

DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU8 4PB

12th May 2023

NOTICE OF A PARISH COUNCIL MEETING

Councillors are hereby summoned to attend the online Annual meeting of Dunsfold Parish Council to be held in the Nugent Room, Winn Hall, Dunsfold at **7.30 pm on Thursday 18th May 2023.**

Members of the public are welcome to attend Parish Council meetings and are invited to put questions, relevant to the agenda, to the Council between 8.30 pm and 8.45 pm.

Celeste Lawrence - Clerk to the Council

AGENDA

1. ELECTION OF CHAIR OF THE COUNCIL
2. DECLARATION OF ACCEPTANCE OF OFFICE
3. ELECTION OF VICE CHAIR OF THE COUNCIL
4. THANK YOU TO RETIRING COUNCILLORS
5. REGISTER OF INTERESTS

Chair of the Council to request members to complete their Register of Interests form and remind all members that such Registration should be kept up to date with any relevant changes.

SUSPEND THE MEETING FOR THE COMMONS COMMITTEE MEETING TO TAKE PLACE

6. RATIFY COMMON COMMITTEE MEETING

Recommendation: The Chair of the Council to report on the proceedings of the Commons Committee meeting held and members to resolve to adopt the recommendations.

7. APOLOGIES FOR ABSENCE

Recommendation: To receive apologies for absence.

8. DECLARATIONS OF INTEREST

Recommendation: To receive any declarations of interest from members in respect of any item to be considered at the meeting and changes to members registered interests.

9. PARISH COUNCIL MINUTES

Recommendation: To approve the Minutes of the meeting held on 9th March 2023 and the Extraordinary meetings on 20th March and the 5th April 2023 as a correct record of decisions taken and the Chair of the Council to sign the Minutes.

10. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETING MINUTES

Recommendation: To review any matters outstanding from the previous minutes and record progress.

11. MEETING DATES FOR THE YEAR 2023/24

See attached.

Recommendation: To approve the calendar of meetings for the year and delegate authority to the Clerk to amend the calendar as necessary.

12. DATE FOR HANDOVER FROM PREVIOUS COUNCIL

Recommendation: To agree a date.

13. COUNCIL POLICIES AND PROCEDURES

Review of the following Council policies and procedures in accordance with Standing Order 5j:

Standing Orders - on website

Financial Regulations - on website

Insurance Schedule - circulated with agenda

Publication Scheme for the Freedom of Information Act 2000 - on agenda

Code of Practice for Handling Complaints - on website

Recommendation: To approve and adopt the Policies and Procedures listed above in accordance with Standing Order 5j.

14. REVIEW OF THE COUNCILS COMMITTEES AND MEMBERS

Current list attached to agenda.

Recommendation: To agree the allocation of members to various committees and appoint Chair of Committee for the committees.

15. PLANNING NOTIFICATIONS

Attached to agenda.

To receive notification of decisions made by Waverley Borough Council on recent planning applications.

16. PLANNING APPLICATIONS

Recommendation: To consider recommendations made by the Planning Team on applications pending.

WA/2023/00892 - The Little House, Knightons Lane, Dunsfold, GU8 4NU

Erection of a two storey extension.

WA/2023/00904 - Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Loxhill

Details of a surface water drainage scheme pursuant to condition 21 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022. (County matters planning application registered for county planning authority).

WA/2023/00902 - Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Loxhill

Details of a pre-development baseline geochemical testing report pursuant to condition 26 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022. (County matters planning application registered for county planning authority).

WA/2023/00903 - Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Loxhill

Details of written scheme of investigation for a programme of archaeological work pursuant to condition 30 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022. (County matters planning application registered for county planning authority).

PRA/2023/00879 - High Billingshurst Farm, High Loxley Road, Loxhill

General permitted development order 2015 schedule 2 part 6 - prior notification application for erection of an agricultural building

WA/2023/00927 - 38 Gratton Chase, Dunsfold, GU8 4AL

Erection of bay window and construction of two additional window openings.

WA/2023/00989 - Blacknest Farmhouse, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of link extension together with alterations to existing outbuilding to provide habitable accommodation; erection of porch.

WA/2023/01020 - Land Coordinates 500925 136002 to the North of Miller Lane and Alfold Road, Dunsfold

Outline application with all matters reserved except for scale and access for the erection of 21 dwellings including 7 affordable dwellings together with allotments parking public open space footpath and associated landscape and new drainage infrastructure.

WA/2023/01033 - Land South of Dunsfold Road and East of High Loxley Road, Loxhill
Details of a transport management plan pursuant to condition 9 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022 (county matters planning application registered for county planning authority).

WA/2023/01032 - Land South of Dunsfold Road and East of High Loxley Road, Loxhill
Details of a construction environment management plan (cemp) pursuant to condition 24 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022 (county matters planning application registered for county planning authority).

WA/2023/01034 - Land South of Dunsfold Road and East of High Loxley Road, Loxhill
Details of highway and access works pursuant to condition 7 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022 (county matters planning application registered for county planning authority).

Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Dunsfold, Surrey
Details of a Transport Management Plan pursuant to Condition 9 of appeal decision ref: APP/B3600/W/21/3268579 dated 7 June 2022. UKOG (234) Ltd 501741 137337
The planning application documents/plans will need to be downloaded from our website:
http://planning.surreycc.gov.uk/plancomment.aspx?AppNo=SCC_Ref_2023-0075&cuuid=22AE78D8-A232-44C0-84BA-765849F97565

Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Dunsfold, Surrey, Proposal:
Details of a Construction Environment Management Plan (CEMP) pursuant to Condition 24 of appeal decision ref: APP/B3600/W/21/3268579 dated 7 June 2022. Please find attached a copy of our formal consultation/notification letter. The application documents and plans are available to view or download from our website: http://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC_Ref_2023-0076

Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Dunsfold, Surrey
Details of highway and access works pursuant to Condition 7 of appeal decision ref: APP/B3600/W/21/3268579 dated 7 June 2022.
UKOG (234) Ltd 501269 137605
The planning application documents/plans will need to be downloaded from our website:
http://planning.surreycc.gov.uk/plancomment.aspx?AppNo=SCC_Ref_2023-0074&cuuid=73025E41-3AE1-416A-86EF-217FC75ABCDB

17. SURREY HILLS AREA OF OUTSTANDING NATURAL BEAUTY BOUNDARY REVIEW CONSULTATION

To note the report attached.

