

DUNSFOLD PARISH COUNCIL

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GU8 4PB

MINUTES

Minutes of the Annual Parish Council Meeting held on Thursday 16th May 2019
at 7.30 pm in the Winn Hall , Dunsfold.

Cllrs Present:

Cllr Stephen Hayward	Cllr Rupert Jones
Cllr Roy Enticknap	Cllr Kate Houghton
Cllr John Gray	Cllr Chris Lindesay
Cllr James Field	

In attendance: Steven Haines

Clerk to meeting: Celeste Lawrence, Clerk & RFO

Public: 7

The past Chairman Steven Haines took the Chair.

1. ELECTION OF CHAIR

It was proposed by Cllr Gray and seconded by Cllr Jones and carried that Cllr Hayward be elected Chairman to the Parish Council for the ensuing year.

2. DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Hayward took the Chair and signed the Declaration of Acceptance of Office in the presence of the Clerk.

3. ELECTION OF VICE CHAIRMAN

Cllr Gray proposed and Cllr Enticknap seconded and carried that Cllr Jones be elected Vice Chairman of the Parish Council for the ensuing year.

4. REGISTER OF INTERESTS

The Chairman reminded all councillors to complete their Register of Interests and amend any existing interest if necessary as it is a legal obligation to amend the Register of Interests with the Clerk should their circumstances have altered.

The meeting was suspended for the Commons Committee meeting to take place.

5. RATIFY COMMONS COMMITTEE MEETING

The Chairman reported on the proceedings of the Commons Committee meeting held earlier this evening and it was RESOLVED to adopt the recommendations as recorded in the Commons Committee minutes.

6. APOLOGIES FOR ABSENCE

None.

7. DECLARATION OF INTERESTS

Cllr Jones declared a family interest in Mr Courts tree quote.

Cllr Gray declared an interest as an elected member of Waverley Borough Council and the treasurer of the church.

Cllr Hayward declared a non-pecuniary interest as a UK OIL and Gas shareholder.

8. MINUTES OF THE PREVIOUS MEETING

The draft minutes of the meetings held on the 18th April 2019 meeting as circulated, were proposed by Cllr Gray; seconded by Cllr Jones and unanimously agreed as a true record for the Chairman to sign.

9. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETINGS

No matters arising.

10. APPOINTMENT OF PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER

It was RESOLVED to appoint the Clerk, Celeste Lawrence, as the Proper Officer and Responsible Financial Officer to the Council for the forthcoming year. Proposed by Cllr Enticknap; seconded by Cllr Jones and agreed.

11. STANDING ORDERS AND FINANCIAL REGULATIONS

Copies had been circulated prior to the meeting, a change was suggested in standing order 25C to change the wording to he/she. It was AGREED that a review take place. The Standing Orders and Financial Regulations were ADOPTED. Proposed by Cllr Enticknap and seconded by Cllr Jones and agreed.

12. REVIEW OF THE COUNCILS COMMITTEES AND MEMBERS

Planning - all members

Commons - all members

Commons Steering Group - Cllrs Enticknap and Houghton

Finance - Cllr Gray

KGV Management Committee - Cllr Hayward, Clerk and Mr Haines

Smiths Charity - Cllrs Hayward and Field, Clerk, Mrs Wiffen, Mrs Enticknap and Mr Halls

Neighbourhood Officer - Mrs Wiffen

Rights of Way - Cllr Houghton

Hon Remembrance Officer - Mrs Jones

Play Area - Mrs Martin

Bonfire - Cllr Enticknap

Fete - Cllr Enticknap

Surrey Association of Local Councils - Cllr Lindesay

Waverley Town and Parish meetings - Cllrs Hayward and Lindesay

Website - undecided. ACTION - Cllrs Hayward and Lindesay to speak to Mr Haines and Mr Nunn and report back at the July meeting.

Neighbourhood Plan - Cllrs Gray and Enticknap

13. BANK RECONCILIATION

It was AGREED that Cllr Gray and the Clerk would investigate a second bank account for allocated monies and report back at the July meeting.

The bank reconciliation as circulated prior to the meeting was proposed by Cllr Gray and seconded by Cllr Field and AGREED that the Chairman sign them as a true record.

The Chairman opened the meeting to the public at 8.50pm

It was requested that the Hook House Lane road collapse be reinvestigated by Surrey County Council.

It was requested that the dip in the road by Red Leaf Farm be investigated by Surrey County Council.

It was suggested that the finger posts around the village need replacing. Cllr Gray explained that this would be done now the S106 monies had been received.

It was suggested that the website should be easy to maintain.

It was requested that the Horse Chestnut tree at the KGV be investigated. Cllr Enticknap to look and report back.

The Chairman closed the meeting to the public at 8.55pm

14. INTERNAL AUDIT

The internal audit arrangements are in hand for the 31st May with Peter Frost.

15. ANNUAL GOVERNANCE STATEMENT SECTION 1 (AGSS1)

The AGSS1 as circulated to all members were read and considered. It was RESOLVED that the AGSS1 be approved. Proposed by Cllr Gray; seconded by Cllr Hayward and agreed. Cllr Lindesay abstained.

