



Dormansland Parish Council

Tel: 07395 323456

Email: parishclerk@dormansland.org.uk

Website: www.dormansland.org.uk

Minutes of the 289th meeting of Dormansland Parish Council held at 6.30pm on Wednesday 4th March 2026 at Dormansland Baptist Church Hall

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

In Attendance:

District Cllr Sir Nicholas White

3 members of the public in attendance.

MINUTES

The meeting was recorded to ensure accurate minute taking. The recording will be deleted once the minutes have been approved.

1. Cllr Keith Coleman submitted his written resignation as Chair.
- 1.1 Cllr Richard Dandy was nominated and elected to be Chair for the 289th Meeting of Dormansland Parish Council and signed a Declaration of Acceptance of Office.
2. Apologies for absence were received from Cllr Liz Lockwood, Cllr David Bright, District Councillor Nicola O’Riordan and County and District Councillor Lesley Steeds.
3. No declarations of interest were declared.
4. Minutes of the Full Council Meeting 4th February 2026 were agreed as accurate and signed by the meeting Chair.

Chair suspended Meeting for Public Session and re-opened the meeting.
5. **Reports**
Clerk’s Report
 - 5.1 **Correspondence**
Three items of mail have been received in the PO Box.
 - O2 bill
 - Sales brochures for speed activated signs
 - Clerk’s SLCC annual membership renewal from 1st March 2026 £200 (£190 last year) - **Approved**

Post received directly to Clerk's home address

- Notification from Lloyds Bank (card provider for Unity Bank) that a new card will be issued soon because they are swapping from the Mastercard platform to Visa.

Emails (not forwarded)

- An email from Hannah Smith Trainee Data Protection and Freedom of Information Officer at Tandridge offering free support on how to handle FoI requests – I have asked for a beginners guide which is likely to happen in late April.
- An email (received yesterday) from Mulberry with a quote for our Internal Audit next year, with costs going up to £80 per hour from £75. (+6.67%). 1- or 3-year contract (3-year rates remain the same YoY)
- Email from O2 saying our monthly rental for Clerk's mobile phone going up £1.50 to £10.60 from £9.10.
- Usual volume of sales emails for playground equipment, defibrillator supplies, training, website development etc
- Email from Copycats indicating a price increase from original quote due to Aluminium prices increasing significantly and had not quoted to remove and dispose of old board so now £1,010.38 plus VAT (was £878.59)

Communications from residents – not forwarded

- Phone call from Haxted Road resident saying ditches and hedgerows are littered with rubbish - have driven through the road this evening to inspect and will contact Tandridge DC to ask for clearance.
- Resident in New Farthingdale near Car Park with suggested location for salt bin – agreed was sensible with Cllr Bright.
- Request for Grant Application form from Lingfield Park Run to help fund junior participation – advised window opens in April 2026.

Clerk's outgoing correspondence

- Surrey County Council for Salt Bin siting licenses.
- Catherine Dainkeh at Tandridge DC to confirm financial support (up to maximum of £10,900) for the toilet refurbishment.
- Claire Coutinho and Catherine Sayers with new date for Annual Parish Assembly. Both have confirmed that they are able to attend.
- David Mills – British Wildlife Centre – invite to speak at APA.
- Vision ICT to request MOT of Website – no response yet.
- Catherine Dainkeh at Tandridge DC asking for permission to replace noticeboard.
- Clutterbucks re locations of new salt bins
- Tandridge DC with comments of their Local Plan as proposed by Cllr Bright.

- Email to Landlord of Plough Inn thanking him for his time and confirming what was discussed/agreed.

Other Matters

- Have booked the War Memorial Hall for the APA on 30th April. Access from 5.45pm so 6.30pm open and start at 7.00pm. Have also booked for Thursday 24th 2027.
- The Village Voice next content will be required c14th March 2026.
- Grit Bins – Clutterbucks now have bins so should be sited and filled soon.
- Rather than write a relatively anonymous email I visited the Plough Inn to talk to them about poor parking. New Landlord only started in October and was concerned that his customers were causing complaint. He showed me where he had removed a container from the car park recently, creating 4-5 more parking spaces and was looking at what was possible to extend the car park for even more off-road parking off. He also said he would keep an eye open for poor parking and could post notices in the car park to ask customers to park politely.

My focus for the next month will be:

- Year-end close down and preparing for Internal Audit (no date fixed yet)
- Replacement noticeboard on recreation ground
- Annual Parish Assembly
 - Format
 - Guests
 - Agenda
 - Report content & printing
 - Refreshments
- Procedures for end of March close down
- Book the internal auditor for April.
- Tidy new grant application form.

5.2 Local Councillors

Cllr Cheryl Roux – Attended a webinar on engaging with Unitary Councils – DPC should be investigating working together with other local parishes and planning now for the new environment.

