



Dormansland Parish Council

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Minutes of the 291st meeting of Dormansland Parish Council held following the Annual Meeting – 18.30pm Wednesday 3rd June 2026 at Dormansland Community and War Memorial Hall

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

In Attendance:

District Cllr Sir Nicholas White, East Surrey Cllr Nick Greenfield

6 members of the public in attendance.

MINUTES

The meeting was recorded to ensure accurate minute taking.

The recording may be deleted once the minutes have been approved.

1. Cllr Cheryl Roux had submitted her written resignation as Chair.
- 1.1 Cllr Hilary Taylor was nominated and elected to be Chair for the 291st Meeting of Dormansland Parish Council and signed a Declaration of Acceptance of Office.
2. Apologies for absence were received from Cllr Cheryl Roux and District & County Cllr Lesley Steeds.
3. Cllr Bright declared a non-pecuniary interest in item 8 as his property backed on to the proposed development site.
4. Minutes of the Full Council Meeting 6th May 2026 were agreed as accurate and signed by the meeting Chair.

Chair suspended Meeting for Public Session and re-opened the meeting – No public comment was made.
5. **Reports**
Clerk's Report
 - 5.1 **Correspondence**

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

 - O2 bill
 - Clerk & Councils Direct – May Issue.

Emails (not forwarded)

- Insurance renewal quote from Zurich – offering £197.24 reduction due to lower asset value insured. So final premium was £1,031.50 compared to £1,197.34 last year.
- Grant applications from Kent Sussex Surrey Air Ambulance and St Piers.
- An email from Surrey Community Action (Rural Housing Enabling Service) – wanting to come and introduce themselves with a 10 minute slot at a Council Meeting – **Not required**
- Stephen Coley at Tandridge District Council asking for an update DPC's position on Asset Transfer – **Action** – Clerk to reply asking for cost details that have not yet been received. It was also agreed that DPC should submit an Expression of Interest to Tandridge District Council for the carpark in Newhache. **Agreed**

Communications from residents

- Email from resident expressing concern over the Farindons proposed development. I explained the decisions made by the Planning Committee and FCM at May's meeting and pointed them towards the Tandridge DC planning portal should a planning application be submitted.
- An email from the shop owner asking for the Telephone Kiosk to be refurbished.
- Email from resident pointing out the poor state of roads in West Street and The Platt. Pointed them in the direction of Surrey CC – Fix my Street
- Email from a resident enquiring about the vacant Councillor role. Forwarded details of the role and an application form.
- An email from a resident saying that a river on Lingfield Golf Course was being blocked by tree stumps being used as stepping stones. I pointed him in the direction of Tandridge DC (he had already contacted Environment Agency) and Lingfield PC.

Clerk's outgoing correspondence

- Emailed Vision ICT asking them to close Cllr Lockwood's email account but leave me with access should we need to look at some emails and to create a new HR email address now we were on the new webmail system.
- Sent final ICO report to Satswana for approval and the forwarded on to ICO. Kept the author up to date with progress.
- Adam Neill explaining the discussion had at the last Council Meeting and suggesting that if someone other than he is going to do the work he inform the Parish Clerk.
- Followed up response form Lingfield Parish Council on Allotment MoU with request for confirmation that costs would be shared so that DPC would know whether there was a surplus or not.

- Catherine Sayer thanking her for attending and speaking so well at the Annual Parish Assembly.
- Emailed applicant for Councillor role advising that Co-option would be at July's meeting. Had a reply that applicant is available then and would probably come to tonight's meeting to introduce themselves.

Other Matters

- The Village Voice next content will be required c14th June 2026.

My focus for the next month will be:

- Forwarding AGAR and supporting documents 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
- Ascertaining the correct paint colour for the phone boxes and getting them prepared and painted.
- Tidying up website and Facebook page in line with Website MOT suggestions.
- Getting quote for the bench on Mill Lane to be repaired

5.2 Local Councillors

Cllr David Bright – A working party had watered the young trees on the recreation ground during the recent very warm weather. Thank you to Dormansland Tennis Club for the water supplied.

Cllr Richard Dandy – High Street parking and vehicle speeding is a major concern. Please can the Clerk contact Surrey Highways again and ask for advice on parking and a speed survey on the High Street, Dormans Road and Plough Road. **Action - Clerk.**

Cllr Keith Coleman – Refreshed Primary School artwork is now on display at the railway station. Had spoken to an official of Britain in Bloom and will investigate if this is something Dormansland could benefit from. There are categories for villages in development stages and feels that the community areas and community work may be rewarded. There is an issue with youths riding electric bikes and scooters. **Action** – Clerk to contact local community Police Officer and advise. Asked the Clerk to investigate Standard Terms and Conditions document for contractors to the Parish Council - **Action**

Cllr Hilary Taylor – Nothing to report.

