



## Dormansland Parish Council

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### Minutes of the 290th meeting of Dormansland Parish Council held following the Annual Meeting – 19.00pm Wednesday 6<sup>th</sup> May 2026 at Dormansland Baptist Church Hall

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

**In Attendance:**

County and District Councillor Lesley Steeds, District Councillor Nicola O’Riordan, District Cllr Sir Nicholas White

5 members of the public in attendance.

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#### MINUTES

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

1. Cllr Richard Dandy had submitted his written resignation as Chair during the earlier Annual Meeting.
- 1.1 Cllr Cheryl Roux had been nominated and elected to be Chair for the 290<sup>th</sup> Meeting of Dormansland Parish Council and signed a Declaration of Acceptance of Office at the earlier Annual Meeting.
2. No apologies for absence were received.
3. Cllr Roux disclosed a pecuniary interest in item 7 of the agenda, as the landowner and Cllr Bright declared a non-pecuniary interest in item 7 as his property backed on to the proposed development site.
4. Minutes of the Full Council Meeting 4<sup>th</sup> March 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**

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

- O2 bill x2
- Sales brochure from a highways consultant
- Sales brochure for playground equipment

One item delivered by hand to all Councillors and Clerk

- Cllr Lockwood's resignation with immediate effect – 30<sup>th</sup> April 2026

**Emails (not forwarded)**

- Insurance renewal quote from Zurich - £1,228.74 compared to £1,197.34 last year (+2.6%) – Clerk has sent the updated assets register and asked for a revised quote which has not been received yet.
- Usual plethora of sales emails for playgrounds, medical services for events, audit services, street lighting etc.

**Emails forwarded – probably needing discussion/action**

- Email from Claire Coutinho MP offering to speak to a Councillor with regard to her late withdrawal from the Annual Parish Assembly.
- Email from resident, again drawing attention to parking on the verge outside of the Plough Inn, Plough Rd.
- Tandridge District Councils – request to participate in their Open Space Survey which will fashion their Local Plan – deadline Sunday 10<sup>th</sup> May.

**Communications from residents**

- Email from resident asking how the Council intends to consider the proposed development at Farindons – replied indicating that the proposal was to be included on the Planning Committee agenda and Full Council Meeting agenda for the 6<sup>th</sup> May meetings.
- An email from the same resident apologising that they were not going to be able to attend this evening's meetings due to work commitments and asking questions with regards to the Farindons proposed development – email was forwarded to Councillors for consideration.
- Email from resident asking that the Planning Application relating to Floodlighting at Lingfield Racecourse be "called in". – District and County Councillor Steeds confirmed this had happened.
- Email from a resident drawing attention to the "poor" mowing of the recreation ground and the impact it has had on the wild flower meadow and daffodils.
- Have had 3 enquiries with regards to the vacant Councillor posts and sent out 2 co-option applications in response.
- Request for Grant Application form from Lingfield Marathon Minibus, Dormansland YWI, St Catherine's Hospice

**Clerk's outgoing correspondence**

- Tandridge DC with regards to the licence and £250 fee for replacing their noticeboard, suggesting it was an extraordinary amount for DPC to replace a deteriorating Tandridge asset – response received that they would waive the fee on this occasion.

- Tandridge District Council in response to their email on Asset Transfer – Legal Fees for “Fields in Trust” asking them not to incur any costs on Dormansland Parish Council’s behalf in relation to asset transfers.
- Adam Neill asking him to look at the bench on Mill Lane and recommend what needs to be done. Adam has looked at bench and suggested it needs to be bolted to a new concrete plinth. This is not his area of expertise, so has suggested a local business – Lingstead Construction in Lingfield. Clerk has also emailed the resident who reported the disrepair with an update.
- Requested a new email address for the Chair of the Human Resources Committee – Vision ICT have responded indicating that they are unwilling to generate a new email address until after DPC have transferred to the new Webmail system. Clerk has enquired whether there are any drawbacks to the new system such as loss of email history and have yet to receive a response. Clerk has chased a response.
- Sent draft memorandum of understanding for Pollards Field Allotments to Lingfield Parish Council. Received a note back from their Clerk saying that it would be considered at their next meeting which scheduled for 13<sup>th</sup> May 2026.
- Emailed Tandridge District Council – Democratic Services Team advising them of Cllr Lockwood’s resignation.