18. BANK MANDATE SIGNATORIES

Recommendation: To agree who the online signatories should be.

19. BANK RECONCILIATION

Attached to agenda.

Recommendation: To approve the bank reconciliation and agree that the Chair of the Council sign them as a true record.

20. INTERNAL AUDIT

Attached to agenda.

Recommendation: To report on any issues regarding the completed internal audit.

21. ANNUAL GOVERNANCE STATEMENT SECTION 1

Attached to agenda.

Recommendation:

a. to consider the findings of the review of Section 1

b. to approve the Annual Governance Statement Section 1 by resolution

22. ANNUAL GOVERNANCE STATEMENT SECTION 2

Attached to agenda.

Recommendation:

- a. to consider the Accounting Statements by the members
- b. to approve the Accounting Statements by resolution
- c. Chairman to sign and date the Accounting Statements

23. KGV MANAGEMENT ACCOUNTS

Attached to agenda.

To note the KGV accounts and examiners report.

24. SMITHS CHARITY ACCOUNTS

Recommendation: To approve the Smiths Charity accounts and agree that the Chair of the Council sign them as a true record.

25. WAVERLEY BOROUGH COUNCIL

To receive a report on matters from Waverley Borough Council

26. SURREY COUNTY COUNCIL

To receive a report on matters from Surrey County Council.

27. CORRESPONDENCE

Recommendation: To receive and consider any correspondence.

28. RECEIPTS AND PAYMENTS

Recommendation: To receive accounts for payment.

29. FUTURE AGENDAS

Recommendation: To receive items of business for information or inclusion on a future agenda.

30. PRESS AND PUBLIC

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

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12th May 2023

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Chiddingfold Road

GU8 4PB

NOTICE OF A MEETING OF THE COMMONS COMMITTEE

Members of the Commons Committee are summoned to attend a meeting of the Commons Committee to be held at **7.30pm on Thursday 18th May 2023 in the Nugent Room of the Winn Hall, Dunsfold.**

Celeste Lawrence
Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

Recommendation: To receive apologies for absence.

2. MINUTES

Recommendation: To receive for confirmation the Minutes of the Meeting held on 9th March 2023.

3. REVIEW OF ACTIONS FROM THE PREVIOUS MEETING MINUTES

Recommendation: To review any matters outstanding from the previous minutes and record progress.

4. REQUEST FOR ACCESS ON PONDS FOR SURVEYS

Email copy below.

Recommendation: To AGREE if the surveys can take place.

5. DUNSFOLD CRICKET CLUB REQUEST FOR WORKS

Email copy below

Recommendation: To AGREE if the improvements can be made.

6. REPORT FROM THE CHAIRMAN OF THE COMMONS STEERING GROUP

Recommendation: To receive a report from the Chairman of the Commons Steering Group.

7. S106 MONIES

Recommendation: To receive a report on tree works being done with the S106 monies.

8. WOODLAND AND POND MANAGEMENT PROGRAMME

Recommendation: To receive a report on the progress of the management plan.

9. COMMON AREA ISSUES

Recommendation: To consider any other issues relating to the Common area.

Item 4 - We are looking to arrange access for great crested newt bottle trap, torch shining, and netting surveys at several ponds located in Dunsfold. The surveys are associated with the planning application submitted titled: LAND AT COOMBEBURY COTTAGE THE GREEN DUNSFOLD GODALMING GU8 4NB. Planning Application: WA/2022/03032.

Is this something you can help us arrange access for? Ideally, we would like to get the first set of surveys done in early April so would appreciate your response as soon as possible.

Item 5 - Improvements to Drainage of Cricket Pitch and Removal of Dangerous Tree

As you are aware, Dunsfold Cricket Club holds a central location within the village. We aim to continually maintain and improve the facilities as necessary and when funds permit. We trust you will agree that the ground and pavilion are always well maintained and provide a beautiful, recreational space, not only for the benefit of members, but for the village as a whole.

In recent years, the outfield has become increasingly waterlogged, particularly the southern area towards the cricket nets. This area has previously been better drained by the ditch that runs alongside the southern perimeter of the ground, and which is situated on land which, we believe, is part of Dunsfold Common.

The ditch was last cleared out some 40 years ago and since that time young saplings have grown in the ditch which has gradually become clogged with fallen leaves and brambles etc. We believe that it is now necessary to completely dig out the ditch to re-instate proper drainage to the adjacent outfield. To achieve this, we would need to remove the birch and willow saplings which have grown in the ditch and are essentially large weeds.

We would like to undertake this work in Autumn 2023 and have had some preliminary estimates which indicate that it would cost approximately £1300 to clear the saplings (it would require clearance over some 60-70 metres) and about £500-600 to hire a digger to dig out the ditch.

Whereas the club is willing to arrange and manage this work, as it lies on the Common which is not part of our lease area, we would appreciate your confirmation that the costs would be borne by the Parish Council who we understand are responsible for the Common.

In addition, and separate from the above, there is a tree located just beyond the boundary of the ground on Common land which is in a parlous state with its roots essentially out of the ground and tilting at a dangerous angle. In this state, it is a danger to club members, dog walkers and children

who may be playing nearby. As a matter of Safety, we would ask that this tree be removed, or your confirmation that we may remove the tree and forward the bill to the Council. We do not have any preliminary estimate for this work but imagine that it might be in the region of £600-700. This work should be undertaken as a matter of urgency before the start of the cricket season which is early

May as it poses a danger to members' and visiting sides' children who play in the woods, as well as being a potential cause of damage to cars that park in the vicinity.

I have attached some photos to demonstrate the above and would be happy to discuss with members of the Council if required, and/or arrange a site visit to better explain our concerns.