Cllr Keith Coleman – There have been burglaries and anti-social behaviour at Dormans Park with Police involvement. Councillors agreed to put Tandridge Police notice onto DPC website – **Action Clerk**

Cllr Hilary Taylor – Noted that the Planning Committee was likely to be inquorate in April with out adding to resource. With Cllr Coleman’s agreement it was agreed that he would attend this Planning Committee meeting - **Resolved**

Cllr Richard Dandy – Grass areas in the parish look good after a cut by Surrey County Council.

- 5.3 County Cllr Lesley Steeds** submitted a written report – Local Government Re-organisation goes on apace with the Risk Register updated on a regular basis. Other than potholes and infrastructure problems I am pleased to report constant pressure on Surrey finally got them to put traffic lights on Felcourt Road. After more weeks of constant complaining there are orange dots around the worst potholes in Lingfield High Street. I have also continued to ask for other roads in Dormansland to be assessed: New Farthingdale, Dormans Road, St Piers and more. Obviously, the pothole problem is everywhere, and Cllrs have been asked to assure residents that they will be done as soon as possible. Unfortunately, that doesn't help tyres and undercarriages!

District Cllr Sir Nicholas White – Local Government Re-organisation elections will take place on the 7th May. We will soon know who is standing for election. The elected Councillors will shadow the existing County and District Councillors until 1st April 2027. Each Councillor will have 7 Parish Councils to interact with and c8,500 residents, which is far too many. The hedgerow rubbish issues on Haxted Road are mainly around the Puttenden Manor area. Attended a High Weald National Landscape meeting yesterday at which a number of new strategic projects were outlined, including regenerative farming, removing rhododendrons and putting up swift boxes. Has asked for these details to be circulated to the local parishes.

6. Accounts & Finance

- 6.1** RFO reported on activity since last meeting – All receipts and payments up to and including the 28th February 2026 have been recorded.
- 6.2** Receipts and payments statement 28th February 2026 v Annual Budget circulated – **reviewed**
- 6.3** Receipts since last report

Account	Date	Detail	Value
HSBC BM	28/02/26	HSBC – February Interest	£81.87

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

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	02/02/26	DD	NEST - Pension deductions and Contributions January 2026 (EE's £44.04 net, ER's £55.05)	Pension 01/26	£99.09	£99.09	-
Unity Curr	04/02/26	DD	O2 – January	INV26/98	£10.92	£9.10	£1.82
Unity Curr	09/02/26	BACS	HMRC – PAYE/NIC payment on January 2026 payroll	HMRC Jan 2026	£18.55	£18.55	-
Unity Curr	09/02/26	BACS	Foxhole Farm T/A Clutterbucks – 2 salt bins replenished	INV26/99	£298.80	£249.00	£49.80
Unity Curr	23/02/26	Card - DD	Lloyds Bank – Month Fee for Card	INV26/97	£3.00	£3.00	-
Unity Curr	23/02/26	BACS	Campaign Against Gatwick Noise Emission (CAGNE) – Donation to costs of campaign	Minutes – 2026 Page 14 – Point 9.	£60.00	£60.00	-

6.5 Invoices and future payments - Approved

Ref	Supplier	Detail	Gross	Net	VAT
Pay slip Feb 2026	Clerk	Steven Rees – Clerk’s wage February 2025 – Gross £1,101.00 + £26.00 WFH less Tax/NI/Pension Contribution deduction £68.28 – payable 27/02/26	£1,058.72	£1,058.72	-
HMRC – Feb 2026	HMRC	PAYE/NIC payment on February 2026 payroll – Ers NIC £102.60, Ees NIC £4.24, Ees PAYE £20.00 – payable 05/03/26	£126.84	£126.84	-
Pension 02/26	NEST	Pension deductions and Contributions Feb 2026 (EE’s £44.04 net, ER’s £55.05) – payable 08/03/25	£99.09	£99.09	-
INV 26/101	Society of Local Council Clerks	Clerk’s membership March 2026 – February 2027	£200.00	£200.00	No VAT
INV26/102/103	Adam Neill	Verge cutting Village and Wilderwick triangle	£430.50	£430.50	No VAT
INV 26/104	Dormansland War Memorial Hall	Hire for summer meetings and Annual Parish Assembly	£192.00	£192.00	No VAT

6.6 Transfers between accounts since last Report

Date	From	To	Value
22/02/26	Unity Saving	Unity Current	£1,500.00

- 6.7** Bank reconciliations to 28th February 2026 were tabled – reviewed and signed by the Chair.

Balances at 28th February 2026:

Unity Bank – Current Account £880.58

Unity Bank – Instant Access Savings Account £66,770.05

(Current interest rate 2.10% - reducing to 1.95% on 23rd March 2026)

HSBC BMM Account £76,309.53

(Current interest rate 1.40% - reducing to 1.28% on 10th March 2026)

7. Neighbourhood Plan

The Consultation Document had been drafted by Cllr Lockwood and is at final draft stage having been reviewed by the working group. Minor typos and formatting to be dealt with and then will be forwarded to the consultants for adding to the neighbourhood plan website and then to be referred to TDC for them to deal with next stages. Cllr Lockwood was thanked in her absence for her hard work and diligence in completing this task, and note made of the hard work of numerous people in the 12-year period that the plan has been in development.