#### **Other Matters**

- The Council had a successful Internal Audit on the 17<sup>th</sup> April, receiving a clean audit report and no advisory notes. Reminder that at the June Meeting the Council will formally consider the Audit report and approve it. Review the Annual Governance Statement which will be completed as indicated by the Internal Auditor and approve the Statements and then review and approve the Accounting Statement 2025/26 presented and signed by the Responsible Finance Officer. Then, the Annual Governance and Accountability Statement together with supporting paperwork (variance analysis and asset register) will sent to the External Auditors before the 30<sup>th</sup> June deadline.
- The MOT of our website showed that the Council is generally compliant with the accessibility requirements for Council sites but drew attention to some areas where it could be improved – Added to action Log
- The Village Voice next content will be required c14th May 2026.

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

- Preparation of AGAR and supporting documents for Council approval at June meeting and then forwarding to External Auditors PKF Littlejohn.
- Replacement noticeboard on recreation ground
- Purchasing Local Hero Board for installation at the Community War Memorial Hall.

- Collating grant application forms
- Tidying up website in line with Website MOT suggestions.

## 5.2 Local Councillors

**Cllr Richard Dandy** – Worknest will not move on their support quote and therefore recommend that Council does not renew the contract. Tandridge District Council Leader had suggested that Dormansland Parish Council should deliver an expression of interest in the car parks, particularly the one in Newhache, to Tandridge District Council. There should be no cost other than legal fees. High Street parking getting worse. Clerk to contact Surrey County Council again. **Action.**

**Cllr Hilary Taylor** – Thanked former Councillor Lockwood for all of her hard work. The litter pick had been very successful and proposed that a £25 donation be made to the Baptist Church for their support with refreshments. **Approved**

**Cllr Keith Coleman** – Metrobus are no longer offering return fares, so a return trip is now 6% more expensive. Had thanked the Primary School for the artwork they had produced for the Annual Parish Assembly and was going to put it on display at the railway station. Also thanked the resident who organised the artwork from St Piers School. The Tandridge DC project manager responsible for the refurbishment of the playground had visited the Primary School to get children's views on the plans and recreation ground equipment that is going to be replaced should be offered to the Primary School. Surrey Countryside Team had replaced the steps on the walkway entry to Dormans Park. There is a vacancy for a Governor at the Primary School, could DPC advertise.

**Cllr David Bright** – Surrey CC grass cutting has improved and therefore suggested that our contractor be asked to delay next cut. Proposed spending £60 on plants and compost to re-plant planters - **Agreed**

**Cllr Cheryl Roux** – Had attended the next meeting of Lingfield Library. Suggested quotes for the works the council were undertaking in the village should be sought as the prices had risen considerably and that it appeared work was being sub-contracted. Cllr Bright was to discuss the position with the existing contractor.

Cllr Roux asked for the minutes to record a big "Thank you" to former Councillor Lockwood for all of the work she has done, requiring enormous effort and detailed knowledge, on the Neighbourhood Plan and the Staff Report.

## 5.3 County Cllr Lesley Steeds - Nothing to report

**District Cllr Sir Nicholas White** – Nothing to report

**District Cllr Nicola O'Riordan** – Nothing to report

## 6. Accounts & Finance

**6.1** RFO reported on activity since last meeting – All receipts and payments up to and including the 30<sup>th</sup> April 2026 have been recorded.

**6.2** Receipts and payments statement 30<sup>th</sup> April 2026 v Annual Budget circulated – **reviewed**

**6.3 Receipts since last report**

Account	Date	Detail	Value
HSBC BMM	31/03/26	HSBC – March Interest	£85.47
Unity Saving a/c	31/03/26	Unity quarterly interest	£351.90
Unity Curr	17/04/26	Tandridge District Council – 50% of Precept	£29,000.00
Unity Curr	24/04/26	HMRC – VAT 2025-26 repayment	£2,599.96
HSBC BMM	30/04/26	HSBC – April Interest	£80.37

