

DUNSFOLD PARISH COUNCIL

email: clerk@dunsfoldparishcouncil.gov.uk

Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU84PB

Minutes

Minutes of the Parish Council Meeting held on Tuesday 10th December 7.30pm in the Winn Hall, Dunsfold.

Cllrs Present:

Cllr Nigel Waterson - Chair

Cllr Roy Enticknap

Cllr Jane Wright

Cllr Ginny Fraser

Cllr Tigi Singhateh

Cllr Chris Lindesay - Vice Chair

Cllr Dave Griffiths

Clerk to meeting: Julie Flenley, Locum Clerk & RFO

Public: 6

Representations from members of the public 7.30pm – 7.45pm

A villager noted that the Declarations of Interest had not been updated on the website and requested that it be updated. Clerk to update.

A villager questioned the redactions on recent minutes. The Clerk noted that redactions were required when confidential matters were being discussed; the parish council is not a principal authority so no indication of what was discussed was required. The member also queried the provision of supporting information with the agenda. The Clerk noted for the record, but all information which could be published would form part of the minutes.

A villager also queried whether information which was discussed as part of the regular surgeries was going to be disclosed. Cllr Wright noted that a regular report could be provided to the council where issues were not confidential to the resident.

1. APOLOGIES FOR ABSENCE

No apologies were received. Clerk noted for the record.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

2.1 Cllr Waterson declared an existing dispensation relating to Coombebury Cottage. Clerk noted for the record.

2.2 None declared.

2.3 None declared.

3. PARISH COUNCIL MINUTES

The draft Minutes of the Parish Council meetings held on the 11th November 2024 as circulated, were agreed unanimously with minor amendments as a true record for the Chair to sign. Locum Clerk to retain.

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

None.

5. PLANNING NOTIFICATIONS

[WA/2024/01992](#) - Land Adjacent 6 Blacknest Cottages Chiddingfold Road Dunsfold GU8 4PB. Erection of 2 dwellings comprising of 1 pair of semi-detached houses with associated vehicular access parking and amenity space. REFUSED.

[WA/2024/01879](#) - Ashdown, Chiddingfold Road, Dunsfold, Godalming GU8 4PB. Certificate of lawfulness under section 192 for erection of 1.2M high post and rail fencing and brick extension to existing piers. CERTIFICATE REFUSED.

[WA/2024/01639](#) – Ashdown, Chiddingfold Road, Dunsfold, Godalming GU8 4PB. Erection of close-boarded timber fence (retrospective). GRANTED.

[WA/2024/01794](#) - Land Centred Coords 500833 137030 Between Chennels Cottage & 1 Burdocks, The Green, Dunsfold, Godalming. Application for the use of and upgrade of an existing access in connection with the approved development reference wa/2021/03081. REFUSED.

[WA/2024/01783](#) - South Fork Wrotham Hill Dunsfold Godalming GU8 4PA. Certificate of lawfulness under section 192 for the siting of a caravan compliant container for residential use as sanctioned by consent WA/2022/01276. CERTIFICATE REFUSED.

[WA/2024/01764](#) - South Fork, Wrotham Hill, Dunsfold, Godalming GU8 4PA. Certificate of lawfulness under section 192 for the siting of a caravan for residential use. CERTIFICATE REFUSED.

[WA/2024/01742](#) - Newell Cottage, The Common, Dunsfold, Godalming GU8 4LJ. Erection of a single storey extension and alterations together with alterations to attached garage to provide additional habitable accommodation. GRANTED.

[WA/2024/01749](#) - The Gate House Burningfold Hall Chapel Hill Godalming GU8 4NZ. Erection of extensions and alterations (revision of WA/2023/02068). REFUSED.

[WA/2024/01384](#) - Cranleigh Cottage, Knightons Lane, Dunsfold, Godalming GU8 4NU. Erection of a dwelling and two storey garage outbuilding with ancillary accommodation on first floor following demolition of existing dwelling. GRANTED.