I look forward to your advice in these matters Yours faithfully

Dunsfold Parish Council Meeting Dates 2023/24

All meetings will be held in the Nugent Room of the Winn Hall on Thursdays at 7.30pm apart from the Annual Parish meeting which will be held in the Winn Hall

15th June 23	DPC
20th July 23	DPC and CC
17th August 23	DPC
21st September 23	DPC and CC
20th October 23	DPC
17th November 23	DPC and CC
14th December 23	Precept and DPC
18th January 24	DPC and CC
15th February 24	DPC
15th March 24	DPC and CC
18th April 24	Annual Parish meeting
16th May 24	Annual Parish Council meeting

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

2022

Adopted

The Freedom of Information Act 2000

The Freedom of Information Act gives you the right to obtain information held by public authorities unless there are good reasons to keep it confidential.

The Information Commissioner's Office

The ICO is the UK's independent public body set up to promote access to official information and protect personal information. It has responsibility for ensuring that information is disclosed promptly and that exemptions from disclosure are applied lawfully. Some information could be exempt from disclosure.

How do I make a request?

- Make the information as specific as possible. If your request is too broad the Council may ask you to clarify it. This could mean it takes longer to get the information.
- Provide as full a description as possible of the information you require.
- Be clear about the format you would prefer to receive the information in, for example, by e-mail or as a paper copy.

What happens once my request has been received?

Any request for information should be treated by the Council as a formal request for information and the Council suggests that e-mails or letters are clearly marked as freedom of information requests to avoid any confusion.

The Council must respond promptly to requests or, in any event, within 20 working days although the Council has longer to consider whether the disclosure of normally exempt information would be in the public interest. When considering the public interest test, the Council must do so 'within a reasonable time.'

What if the information is refused?

Where the Council decides not to disclose the information requested it must give reasons for its decision, it must explain how the exemption or exception applies and it must explain the arguments under the public interest test. The Council must also inform you of your right to complain to the ICO.

How can the ICO help and what is the legal process?

You may apply to the ICO for a decision about whether the request has been dealt with according to the Act, for example, you believe there has been excessive delay or if you wish to dispute the application of an exemption or refusals made on public interest grounds. The ICO may serve a decision notice on the Council either confirming the decision made by the Council or directing it to disclose information within a certain time. Non-compliance with a decision notice may constitute contempt of court. If you or the Council disagrees with the ICO's decision you have 28 days to appeal to the independent **Information Tribunal**. The Information Tribunal may uphold the ICO's decision notice, amend it (for example change the time frame for release of information) or overturn it. Non-compliance with the Information Tribunal's notice may also constitute contempt of court.

Additional Information

Additional guidance on the Freedom of Information Act is available on the ICO website at www.ico.gov.uk or by telephone to their helpline 0303 123 1113.

Model Publication Scheme

Under the Freedom of Information it is the duty of every public authority to adopt and maintain a publication scheme.

The Information Commissioner's Office (ICO) is changing the emphasis in the approval and operation of publication schemes to a generic model which should be adopted and operated by all public authorities from **1 January 2009**.

The model commits a public authority to *'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'*.

This must be adopted in full, unedited and promoted alongside the guide to information. Local councils are not required to inform the Information Commissioner's Office that they have adopted the scheme; it will be assumed they have done so unless the ICO hears otherwise.

The publication scheme provides a list of all the information the Council will make routinely available, explain how it can be accessed (either via the Parish Council website or hard copy) and whether or not a charge will be made for it.

Classes of Information

The information held by Cranleigh Parish Council has been recorded under the following classes of information:

- Class 1 Who we are and what we do
- Class 2 What we spend and how we spend it
- Class 3 What our priorities are and how we are doing
- Class 4 How we make decisions
- Class 5 Our policies and procedures
- Class 6 Lists and registers
- Class 7 The services we offer

Website

Some information is routinely available from the Parish Council's website at no charge. The Parish Council's website can be found at: www.dunsfoldparishcouncil.gov.uk

A copy of this publication scheme is also available on the Parish Council website.

Charges for Information Published under this Scheme

Information available through this Council's publication scheme should be readily available at minimum cost to the public. In most cases charges will be made on the basis of cost recovery. Charges may be made for actual disbursements (e.g. photocopying and postage) and information that the council is legally authorised to charge for.

- Anyone requesting information will be notified of any charge before the information is provided.
- Payment will be requested before the information is supplied.
- A schedule of charges is appended to this document.

FOI requests and the Publication Scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the guide to information can still be requested and should be made available unless it can be legitimately withheld.

Availability of Datasets

The Protection of Freedoms Act 2012 has amended clause 11 of the Freedom of Information Act 2000 to make datasets available for re-use by members of the public. Once a dataset is disclosed following an FOI request, Dunsfold Parish Council will make that dataset more widely available and any updated version of that dataset by inclusion on our website. All datasets published in this way will be in a format capable of re use wherever possible, i.e. not in a PDF format.

For datasets which do not contain copyright material the usual FOI charging provisions will apply as set out in this Publication Scheme – i.e. the Council will only be able to charge photocopying, postage and any disbursements.

However, if datasets are published which contain copyright material then the Council may exercise any power it has under other enactments to charge a fee in connection with making the relevant copyright work available for re use. – This only covers re use and *not* access to the information.

