

# DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard  
Chiddingfold Road  
Dunsfold  
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30th November 2021

## NOTICE OF AN EXTRAORDINARY PARISH COUNCIL MEETING

Councillors are hereby summoned to attend the meeting of Dunsfold Parish Council to be held at  
**7.30pm on Wednesday 8th December 2021 at the Winn Hall, Dunsfold**

Stephen Hayward - Chairman to the Council

A meeting requested by Cllr. Gray, Cllr. Cookson Taylor and Cllr. Alexander in relation to the following 2 motions tabled by Cllr. Gray:

1. The Chairman and Vice chairman acting with the steering group have not submitted their proposal published as a NP minutes to be agreed by the Meeting of the Parish Council as required in the terms of Reference. Until the steering group listed sites have been presented and the steering group discussions relayed to the Council at a public meeting the sites must not be submitted to Nexus for further publishing and any draft of the Neighbourhood Plan is to be withheld until such a public meeting is held and prior to any regulation 14 document being drafted.
2. For the Chairman and Vice chairman to clarify the proposed allocation of sites and address concerns raised by Myself other members and residents and clarify how any conflict of interest has been addressed.

## AGENDA

1. APOLOGIES FOR ABSENCE  
**Recommendation: To receive apologies and reason for absence.**
2. DECLARATIONS OF INTEREST  
**Recommendation: To receive any declarations of interest from Members in respect of any item to be considered at the meeting and notification of any changes to Members' Interests.**
3. PUBLIC SESSION (60 minutes total, 5 minutes per person)  
**Recommendation: To note any comments from parishioners.**
4. MOTIONS TABLED BY CLLR. GRAY  
**Recommendation: To consider and Debate the 2 motions tabled.**

Due to COVID measures, members of the public will be required to pre book their attendance by email to the Clerk and confirm that they are not showing any symptoms of COVID 19 and have not been contacted by the NHS or alerted by the app to say that they should be self isolating. Numbers will be limited to 20 members of public on a first come first serve basis. Masks should be worn at all times. Dunsfold Parish Council is taking all reasonable steps and following government guidance to ensure that the meeting will be COVID safe but cannot accept responsibility for the safety of individuals.

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## Guidance for Councillors attending Council Meetings December 2021

### Purpose of Guidance

To enable Councillors to be prepared for the return of face to face Council meetings following the expiration of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

### Venue for Council Meetings

Dunsfold Village Hall

### Attendance of Councillors

- Attendance at Council meetings must be in person.
- Attendance of Councillors via zoom is not permitted under the LGA 1972.

### Self-Isolating Councillors

- Councillors who have contacted by NHS Test and Trace or pinged by the app must not attend Council meetings in person and are not permitted to attend via zoom.
- Self isolating Councillors may only view the Council meeting via zoom.

### Background Papers

- All background papers will be provided electronically.
- No spare papers will be available at the Village Hall.
- Please ensure you bring your electronic devices adequately charged as un-PAT tested chargers are not permitted in the Village Hall.

### COVID Precautions

- Councillors are advised to sanitise their hands on the way into the building.
- Entrance via the front door walking clockwise around the hall and leaving via the side door.
- There is a one way route in operation at the Village Hall.
- Councillors are encouraged to wear masks when walking about in the hall.
- Ventilation – doors will be kept open, please wear warm clothing.
- Please bring your own water if you require refreshment during the meeting.

### Members of the Public

- Members of the public are required to pre-register by email to the Clerk and confirm that they are not showing any symptoms of COVID 19 and have not been contacted by the NHS or alerted by the app to say that they should be self isolating in order to attend meetings. The number attending will be limited to 20, places will be allocated on first come first serve basis. Masks should be worn at all times.

Unit 3, The Orchard, Chiddingfold Road, GU84PB

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