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

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	28/02/26	DD	Unity Bank – Monthly Account Fee	INV26/100	£6.00	£6.00	-
Unity Curr	09/03/26	DD	O2 – February/March	INV26/107	£10.92	£9.10	£1.82
Unity Curr	09/03/26	BACS	Adam Neill – Grass cutting and strimming	INV26/102/3	£430.50	£430.50	-
Unity Curr	09/03/26	BACS	Dormansland War Memorial Community Hall – Hire for APA and Meetings June - Sept	INV26/104	£192.00	£192.00	-
Unity Curr	09/03/26	BACS	Society of Local Council Clerks – Clerk annual membership	INV26/101	£200.00	£200.00	-
Unity Curr	09/03/26	BACS	Clutterbucks – 2 Salt bins and first salt fill	INV26/105	£660.00	£550.00	£110.00
Unity Curr	23/03/26	Card - DD	Lloyds Bank – Month Fee for Card	INV26/110	£3.00	£3.00	-
Unity Curr	30/03/26	BACS	Steven Rees – Clerk's wage March 2026 – Gross £1,101.00 + £26.00 WFH less Tax/NI/Pension Contribution deduction £68.28	Wage March 2026	£1,058.72	£1,058.72	-
Unity Curr	31/03/26	BACS	Adam Neill – Tree mulching	INV26/109	£512.50	£512.50	-
Unity Curr	31/03/26	DD	Unity Bank – Monthly Account Fee	INV26/106	£7.00	£7.00	-
Unity Curr	07/04/26	BACS	Society of Local Council Clerks – Clerk CiLCA qualification assessment fee	INV27/04	£495.00	£495.00	-
Unity Curr	07/04/26	BACS	PAYE/NIC payment on March 2026 payroll – Ers NIC £102.60, Ees NIC £4.24, Ees PAYE £20.00	PAYE 03/26	£126.84	£126.84	-
Unity Curr	08/04/26	DD	O2 – March/April	INV27/05	£10.92	£9.10	£1.82
Unity Curr	17/04/26	BACS	NEST - Pension deductions and Contributions Mar 2026 (EE's £44.04 net, ER's £55.05)	PEN 03/26	£99.09	£99.09	-

Unity Curr	17/04/26	BACS	rCOH – Neighbourhood Plan – Basic Conditions work	INV27/06	£399.00	£332.50	£66.50
<b>Account</b>	<b>Date</b>	<b>Type</b>	<b>Payee</b>	<b>Ref</b>	<b>Gross</b>	<b>Net</b>	<b>VAT</b>
Unity Curr	22/04/26	BACS	Adam Neill – Grass cut and strim	INV27/01/2	£130.78	£130.78	-
Unity Curr	23/04/26	Card - DD	Lloyds Bank – Month Fee for Card	INV27/10	£3.00	£3.00	-
Unity Curr	28/04/26	BACS	Steven Rees – Clerk's wage April 2026 – Gross £1,131.00 + £26.00 WFH less Tax/NI/Pension Contribution deduction £83.28	Wage April 26	£1,073.72	£1,073.72	-
Unity Curr	28/04/26	BACS	Cllr Hilary Taylor – reimbursement for refuse sacks for litter pick	INV27/12	£13.20	£11.00	£2.20
Unity Curr	30/04/26	BACS	Vision ICT Ltd – Website MOT re accessibility	INV27/08	£174.00	£145.00	£29.00
Unity Curr	30/04/26	BACS	Surrey Association of Local Councils – SALC annual sub £998.81 and NALC sub £223.34	INV27/03	£1,222.15	£1,222.15	-
Unity Curr	30/04/26	DD	Unity Bank – Monthly Account Fee	INV26/09	£7.00	£7.00	-

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

Ref	Supplier	Detail	Gross	Net	VAT
INV27/07	Rialtas	Annual software licence, support and maintenance for accounting software – due 01/05/26	£1,084.80	£904.00	£180.80
HMRC – Apr 2026	HMRC	PAYE/NIC payment on Apr 2026 payroll – Ers NIC £107.10, Ees NIC £6.64, Ees PAYE £31.40 – payable 08/05/26	£145.14	£145.14	-
Pension 02/26	NEST	Pension deductions and Contributions Apr 2026 (EE's £45.24 net, ER's £56.55) – payable 08/05/25	£101.79	£101.79	-