Information available from Dunsfold Parish Council under the model publication scheme

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)			
Who's who on the Council and its Committees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Contact details for Parish Clerk and Council members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Location of main Council office and accessibility details	<input checked="" type="checkbox"/>		Free
Staffing structure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class 2 - What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)			
Annual return form and report by auditor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Finalised budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet

Precept	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Borrowing Approval letter			10p per A4 sheet
Financial Standing Orders and Regulations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Grants given and received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
List of current contracts awarded and value of contract			Free
Members' allowances and expenses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	

Class 3 - What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Parish Design Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Local Council Award (if applicable)			Free
Local charters drawn up in accordance with DCLG guidelines			

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	

Class 4 - How we make decisions

(Decision making processes and records of decisions)

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Agendas of meetings (as above)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Minutes of meetings (as above) - n.b. this will exclude information that is properly regarded as private to the meeting.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Reports presented to council meetings - n.b. this will exclude information that is properly regarded as private to the meeting.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet

Responses to consultation papers		<input checked="" type="checkbox"/>	10p per A4 sheet
Responses to planning applications		<input checked="" type="checkbox"/>	10p per A4 sheet
Bye-laws	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	

Class 5 - Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Procedural standing orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Committee and sub-committee terms of reference	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Delegated authority in respect of officers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Code of Conduct	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Policy statements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Internal policies relating to the delivery of services			
Equality and diversity policy			10p per A4 sheet
Health and safety policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Recruitment policies (including current vacancies)			
Policies and procedures for handling requests for information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Complaints procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Records management policies (records retention, destruction and archive)		<input checked="" type="checkbox"/>	10p per A4 sheet
Data protection policies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Schedule of charges (for the publication of information)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	

Class 6 - Lists and Registers Some information listed below may be available by inspection only			
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		<input checked="" type="checkbox"/>	10p per A4 sheet
Assets Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Disclosure log			10p per A4 sheet
Register of members' interests	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10p per A4 sheet
Register of gifts and hospitality		<input checked="" type="checkbox"/>	10p per A4 sheet
Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Some information listed below may be available by inspection only			
Allotments			10p per A4 sheet
Burial grounds and closed churchyards			10p per A4 sheet
Community centres and village halls		<input checked="" type="checkbox"/>	10p per A4 sheet
Parks, playing fields and recreational facilities		<input checked="" type="checkbox"/>	10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting		<input checked="" type="checkbox"/>	10p per A4 sheet
Bus shelters		<input checked="" type="checkbox"/>	10p per A4 sheet
Markets			10p per A4 sheet
Public conveniences			10p per A4 sheet
Agency agreements			10p per A4 sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)			Free

Contact details: Celeste Lawrence
Parish Clerk
Dunsfold Parish Council
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Surrey
GU8 4PB

Telephone: 01483 200980

Email: dunsfoldparishclerk@btconnect.com

Website: **dunsfoldparishcouncil@gov.uk**
At all times by appointment

SCHEDULE OF CHARGES

This describes how the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost*
	Photocopying @12p per A3 sheet (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class*

* the actual cost incurred by the public authority

Policy Review Date: October 2026.

Dunsfold Parish Council Current Structure

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

Dunsfold Park Advisory Group - Cllr Hayward

Area of Outstanding Natural Beauty - no volunteer. Vacant

Planning May 2023

WA/2021/0119 - Ashdown, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of two storey extension including alterations to chimney.

Decision: Refused (decision notice 2nd June, WBC website not updated)

WA/2021/02308 - Land South of Dunsfold Road and East of High Loxley Road, Godalming, GU8 4BW

Erection of cattle finishing unit.

Decision: Appeal

WA/2021/02581 - South Fork, Wrotham Hill, Dunsfold

Certificate of lawfulness under section 192 for the siting of a caravan for use ancillary to agriculture.

Decision: Appeal allowed

WA/2021/03164 - Wetwood Farm, Chiddingfold Road, Dunsfold, GU8 4PB

Demolition of existing buildings and construction of 12 dwellings with associated access parking and amenity areas (as amplified by ecological information submitted 04/01/2022 and archaeological assessment submitted 05/01/2022).

Decision: Pending

WA/2022/01127 - Willards Garden Cottage, The Common, Dunsfold, GU8 4LB

Erection of a dwelling following demolition of existing dwelling.

Decision: Granted

WA/2022/01395 - Ashdown, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of fencing gates and piers.

Decision: Pending

WA/2022/02146 - Millhanger, Chiddingfold Road, Dunsfold

Application under section 73 to vary condition 21 of WA/2019/1474 (sustainability development measures) to supersede with revised sustainability statement.

Decision: Pending

WA/2022/02373 - Wetwood Farm, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of 12 dwellings and associated works including vehicular access parking and carports following demolition of existing buildings and removal of hardstanding.

Decision: Pending

S52/2022/02266 - Land Centred Coordinates 500866 135914 Alfold Road, Dunsfold

Request to modify a section 52/106 legal agreement (wa/2017/1815) requires changes to the out of date mortgagee in possession clause and any associated clauses to be amended.

Decision: Pending

WA/2022/02567 - High Billingshurst Farm, High Loxley Road, Loxhill

Application under section 73 to vary condition 13 of WA/2020/1646 (restricts events to 75 per calendar year) to allow 100 events per calendar year.

Decision: Pending

WA/2022/02966 - Pound Farm, The Common, Dunsfold, GU8 4LA

Erection of extensions and alterations dormers and roof extension with solar panels following demolition of existing extensions.

Decision: Granted

WA/2022/02967 - Pound Farm, The Common, Dunsfold, GU8 4LA

Listed building consent for external and internal repairs and alterations including erection of extensions dormers and roof extension with solar panels following demolition of existing extensions.

Decision: Consent granted

WA/2022/02960 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA

Certificate of lawfulness under section 191 for use of roof space of the garage building for the purposes of habitable accommodation - contrary to condition 2 of consent wa/2003/2383 - (revision of wa/2022/02476).

Decision: Appealed for non-determination.

WA/2022/03032 - Land at Coombebury Cottage, The Green, Dunsfold, GU8 4NB

Outline application with some matters reserved except for access for erection of up to 53 dwellings public open space landscaping and related infrastructure following demolition of existing buildings.

Decision: Pending

WA/2023/00302 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA

Certificate of lawfulness under section 191 for use of roof space of the garage building for the purposes of habitable accommodation - contrary to condition 2 of consent WA/2003/2383.

Decision: Certificate refused

WA/2023/00148 - 5 Binhams Meadow, Dunsfold, GU8 4LH

Erection of extensions and alterations following demolition of existing conservatory.

Decision: Pending

WA/2023/00129 - Barrows Barn, Chiddingfold Road, Dunsfold, GU8 4PB

Cladding of dwelling in traditional featheredged weatherboarding and associated alterations (as amplified by email and amended by plan received 27/01/2023).

