

DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU8 4PB

MINUTES

Minutes of the Annual Parish Council Meeting held on Thursday 14th May 2020
at 7.30 pm online via Zoom. Meeting ID: 849-9829-1215

Cllrs Present:

Cllr Stephen Hayward - Chairman

Cllr Rupert Jones - Vice Chairman

Cllr Roy Enticknap

Cllr James Field

Cllr Kate Houghton

Cllr John Gray

Cllr Chris Lindesay

Clerk to meeting: Celeste Lawrence, Clerk & RFO

Public: 3 plus 2 briefly

The present Chairman Stephen Hayward stood down and the Clerk took the chair.

1. ELECTION OF CHAIR

It was proposed by Cllr Field 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 who was in the same room.

3. ELECTION OF VICE CHAIRMAN

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

4. REGISTER OF INTERESTS

The Chairman reminded all members to review their Rol as it is a legal obligation to amend their Rol with the Clerk should their circumstances had altered.

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

5. RATIFY COMMON 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. Proposed by Cllr Gray; seconded by Cllr Field and unanimously agreed.

6. APOLOGIES FOR ABSENCE

None.

7. DECLARATION OF INTERESTS

Cllr Enticknap declared and interest planning application WA/2020/0552 - The Little House.

8. MINUTES OF THE PREVIOUS MEETING

The draft minutes of the meeting held on the 11th March 2020 meeting as circulated, were proposed by Cllr Field; seconded by Cllr Lindesay and unanimously agreed as a true record for the Chairman to sign.

9. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETINGS

Open session - white lining. Cllr Enticknap reported that he has contacted EP Clark prior to the February

meeting but still not heard back. Cllr Enticknap to investigate.

Item 11 January meeting - KGV. Cllr Hayward reported that the Management Committee (MC) are reviewing the Youth Club constitution rules and the Social Club constitution rules. MC to complete.

Item 8 March meeting - It was reported that a councillor had found the petition and it has now been received by the Clerk.

Commons Lease review - a history on the annual amount spent needs producing. To go on the June agenda.

Item 13 March meeting - VAS signs bought and delivered. Awaiting fitting by a qualified fitter. Added to the insurance and the asset register.

Item 14 March meeting - defibrillator is still locked.

Item 15 March meeting - Cllr Hayward reported that the meeting between the DPC, SCC and Diocese did not happen as it was agreed that such a sensitive subject should be done in person which is not possible due to the current circumstances. This is being reviewed on a monthly basis.

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.

11. STANDING ORDERS AND FINANCIAL REGULATIONS

Standing Order 27 was questioned. It was agreed that it could be subject to change if the current suggestion did not work as it is an evolving situation. The Standing Orders and Financial Regulations were ADOPTED. Proposed by Cllr Gray; seconded by Cllr Jones and agreed.

The Chairman opened the meeting to the public at 8.30pm

A parishioner enquired about the installation of the swan signs. Cllr Field to order.

A parishioner reported that it was hoped that the UKOG decision meeting would be postponed until the June meeting and advised people email the SCC chair, vice-chair and Surrey leader in order to get them to take the decision to defer until the June meeting.

The Chairman closed the meeting to the public at 8.50pm

12. REVIEW OF COUNCILS COMMITTEES AND MEMBERS

Planning - all members

Commons - all members

Commons Steering Group - Cllrs Hayward, Enticknap and Houghton

Friends of Dunsfold Common - Cllr Field, Mr Bentall and Mrs Enticknap

Finance - Cllr Gray

KGV Management Committee - Cllrs Hayward and Field

Smiths Charity - Cllrs Hayward and Field, Mrs Wiffen, Mr Halls and Mrs Enticknap. Approach new Reverend.

Neighbourhood Officer - Mrs Wiffen

Rights of Way - Cllr Houghton

Hon Remembrance Officer - Mrs Jones

Play Area - Mrs Martin

Bonfire - Cllr Houghton

Fete - Cllr Houghton

Surrey Association of Local Councils - Cllr Lindesay

Waverley Town and Parish meetings - Cllrs Hayward and Lindesay

Website - no volunteer. Vacant.

Neighbourhood Plan - Cllrs Gray and Enticknap, Mr Haines, Mrs Hamill,

13. PLANNING NOTIFICATIONS

Circulated with the agenda with the addition of:

PRA/2020/0006 - Wetwood Farm, Chiddingfold Road, Dunsfold, GU8 4PB

General permitted development order 2015 schedule 2 part 3 class q - prior notification application for a proposed change of use of agricultural building to 1 dwellinghouse (class c3) and for building operations reasonably necessary for the conversion.

Decision: Prior approval granted.

14. PLANNING APPLICATIONS

WA/2020/0552 - The Little House, Knightons Lane, Dunsfold, GU8 4NU

Construction of a swimming pool and associated works (revision of wa/2019/1664).

Decision: Submit objection

WA/2020/0670 - Howicks, Hurlands Lane, Dunsfold, GU8 4NT

Alterations to and conversion of existing outbuilding including increase in ridge height to provide ancillary habitable accommodation; construction of a swimming pool; erection of a greenhouse.

Decision: Submit no objection with conditions.

NMA/2020/0058 - The Pink House, The Common, Dunsfold, GU8 4LJ

Amendment to wa/2019/1375 - alterations to the cladding/brickwork of the rear and side elevations of the dwelling to be replaced with a traditional lime render together with alterations to fenestration and loggia posts.

Decision: No objection

WA/2020/0641 - The Pink House, The Common, Dunsfold, GU8 4LJ

Certificate of lawfulness under section 192 for the erection of an extension.

Decision: No objection

WA/2020/0610- School House, The Common, Dunsfold

Listed building consent for erection of extensions and alterations.

