

DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU8 4PB

MINUTES

Minutes of the Parish Council Meeting held on Thursday 6th May 2021
at 7.30 pm online via Zoom.

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: 11

1. ELECTION OF CHAIR

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

2. DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Hayward accepted the appointment and continued as chair and later signed the Declaration of Acceptance of Office in the presence of the Clerk.

3. ELECTION OF VICE CHAIR

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

4. REGISTER OF INTERESTS

The Chairman reminded all members to review their Register of Interests as it is a legal obligation to amend their Register of Interests with the Clerk should their circumstances change.

SUSPEND THE MEETING FOR TH COMMONS COMMITTEE MEETING TO TAKE PLACE

5. RATIFY COMMONS COMMITTEE MEETING

The Chairman reported on the proceedings of the Commons Committee meeting just held and it was RESOLVED to adopt the recommendations as recorded in the Commons Committee minutes. Proposed by Cllr Gray; seconded by Cllr Hayward and unanimously agreed.

6. APOLOGIES FOR ABSENCE

None.

7. DECLARATION OF INTERESTS

No declarations.

8. MINUTES OF THE PREVIOUS MEETING

The draft minutes of the meeting held on the 8th April 2021 as circulated, were proposed by Cllr Field and seconded by Cllr Houghton; unanimously agreed as a true record for the Chairman to sign.

9. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETINGS

Item 2 February - request for wording from the monitoring officer regarding granted permission from the Waverley Monitoring Officer. Cllr Gray to go back to the Monitoring Officer as the response was not what was expected.

Telecomms mast - no response from Carter Jonas.

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

The Standing Orders and Financial Regulations were ADOPTED. Proposed by Cllr Gray; seconded by Cllr Field and agreed.

12. REVIEW OF COUNCILS COMMITTEES AND MEMBERS

Planning - all members

Commons - all members

Commons Steering Group - Cllrs Hayward, Houghton and Enticknap

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 Whiffin, Mr Halls and Mrs Enticknap

Neighbourhood Officer - Mrs Whiffin

Rights of Way - Cllr Houghton

Hon Remembrance Officer - Mrs Jones

Play Area - Mr Allison

Bonfire - Cllrs Houghton and Lindesay

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 Hayward, Jones, Gray and Enticknap, Mr Haines and Mrs Hamill. *(Post meeting - Cllr Gray resigned from the NP team)*

13. PLANNING NOTIFICATIONS

Circulated with the agenda.

14. PLANNING APPLICATIONS

None.

15. BANK RECONCILIATION

The bank reconciliation as circulated with the agenda was AGREED and that the Chairman could sign it as a true record. Proposed by Cllr Gray; seconded by Cllr Enticknap and agreed. Report attached to these minutes. The transfer of reserves was AGREED as per the note added to these minutes.

16. INTERNAL AUDIT

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

17. 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 Jones and agreed.

18. 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 Gray; seconded by Cllr Field and agreed.

19. KGV MANAGEMENT ACCOUNTS

The KGV accounts as circulated with the agenda were noted along with the independent examiners report. KGV management report attached to these minutes.

20. SMITHS CHARITY ACCOUNTS

The accounts for the year ending 31st December 2020 as attached to these minutes were adopted. Proposed by Cllr Field; seconded by Cllr Enticknap and AGREED that the Chairman sign the Statement of Accounts.

21. INSURANCE REVIEW

Current policy to be renewed on 1st June 2021. It was AGREED that the current policy be renewed. Proposed by Cllr Field; seconded by Cllr Enticknap.

22. SCHOOL SITE

The Chairman reported that two meetings had been held with the village group involved with finding alternatives for the school site. The next stage for the Parish Council would be to get a basic independent valuation for the school site and grounds in order to ascertain if it would be possible to investigate buying the site from the Diocese.

23. DUNSFOLD PARK

It was reported that Dunsfold Park could be sold by Trinity College. If this is the case, it would hold up the housing numbers in Waverley meaning that Dunsfold may be required to produce more housing. Cllr Hayward attending a Dunsfold Park Advisory Group meeting on Thursday 20th May.

The Chairman opened the meeting to the public at 8.36pm

A parishioner gave a brief report on the frog and toad project. Request to send report to the Clerk. A parishioner enquired about the status of the ANOB - this needs to be investigated.

The Chairman closed the meeting to the public at 8.40pm

24. NEIGHBOURHOOD PLAN

The Chairman reported that the NP committee was going through and reviewing the village responses. The report is available to view on the website. The NP committee recommends the removal of the School site. Concern was raised regarding 4 out of 7 Councillors being on the NP committee. These 4 Councillors are part of a wider team of 11 on the NP committee. Clerk to raise with the Waverley Monitoring Officer to ensure correct procedure is being followed.

25. COMMONS - LEGAL ISSUES

Nothing to report.

26. UKOG

Nothing further to report.