### 6.6 Transfers between accounts since last Report

Date	From	To	Value
07/03/26	Unity Saving	Unity Current	£1,500.00
27/03/26	Unity Saving	Unity Current	£1,000.00
31/03/26	Unity Saving	Unity Current	£500.00
02/04/26	Unity Saving	Unity Current	£1,000.00
19/04/26	Unity Current	Unity Saving	£28,000.00
21/04/26	Unity Saving	Unity Current	£3,000.00
28/04/26	Unity Current	Unity Saving	£2,600.00

- 6.7 Bank reconciliations to 30<sup>th</sup> April 2026 were tabled – reviewed and signed by the Chair.
- Balances at 30<sup>th</sup> April 2026:  
 Unity Bank – Current Account £1,825.27  
 Unity Bank – Instant Access Savings Account £90,721.95  
 (Current interest rate 1.95%)  
 HSBC BMM Account £76,475.37  
 (Current interest rate 1.29%)
7. **Farindons**  
 Cllr Roux left the meeting for this agenda item having declared a pecuniary interest. The proposal from the Planning Committee to seek professional planning advice on the proposed development, subject to the agreement of the costs, was agreed.
8. **Neighbourhood Plan**  
 All documents have now been forwarded to Tandridge District Council and they have confirmed that they are starting their review.
9. **Litter Pick**  
 Cllr Taylor reported that the litter pick was a success with many bags of rubbish collected. Tandridge District Council had collected the rubbish bags deposited at the Recreation Ground but had missed those on the corner of the Platt. Consideration was given to the donation of £25 to Dormansland Baptist Church in recognition of the refreshments supplied for litter pickers. – **Approved** Cllr Roux thanked Cllr Taylor for yet another very successful Litter Pick and for all the hard work she put into making this a success.
10. **Vacant Councillor Roles**  
 The Clerk reported that he had received 3 expressions of interest by email and had sent out details of the role to all 3 interested parties and 2 co-option forms to those that had advanced their interest. No co-option forms received back as yet.
11. **WorkNest Contract – Employment Support**  
 Cllr Dandy reported that Worknest were unwilling to reduce their costs for renewal of the contract and that the services offered were limited and also available in part through NALC. Therefore recommended that the contract not be renewed. **Agreed**
12. **Dormansland Public Toilets – storage space**  
 Councillors considered the request from Dormansland Tennis Club for an agreement to pay annual rent for hire of storage space in the refurbished toilets. Clerk to ascertain the available space and how much the Tennis Club were going to pay for the annual lease of the whole area, and that they had permission to sub-lease part of the Councillors also mentioned that the Parish Council were already committed to pay in excess of £10,000 for the facility to be refurbished.
13. **Playground refurbishment on Recreation Ground**  
 Costs of the refurbishment were now likely to be over £200,000 with Tandridge District Council picking up the bulk of the costs - £160,000. County Councillor Steeds had arranged for a County contribution of £30,000 and Dormansland Parish Council had committed to a £10,000 contribution. The design did not include a hard-standing by the kickboard and basketball net. Cllr Bright suggested that Dormansland Parish Council offer

to pay for 10% of the refurbishment cost up to a maximum of £25,000 on the proviso that a hard-standing be provided for the kickboard and basketball net. – **Agreed / Clerk Action**

**14. Action Log**

Cllr Roux advised on item 28 – archiving of old Council documents. Guildford Library used to archive documents for a donation towards costs. Could forward details to Clerk if necessary.

The meeting was closed to the Public

**15. Staff matters**

Clerk was asked to pass staff report, prepared by former Councillor Lockwood, to Satswana (GDPR and Information advisor) for advice – **Action**

**16. Dates of next meeting**

**16.1** Full Council Meeting – Wednesday 3<sup>rd</sup> June 2026 – 6.30pm – Dormansland Community and War Memorial Hall

**16.2** Planning Meeting – Wednesday 3<sup>rd</sup> June 2026– 6.00pm – Dormansland Community and War Memorial Hall

Meeting closed at 20.53

Signed:

(Acting Chair)

Date