **Approved**
 - SLCC (Society for Local Council Clerks) has just launched a new learning management system and the next intake for the Certificate in Local Council Administration (CILCA) will start on 2nd February 2026 - 200 guided learning hours (up to 70% of the 200 hours may be part of your paid work with 20% spent on research and writing and 10% on training and group support) – Training Cost c£350 +VAT and Qualification Registration c£500 + VAT. Syllabus is currently being finalised.
- The Village Voice article for December will need to be written before 17th November

- Meeting with Councillor Roux to look at Grants Policy on Friday 21st November

My focus for the next month will be:

- Interim internal audit
- Following up FOI requests with Tandridge DC and Environment Agency
- Budget for 2026-27 – need to organise a budget setting meeting
 - Suggested preparation
 - Income & Expenditure YTD
 - Projection to year end
 - Draft budget for 2026-2027
- Finalising Lingfield Allotment position
- Opening new bank account(s)
- Tidying up website and using the Facebook page.
- 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
- Archiving old files with Surrey CC.

5.2 Local Councillors

Cllr Keith Coleman – Nothing to report

Cllr Liz Lockwood – CAGNE had served notice of a request for Judicial Review on the Governments approval to Gatwick’s second runway. Cllr Lockwood will bring a request for a £100 donation to CAGNE’s costs to next Council Meeting agenda.

Cllr David Bright – A new tree had been planted in Moor Lane. The contractors repairing the slide in the recreation ground had fatally damaged one of the newly planted trees. The slide was still barriered off and not in use. Bulbs will be put into planters this month. Surrey CC had performed their last grass cutting of the season with no more until March. Mild weather means that the grass is still growing so suggested we ask our maintenance man to perform one more strip cut - **Approved**

The public noticeboard at the Recreation Ground is fragile and in need of replacing. Suggested the Clerk obtains 3 quotes to replace the noticeboard with a new one – **Approved/Action** Asked Clerk to follow up with Trustees of Dormansland War Memorial Hall to see if they want to adopt DPC noticeboard outside their premises - **Action**

Bus shelter at Plough public house is in need of repainting. Clerk to obtain quote – **Action** Whilst in correspondence ask maintenance team to paint over graffiti in Bus Shelter opposite St John’s church. – **Action**

Suggested that Cllr Taylor be reappointed to Planning Committee to help ensure that meetings are quorate. Cllr Taylor agreed to re-joining – **Approved**

Cllr Richard Dandy – Expressed concern over the lack of material testing carried out by Surrey CC relating to Little Farindons enforcement notice. Asked Clerk to follow up request for latest on enforcement (Surrey CC and Tandridge DC) – **Action** and pursue testing results (Freedom of Information Request) with Tandridge DC and Environment Agency – **Action**

New slide looks good and has seen several people using outdoor gym equipment.

Royal Oak public house has re-opened and their kitchen will follow after deep clean.

Cllr Hilary Taylor – Royal Oak public house Licensee had agreed for the continued siting of the salt bin in the car park. Clerk to contact Licensee and express thanks . **Action**

- 5.3 County & District Cllr Lesley Steeds** – Hollow Lane and West Street poor road conditions continue to be of concern. Given that the budget for 2025-26 had already been allocated the only way that work would be carried out was if the roads were considered a danger to public safety. Surrey CC continue to have problems with their road line painting contractor. Locks Meadow works had been committed to and were scheduled for 2026-27.

Unitary re-organisation - Government has confirmed structure will be two unitary councils (West and East Surrey) and does not expect the two councils to take on Woking District Council debt.

District Cllr O’Riordan – There had been a number of issues with repair work carried out to properties in New Farthingdale by Tandridge DC contractors – cracked walls and unfinished renovations. Had advised residents to complain to the District Council.

6. Accounts & Finance

- 6.1 RFO reported on activity since last meeting – All receipts and payments up to and including the 31st October 2025 recorded.
- 6.2 Receipts and payments statement 31st October v Annual Budget circulated – **reviewed**
- 6.3 Receipts since last report

Account	Date	Detail	Value
HSBC BM	30/09/25	HSBC – August Interest	£94.65
Unity Saving	30/09/25	Unity Bank – July – September Interest	£364.66
Unity Curr	17/10/25	Tandridge DC – Precept 2025-2026 - 2 nd 50%	£28,700.00

6.4 Payments made since last report – **Approved**

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	07/10/25	BACS	PKF – Littlejohn External Audit Fee March 2025	INV26/60	£378.00	£315.00	£63.00
Unity Curr	07/10/25	DD	O2 – September	INV26/59	£10.92	£9.10	£1.82
Unity Curr	15/10/25	BACS	Royal Mail – PO Box annual fee Nov 2025 – Oct 2026	INV26/61	£371.40	£309.50	£61.90
Unity Curr	15/10/25	BACS	Lingfield and Dormansland Community Centre – Room hire for Surrey CC Highways meeting	INV26/62	£28.00	£28.00	-
Unity Curr	22/10/25	BACS	Surrey County Council – Dormansland Gateway Sign & Installation	INV26/63	£3,800.00	£3,800.00	-
Unity Curr	22/10/25	BACS	Adam Neill – Prune,Cut & Strim x 2 plus noticeboard maintenance	INV26/64/65/66	£218.50	£218.50	No VAT
Unity Curr	23/10/25	DD	Lloyds Bank – debit card monthly fee	INV 26/70	£3.00	£3.00	-
Unity Curr	28/10/25	BACS	Steven Rees – Clerk’s wage October 2025 – Gross £1,101.00 + £26.00 WFH less Tax/NI/Pension Contribution deduction £68.28	Payslip 10/25	£1,058.72	£1,058.72	-
Unity Curr	30/10/25	BACS	Vision ICT – Website hosting and Support – Dec 2025 – Nov 2026	INV26/67	£228.90	£190.75	£38.15
Unity Curr	31/10/25	DD	Unity Bank – Monthly charges	INV26/68	£6.00	£6.00	-