5.3 County Cllr Lesley Steeds – submitted an email report - TDC is continuing to prepare a Local Plan ready hopefully by December this year. Surrey CC are continuing with the work for transitioning to the new Unitary.

The newly elected East Surrey Shadow Authority and West Surrey Shadow

Authorities met for the first time on Wednesday 20 and Thursday 21 May 2026, marking an important milestone in the devolution and local government re-organisation (D&LGR) transition to new unitary councils from 1 April 2027.

At the first meetings, both councils:

Appointed Shadow Authority Leader roles and Shadow Cabinet Executive Members. Designated the interim statutory officers. Confirmed key governance arrangements including the Constitutions which explain how the councils will operate, makes decisions, and act fairly, transparently and within the law, and schedule its meetings. Agreed initial priorities for the transition programme through the Surrey local government Implementation Plan which sets out the approach, plans and timetables for the transition of services to the new councils. Began overseeing the work needed to establish the new councils including committee structures and members allowances.

East Surrey Cllr Nick Greenfield – The East Surrey Shadow Authority meetings have only set out the framework for operating. There is a lot of work and training to be undertaken. Everyone is working very hard.

District Cllr Sir Nicholas White – Local Plan is going to the Policy Planning Committee on the 16th June. It will consider the HELAA (Housing and Economic Land Availability Assessment) proposed new sites, because the Government target is set at 984 new houses in the Tandridge District each year.

6. Accounts & Finance

6.1 RFO reported on activity since last meeting – All receipts and payments up to and including the 31st May 2026 have been recorded.

6.2 Receipts and payments statement 31st May 2026 v Annual Budget circulated – **reviewed**

6.3 Receipts since last report

Account	Date	Detail	Value
HSBC BMM	31/05/26	HSBC – May Interest	£83.14

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

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	01/05/26	BACS	Rialtas -Annual software and support fee	INV27/07	£1,084.80	£904.00	£180.80
Unity Curr	05/05/26	BACS	EN ROUTE Design & Print – APA Report	INV27/16	£118.00	£118.00	-
Unity Curr	05/05/26	BACS	The Village Voice – Annual Content fee	INV27/15	£500.00	£500.00	-
Unity Curr	07/05/26	DD	O2 – April/May	INV27/14	£12.72	£10.60	£2.12
Unity Curr	08/05/26	BACS	NEST – Pension Contributions Apr 2026 (EE's £45.24 net, ER's £56.55)	PENSION April 2026	£101.79	£101.79	-
Unity Curr	08/05/26	BACS	HMRC PAYE/NIC payment on April 2026 payroll – Ers NIC £107.10, Ees NIC £6.64, Ees PAYE £31.40	PAYE April 2026	£145.14	£145.14	-

Unity Curr	18/05/26	BACS	Cheryl Roux – APA refreshments	INV27/17	£123.73	£123.73	-
Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	18/05/26	BACS	Adam Neill – Grass cut Wilderwick Triangle	INV27/18	£65.39	£65.39	-
Unity Curr	22/05/26	BACS	Mulberry Local Authority Services – Internal Audit - Final	INV27/19	£299.34	£249.45	£49.89
Unity Curr	26/05/26	CARD DD	Lloyds Bank – Month Fee for Card	INV27/20	£3.00	£3.00	-
Unity Curr	26/05/26	CARD DD	Zoom monthly fee	INV27/21	£16.79	£13.99	£2.80
Unity Curr	26/05/26	BACS	Adam Neill – Grass cut and strim - Clayford	INV27/22	£31.50	£31.50	-
Unity Curr	26/05/26	BACS	Zurich – Annual Insurance premium	INV27/23	£1,031.50	£1,031.50	-
Unity Curr	28/05/26	BACS	Steven Rees – Clerk’s wage May 2026 – Gross £1,131.00 + £26.00 WFH less Tax/NI/Pension Contribution deduction £83.48	Wage May 26	£1,073.52	£1,073.52	-
Unity Curr	28/05/26	BACS	David Bright – Plants and Compost for planters	INV27/24	£37.00	£30.83	£6.17
Unity Curr	29/05/26	DD	NEST - Pension deductions and Contributions May 2026 (EE’s £45.24 net, ER’s £56.55)	Pension May 2026	£101.79	£101.79	-
Unity Curr	31/05/26	DD	Unity Bank – Monthly Account Fee	INV27/25	£7.00	£7.00	-

6.5 Invoices and future payments - **Approved**

Ref	Supplier	Detail	Gross	Net	VAT
HMRC – May 2026	HMRC	PAYE/NIC payment on May 2026 payroll – Ers NIC £107.10, Ees NIC £6.64, Ees PAYE £31.40 – payable 08/06/26	£145.34	£145.34	-

6.6 Transfers between accounts since last Report

Date	From	To	Value
05/05/26	Unity Saving	Unity Current	£1,000.00
26/05/26	Unity Saving	Unity Current	£2,600.00