Decision: Granted

WA/2023/00444 – Millhanger, Chiddingfold Road, Dunsfold

Application under section 73 to vary conditions 1 & 5 of wa/2019/1474 (approved plans and requirement for approval of precommencement landscaping and tree planting scheme) new wording would require compliance with plans approved under this application and erection of a plant room with creation of an outdoor swimming pool.

Decision: Pending

Surrey Hills AONB Boundary Variation Project briefing

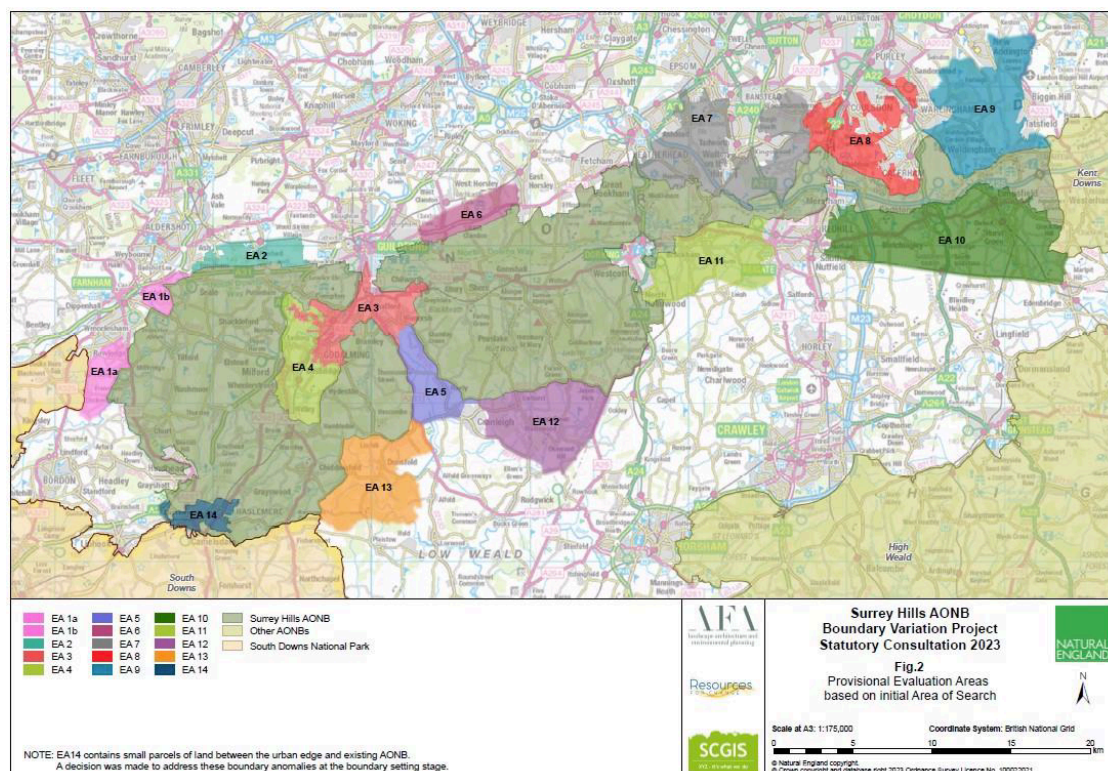
Report from Cllr. Hayward

Having attended the Parish and Town Councils briefing on the Surrey Hills AONB Boundary Variation Project given by Natural England (NE) on 9th March the following report summarises the content of the presentation and explains the current progress.

What is an Area of Outstanding Natural Beauty?

Section 82(1) of the Countryside and Rights of Way Act 2000 ("CROW") defines an AONB in England as an area that is not in a National Park but which appears to Natural England to be of such outstanding **natural beauty** that it is desirable that the protective provisions of Part IV of CROW should apply to it for the purpose of conserving and enhancing the area's natural beauty.

In such circumstances Natural England may, by order, designate the area as an AONB.



The Process

1. Define an Evaluation Area likely to include land potentially suitable for designation.

This was done in 2021 and the map above shows the **potential areas for designation**. In the case of Dunsfold the area was simply drawn based on the existing locally designated AGLV land.

2. Evaluate the Natural Beauty of the area & identify which land should form a Candidate Area.

This was done in the summer of 2022 by going out into the evaluation areas and assessing first hand whether they met the criteria for designation. Input from the public was also used and many of us submitted photographic and written evidence as part of that process.

It was emphasised that this assessment process was conducted at a particular point in time (Summer 2022) and its results are based on the findings and the situation at that point in time. Essentially a line was drawn at that point presumably because if areas had to be continually re-assessed as new developments came forward then a decision would never be reached. For this reason my understanding is that it is incorrect to suggest, as some have, that the draft neighbourhood plan will in any way prejudice the inclusion of Dunsfold in current proposals.

The Countryside and Rights of Way (CROW) Act 2000 requires Natural England to address the following:

- A. Does the landscape have sufficient natural beauty?
- B. Is it desirable to designate this landscape as AONB?
- C. Where should the boundary be drawn?

Natural Beauty is not just about saying that a particular area “looks beautiful” and so to help, NE produced & consulted on the document “Guidance for assessing landscapes for designation as National Park or Area of Outstanding Natural Beauty in England” which sets out the relevant legislation and its application in practice, outlines Natural England’s approach to designation and summarises the relevant governance and statutory procedures and describes Natural England’s method for applying the legislation to the practical assessment of landscapes under consideration for designation.

3.Consider issues relevant to the desirability of designation

Landscape Character Assessment is used to help define an Evaluation Area. Judgements are then made about the level of Natural Beauty and the value of the landscape in defining Candidate Areas.

It was explained that Natural Beauty is **not**:

- Landscape character
- Characteristic natural beauty
- Natural landscape untouched by man

Assessment covers a range of factors and indicators which can contribute to high levels of natural beauty such as

Landscape Quality - intactness or incongruous elements
Scenic Quality - visual aesthetics & interest, sense of place
Relative Wildness - sense of remoteness, openness, exposure
Relative Tranquillity Contributors and detractors
Natural Heritage - geology, landform, habitats, wildlife
Cultural Heritage - historic features & archaeology, artistic associations.

