

# DUNSFOLD PARISH COUNCIL

Tel: 01483 200980  
email:clerk@dunsfoldparishcouncil.gov.uk

Unit 3, The Orchard  
Chiddingfold Road  
Dunsfold  
GU8 4PB

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## MINUTES

Minutes of the Parish Council Meeting held on Tuesday 14th November 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 Mel Shone

Cllr Tigi Singhateh

Cllr Ginny Fraser

Clerk to meeting: Celeste Lawrence, Clerk & RFO

Public: 11

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### 1. APOLOGIES FOR ABSENCE

None.

### 2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

**2.1** - Cllr Waterson declared an interest in planning application WA/2022/03032

Cllr Wright declared an interest in planning application WA/2022/03032

Cllr Fraser declared an interest in planning application WA/2022/03032

Cllr Shone declared a interests planning application WA/2022/03032 and TC/2023/02325

Cllr Lindesay declared an interest in The Sun Inn

**2.2** - Nigel Waterson requested a dispensation on the land at Coombebury Cottage for a 4 year period to discuss and vote on the matter

- Jane Wright requested a dispensation on the land at Coombebury Cottage for a 4 year period to discuss and vote on the matter

- Ginny Fraser requested a dispensation on the land at Coombebury Cottage for a 4 year period to discuss and vote on the matter (signed by Cllr Waterson)

- Cllr Singhateh requested a dispensation Item 7 - TC/2023/02325 - KGV Playing Fields (phone mast) and WA/2022/03032 - Land at Coombebury Cottage (same submission on a copy of Cllr Shone's dispensation form) for a 4 year period to discuss and vote on the matter

- Cllr Shone requested a dispensation Item 7 - TC/2023/02325 - KGV Playing Fields (phone mast) and WA/2022/03032 - Land at Coombebury Cottage or a 4 year period to discuss and vote on the matters

- Cllr Enticknap requested a dispensation on Coombebury Cottage, KGV phone mast, the Neighbourhood Plan and the precept for a 4 year period to discuss and vote on the matters

- Cllr Lindesay requested a dispensation on Neighbourhood Planning matters generally Cllr Lindesay stated "All Villagers will be impacted as a direct result of the survival or otherwise of the Village Pub which is, controversially, a nominated Community Asset. (see <https://tinyurl.com/pub-impact-on-house-price>) Cllr.

Lindesay stated that it would be inappropriate that Council should take any decision on any matter impacting any "Village Asset" without a detailed knowledge of the impact of their decisions. Item 7 - Land at Coombebury Cottage on 14/11/23 and subsequent decisions. Matters concerning broadband and phone signals in Dunsfold. To discuss for 4 years or as a minimum the length of any other planning dispensation granted in the Village Council. To vote on, where appropriate, to be decided on a case by case basis.

The Chair explained that 'blanket' dispensations were inappropriate. As and when particular sites come to be discussed, dispensations should then be sought (unless previously granted for the site in question).

**2.3** - Cllr Waterson's dispensation agreed by all members

- Cllr Wright's dispensation agreed by all members

- Cllr Fraser's dispensation agreed by all members

- Cllr Singhateh's dispensation were agreed by all members

- Cllr Shone's dispensations were agreed by all members
- Cllr Enticknap's dispensations were agreed by all members
- Cllr Lindesay's dispensations were agreed by all members

SUSPEND THE MEETING FOR THE COMMONS COMMITTEE TO TAKE PLACE

3. RATIFY COMMON COMMITTEE MEETING

Not discussed.

4. PARISH COUNCIL MINUTES OF THE PREVIOUS MEETING

The chair declared that there were draft minutes but did not discuss or sign the minutes.

5. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETING

The chair declared that all items were on the agenda anyway.

6. PLANNING NOTIFICATIONS

Circulated with the agenda. Change since publication are:

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. Email sent 28/9 for an update. Update 14th November: Appeal withdrawn.