8. Annual Parish Assembly

Clerk reported that the War Memorial has been booked for the 30th April. A list of suggested invitees had been circulated and was short of local businesses. Councillors would send details of businesses to be invited. Schools also to be invited to present work by students. St Piers have already agreed. The Playground Working Group will also display plans.

Clerk has asked Trustees of War Memorial Hall to ask if the Council can place an honors board on the wall. Cllr Roux confirmed that she is willing to cater for the event.

9. Register of Assets

The Register of Assets and the movements year on year were reviewed. The Clerk explained that there was a difference between assets recorded and those included on the Insurance Schedule due to contributing to costs of an asset but the ownership sitting with Tandridge District Council who have confirmed insurance arrangements. The schedule was approved subject to a change in the cost of the new recreation ground noticeboard. - **Approved**

10. AGAR – Assertion 10 – Digital and Data Compliance

- 10.1 Website Accessibility – ICT have confirmed they will audit our site and report on where accessibility does not meet Web Content Accessibility Guide (WCAG) 2.2AA
- 10.2 Our website contains documentation required under the Freedom of Information Act 2000 with the Publication Scheme advising on access and costs of access where appropriate.
- 10.3 IT Policy re-drafted and circulated. Cllr Taylor was concerned that her access to Council emails was not password protected because she accessed via her tablet or phone and this does not comply with item 10 of the policy. Cllr Taylor will pursue this with VisionICT. Suggesting was made to include biometric sign-on to equipment into the policy. Cllr Taylor was also concerned that Councillors had no facility to encrypt sensitive or confidential emails. The Clerk was asked to investigate the process with VisionICT. **Action Clerk.** Clerk was asked to add an appendix summarising the Council's data retention periods. **Action – Clerk** Subject to possible changes on encryption and adding the appendix the IT and Email policy was approved. - **Approved**
- 10.4 Council is compliant with the GDPR Regulations 2018 and Data Protection Act 2018

11. Vacant Councillor Role

The Clerk advised that there had not been any requests for an application form for the vacant Councillor role. It was agreed that a bigger advertisement of the role should be placed in the Village Voice as part of this month's report and in the next Lingfield Community News publication.

It was also agreed that the Clerk should produce a brief document outlining what the Councillor role entails, for adding to the noticeboard and website, and that the Clerk should advertise the role on Tandridge District Council's vacancy section. – **Action Clerk**

12. Memorandum of Understanding – Lingfield Parish Council – Allotments re-draft.

The revised draft memorandum of understanding was approved, and it was agreed that the draft should be sent to Lingfield Parish Council for their consideration – **Action Clerk**

13. Reserves

The Council considered the Clerk's projection of General Reserves at the year-end (31st March 2026), and the current balances on the Earmarked Reserves. It was agreed that £15,000 should be transferred from the General Reserve to the Infrastructure Projects EMR to cover costs of the public toilets and playground refurbishment - **Resolved – Action Clerk**

- 14. Risk Assessment**
The Risk Assessment document was reviewed by the Council. The document was approved subject to the removal of the Outdoor Gym Equipment from Hazards as this was a Tandridge DC asset. It was also agreed to amend the wording relating to inappropriate Council and Councillor behaviour and increase the risk form Low to medium, and to increase the level of risk on data protection breaches to High - **Action Clerk - Approved**
- 15. WorkNest Contract – Employment Support**
Due to confidentiality issues this agenda item was discussed without attendees. It was agreed that the Council should investigate a one-year contract extension and a possible reduction in costs from WorkNest – **Action Cllr Dandy**
- 16. Data Protection**
It was agreed that a separate email address, at a cost of £20 per annum, should be created for the Chair of the Peronnell Committee to improve the security of personal data held by the Council. The Clerk advised Council that he had not been able to investigate the best practices around IT equipment for Council Members so far. -**Action Clerk**
- 17. Clerk’s Annual Review**
Cllr Taylor, Chair Personnel Committee, informed Council that the Clerk’s Annual Review had been performed successfully and that the Council were happy with the Clerk’s performance. A move of pay scale from Spinal Column 24 to 25 was proposed from 1st April, increasing the Clerk’s pay by £0.50 per hour. - **Approved**
- 18. Action Log**
Reviewed. Clerk to clear down completed tasks.
- 19. Dates of next meeting**
- 19.1** Full Council Meeting – Wednesday 1st April 2026 – 6.30pm – Dormansland Baptist Church Hall
 - 19.2** Planning Meeting – Wednesday 1st April 2026– 6.00pm – Dormansland Baptist Church Hall

Cllr Bright has apologised for absence for April’s meetings.

Meeting closed at 20.35

Signed:

(Acting Chair) Date