It was again emphasised that the assessment is of current natural beauty not future potential.

4.Identify draft boundaries

Appendix 4 of the NE Guidance contains guidelines to use when setting a boundary covering the following:

Transitional areas: *the boundary should be tightly drawn*
Types of boundary: *easily distinguishable permanent physical boundary*
Other boundaries: *avoid using LA and/ or landholding boundaries*
Inclusion of settlements: *only if within a wider tract of qualifying land*
Integrity of settlements: *avoid cutting a settlement in two*
Incongruous development: *excluded unless of a temporary or transient nature*
Land allocated for major development: *normally exclude*
Features of interest: *include where practicable*

It is useful to read the technical report which explains how The Dunsfold Low Weald candidate area boundary was tightened up from what included a wider area at the Evaluation Stage. Adjustments were made to exclude unsightly development along the Chiddingfold Road which includes the introduction of close board fencing and commercial activity. The permanent damage that will be done to the junction of High Loxley road with Dunsfold Road at Pratts Corner once the UKOG site construction commences was also taken into consideration.

Here is the text extract relating to the Dunsfold Candidate area from the boundary technical report:

Boundary Description: The boundary variation leaves the existing Surrey Hills AONB boundary at Pratts Corner, Grid Reference TQ 01281 37626. It crosses Dunsfold Road and joins the western edge of vegetation along High Loxley Road, and then a hedgerow travelling south. Once past the proposed access to the Loxley well site, it crosses the lane and follows the eastern hedge to the lane, past High Loxley, including the lane within the proposed extension. At the access to High Billingham Farm, it turns west, crossing the lane and following the edge of woodland at Sayers Land, and then adopting a hedgerow north of a track heading southwest. It then follows the southern edge of Chennell's Copse, and then a hedgerow, before turning south along the eastern edge of a farm track leading to New Pound Farm. Before reaching the farm, it turns west along a hedgerow and then along the northern side of an access track to Mendips. It follows the access road, first west and then south. North of The Granary, it adopts the southern edge of a footpath turning east. It follows the footpath and then turns south along the eastern hedgerow to a track. It continues along the hedgerow turning southeast and then along another hedgerow, heading south. It crosses a small stream and continues along the eastern side of Springfield Rew woodland, before adopting a mature hedgerow, as far as the access road to Hunterswood Farm. Here it adopts the northern side of the road and follows it to the junction with Alfold Road. At this point, it continues in a northwesterly direction, along the northern side of the road, before crossing the road and continuing south along an access road to a small rural industrial site. It skirts the northern edge of the works, following the southern edge of woodland (Dunsfold Common), first west and then south, to Knightons Lane. On reaching the lane, it adopts the eastern side of the lane and continues southwards. At the junction with Chapel Hill, it crosses the road and adopts the small stream course through woodland heading southwest, then west and then north. It crosses under Wrotham Hill at Loxley Bridge. It continues to follow the watercourse heading north and then turns west, along a hedgerow to join a bridleway. It crosses the bridleway and turns south for a short distance, before turning west along a watercourse which continues through Standing Wood. On the western side of the wood, it adopts the northern edge of a linear wood, north of Wetwood Farm, following it west and then northwest to meet Deerlands Lane/bridleway. It then turns southwest, along the southern side of the bridleway to meet Chiddingfold Road. It crosses the bridleway and follows the northern side of Chiddingfold Road, northwest and then southwest, to meet the existing AONB boundary at Grid Reference SU 98519 35528.

Boundary Considerations: Issues Influencing the Boundary Line A boundary was sought which provided an appropriate join with the existing AONB, the boundary of which currently follows rural lanes and bridleways. During the natural beauty assessment, concerns were raised regarding the transition in landscape, as it moves away from the rising greensand hills and existing AONB boundary, and also the effects of fragmentation related to linear development along lanes and expansion of farms or small-scale commercial activity. The natural beauty assessment defined the extent of land likely to qualify for designation as AONB, identifying a Candidate Area as far south of Chiddingfold Road and to the southeast of Dunsfold. This was reviewed as part of the boundary setting work. Linear development along Plaistow Road and Chiddingfold Road, south and west of Loxley Bridge, was noted as altering the road character in places with the introduction of close board fencing and development of commercial activity. The scale of some buildings was considered to be incongruous and has started to undermine the qualities of the lanes and adjoining landscape. Although these influences are relatively localised, they nonetheless have a cumulative effect. Careful consideration was given to the need to balance a clear boundary (such as the northern side of Chiddingfold Lane, which would include some areas of development), with the need to exclude incongruous development on the edge, and thereby adopting a more complex boundary along the edge of woodland and a stream course. On balance, given the transitional nature of the landscape, and the need to exclude incongruous development on the edge, the more complex boundary to the north was considered preferable, ensuring that land to be included in the proposed extension, comprised high quality landscape with gently rolling rural qualities and a strong visual association to the wider greensand hills. Similarly, the boundary was drawn in, west of the Aerodrome, excluding the large barns and development in the vicinity of New Pond Farm, as well as areas of equestrian use. These areas were considered to be of lesser quality as a result of fragmentation and management, but also due to less distinctive typography and fewer wider views. Consideration was also given to recent planning permission for an exploration into a hydrocarbon exploration site off High Loxley Lane and also the proposed Garden Village development at Dunsford Aerodrome, both of which lie close to the qualifying area.

Easily Distinguished Features The boundary in this extension area is relatively complex, making use of a wide range of features in order to exclude lower quality land. It follows roads, tracks, hedgerows and the edge of woodland as well as sections of watercourse.

Administrative Boundaries No administrative boundaries were utilised for the boundary in this proposed extension area.

Settlements The boundary line enables the whole of Dunsfold to be included, as determined in the evaluation. It also enables linear development along the lanes to the south to be excluded. These areas of development fall outside the defined settlement boundary of Dunsfold as set out in the Waverley Local Plan.