27. VILLAGE FETE

It was AGREED to postpone the village fete until COVID regulations were lifted. Proposed dates to be discussed at a later date would be the August bank holiday and 5th November. Report attached to these minutes.

28. EMERGENCY PLAN

Nothing further to report.

29. VILLAGE PROJECTS

S106 Finger posts replacements - Thanks was given to Cllr Field for completing this project. Thanks were also received from the priest, Ian Maslin.

30. WAVERLEY BOROUGH COUNCIL

Report noted and attached to the minutes.

31. SURREY COUNTY COUNCIL

Report noted and attached to the minutes.

32. CORRESPONDENCE

Email regarding planting a tulip tree on the common and putting an orchard on the common was received. It was agreed that the Clerk write to the parishioner to explain why neither request was possible. A request for a memorial tree in remembrance of Prince Phillip was considered. It was agreed that this could be done with a native tree and space be left alongside it in the event of the Queen's death. An email regarding the Area of Outstanding Natural Beauty was raised. It was agreed that Cllr Field talk to the parishioner regarding the process.

33. RECEIPTS AND PAYMENTS

As circulated with the agenda. It was RESOLVED to note the payments made.

34. FUTURE AGENDAS

Nothing.

35. 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 9.15pm. The next Parish Council meeting will be held on 10th June 2021 at 7.30pm.

Chairman.....

Dated.....

Item 15 Bank Reconciliation

The financial year has finished and we had a surplus of £13,110.90 including unclaimed VAT of £497.32. See full copy of accounts attached. I would like to thank Celeste for her work in keeping the books in such a clear and accurate manner.

As you will remember we voted to apply no increase this coming year 2021/2022 and in fact the Parish Precept issued by Waverley showed a reduction of 1.9% for Dunsfold Parish element.

We have to allocate the surplus to the reserves we have and I suggest we allocate it as follows and will put this to the meeting for approval.

Commons and Trees	£4,000	Including Ponds, culverts and Paths
KGV	£3,000	To cover pitch and building repairs
Capital projects	£1,505	Forward Capital fund including replacement and improvements
General reserve	£4,605.90	

S106 Funds should be reviewed and a spend plan prepared against the timeline and restrictions.

	Opening Balance	Transactions	Closing Balance			
Current Year	0	13,110.90	13,110.90		To be allocated	
General Reserves	23,129.51	1,552.53	24,682.04		Designated Parish	
KGV Play area	6,974.58	0.00	6,974.58		Restricted Parish/ S106	Grant balance
KGV	5,000.00	1,000.00	6,000.00		Designated Parish	
Commons & Trees	4,550.00	3,000.00	7,550.00		Designated Parish	
Capital Projects	18,000.00	1,495.00	19,495.00		Designated Parish	
SCC Roads S106	38,283.91	0.00	38,283.91		Restricted S106	Grant balance
Woodland S106	0.00	21486.11	21,486.11		Restricted S106	Grants received
Environment S106	(360.00)	13208.72	12,848.72		Restricted S106	Grants received
N Plan	(1664.57)	7627.47	5,962.90		Restricted Grant	Reconciled
Total Reserves	93,913.43	62,480.73	156,394.16			

Item 19 KGV Management report.**May 2021.**

1. The caretaker has relocated the wheelie bins to avoid misuse by casual visitors and dog walkers.
2. Priority will be given by the caretaker to cleaning gutters and repairing peripheral fencing over the course of the next month.
3. The caretaker has invoiced the Clerk (£165) for 11 hours work during the last month.
4. One of the user groups, Rudgwick Football Club, intends to commence use of the facilities soon for their junior teams. They also intend to attract new members next year with a campaign that might increase the use of the social facilities for parents and their children. (Peter and Ali have volunteered to prospectively man the bar if needed.)
5. The heating oil tank remains nearly full and shows four bars.
6. The electricity meter reading is 118452.
7. Cllr. John Gray has submitted his accounts inspection report for KGV on behalf of Dunsfold Parish Council acting as Trustees for the facility. The accounts and report are available separately to Councillors on request but show a balance of £6,425.31 at the 31st March 2021.
8. The Tennis Club user group member intends to resume wider use of the facility after May 17th using the Lawn Tennis Association (LTA) guidelines as a basis for compliance with Government virus control recommendations. A more formal reopening party for the Tennis Club is planned for June.

James Field

4th May 2021.**Item 20 Smiths Charity Accounts**

Parish of Dunsfold in the County of Surrey

Henry Smith's Charity

Statement of Account for year ended 31st December 2020**Credit****Debit**

Balance in Hand as at the 1 January 2020	£1005.22	Dunsfold Community Shop Assoc Ltd for payment of vouchers given to each of 24 beneficiaries to the value of £100 each, 1 beneficiary of £250, 1 beneficiary of £150, 2 beneficiaries of £120 and 2 beneficiaries of £75 each and 5 gift bags	
		worth	£30 each (less amount unspent on voucher)
			£3323.15
Amount of 2020 Grant	<u>£3600.00</u>	Balance in hand at 31st December 2020	<u>£1282.08</u>
Amount available for distribution	<u>£4605.23</u>		

Trustees of Dunsfold Smith's Charity

Mr S Hayward

Mr J Field

Mr Gary Hall

I HEREBY CERTIFY that the

Accounts for Dunsfold Smith's Charity of

Mrs D Whiffin
Enticknap

which this is a true copy were presented to
the Annual Meeting of the Parish Council
held on 6th May 2021 and were duly approved.