[WA/2024/01009](#) - Wetwood Farm, Chiddingfold Road, Dunsfold, Godalming GU8 4PB. Application under section 73 to vary condition 1 of WA/2022/02373 (approved plan numbers) to replace carports with enclosed garages for plots 1 and 6 partially enclose the car port for plot 7 & 8 and make other minor changes to internal layouts and elevations to plot 1 and plot 7; change of affordable housing provision (amended description). GRANTED.

Councillors noted the above for the record.

6. PLANNING APPLICATIONS

None received.

7. STREET NAMING APPLICATION – SNN/2024/0411 – STOVOLDS HILL

The Locum Clerk updated councillors on the position with Waverley Borough Council following on from a recent conversation with the Waverley Borough Council Street Naming Team on naming a road in Lydia Park (Bramley Parish). The road needed to be named to allow council tax recovery, enforcement actions for unlawful caravans and emergency services. The Street Naming Team had resolved to use a name with a biodiversity/nature theme and Alfold Parish Council had since suggested Crocus Lane which Waverley were happy to put forward. Councillors from Dunsfold Parish Council also agreed with the suggestion. Clerk to write.

8. SURREY RIGHTS OF WAY IMPROVEMENT PLAN

Councillors requested that the Locum Clerk recirculate the consultation information. Deferred to January agenda, closing date was noted as 9th February 2025. Cllr Fraser to lead.

9. TO RECEIVE UPDATE ON THE COOMBEBURY COTTAGE JUDICIAL REVIEW

Cllr Waterson noted that he had been present at the High Court for the judicial review on 4th December. He noted that proceedings had been concluded with a judgement probably in the new year. Updates to follow.

10. WAVERLEY BOROUGH COUNCIL

Cllr Deanus noted that the National Planning Policy Framework (NPPF) consultation would be published on 12th December, and the Devolution White Paper was due to be published on 16th December 2024. The results for Surrey County Council from the Devolution White Paper would be made available on 27th December and it was anticipated that budgets would be severely cut over the coming financial years.

The GTR Inquiries on Stovolds which were scheduled for commencement in November had now been postponed to June 2025. Waverley planning officers were beginning enforcement proceedings on illegal caravans.

11. SURREY COUNTY COUNCIL

Cllr Deanus noted that information on a HGV watch would be forthcoming which would inform residents of how to report offenders – this would be sent to the Locum Clerk for circulation. He suggested that a HGV Watch be combined with the village Speedwatch.

12. HERITAGE FEATURES COSULTATION

Cllr Waterson noted that a report had been written by a member of the public alongside Cllr Fraser on the Heritage Features Consultation which was carried out recently by Waverley Borough Council. It was noted that many of the features were located on private property, and that many of them were being removed due to being statutory designation elsewhere, or due to the fact that it no longer exists. Cllr Fraser proposed that the content of the report be agreed by the council and submitted to Waverley Borough Council as a Stage 1 response. Cllr Griffiths seconded. 3 councillors voted in favour, with 2 abstentions. Motion carried, Locum Clerk to send response as a letter.

13. TO RECEIVE AN UPDATE FROM THE OLD SCHOOL SITE WORKING GROUP

Cllr Griffiths noted that a meeting scheduled recently had been convened over Zoom due to road closures in the area. Discussions over eventual outcomes of the school site were considered alongside costings. The working group were in the process of gathering information regarding other educational uses at the present time and would update in the new year, when the working group had reconvened, All views would be considered and there would be the potential for a village-wide consultation. Cllr Griffiths would continue to liaise with the Diocese on plans and update in January.

14. CORRESPONDENCE

Cllrs Waterson noted that Carter Jonas (CJ) had been in touch once more with regards to the outstanding fees for the proposed phone mast on KGV Playing field. The Locum Clerk had previously written to remind CJ of the obligations in their terms of engagement where they had to pursue Cornerstone for the outstanding fees before pursuing DPC, and that no further update from Cornerstone had been received.

Cllr Waterson also noted that the Stovolds Hill Inquiries had been delayed until June 2025 as the Inspector was ill on the first day of the original Inquiry. The joint parishes were still working together to update evidence in the intervening time.