Development The boundary has been drawn to the west of the Dunsfold Aerodrome which has been awarded planning permission for 1,100 homes, as part of a new Surrey Garden Village. Access to the new development will be from the east and will not affect the area qualifying for designation. Nevertheless, the proposed boundary has been drawn to the west, beyond the perimeter vegetation to the aerodrome, and also excludes land, which is of lesser quality, due to its flatter topography, equestrian land uses, farm development and limited views towards the greensand hills, e.g. land between New Pond Farm and Sayers Land.

The boundary also lies adjacent to a hydrocarbon exploration site east of High Loxley Lane. This development will require a widening of High Loxley Road at Pratts Corner, where it joins Dunsfold Road, and the creation of a new access into the site, which will necessitate the removal of 55m of the eastern hedgerow to the lane, and the introduction of security fencing. The section of High Loxley Road between Dunsfold Road and the new site access will be used by HGVs for the duration of the site operations. Operations on site will be temporary for a period of three years and the site access restored to hedgerow along the lane on completion. Given the nature of this proposed development, the proposed boundary has been pulled to the west to follow the hedgerow along the western side of High Loxley Road. South of the site access, the proposed boundary crosses High Loxley Road to continue south along the eastern side of the lane, including it within the proposed extension. Although the proposed hydrocarbon exploration is temporary (three years duration), there appears to be no restoration of the narrowness of the lane where it joins Dunsfold Road at Pratts Corner. Furthermore, the restoration of the lane at the access will take time to establish. On balance therefore, the positioning of the boundary along the western side of the lane, excluding land which will be directly affected by the proposed works, is considered to be appropriate.

Features of Interest The proposed boundary includes significant areas of ancient woodland and an additional area of the Chiddingfold Forest SSSI. However, given the significant woodland cover in this landscape, and extent of the Chiddingfold Forest SSSI, it has not been possible to include all of these areas within the proposed boundary. This is not unusual where natural heritage designations cover significant areas. The natural beauty of the landscape for inclusion in the AONB designation is the primary consideration. As noted in the natural beauty assessment this area of low weald landscape is in transition - the proposed boundary is drawn to include those areas of highest quality, taking account of landscape condition, scenic quality (including visual association with the greensand hills) and features of interest.

5.Undertake a statutory consultation

This is the stage that has now been reached and individuals and statutory bodies like the Parish Council are encouraged to respond. **The deadline for responses is 13th June 2023.**

Responses are requested to the following:

Do you agree that each area has sufficient natural beauty?

Do you agree that it is desirable to designate the proposed area as an extension to the Surrey Hills AONB?

Do you agree with the proposed boundary?

If no fundamental objections arise which cannot be overcome, and assuming no additional land needs to be included as a result of the consultation, the next stage would be to draw up a draft Order and to publish Notice of the Order in the London Gazette and other papers as required by Section 83(2) of the CROW Act. Natural England Board approval will be sought for the draft Order prior to publication of the Notice.

The Notice period, which is not specified by statutory instrument, allows anyone who wishes to do so to make representations to Natural England, objecting to, supportive of, or proposing amendments to the Order, and stating the grounds on which they are made.

If however, as a result of the consultation, additional land needs to be included within the proposed boundary variation, an additional statutory consultation will be required.

The legal Order is then submitted to the Secretary of State (SoS) SoS may decide to hold a public Inquiry SoS may decide to confirm the Order, with or without modifications. She/ he may also decide not to confirm the Order. If minded to confirm, a Confirmation Order is produced – specifies any modifications and when any new designation comes into effect.

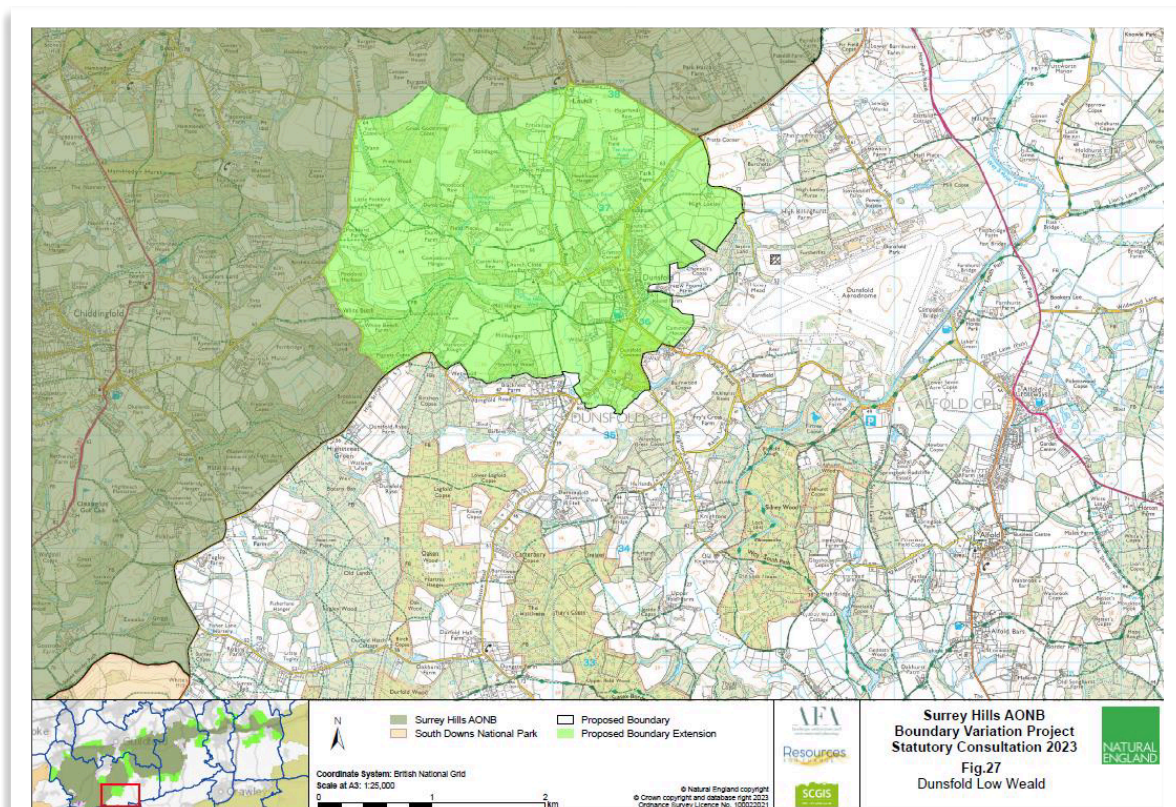
All information can be found here: <https://www.surrey-hills-aonb-boundary-review.org/home>

Additional Observations

Talking to other Parish Councils after the briefing it was interesting to hear comments that Dunsfold must be extremely happy with the recommendations because under the current proposals the entire core of the village will be included in the AONB.

