

DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU8 4PB

14th September 2023

NOTICE OF A PARISH COUNCIL MEETING

Councillors are hereby summoned to attend the meeting of Dunsfold Parish Council to be held in the Nugent Room, Winn Hall, Dunsfold at **7.30 pm on Tuesday 19th September 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. APOLOGIES FOR ABSENCE

Recommendation: To receive apologies 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 changes to members registered interests.

SUSPEND THE MEETING FOR THE COMMONS COMMITTEE MEETING TO TAKE PLACE

3. RATIFY COMMONS 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.

4. PARISH COUNCIL MINUTES

Recommendation: To approve the Minutes of the Parish Council meeting held on the 15th August as a correct record of decisions taken and the Chair of the Council to sign the Minutes.

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

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

6. PLANNING NOTIFICATIONS

Attached to agenda.

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

7. PLANNING APPLICATIONS

Recommendation: To consider the applications pending.

SITE: Loxley Well Site - Land south of Dunsfold Road and East of High Loxley Road, Dunsfold, Surrey
PROPOSAL: Details of an Ecology and Biodiversity Supporting Scheme pursuant to Condition 29 of appeal decision ref: APP/B3600/W/21/3268579 dated 7 June 2022.

WA/2023/01792 - Elmbridge House, The Common, Dunsfold, GU8 4LA
Erection of detached garage and workshop.

WA/20232/01923 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA
Certificate of lawfulness under section 192 for the siting of a caravan ancillary to residential property.
This application has been granted consent but was not published on the Waverley website.

WA/2023/01960 - Wetwood Cottage, Chiddingfold Road, Dunsfold, GU8 4PB
Erection of extensions.

TM/2023/01979 - Park Farm Equestrian Centre, Equestrian Centre Park Farm, The Green, Dunsfold, GU8 4NB
Application for works to and removal of trees subject of tree preservation order wa24

8. NEIGHBOURHOOD PLAN

Chair's oral update on the Neighbourhood Plan process.

9. SATURDAY SURGERIES

Report attached to the agenda.

To RECEIVE and NOTE a report on the DPC Saturday surgeries/drop-in sessions.

10. HUMAN RESOURCES TERMS OF REFERENCE

Draft attached to the agenda.

Recommendation: That this Council resolve to ADOPT the HR Terms of Reference.

11. CODE OF CONDUCT

Draft attached to the agenda.

Recommendation: That this Council resolves to ADOPT the Local Government Association Model Councillor Code of Conduct 2020 which shall supersede all previous codes of conduct.

12. STANDING ORDER 13

Draft attached to the agenda

Recommendation: That this Council resolves to ADOPT the revised Standing Order 13.

13. NEIGHBOURHOOD WATCH

Report attached to the agenda.

To establish police and authority liaison role for one or more Parish Councillors

- 1) **To RESOLVE to establish a "Neighbourhood Watch liaison" role for one or more councillor(s) to engage with the Police and other bodies including a revitalised "Neighbourhood Watch" to monitor and, where possible, improve and enhance communication and coordination between Police, and other similar bodies, and the village in reporting incidents of concern and intelligence gathering locally.**
- 2) **Subject to 1) above being resolved, to delegate councillor(s) to this role**

14. SPEEDWATCH

To RECEIVE a summary of Dunsfold Community Speed Watch Statistics for the months of July and August.

15. WAVERLEY BOROUGH COUNCIL

To receive a report on matters from Waverley Borough Council

16. SURREY COUNTY COUNCIL

To receive a report on matters from Surrey County Council.

17.EXTERNAL AUDIT

Audit attached to the agenda.

Recommendation: To note the external audit and RFO to publish Notice of Conclusion of Audit.

18.RECEIPTS AND PAYMENTS

Attached to agenda.

Recommendation: To receive accounts for payment and approve outstanding items.

19.FUTURE AGENDAS

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

20.PRESS AND PUBLIC

Exclusion of press and public in accordance with section 100A (2) and (4) of the LGA 1972 by reason of the confidential nature of the business to be transacted.

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14th September 2023

Unit 3, The Orchard

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 Tuesday 19th September 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 7th June 2023.