7. PLANNING APPLICATIONS

TC/2023/02325 - King George V Playing Fields, Dunsfold Common Road, Dunsfold

General permitted development order 2015 schedule 2 part 16 class a. Installation of a 20m monopole supporting 3 no. Antennas 1 no. 0.6M microwave dish and 1 no 3 dish the installation of 2 no. Equipment cabinets 1 no. Meter cabinet and ancillary equipment within a 2.4M high fenced compound and associated ancillary equipment. Due 20/11

Decision: Submit observations. 5 councillors agreed; 2 councillors abstained from voting.

PRA/2023/02323 - Dungate Farm, Plaistow Road, Dunsfold, GU8 4PJ

Erection of a single storey rear extension which would extend 8 m beyond the rear wall of the original house for which the height would be 4 m and for which the height of the eaves would be 2.50 M.

WA/2023/02073 - Land Centred Coordinates 501615 137177 High Loxley Road Loxhill

Erection of an agricultural workers dwelling and associated works. Due 20/11

WA/2023/02364 - Dungate Farm, Plaistow Road, Dunsfold, GU8 4PJ

Certificate of lawfulness under section 192 for alterations to existing stable outbuilding for use as ancillary residential accommodation. No due date

WA/2023/02366 - Dungate Farm, Plaistow Road, Dunsfold, GU8 4PJ

Certificate under section 192 for erection of a single storey extension to existing dwelling. No due date

WA/2023/02365 - Dungate Farm, Plaistow Road, Dunsfold, GU8 4PJ

Erection of extensions and alterations. Due 25/11

Decision on all 4 related applications: Submit observations.

PRA/2023/02372 - Woodcote, Fisher Lane, Dunsfold, GU8 4PH

Erection of a single storey rear extension which would extend 8 m beyond the rear wall of the original house for which the height would be 3.95 M and for which the height of the eaves would be 2.30 M.

Notice under Article 13 and 36 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. Due 01/12

Decision: No comment but observations.

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.

Appeal letter to this application is attached. Due 27/11

Decision: set up a working party to consist of Cllrs Shone, Fraser and Waterson.

The chair opened the meeting to the public at 8.30pm

A parishioner enquired as to whether the council would participate in the enquiry of planning application WA/2023/03032 (53 houses on the land at Coombebury Cottage).

A parishioner enquired as to when the ditches in the village would be cleared. Response: the pipes that are broken under the common are the responsibility of Surrey County Council.

A parishioner enquired if the council surgeries would be continued. Response: to be discussed next on the agenda.

A parishioner declared the council surgeries to be useful.

A parishioner informed the council that the 18th December was the date for interested parties to make comments on the Coombebury application. Enquiry evidence is due on the 7th February 2024 and the event date is the 6th March 2024.

A parishioner enquired why no Extraordinary finance meeting had been held as agreed at the October meeting.

Cllrs Deanus and Reneen arrived at 8.40pm.

The chair closed the meeting to the public at 8.45pm

#### 8. SATURDAY SURGERIES

Surgeries - do we want to continue and in what format? What is their purpose? Is it 100% for people to bring issues or is it also partly to show we want to listen?

It was reported that 1 person had attended the last surgery. It was RESOLVED to continue the surgeries for a 6 month period and review thereafter. Cllr Fraser proposed; Cllr Waterson seconded and all members agreed.

#### 9. FINANCIAL

Motion 1) To note the content of the attached Interim Audit report from April Skies and agree to take immediate action to address the issues raised in the report.

Cllr Lindesay proposed; Cllr Waterson seconded; Cllr Enticknap abstained and all 4 AGREED with motion 1.

Motion 2) To resolve to establish a Finance Committee with terms of reference in the form of the document attached to the agenda.

Cllr Lindesay proposed; Cllr Waterson seconded. Cllr Enticknap abstained and 4 members AGREED with motion 2.

Motion 3) To appoint a minimum of three Councillors to the Finance Committee.

Members assigned to the Finance Committee were Cllrs Enticknap, Singhateh and Lindesay. Proposed by Cllr Lindesay; seconded by Cllr Waterson. All other members AGREED with motion 3. The chair is an ex-office member.

Motion 4) To ratify the decision of Clerk and Chair to subscribe to the implementation of the Scribe Accounting system for future use in managing and reporting Council Financial affairs.

