

DUNSFOLD PARISH COUNCIL

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GU8 4PB

MINUTES

Minutes of the Annual Parish Council Meeting held on Thursday 12th May 2022
at 7.30 pm in the Winn Hall, Dunsfold.

Cllrs Present:

Cllr Stephen Hayward - Chairman

Cllr Rupert Jones - Vice Chairman

Cllr Kate Houghton

Cllr Roy Enticknap

Cllr John Gray

Cllr Mike Cookson-Taylor

Clerk to meeting: Celeste Lawrence, Clerk & RFO

Public: Cllr Kevin Deanus + 4

1. ELECTION OF CHAIRPERSON

Cllr Jones nominated Cllr Hayward as Chairman of the Parish Council for the ensuing year. It was seconded by Cllr Houghton and AGREED unanimously.

2. DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Hayward signed his declaration of acceptance of office in the presence of the Proper Officer and took the chair.

3. ELECTION OF VICE CHAIRPERSON

Cllr Houghton nominated Cllr Jones as Vice Chairman of the Parish Council for the ensuing year. It was seconded by Cllr Hayward and AGREED unanimously.

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 should their circumstances change.

SUSPEND THE MEETING FOR THE COMMONS COMMITTEE 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 Cookson-Taylor; seconded by Cllr Enticknap and unanimously agreed.

6. APOLOGIES FOR ABSENCE

Cllr Ashley Alexander's absence was noted.

7. DECLARATION OF INTERESTS

None declared.

8. MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held on the 10th March 2022 as circulated, a request was made for a change in the sentence "the meeting" to "a meeting" in the open to the public session. With this change agreed, the draft minutes were proposed by Cllr Hayward and seconded by Cllr Jones were unanimously agreed as a true record for the Chairman to sign. The draft minutes from the Extraordinary meeting held on 21st April 2022 as circulated were proposed by Cllr Hayward; 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 MEETING

Item 18 Easement at Elm Corner - meeting arranged for Friday 27th May.

The Chairman reported that the Annual Parish meeting had taken place successfully with representations from various groups around the village.

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 Hayward; seconded by Cllr Houghton and unanimously agreed.

11. STANDING ORDERS AND FINANCIAL REGULATIONS

The Standing Orders and Financial Regulations were ADOPTED. Proposed by Cllr Gray; seconded by Cllr Cookson-Taylor and agreed. It was asked if committees have delegated authority.

12. DOCUMENT RETENTION SCHEME

The scheme was reviewed and no changes were made.

13. CODE OF CONDUCT

Cllr Jones suggested that some changes were needed. It was agreed to carry on with the current Code of Conduct. Cllr Jones to produce a paper to compare the current code to the new code.

14. REVIEW OF COUNCILS COMMITTEES AND MEMBERS

Planning - all members

Commons - all members

Commons Steering Group - Cllrs Houghton, Enticknap, Cookson-Taylor and Alexander

Friends of Dunsfold Common - Cllr Cookson-Taylor, Mr Bentall, Mrs Enticknap and Mr Pearson

Finance - Cllr Gray

KGV Management Committee - Cllrs Hayward, Cookson-Taylor and Alexander

Smiths Charity - Cllrs Hayward, Mrs Whiffin, Mr Halls and Mrs Enticknap

Neighbourhood Officer - Mrs Whiffin

Rights of Way - Cllr Houghton

Hon Remembrance Officer - Mrs Jones

Play Area - Cllr Cookson-Taylor and Mr Allison

Bonfire - Cllrs Houghton and Alexander

Fete - Cllrs Houghton and Alexander

Surrey Association of Local Councils -

Waverley Town and Parish meetings - Cllr Hayward

Website - no volunteer. Vacant

The Chairman opened the meeting to the public at 20.35

A parishioner suggested that 2 councillors were not needed for the bonfire and fete committees and suggested they let the bonfire team know who is on the committee.

A parishioner suggested that item 26 on the agenda should read "report from the Chairman of the Parish Council" and not of the "chair of the steering group".

A parishioner asked why the model Code of Conduct had not been adopted. As per the minute, it was agreed that a paper comparing the codes be produced so deferred to a future meeting.

A parishioner asked who the 10 village assistances are on the defibrillator team.

A parishioner asked if the council thought new planning applications would affect the Area of Outstanding Natural Beauty review. And if the council backed the AONB review or if the council was in favour of development on the same land.