3. REVIEW OF ACTIONS FROM THE PREVIOUS MEETING MINUTES

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

4. REPORT FROM THE CHAIR OF THE COMMONS STEERING GROUP

For information: To receive a report from the Chair of the Commons Steering Group.

5. S106 MONIES

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

6. WOODLAND AND POND MANAGEMENT PROGRAMME

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

7. COMMON AREA ISSUES

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

8. PATHWAYS AND PUBLIC RIGHTS OF WAY

Report attached to the agenda.

For information: To note the report attached.

Item 8 Footpath report

There have been a number of requests to get pathways sorted in various different ways.

These include - replacing the kissing gate outside Westcote on the path to Mill Lane; addressing extreme muddiness on the Mill Lane to Mill House path; a tree in water at the top of Wrotham Hill and the path at Pear Tree Lane.

These have all been reported to Surrey. No action has been taken by Surrey and I have repeatedly chased. The latter two issues are more recent so I would not expect action yet, but the kissing gate issue was sent over at the end of July and referred by Kevin Deamus to be a priority and has an Item code. Hopefully by the time of our meeting I will have talked to Kevin about how to get this moving.

Good news is the Coombebury path where work has been agreed to be paid for by the owners of the adjoining property to remove the trees that are blocking the path. The person hired to do this is due to start at the end of September.

Planning September 2023

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

Erection of fencing gates and piers.

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/2022/02960 - 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/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

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

Erection of a two storey extension.

Decision: Granted

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).

Decision: Pending

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).

Decision: Pending

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).
Decision: Pending

WA/2023/00927 - 38 Gratton Chase, Dunsfold, GU8 4AL
Erection of bay window and construction of two additional window openings.
Decision: Pending

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: Pending

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: Pending

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: Pending

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: Pending

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: Pending

WA/2023/01093 - Land Adjacent to Elm Corner House, The Green, Dunsfold GU8 4LX
Erection of an agricultural barn; use of existing land for an existing farm and rural contracting business (use class su1 g1).
Decision: Pending - now subject to Enforcement Notice EN/2023/04. Appeal against EN made by the applicant 7th August.

WA/2023/01478 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA
Certificate of lawfulness under section 192 for the siting of a caravan ancillary to residential property.
Decision: Pending. Appeal withdrawn 11th September 23. The remaining appeal references APP/R3650/X/22/3311558 and APP/R3650/X/22/3315023 will now be proceeding to the Inquiry to open on 12th December 2023.

WA/2023/01362 - Chiddingfold Surgery, 20 Griggs Meadow, Dunsfold, GU8 4ND
Application under regulation 3 for change of use from class e (commercial use) to class c3 (residential use).
Decision: Pending

WA/2023/01259 - Loxley Well Site, Land South of Dunsfold Road and East of High Loxley Road, Loxhill
Details of a noise mitigation scheme pursuant to condition 12 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022 (county matters planning application registered for county planning authority).

Decision: Pending

WA/2023/01258 - Loxley Well Site, Land South of Dunsfold Road and East of High Loxley Road, Loxhill
Details of a noise monitoring plan pursuant to condition 13 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022 (county matters planning application registered for county planning authority).

Decision: Pending

PRA/2023/01551 - High Loxley Farm, Dunsfold Road, Loxhill, GU8 4BW
General permitted development order 2015 schedule 2 part 3 class q - prior notification application for change of use of agricultural building to 1 dwelling (use class c3).

Decision: Refuse not permitted development

PRA/2023/01736 - High Loxley Farm, Dunsfold Road, Loxhill, GU8 4BW
General permitted development order 2015 schedule 2 part 6 - prior notification application for erection of an agricultural building.

Decision: Prior approval not needed

WA/2023/01530 - Knightons Court, Knightons Lane, Dunsfold, GU8 4NU
Application for a deemed consent under section 37 form b (type iii) of the electricity act 1989 to removal of 3 poles (142377 142378 142379) and overhead span. Install 2 new poles and lv overhead span and install 4 new stay wires knightons court knightons lane dunsfold godalming gu8 4nu

Decision: Pending

WA/2023/01663 - Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Loxhill
Details of an ecology and biodiversity supporting scheme pursuant to condition 29 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022. (County matters planning application registered for county planning authority).