Mrs L

.....
Chairman of the Annual Parish meeting

.....
Chairman of the Annual Parish Council meeting

Note: Due to the COVID-19 pandemic, the Annual Parish meeting was not held.

Item 27 - Village Fete
Village Fete May 29th

As requested by DPC at the April council meeting we have reviewed the prospects and modalities for arranging a village Fete to be held towards the end of May 2021.

We initially determined that the emergency regulations in force as a result of the pandemic specifically allowed events such as village fetes to be organised after April 12th on the ground that the degree of social interaction involved was far more diffuse than more organised timed events.

The initially proposed date of May 29th was anticipated to be after the further relaxation of social interaction rules anticipated on May 12th where public 'performances' with up to 1000 people attending would be permitted although there would still be strict limits on family events, weddings and funerals, which places a village fete in somewhat ambivalent territory for people hoping to make sense of government regulation.

The current rules allow development of a village fete subject to due consideration being given to the various residual risks and their mitigation.

Having conducted an exercise of risk analysis under the regulations that we anticipate will still be applicable on May 29th and in the light of the continuing and rapid improvement of the situation nationally, it is now feared that conducting a village fete under Phase 3 rules on May 29th, will potentially be subject to uncertainty, ridicule and confusion; while if a deterioration in the situation occurs, cancellation might need to be considered. This would not arise if the Village Fete were to be reframed as a 'freedom fair' to be held at some point after the full relaxation of rules anticipated in June.

While engaging with the various parties normally involved in the organisation of the village fete we have identified some reluctance to participate in the organisation of the event while there are any requirements for unusual attention to the hygiene implications of shared surfaces, queuing for refreshments and toilets and watching and participating in activities.

We have therefore concluded that there is no compelling reason to hold a village event prior to the full ending of emergency restrictions which are anticipated in mid June.

It is therefore proposed that we defer the organisation of the Village fair and encourage the various Village groups who participate in the event to plan for one to happen on a date after the full relaxation of restrictions, at which time there will be no further need for special risk analysis or imposition of rules which may or may not be seen by participants as necessary or proportionate.

Chris & Kate

Items 30 and 31 - Waverley Borough Council and Surrey County Council reports

Burnt Hill - Enforcement

A number of emails have since the last meeting, been sent by residents to John Bennet but no substantive update received.

Action was to arrange for J Bennett to come to Parish Council for update.

Miller Lane - Ditch

Letter from Peter Barker sent to Chairman and previously raised by me with this council.

A number of issues are outstanding

- No approval given by Landholder or Leaseholder
- There is no maintenance agreement for this out of site works
- The Parish Council will be responsible for any work as there is no connected utility.
- The ditch is considered by some as dangerous
- If there is a claim the Parish Council will be liable

Having raised this a number of times can the Council please decide what action if any it wishes to take

Gratton Chase - sewage enforcement

Thames Water in a recent meeting clearly stated that the responsibility was, following changes in utility regulations in 2020, down to them. They have come up with three options and discarded all but one involving Gratton Chase Nugents Close existing pump and storage. There is to be a site meeting which I will be attending as Waverley Ward Councillor and the immediate resident affected and Roy Enticknap.

No further enforcement activity can be taken by Waverley and case will be closed. Residents will be advised by Thames Water through the housing association and Vanderbilt in due course once the solution has been signed off and agreed with the Diocese of Guildford as new work will be required over the school yard.

Time taken to complete Local Authority Searches

I have had two complaints from people having delays to searches which are holding up completion. I have escalated the matter with Waverley.

Gratton Chase entry road and Swale.

A number of complaints have been sent to Waverley Enforcement over the work required to construct the amphibian way across the road. Following the developer having emptied the swale by the play area objections have been made to the Developer, Waverley Enforcement and the Police - the issue is amphibian impact at this critical period.

I am following this up.

Waverley five year housing Supply

A recent appeal case has highlighted Waverley does not have the 5.3 years supply claimed in the October 2020 report and have accepted they have only 4.99 years supply. Dunsfold Park recent announcement will impact this if the 455 houses forecast for the next 5 years are delayed. Waverley is publishing a new five year housing supply update as at April 2021. This has an impact on sustainable development applications.

I am seeking answers from officers and Waverley Executive.

Waverley Executive

The leader of the Executive has passed from Farnham Residents to the Liberal Democrats but still within the Rainbow alliance.

Cllr John Gray