- 6.7** Bank reconciliations to 31st May 2026 were tabled – reviewed and signed by the Chair.
Balances at 31st May 2026:
Unity Bank – Current Account £672.26
Unity Bank – Instant Access Savings Account £87,121.95
(Current interest rate 1.95%)

HSBC BMM Account £76,558.51
(Current interest rate 1.28%)

7. **Annual Governance and Accountability Return 2025/26**
 - 7.1 Receive and note the Annual Internal Audit Report 2025/26 - **Noted**
 - 7.2 Approve the Annual Governance Statement 2025/26 - **Approved**
 - 7.3 Consider, approve and sign the Accounting Statement 2025/26 – **Considered, approved and signed**
 - 7.4 Approve the public rights period – Announcement on the 7th June of the public rights period commencing on Monday 8th June and ending on Friday 17th July. - **Approved**
 - 7.5 Authorise the Clerk to submit the AGAR 2025/26 and supporting paperwork to the External Auditor prior to 30th June 2026 deadline. - **Authorised**

8. **Farindons**
 - 8.1 The cost, £2,950 plus VAT, of the professional planning advice on the proposed development at Farindons which included a review of the proposal prior to application and a review of the application was **agreed**.
 - 8.2 The Clerk reported that the consultant solicitor working on behalf of the Society of Local Council Clerks (SLCC) had advised that it was not necessary to share the advice from the professional planning advisors with all Councillors. The Council considered his advice to set up a separate sub-committee to deal with the proposed development at Farindons and agreed that this should happen with agreed terms of reference. The membership of the Committee was agreed as Cllr Bright, Councillor Dandy and Cllr Coleman. The Clerk was asked to investigate whether persons who were not Councillors could be members of the sub-committee. **Action** It was also agreed that the Full Council should set strict expenditure limits for the sub-committee.

9. **Neighbourhood Plan**

Tandridge District Council had asked for some last minute changes to the supporting documentation of the Plan and requested the emails of the residents who had responded to the initial public consultation so that interested parties could be kept up to date with progress. Cllr Bright had heard today (3rd June) that Tandridge DC now considered the Plan to be ready for Regulation 16 consultation.

10. **Planning Committee Membership**

Having asked the Clerk to seek the advice of the Monitoring Officer at Tandridge District Council the Council considered the membership of the Planning Committee. In response to the views expressed by the Monitoring Officer the Councillors unanimously agreed to suspend the membership of Cllr Roux to the Planning Committee until after the Farindons planning application had been determined.

11. **Dormansland Public Toilets – storage space**

Clerk reported that he had spoken to the Chair of Dormansland Tennis Club regarding the available storage space in the refurbished toilets. The Tennis Club have no use for this storage area and would welcome a contribution towards the annual rental of c£1,000 should the Parish Council have need for the storage space. The Council agreed that, subject to the lease being seen and there being a lockable entrance, an annual rent of £500 was a reasonable sum to pay to gain storage space. However, the Council would not want to encumber future Councillors with this financial burden and an initial rental term of 5 years was

thought appropriate. **Action** – Clerk to contact Tandridge District Council to ensure entrance to storage area was secure/lockable.

- 12. Playground refurbishment on Recreation Ground**
Cllr Taylor confirmed that a suitable floor surface had been incorporated, by Tandridge District Council, into the refurbishment plans and that work was due to start soon. It is likely that the six-week refurbishment would take place during the summer school holiday, which was unfortunate. However, it was noted that securing the long-term benefits of the playground was more important than delaying the work and possibly losing the funding.
- 13. Lingfield Allotments – Memorandum of Understanding**
Councillors felt uneasy over the request to pay £1,000 annually towards the allotments and ask the Clerk to ascertain how many Dormansland residents currently use the allotments, what proportion of the total number of allotments at Pollards Field this represented, and how many allotments were unused that could be advertised to Dormansland residents. - **Action**
- 14. Grass Cutting**
Cllr Bright reported - Surrey County Council's schedule showed that they were going to cut the grass verges on the 5th June but most had already been done prior to today (3rd June) and cut the Green today. No further County Council cuts were scheduled. A proposal to programme a strip cut in early July was agreed - **Approved**
- 15. Meeting schedule**
It was agreed in the light of earlier decisions at this meeting that there was no need to amend Meeting timings.
- 16. Action Log**
Cllr Dandy requested that the approach to Surrey Highways for parking advice and speed measuring be moved up the priority list.
- 17. Dates of next meeting**
- 17.1** Full Council Meeting – Wednesday 1st July 2026 – 6.30pm – Dormansland Community and War Memorial Hall
 - 17.2** Planning Meeting – Wednesday 1st July 2026– 6.00pm – Dormansland Community and War Memorial Hall

Meeting closed at 20.10

Signed:

(Acting Chair)

Date