Decision: Pending

WA/2023/01729 - Chiddingfold Storage Depot, Chiddingfold Road, Godalming, GU8 4PB
Consultation on a county matter. Please see the document "full description" v1

Decision: No objection is raised

**Item 9 - Report on DPC Surgery/drop-in sessions
Up to 19 Sept 2023**

Date	Item/comment	Comments, including follow-up/action
5/8/23	Chennels Field – concern that developers will argue there has always been a hardcore access to the field. Local residents are adamant that is not the case.	Point to be queried with WBC. Action to be allocated for follow-up.
5/8/23	Revised code of conduct – when will this be adopted	Revised code to be tabled at Sept DPC meeting
5/8/23	AONB expansion – can we argue for greater expansion	DPC consultation response submitted in June 2023. This suggested an increased area in the parish from that suggested by the consultation document.
5/8/23	Pear Tree Lane footpath – poor condition	Cllr Fraser to follow-up
5/8/23	Tree in river by Wrotham Hill	Cllr Fraser to follow-up
5/8/23	Defibrillator – issues and next steps	Chair reported to the August meeting, action items with Chair to progress
5/8/23	Complaint regarding Burnt Hill traveller site	Complaint passed by Chair to WBC Councillor Kevin Deanus. DPC Clerk is also investigating. To report back.
19/8/23	Poor condition of village car park	<p>DPC is not responsible for maintaining this car park as it falls outside of the lease from WBC.</p> <p>DPC Clerk is in touch with WBC officers about adding this to their car park maintenance list.</p> <ul style="list-style-type: none"> - Clerk to please update on progress or pass to a councillor to chase WBC up.
19/8/23	Speed limit	<p>Update received from SCC Cllr Deanus on the wider SCC review of speed limits in Surrey villages:</p> <ul style="list-style-type: none"> - Results of traffic speed surveys are with SCC officers to draft a policy - Any draft policy will need to go to a select committee and the cabinet. - Following that there will be a consultation with key stakeholders (including the police, councils etc) - It may be October before further details are available <p>DPC continues to receive stats from the Dunsfold Community Speed Watch (see DPC website).</p>

**Item 9 - Report on DPC Surgery/drop-in sessions
Up to 19 Sept 2023**

19/8/23	Condition/use of village red phone box	<p>Phone box damage has been reported to BT (any member of the public can do this). This has now been added to their list for inspection and assessment. Any maintenance deemed necessary will be scheduled by BT for 2024 maintenance cycle. Update awaited from BT.</p> <p>Alternative community use (e.g. as a book swap or to house a defibrillator) would, from BT's perspective, require a suitable body "adopting" the box and applying to decommission the phone equipment. This would remove the public payphone.</p> <p>Article on the DPC website published with above information, views from village are welcome.</p>
2/9/23	Date for common to be cut	<p>Cllr Enticknap confirmed common due to be cut w/ c 5/9/23 (arrangement is for the last week Aug/ first week Sept, depending on availability). Refer to commons management plan (on website) for annual maintenance.</p> <ul style="list-style-type: none"> - Suggest timely publication on the website of information on the common cuts?
2/9/23	Query regarding pond maintenance – pond down Oak Tree Lane and one on Alfold Road (close to Furzecroft), both overgrown.	<p>Cllr Enticknap has received a hard copy of the pond survey commissioned by a resident along Oak Tree Lane.</p> <p>Cllr Enticknap to review and report to DPC on any action items for DPC arising re pond maintenance.</p> <p>Any works to ponds would require special permits and expertise owing to GCN.</p>
2/9/23	Poor condition/prominence of the public footpath sign at entrance of Oak Tree Lane (complaint about use as a bridleway).	<p>Resident was advised to report condition of the footpath sign to SCC, and to forward the report to DPC for information/follow-up.</p>
2/9/23	Poor condition of footpath at end of Mill Lane towards Mill House.	<p>Cllr Enticknap advised the resident that this has been reported to SCC.</p>
2/9/23	Anti-social behaviour at Griggs Meadow	<p>With WBC officers for enforcement – Cllr Connor Relleen chasing for action. Cllr Singhateh liaising with Cllr Relleen on updates.</p>

Item 10 - Human Resources Committee – Terms of Reference

1. Purpose:

The purpose of the Human Resources Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

2. Membership:

Membership of the Committee is two councillors. Membership of the Committee shall generally be determined at the Annual Meeting of the Council or at a Parish Council meeting in the event that a vacancy arises. The Committee is to comprise Councillors only.