Cllr Lindesay proposed; Cllr Waterson seconded; Cllrs Enticknap abstained and 4 other members AGREED with motion 4.

Motion 5) To resolve that the Finance Committee should with immediate effect take full control and responsibility for establishing and implementing the Scribe accounting system and associated procedures with a view to the accounting system being fully operational at the start of the 2024 financial year.

Cllr Lindesay proposed; Cllr Waterson seconded; Cllr Enticknap abstained and 4 other members AGREED with motion 5.

#### 10. NEIGHBOURHOOD PLAN

Motion 1) That the Council agrees to pay UVE in due course for their further work/support on the Neighbourhood Plan, up to a maximum of £7,700 plus VAT, any balance not being in the existing budget, or met by credits from Nexus or from further Locality grants, to be met by virements within the Council's reserves.

Cllr Waterson proposed; Cllr Wright seconded; Cllr Enticknap abstained and 4 other members AGREED with motion 1.

Motion 2) And that the Clerk be instructed to apply forthwith for any remaining Locality grant.

Cllr Waterson proposed; Cllr Wright seconded; Cllr Enticknap abstained and 4 other members AGREED with motion 2.

#### 11. SURREY COUNTY COUNCIL

Cllr Deanus reported:

- that confirmation of a s106 agreement from the monies received from SCC was in progress
- that the recent flooding on the common was mostly on Waverley land and not Surrey County Council responsibility
- the HGV project report was progressing well and is in consultation with Ward members
- SCC has a small projects fund and highways revenue has a small budget for vegetation cutting
- road safety and speed watch progressing and due to go to council on the 19th December and due to go to a public consultation in the new year.

9.30pm Cllr Waterson proposed; Cllr Wright seconded and all agreed to extend the meeting til 10pm.

#### 12. WAVERLEY BOROUGH COUNCIL

Cllr Reneen reported that the Cranleigh Leisure centre funding had gone from £21m to £31m.

#### 13. RECEIPTS AND PAYMENTS

<b>Expenditure</b>			
Olema Engineering	Office rent	180.00	Monthly
Sage Global Services	Payroll	9.60	Monthly
Celeste Lawrence	Ink	46.68	October
RJ Walker	Strimming	510.00	October
Starboard Systems	Scribe accounting system	502.80	Ratified
Celeste Lawrence	October PAYE	977.62	Monthly
HMRC	October tax & NI	36.52	Monthly
Surrey Pension Fund	October payment	226.00	Monthly
		<b>2489.22</b>	
<b>Income</b>			
HMRC	Reclaimed VAT	<b>1771.46</b>	
<b>Invoices to approve</b>			
<b>JG Contractors</b>	Gratton wood project	<b>342.00</b>	Agreed
<b>JG Contractors</b>	Gratton wood project	<b>3594.00</b>	Resolved via vote
<b>JG Contractors</b>	Gratton wood project	<b>2718.48</b>	Agreed
<b>April Skies</b>	Interim Internal audit	<b>175.10</b>	
<b>Community Heartbeat</b>	Village Emergency Phone System	<b>120.00</b>	
<b>SLCC</b>	Annual membership	<b>177.00</b>	
<b>SLCC</b>	CiCLA Portfolio Course	<b>300.00</b>	
<b>Surrey Hills Solicitors</b>	Legal advice	<b>330.00</b>	
<b>British Legion</b>	Memorial wreath	<b>50.00</b>	

14. FUTURE AGENDAS

None.

15. PRESS AND PUBLIC

Exclusion of press and public in accordance with section 100A (2) and (4) of the LGA 1972 if required.  
Cllr Waterson proposed; Cllr Wright seconded that a confidential session to be held to exclude the press and public. Reason: personnel confidence.

The public left the meeting at 9.40pm

It was AGREED that the recommendation contained in the motion be adopted unanimously.

There being no further business, the Chair of the Council closed the meeting at 10.01pm. The next Parish Council meeting will be held on 12th December 2023 at 7.30pm in the Nugent Room, Winn Hall.

Chair of the Council.....

Dated.....