6.5 Invoices and future payments - **Approved**

Ref	Supplier	Detail	Gross	Net	VAT
Pension 10/25	NEST	Pension deductions and Contributions Oct 2025 (EE’s £44.04 net, ER’s £55.05)	£99.09	£99.09	-

6.6 Transfers between accounts since last Full Council Meeting

Date	From	To	Value
02/10/25	Unity Saving	Unity Current	£1,000.00
21/10/25	Unity Current	Unity Saving	£22,000.00

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

Balances at 30th October 2025:

Unity Bank – Current Account £1,917.57

Unity Bank – Instant Access Savings Account £84,153.88

HSBC BMM Account £75,853.90

7. Neighbourhood Plan

Cllr Bright - responses to the Neighbourhood Plan had been reviewed with ONH (consultants) and would result in some amendments to wording and map changes. Objections would be responded to – NP Working Party to provide draft of wording for Clerk. The section covering the War Memorial Hall will be re-written as it is not conveying the intended message. A thank you message to be sent to all residents who had responded with a next steps guide. **Action – NP Working Party/ Clerk**

Amended Neighbourhood plan would come before the Full Council at the 7th January 2026 meeting. Plan goes to Tandridge DC for Regulation 16 work, passes on to an inspector for independent review and then to a referendum in the Parish. We may be able to tie referendum in with Council elections to save costs for Tandridge District Council.

Next meeting scheduled for 25th November 2025.

8. Tandridge DC – Asset Transfer

An Expression of Interest had been lodged with Tandridge DC. Further details on costs incurred historically and confirmation that renovation works would be carried out prior to any transfer were now needed. Tandridge DC had confirmed that the Recreation Ground was subject to “Fields in Trust” which makes its transfer more complicated.

It is yet to be seen if the various assets (Playground, Toilets and Recreation Ground) can be isolated from the Fields in Trust position.

Both Dormansland Tennis Club and Dormansland Rockets Football Club had registered their interest in taking over assets.

Cllr Bright registered his concern over the ongoing costs and risks involved in taking on the ownership of assets, particularly where trees are involved and the specialist knowledge required. Cllr Taylor agreed.

Cllr Lockwood suggested that the Council also needs to be mindful of the future generations and what they might expect of the Council with regards to preserving the function of local assets.

Ensure that the Parish Council’s contribution to toilet renovation is budgeted for in 2026-27 budget.

9. Road Conditions in Dormansland

Following Cllr Steeds update on the financial position of Surrey CC Highways (2025-26 Budget already allocated) it was agreed that the Parish Council be vigilant and identify any road conditions that could be considered a danger to the Public and raise these on Surrey CC’s Fix-my-Street portal. It was requested that the Clerk add a link to the Fix-my-Street portal on the Parish Council’s website. - **Action**

10. **Weed management**
Weed Management Ltd quote for intensive spraying of weeds for 2026 - £1,030.13 (exclusive of VAT) - **Approved**
11. **Contribution to graveyard maintenance & Meals on Wheels**
11.1 Parish Clerk advised that the Paris Council has specific powers to support the maintenance of graveyards that a resident may be buried in. It was agreed that the annual contribution of £2,000.00 for the maintenance of St John the Evangelist Church graveyard should be budgeted for annually and not form part of the grant application process. It was also agreed that the 2025-26 grant should be paid - **Approved**
11.2 It was agreed that the grant awarded annually to Lingfield and Dormansland Meals on Wheels should also be budgeted for annually outside of the grant application process to give certainty to the Charity of its income. It was also agreed that the contribution should match that of Lingfield Parish Council - £800. – **Approved**
It was noted that, in exceptional circumstances, organisations could also apply for a grant for specific purposes even if they received funding from the Parish Council already.
12. **Salt bins**
Parish Clerk reported that all 23 salt bins (in 22 locations) were in good physical condition. 2 Bins (St John's Church and Clinton Hill) had been recently filled with grit by Surrey CC. 14 Bins were less than three-quarters full and in need of topping up, 6 were missing scoops and 9 missing instructions. There were 2 bins that contained 3rd party equipment which the Clerk was asked to follow up with the likely owners. Clerk to ask Clutterbucks to top-up bins where required and provide missing scoops. Also to provide extra copies of instructions to Cllr Bright who would action their replacement. **Approved/Action - Clerk**
13. **Dates of next meeting**
13.1 Full Council Meeting – Wednesday 3rd December – 6.30pm – Dormansland Baptist Church Hall
13.2 Planning Meeting – Wednesday 3rd December – 6.00pm – Dormansland Baptist Church Hall

Meeting closed at 20.38

Signed: Cllr Cheryl Roux (Acting Chair) Date 3rd December 2025