3. Frequency of Meetings

The Committee will hold at least four meetings per year, which shall be calendared, and as and when necessary to discuss relevant employment issues.

4. Functions:

The Committee will undertake all employment related matters and make recommendations to the Council concerning :-

- the development of HR strategy
- the development and review of HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications and their amendment from time to time
- staff recruitment, selection and appointment
- determining or reviewing staff conditions of service and general terms of employment
- working with staff to identify and support training needs and continuing professional development
- keeping under review staff working conditions and health and safety arrangements
- bi-annual appraisal and review of staff
- health, safety and welfare of staff
- any other matters delegated to the Committee or deemed relevant to these terms of reference

Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“Partner” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Item 12 - New Standing Order 13 Code of Conduct and Dispensations

- a. All councillors and non-councillors with voting rights shall observe the Local Government Association Model Councillor Code of Conduct 2020 ('the Code of Conduct') which has been adopted by the Council.
- b. Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they has the interest.
- c. Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Code of Conduct. He/she/may return to the meeting after it has considered the matter in which he/she/they has the interest.
- d. Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- f. A dispensation request shall confirm;
 - (i) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - (ii) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - (iii) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - (iv) an explanation as to why the dispensation is sought.
- g. A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
 - (i) the Council considers that without the dispensation the number of persons prohibited by the Code of Conduct from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business;
 - (ii) the Council considers that granting the dispensation is in the interests of persons living in the Council's area;
 - (iii) the Council considers that it is otherwise appropriate to grant a dispensation.
- h. A dispensation may be granted to enable a member to speak only or to speak and vote.
- i. The Proper Officer will record the existence, duration and nature of any dispensation and the record will be kept with the register of councillor interests and a copy provided to the Monitoring Officer.

- j. Section 31(4) Localism Act 2011 does not apply in relation to anything done for the purposes of deciding whether to grant a dispensation under this standing order.
- k. In reaching a decision on a request for dispensation the Council will take into account:
 - (i) the nature of the councillor's interest;
 - (ii) the need to maintain public confidence in the conduct of the Council's business;
 - (iii) the need for efficient and effective conduct of the Council's business;
 - (iv) any other relevant circumstances.
- l. Any councillor or non-councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

Item 13 - Neighbourhood Watch

There has been a deal of recent comment locally and on Dunsfold social media, suggesting that villagers believe they have reported incidents and possible crime, criminal and antisocial activity to police which have, sometimes only resulted in a police reference being provided, and no resulting police or borough investigation or other activity, where such activity might have been warranted. There is a good deal of frustration voiced over “enforcement inactivity.” This is echoed by Police and enforcement bodies who, at best, suggest that they have not been informed of these incidents in an actionable manner.

It is proposed that one or more councillors be delegated to the task to engage with and, if necessary, revitalise an existing Neighbourhood Watch group and wider organisation to ensure improved coordination in this important public safety role.

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Dunsfold Parish Council - SU0029

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

11/09/2023

September 2023

Expenditure		
Mr & Mrs WG Goodall	Office rent	180.00
Celeste Lawrence	July PAYE	977.62
Dunsfold Village Store	Supplies for Annual Parish meeting	90.00
HMRC	July tax & NI	36.52
Surrey Pension Fund	July payment	166.68
Dunsfold Gardens	Commons works	595.00
Sage Global Services	Payroll	9.60
Continental Landscapes	Commons works	2598.36
Netwise Training	Annual website hosting fee	600.00
ROSPA Play Safety	Annual play area inspection	102.60
Celeste Lawrence	August PAYE	977.62
HMRC	August tax & NI	36.52
Surrey Pension Fund	August payment	226.00
		6596.52
Income		
		0.00