16. ACCOUNTING STATEMENT SECTION 2 (ASS2)

The RFO had signed and dated the ASS2 and circulated to all members for consideration. It was RESOLVED that the ASS2 be approved. Proposed by Cllr Gray; seconded by Cllr Field and agreed. The Chairman signed and dated the ASS2.

17. NEIGHBOURHOOD PLAN

Cllr Gray reported that the NP team were applying for a grant from Groundworks UK to fund the writing of the NP by Nexus.

18. UK OIL & GAS

This is now a rolling item on future agendas. Cllr Gray reported that the application was not on the Surrey website as yet. Cllr Lindesay agreed to circulate notes gathered.

It was AGREED that clear lines need to be defined regarding the Parish Councils involvement.

19. ANNUAL PARISH MEETING

Cllr Hayward reported that the arrangements were in hand and he would circulate a poster to advertise the event in order to encourage attendance.

20. KGV NURSERY SCHOOL

Cllr Hayward reported that the potential purchaser of the nursery would like to extend the hours of the school. It was AGREED that Cllr Hayward approach Fields in Trust.

21. KGV ACCOUNTS AND MANAGEMENT REPORT

It was agreed that Cllr Gray would circulate the account inspection notes.

It was agreed that Cllr Hayward would circulate the management meeting notes.

22. SMITHS CHARITY ACCOUNTS

The accounts for the year ending 31st December 2018 as circulated prior to the meeting were adopted.

Proposed by Cllr Enticknap; seconded by Cllr Hayward and AGREED that the Chairman sign the Statement of Accounts.

23. INSURANCE REVIEW

Current policy due to be renewed on 1st June. It was AGREED to investigate a separate policy for cyber insurance as Zurich do not supply it. It was noted that the asset register needs updating. It was AGREED that Cllr Hayward would investigate the asset register cost of a KGV rebuild.

24. SATURDAY SURGERY

Parishioners attending mentioned the piles of grass left on the common after the fete, moths in the oak tree outside Oak Tree Cottage and the drainage issues at Gratton Chase.

25. WAVERLEY BOROUGH COUNCIL

Cllr Gray reported that nearly £90k had been received for s106 monies from Surrey County Council. He further reported that following the elections on May 2nd that there are 33 new councillors in Waverley.

26. SURREY COUNTY COUNCIL

Nothing to report.

27. PLANNING NOTIFICATIONS

WA/2019/0559 - 1 FRY'S CROSS COTTAGES, KNIGHTONS LANE, DUNSFOLD, GU8 4NS

Erection of outbuilding adjoining existing garage.

Decision: Full permission

WA/2019/0504 - LAND AT FRY'S CROSS FARM, KNIGHTONS LANE, DUNSFOLD

Erection of a holiday cabin.

Decision: Pending

28. PLANNING APPLICATIONS

NMA/2019/0073 - SOLAR PARK, DUNSFOLD PARK, STOLVOLDS HILL, CRANLEIGH

Amendment to WA/2014/1705 to the approved infrastructure.

Decision: No comment.

WA/2019/0604 - BARN, LEYLANDS FARM, WROTHAM HILL, DUNSFOLD

Change of Use of Land to provide additional residential garden; erection of extensions and alterations to barn to provide additional residential accommodation, landscaping and associated works

Decision: Objection to be sent.

PRA/2019/0003 - BARN, LEYLANDS FARM, WROTHAM HILL, DUNSFOLD

Prior notification application for change of use of agricultural building to one dwelling Use Class C3 and associated operational development.

Decision: Objection to be sent.

29. VILLAGE PROJECTS

Nothing to report.

30. CORRESPONDENCE

Letter from Smiths Charity was noted.

Request for parking on the common on 6th Sept was AGREED.

Request for placing temporary signs on the common for a wedding was AGREED.

Request for placing banners on the common once a month on an ongoing basis was AGREED.

Request to metal detect on the common. Matt Lank from WBC to be approached.

31. RECEIPTS AND PAYMENTS

Expenditure		
Mr & Mrs Goodall	Office rent	180.00
HMRC	Tax & NI April	49.71
The Surrey Pension Fund	April	227.92
Celeste Lawrence	PAYE April	848.46
Russell King	School pond grate	395.00
Steven Haines	NP materials	41.69
Cleverwoof	NP web updates	360.00
RJ Walker	Tree clearance The Green	160.00
Sage Software	April	19.20
KGV Centre Dunsfold	Grant	500.00
		2781.98

Income		
Surrey CC	Localism grant	3500.00
Waverley BC	Precept	47000.00
		47000.00

32. FUTURE AGENDAS

Commons lease review and village car park.

33. PRESS AND PUBLIC

Exclusion of press and public in accordance with section 100A (2) and (4) of the LGA 1972 if required.

There being no further business, the Chairman closed the meeting at 10.05pm. The next Parish Council meeting will be held on 13th June 2019 at 7.30pm.

Chairman.....

Dated.....