

# DUNSFOLD PARISH COUNCIL

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## MINUTES

Minutes of the Annual Parish Council Meeting held on Thursday 18th May 2023  
at 7.30 pm in the Winn Hall, Dunsfold.

Cllrs Present:

|                                       |                     |
|---------------------------------------|---------------------|
| Cllr Stephen Hayward - Outgoing Chair | Cllr Roy Enticknap  |
| Cllr Melanie Shone                    | Cllr Jane Wright    |
| Cllr Ginny Fraser                     | Cllr Nigel Waterson |
| Cllr Chris Lindesay                   | Cllr Tigi Singhateh |

Clerk to meeting: Celeste Lawrence, Clerk & RFO

Public: Cllr Kevin Deanus + 25

Cllr Hayward took the Chair as the resigning Chair of the Council. He thanked previous councillors and wished the new councillors good luck.

1. ELECTION OF CHAIR OF THE COUNCIL

Cllr Fraser nominated Cllr Waterson as Chair of the Parish Council for the ensuing year. It was seconded by Cllr Shone. Cllr Enticknap abstained from the vote. All other councillors agreed.

2. DECLARATION OF ACCEPTANCE OF OFFICE

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

3. ELECTION OF VICE CHAIR OF THE COUNCIL

Cllr Singhateh nominated Cllr Lindesay as Vice Chair of the Parish Council for the ensuing year. It was seconded by Cllr Shone. Cllrs Wright and Enticknap abstained from the vote. All other councillors agreed.

4. THANK YOU TO RETIRING COUNCILLORS

Cllr Waterson thanked the retiring councillors for their work on the council.

5. 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 within 28 days of taking office.

SUSPEND THE MEETING FOR THE COMMONS COMMITTEE TO TAKE PLACE

6. RATIFY COMMONS COMMITTEE MEETING

The Commons Committee meeting did not take place as Cllr Shone pointed out that the committees had not yet been discussed so there was no committee members to take part. It was proposed by Cllr Singhateh and seconded by Cllr Lindesay that item 5 would be addressed after item 14.

The request for improvements at the Cricket Club would be investigated by Cllr Enticknap.

7. APOLOGIES FOR ABSENCE

None.

8. DECLARATION OF INTERESTS

Cllr Lindesay decreed a non-pecuniary interest in planning applications:

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

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

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

WA/2023/01033 - Land South of Dunsfold Road and East of High Loxley Road, Loxhill  
WA/2023/01032 - Land South of Dunsfold Road and East of High Loxley Road, Loxhill  
WA/2023/01034 - Land South of Dunsfold Road and East of High Loxley Road, Loxhill

9. MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held on the 9th March 2023 and the Extraordinary meetings held on 20th March and 5th April 2023 as circulated, were agreed as a true record for the Chair of the Council to sign without prejudice.

10. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETING

Item 10 January Vehicle Activated Signs - Mr Hayward to hand over any information and keys to Cllr Singhateh for further action.

11. MEETING DATES FOR THE YEAR 2023/24

The council was unable to agree the dates and the item was deferred. It was agreed that the next council meeting would be held on Weds 7th June at 8pm in the Nugent Room.

Cllr Waterson announced that an Extraordinary Parish Council meeting to discuss the Neighbourhood Plan would take place on Thursday 25th May 8pm in the Winn Hall.

12. DATE FOR HANDOVER FROM PREVIOUS COUNCIL

Councillors were urged to contact the relevant past councillors as the committees were populated to hand over any necessary documents and information.

13. COUNCIL POLICIES AND PROCEDURES

Standing Orders and Financial Regulations - it was agreed to carry on with the current documents with a view to reviewing at a later stage.

Insurance Schedule - Cllr Singhateh agreed to review.

Publication Scheme for Freedom of Information Act 2000 and Code of Practice for Handling Complaints - deferred.

14. REVIEW OF THE COUNCILS COMMITTEES AND MEMBERS

Deferred.

**The Chair of the Council opened the meeting to the public at 8.35pm**

A parishioner asked about transparency and how the council would ensure that the public would be kept up to date.

A parishioner reported that a grant had been received from Cllr Deanus for the KGV.

A parishioner reported that the Vehicle Activated signs (VAS) were not working - Cllr Singhateh to charge the batteries.

A parishioner explained that in the past, a councillor had charged the VAS signs but the speed watch team were not able to take this duty on as they consider it a council matter.

A parishioner asked if the Neighbourhood Plan would be reviewed. An Extraordinary Parish Council meeting had been announced in item 11.

**The Chair of the Council closed the meeting to the public at 8.50pm**

Cllr Waterson proposed and Cllr Wright seconded that items 25 & 26 be moved forward.

15. WAVERLEY BOROUGH COUNCIL AND SURREY COUNTY COUNCIL

Waverley Borough Council - Cllr Deanus reported that Michael Gove, central government, has issued a special measures letter to Waverley to inform them that planning would be taken from Waverley should there be no improvements by June. He further reported that the s151, Chief Financial Officer, officer has resigned. And finally that the Waverley planning committee structure would be changing.

Surrey County Council - Cllr Deanus reported that there were 1200 reports of pot holes last week alone.

16. PLANNING NOTIFICATIONS

Circulated with the agenda with an update on:

WA/2021/02308 - Land South of Dunsfold Road and East of High Loxley Road, Godalming, GU8 4BW  
Erection of cattle finishing unit.

Decision: Appeal allowed.

## 17. PLANNING APPLICATIONS

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

Erection of a two storey extension.

Deadline passed.

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).

No extension granted by Waverley.

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).

No extension granted by Waverley.

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).

No extension granted by Waverley.

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.

No extension granted by Waverley.

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

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

Decision: No comment.

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.

Decision: No comment.

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.

Decision: Cllr Wright to draft a response for circulation.

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).

Decision: No decision.

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).

Decision: No decision.

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).  
Decision: No decision.

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

Report attached to the agenda was noted with thanks.

The consultation runs until the 13th June. Cllrs Shone and Lindesay to draft a response for circulation.

19. BANK MANDATE SIGNATORIES

Cllrs Wright and Waterson to be signatories on the Parish Council and KGV bank accounts.

20. BANK RECONCILIATION

The bank reconciliation as circulated with the agenda was AGREED and that the Chair of the Council could sign it as a true record.

21. 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. Clerk to investigate the Fidelity Guarantee amount insured.

22. 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. The Public Rights dates will be 5th June - 14th July 2023.

23. 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.

24. KGV MANAGEMENT ACCOUNTS

Deferred to the June meeting.

25. SMITHS CHARITY ACCOUNTS

The accounts for the year ending 31st December 2022 as circulated with the agenda were adopted. It was agreed that the Chair of the Council sign the Statement of Accounts.

26. CORRESPONDENCE

A thank you letter had been received from Surrey Air Ambulance for the council grant of £300.

27. RECEIPTS AND PAYMENTS

As circulated with the agenda. It was RESOLVED to note the payments made and agreed that the outstanding payment be made by the existing signatories on the bank mandate.

28. FUTURE AGENDAS

None

29. 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 Chair of the Council closed the meeting at 9.45pm. The next Parish Council meeting will be the Parish Council meeting held on 7th June 2023 at 8pm in the Nugent Room, Winn Hall.

Chair of the Council.....

Dated.....