

# DUNSFOLD PARISH COUNCIL

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## MINUTES

Minutes of the Parish Council Meeting held on Tuesday 19th September 2023  
at 7.30 pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr Nigel Waterson - Chair

Cllr Chris Lindesay - Vice Chair

Cllr Roy Enticknap

Cllr Jane Wright

Cllr Ginny Fraser

Cllr Tigi Singhateh

Clerk to meeting: Celeste Lawrence, Clerk & RFO

Public: 6 & Cllr Kevin Deanus

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### 1. APOLOGIES FOR ABSENCE

The Council AGREED to the absence of Cllr Shone due to a prior commitment. Cllr Reenan gave their apologies.

### 2. DECLARATIONS OF INTERESTS

Cllr Lindesay declared a non-pecuniary interest in planning application SITE: Loxley Well Site - Land south of Dunsfold Road and East of High Loxley Road, Dunsfold, Surrey.

SUSPEND THE MEETING FOR THE COMMONS COMMITTEE TO TAKE PLACE

### 3. RATIFY COMMON COMMITTEE MEETING

All members unanimously RESOLVED to adopt the recommendations as recorded in the Commons Committee minutes.

### 4. PARISH COUNCIL MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held on the 15th August 2023 as circulated, were agreed as a true record for the Chair of the Council to sign.

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

Item 17 August meeting: Cllr Lindesay reported that Nexus had confirmed that there was an error in the Nexus invoice and that he would be meeting with Nexus to discuss with Cllr Waterson.

### 6. PLANNING NOTIFICATIONS

Circulated with the agenda.

### 7. PLANNING APPLICATIONS

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.

Decision: No comment.

WA/2023/01792 - Elmbridge House, The Common, Dunsfold, GU8 4LA

Erection of detached garage and workshop.

Decision: No objection.

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.

Noted: 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.  
Decision: No objection.

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  
Cllr Singhateh declared an interest in this application.  
Decision: No comment or objection.

8. NEIGHBOURHOOD PLAN (NP)

The Chair gave an oral report on the NP and said that UVE would be present at the October meeting for a presentation.

The Clerk noted that the previous motion was "to work with UVE to submit a grant application to Locality for such revision work" and that there was no authorisation to spend unallocated public money by the Chair. The Chair did not accept the Clerk's view; but for the avoidance of doubt undertook to table a Motion for the next Meeting.

9. SATURDAY SURGERIES

Report attached to the agenda was noted.

10. HUMAN RESOURCES TERMS OF REFERENCE

Attached to the agenda.

The Terms of Reference were proposed by Cllr Wright; seconded by Cllr Fraser and it was unanimously AGREED to ADOPT them.

Cllr Waterson proposed; Cllr Wright seconded and all agreed that items 15 and 16 be brought forward.

11. WAVERLEY BOROUGH COUNCIL

Cllr Deanus reported that a review of speed limits moving from derestricted to 40mph would take place from October and a report due in 2024. He reported that the police may not be able to support enforcing of the speed limits.

He further reported that the Loxley Well application had made a Temporary Traffic Order which will be to impose a 40mph speed limit on specified roads.

He recommended that the council contacts Alfold Parish Council to ask about their experience with having adopted a BT phone box.

Cllr Deanus offered to help trying to resolve the public car park situation. Clerk to copy Cllr Deanus in on any emails.

**The meeting was opened to the public at 8.30pm**

A parishioner commended the council on their updated website but still had not seen anything in the Parish magazine. Cllr Fraser reported that there was a news item going in to the following magazine.

A parishioner pointed out that following the withdrawal of the Neighbourhood Plan, the 8 week estimate for re-submission had been amended to "within a reasonable period" and further pointed out that a grant to fund the additional work required was now also going to require an estimated additional £5000 of public money from reserves.

Another parishioner stated that by withdrawing the Neighbourhood Plan, the village was left vulnerable to developers taking advantage by submitting planning applications for large developments as has happened with the application for 53 homes at the Northern end of the village.

Another parishioner seconded the previous speakers.

**The meeting was closed to the public at 8.43pm**

12. CODE OF CONDUCT

Attached to agenda.

It was proposed by Cllr Wright; seconded by Cllr Lindesay and unanimously AGREED to ADOPT the 2020 Code of Conduct.

The Clerk reported that the Monitoring Officer had recommended training for the council on the 2020 Code of Conduct and had contacted NALC for training information.

13. STANDING ORDER 13

Attached to agenda.

The changes to SO 13 were proposed by Cllr Wright; seconded by Cllr Waterson and it was unanimously AGREED to ADOPT the revised SO 13.

14. NEIGHBOURHOOD WATCH

Report attached to the agenda.

1. It was proposed by Cllr Lindesay; seconded by Cllr Singhateh and unanimously AGREED to RESOLVE establishing a Neighbourhood Watch liaison role.

2. It was AGREED that Cllrs Shone, Lindesay and Singhateh would be the delegated councillors.

15. SPEEDWATCH

No statistics received.

16. EXTERNAL AUDIT

Report attached to the agenda was noted.

17. RECEIPTS AND PAYMENTS

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

Cllr Lindesay reported that he had had communication with Mr Frost the internal auditor in which it was pointed out that the list of receipts and payments made in the agenda was incorrect. Proposed payments should be accompanied by invoices and certification from the clerk under section 5 of the Financial regulations. Council must then resolve to make any of the payments that it approves, and the list of payments so approved and paid must then be included in or appended to the minutes.

The current practice of Council "noting" payments already made would appear to be non compliant with the regulations. There are possible exceptions which may be contracted or regular payments agreed annually in a list which may be paid outwith council specific approval but only subject to two members certifying these payments "on each and every occasion".

There was some discussion on the delegation of payments on projects that had been "precepted" which was inconclusive.

18. FUTURE AGENDAS

KGV

19. 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 9.10pm. The next Parish Council meeting will be held on 10th October 2023 at 7.30pm in the Nugent Room, Winn Hall.

Chair of the Council.....

Dated.....