Decision: Submit objection

WA/2020/0609 - School House, The Common, Dunsfold

Erection of extensions and alterations.

Decision: Submit objection

WA/2020/0690 - Willards Farm, The Common, Dunsfold, GU8 4LB

Application under section 73 to vary condition 1 of WA/2014/2300 (approved plan numbers) to allow addition of a dormer window.

Decision: No objection

15. S106 FUNDING AGREEMENT

It was AGREED that the S106 agreement be signed and returned to Waverley.

16. NEIGHBOURHOOD PLAN

No report.

17. UKOG

It was reported that it was hoped that the decision meeting would be deferred from the May meeting to the June meeting as a transport report had just been submitted and SCC would need time to consider the report. It was AGREED that a draft email be circulated in the morning to agree wording to be sent to SCC chair, vice-chair and Surrey leader as well as MP Hunt. Cllrs Hayward and Jones to draft and circulate for agreement.

The request for a contribution toward the funding of the transport report was AGREED to the sum of £750. Cllr Enticknap objected to this decision. Cllr Lindesay abstained. Transport report circulated post meeting.

18. BANK RECONCILIATION

The bank reconciliation as circulated with the agenda was agreed and that the Chairman could sign it as a true record.

19. INTERNAL AUDIT

It was reported that the internal audit had been successfully completed online with Peter Frost of Peter J Consultants. The report circulated with the agenda was noted and approved.

20. ANNUAL GOVERNANCE STATEMENT SECTION 1 (AGSS1)

The AGSS1 as circulated with the agenda were read and considered. It was RESOLVED that the AGSS1 be approved. Proposed by Cllr Field; seconded by Cllr Enticknap and agreed.

21. ACCOUNTING STATEMENT SECTION 2 (ASS2)

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

22. KGV ACCOUNTS

The KGV accounts as circulated with the agenda were noted. The inspection notes are attached at the end of these minutes. It was proposed by Cllr Gray that the account keep a sum of no lower than £500 in the KGV

account. It was agreed that a separate finance meeting be arranged so all councillors could fully discuss all council finance.

23. SMITHS CHARITY ACCOUNTS

The accounts for the year ending 31st December 2019 as circulated with the agenda were adopted. Proposed by Cllr Field; seconded by Cllr Enticknap and AGREED that the Chairman sign the Statement of Accounts.

24. INSURANCE REVIEW

Current policy to be renewed on 1st June 2020. It was asked if the council has pandemic cover and what post COVID-19 insurance was in place. Clerk to investigate. It was AGREED that the current policy be renewed. Proposed by Cllr Gray; seconded by Cllr Houghton.

25. WAVERLEY BOROUGH COUNCIL

Report attached to these minutes.

26. SURREY COUNTY COUNCIL

Report attached to these minutes.

27. VILLAGE PROJECTS

Nothing to report.

28. CORRESPONDENCE

Nothing to report.

29. RECEIPTS AND PAYMENTS

As circulated and noted.

30. FUTURE AGENDAS

Financials

31. 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 10.00pm. The next Parish Council meeting will be held on 11th June 2020 at 7.30pm.

Chairman.....

Dated.....

Item 22 - Inspectors report on KGV

Due to restriction imposed by government as a result of the Covid-19 pandemic I have been unable to physically examine any records.

I have had the electronic copies of accounts and have discussed the entries with The Responsible Finance Officer and Clerk. The reports have been well constructed and prepared in a form facilitating the inspection and the Responsible Finance Officer is commended for this work.

Copies of the accounts presented to me, have been circulated to Parish Council Members with the Agenda for the forthcoming meeting.

1 Opinion

I have examined the accounting records of the charity and in my opinion, these have properly maintained by the Trustees of the charity and show an accurate income and expenditure for the year ending 31st March 2020.

2 Matters to be brought to the attention of the Trustees.

1. The KGV Charity received some £2,200 of grants from the Parish Council and a further £453.62 was recorded in the main Parish Council accounts relating to KGV. It is noted that the grants made are considerably less than in some of the previous years and within the precepted amount of £3,000 for 2019-2020.
2. All items relating to caretaker and cleaning should go through the KGV charity books and if to be funded, an equal amount made by way of a grant.
3. The constrained balance of cash within the charity gives rise to the clerk delaying payments or making payment from the main accounts. The Trustees are recommended to maintain a minimum balance of £500 in the bank to facilitate payment of expenses. The Clerk endorses this recommendation.
4. Due to the exceptional circumstance as a result of Covid-19 restrictions the KGV will be short of Income whilst incurring some reduced expenditure. It is recommended that a forecast is presented to the Parish Council and the Trustees agree if funding is required over and above the £3,000 precept for 2020-2021.

John Gray (FCMA retired)
 The Old Reading Room
 The Common
 Dunsfold
 GU8 4LL
 7th May 2020

Items 25 and 26 - WBC and SCC report

Changes to the constitution being made and will be reviewed by Standard's and approved at a July council meeting (zoom)

1. Delegation changes
2. Introduction of virtual meetings
3. Virtual meetings count towards attendance
4. Planning committees reduced from 5 to 2
 - Joint and area committees merged
 - Two meeting one eastern and central one western and southern
 - 15 members on each

Finances

1. Government grant of around £1.2m been received
2. Government pre advanced cash for Waverley administered rebates / grants
3. Shortfall against plan in 1st Quarter £1m (net of government grant)
4. Full year being reviewed - Medium Terms plan being updated

Services - no major issues with services

Staff - around 340 working from home - no furloughed staff

Achievements - major changes handled and put on web in 6 weeks, change IT for home working and virtual meetings - all vulnerable people being contacted

Waverley active member of Surrey Emergency Forum.

Actively lobbying government for more support

John Gray Waverley Borough Councillor