It was explained that provided the current process goes smoothly then it should be concluded and the new boundary could be in place within a couple of years but that there had been cases in the past which had taken up to 5 years to complete (from the stage that we are currently at).

Finally, here is a map of the Dunsfold Candidate Area being considered under the current consultation



Bank reconciliation – pro forma																			
<div>This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.</div>																			
Name of smaller authority:	Dunsfold Parish Council																		
County area (local councils and parish meetings only):																			
Financial year ending 31 March 2023																			
Prepared by (Name and Role):	Celeste Lawrence Clerk and RFO																		
Date:	11/05/2023																		
								£	£										
Balance per bank statements as at 31/3/23:																			
	Lloyds							140,999.1											
	NS & I							8,522.4											
	account 3																		
	account 4																		
[add more accounts if necessary]	account 5																		
	account 6																		
	account 7																		
	account 8																		
									149,521.4										
Petty cash float (if applicable)									-										
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)																			
	item 1																		
	item 2																		
	item 3																		
	item 4																		
[add more lines if necessary]	item 5																		
	item 6																		
	item 7																		
	item 8																		
									-										
Add: any un-banked cash as at 31/3/xx																			
									-										
Net balances as at 31/3/23 (Box 8)									149,521.4										

Annual Internal Audit Report 2022/23

DUNSFOLD PARISH COUNCIL ENTER NAME OF AUTHORITY

dunsfoldparishcouncil.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.


The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken10/05/2023

Name of person who carried out the internal auditPETER FRIST

Signature of person who carried out the internal audit

Date10/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Peter J Consultants
Lyoth Cottage, Lyoth Lane, Lindfield, West Sussex RH16 2QA
Email: peter.j.consultants@btinternet.com
Tel: 01444 412423 – Mob: 07763 174800

DUNSFOLD PARISH COUNCIL
Internal Audit & Annual Review – 31/03/2023

In accordance with my Internal Audit Plan, Controls and Procedures have been tested, with Fraud and Risk Issues reviewed - these are well managed, as set out in the Governance and Accountability for Local Councils Practitioners' Guide 2022 and meet the needs of the Council. I would only comment by exception. I confirm that I do not have any role within the Council. I will carry out my duties without bias and follow the Public Sector Internal Audit Standards 2012 - to enable the Council to comply with these Standards and the Accounts & Audit Regulations 2015.

Comments :

1. The Fidelity Guarantee amount insured is currently £100k – this should be raised to reflect the peak Bank & other Investment Holdings during the year - say £150k.
2. The Clerk is very experienced with regard to the Council's Finances and the Council's Procedures. The Clerk should always be consulted, and respected, whenever issues arise.



Peter Frost
Peter J Consultants
10/05/2023

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

DUNSFOLD PARISH COUNCIL

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

dunsfoldparishcouncil.gov.uk

ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

DUNSFOLD PARISH COUNCIL

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	155896	157501	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	44520	48150	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	12923	4459	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	14154	15247	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	41684	45342	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	157501	149521	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	157501	149521	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	576604	576604	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

09/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Parish of Dunsfold in the County of Surrey

Henry Smith's Charity

Statement of Account for year ended 31st December 2022

Credit

Balance in Hand as at the
1 January 2022 £596.69

Amount of 2022 Grant £4000.00

Amount available for
distribution £4596.69

Trustees of Dunsfold Smith's Charity

Mr S Hayward
Mr Gary Hall
Mrs D Whiffin
Mrs L Enticknap

Debit

Dunsfold Community Shop Assoc. Ltd
for payment of
vouchers given to each of 34
beneficiaries to the value of
£100 each, 1 beneficiary
of £150, and 9 gift bags worth
£30 each (less amount unspent
on voucher) **£3399.44**

Balance in hand at
31st December 2022 **£1197.25**

I HEREBY CERTIFY that the

Accounts for Dunsfold Smith's Charity of
which this is a true copy were presented to the
the Annual Meeting of the Parish Council
held on 12th May 2022 and were duly approved.

.....
Chairman of the Annual Parish meeting

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

May 2023

Expenditure		
Mr & Mrs WG Goodall	Office rent	180.00
Nexus Planning Ltd	Neighbourhood Plan draft	2940.00
Sage Global Services	Payroll	8.40
British Telecoms	Phone and broadband	166.62
Surrey Pension Fund	Feb payment	255.66
HMRC	Feb tax & NI	36.52
Celeste Lawrence	Feb PAYE	977.62
Air Ambulance	Charity donation	300.00
Celeste Lawrence	Remembrance wreath	50.00
Continental Landscape	Ditch clearance	2598.36
Mr & Mrs WG Goodall	Office rent	180.00
Nexus Planning Ltd	Neighbourhood Plan draft	1020.00
Surrey ALC Limited	NALC & SCAPTC annual subs	390.31
Sage Global Services	Payroll	8.40
Hascombe Woodyard	Gratton Chase wood materials	2490.00
Celeste Lawrence	Stationary	39.56
Celeste Lawrence	March PAYE	977.62
Surrey Pension Fund	March payment	255.66
		12874.73
Income		
Friends of Dunsfold Common	Annual contribution	1000.00
HMRC	VAT	3450.90
Continental Landscape	Returned payment	2598.36
Waverley Borough Council	Precept 2023/24	49000.00
		56049.26
Invoices to approve		
Peter J Consultants	Internal audit	171.60