The Chairman closed the meeting to the public at 20.55.

Cllr Gray proposed; Cllr Cookson-Taylor seconded and all agreed to move items 32 & 33 forward.

15. WAVERLEY BOROUGH COUNCIL AND SURREY COUNTY COUNCIL

Cllr Deanus informed the council that:

- No Mow May was being run again this year

- There is a hedges fund available from Surrey

- It was reported that there is no confidence in the planning system

- The sale of Dunsfold Park is still ongoing
- The fire at the Slyfield recycling centre has had a knock on affect to the Nanhurst recycling centre
- A false letter announcing the cut of Meals on Wheels had been reported.

16. PLANNING NOTIFICATIONS

Circulated with the agenda.

17. PLANNING APPLICATIONS

WA/2022/01285 - Oak Woods School House, The Common, Dunsfold, GU8 4EH

Erection of an extension.

WA/2022/01286 - Oak Woods School House, The Common, Dunsfold, GU8 4EH

Listed building consent for the erection of an extension and alterations.

Decision: No objection with conditions.

WA/2022/01271 - High Loxley Farm, Dunsfold Road, Loxhill, GU8 4BW

Erection of outbuilding for use as a pool house and construction of swimming pool with associated works.

Decision: No objection in principle with conditions.

WA/2022/01276 - South Fork, Wrotham Hill, Dunsfold, GU8 4PA

Certificate of lawfulness under section 192 for the siting of a caravan for use ancillary to the lawful residential use of the land.

Decision: Objection.

18. BANK RECONCILIATION

The bank reconciliation as circulated with the agenda was AGREED and that the Chairman could sign it as a true record. It was suggested that due to the amount in the account, to investigate opening another bank account.

19. INTERNAL AUDIT

It was reported that the internal audit had been successfully completed 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.

21. ACCOUNTING STATEMENT SECTION 2 (ASS2)

The RFO had signed and dated the ASS2 and circulated with thee agenda for all members for consideration. It was RESOLVED that the ASS2 be approved.

22. KGV MANAGEMENT ACCOUNTS

The KGV accounts as circulated with the agenda were noted, the independent examiners report is yet to be completed.

23. SMITHS CHARITY ACCOUNTS

The accounts for the year ending 31st December 2021 as circulated with the agenda were adopted. It was agreed that the Chairman sign the Statement of Accounts.

24. INSURANCE REVIEW

Current policy to be renewed on 1st June 2022. It was AGREED that the current policy be renewed. Clerk to enquire about cyber and fidelity insurance.

25. SCHOOL SITE

It was reported that Cllrs Hayward and Jones had met with a member of the diocese. The diocese will appoint architects to put forward various schemes.

26. DUNSFOLD PARK

Nothing further to report.

27. NEIGHBOURHOOD PLAN

Cllr Hayward reported that grammatical errors in the plan will be amended. The plan would then go back to

the council on next month's agenda so it could then go to Reg 14 and members of the public could comment on the plan.

28. KGV MANAGEMENT

It was RESOLVED to take money from reserves for the fencing replacement. Proposed by Cllr Cookson-Taylor; seconded by Cllr Hayward and all agreed.

29. COMMONS - LEGAL ISSUES

Nothing further to report.

30. UKOG

A decision on the appeal is due on or before 7th June 2022.

31. EMERGENCY PLAN

Nothing to report. A suggestion was made to install a siren in the village in case of emergencies.

32. VILLAGE PROJECTS

Cllr Houghton reported that the fete held on 7th May had been successful and full to capacity.

33. CORRESPONDENCE

Emails regarding the ongoing investigation at the Burnt Hill site were noted. John Bennett, Waverley Borough Council, was conducting a site visit yesterday, 11th May, and would report back. The council wished to express its thanks to the Friends of Dunsfold Common for their annual contribution. Survey Monkey from the Surrey Hills Society will be completed by Cllr Enticknap. A letter from a member of the public regarding agendas and minutes was noted and already addressed. A letter regarding a run in aid of Parkinsons was noted.

34. RECEIPTS AND PAYMENTS

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

35. FUTURE AGENDAS

Website running and Emergency Plan.

36. 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 9.45pm. The next Parish Council meeting will be the Parish Council meeting held on 9th June 2022 at 7.30pm in the Nugent Room, Winn Hall.

Chairman.....

Dated.....