15. TO UPDATE ON DUNSFOLDS NEIGHBOURHOOD PLAN

Cllr Waterson noted that the Locum Clerk had updated the timetable for delivery of the Neighbourhood Plan and had been awarded Locality Funding for outstanding works with UVE. Meetings had been had with UVE, the council's appointed consultants for the works and the Site Assessment Criteria had been applied to a number of sites in Dunsfold. The Locum Clerk was in the process of compiling the report to go with the Regulation 14 submission. A discussion was planned with Waverley Borough Council on sites that had recently been refused permission to see how that affects the Site Assessment Criteria, and on the draft NP generally. Updates to follow.

16. RECEIPTS AND PAYMENTS

December 2024

Julie Flenley	Locum Fees – November 2024 (Inv. #007)	£2,380.00
Sage Payroll	Payroll costs – November Inv. UK-C0019204	£12.00
Information Commissioners Office	FOR INFORMATION – TAKEN BY DD ANNUALLY	£35.00

Councillors unanimously agreed the above for payment for December 2024.

17. BANK RECONCILIATIONS

Councillors noted the bank reconciliations for the month of December against bank statements for all accounts. Cllr Waterson proposed that they were signed off, seconded by Cllr Wright. Unanimously agreed, Locum noted for the record and to retain signed copies on file.

18. TO RECEIVE UPDATE ON SCRIBE

The Locum Clerk noted that all records for the financial year to date had now been added to Scribe after the 2023/24 year-end roll over and that the parish council were able to use Scribe bank reconciliations going forward. There was an issue with closing balances for year end 2023/24 and how it was reflected in the AGAR which would be discussed with the Internal Auditor when appointed. There were two accounts on Scribe (Lloyds current account and an NS&I account) which were both accounted for in the previous financial year. The KGV and Playground accounts were outside the remit of the parish council which had been previously agreed by the auditor. All transactions from the Lloyds and NS&I accounts would be entered going forward onto Scribe as agreed by the council in November 2023, agenda item 9.

It was agreed that Cllr Lindesay (or should this be the Clerk?) would proceed with the opening of a CCLA account as previously agreed by full council in May 2024, agenda item 14, alongside opening a Unity Trust Bank Account to allow funds to be transferred to an interest-bearing account. Updates to follow.

19. BUDGETS 2025/2026 & PRECEPT APPLICATION

The Locum Clerk had prepared forecasts for year end and a draft budget on Scribe which had been previously circulated to councillors. Cllr Enticknap proposed that Commons budget be increased due to a tree survey and pond surveys being required in the coming year which may exceed ear marked reserves. Seconded by Cllr Griffiths. Agreed unanimously. Locum Clerk noted for the record.

After consideration of current ear marked reserves and general reserves, acceptance of the draft budget and precept level of £55,000 was proposed by Cllr Waterson, seconded by Cllr Fraser. One councillor voted against the proposal and 4 councillors abstained from the vote. Motion carried, the precept level would be set at £55,000 for 2025/26, which reflected an annual increase of £4.21 on a band D house. Locum Clerk to complete the application and send to Waverley Borough Council.

20. TO RECEIVE RECOMMENDATIONS FOR INTERNAL AUDITORS FOR 2025/26

The councillors noted that April Skies was not available to return to Dunsfold Parish Council for future audits. The Locum Clerk had received a quote from Mulberry & Co. which had been previously circulated for the internal audit works for 25/26. The Clerk also noted that she had had a long conversation with April Skies regarding the previous Internal Auditors report to understand what needed to be done to prepare DPC for year end 24/25. Cllr Waterson proposed that the council accept Mulberry & Co's quote for works. Seconded by Cllr Enticknap. Agreed unanimously, motion carried. Locum Clerk to make contact for an initial review of files before an interim internal audit takes place.

21. ITEMS FOR INFORMATION

Cllr Fraser noted that the next council surgery was scheduled for 14th December. Two councillors would be in attendance at the Winn Hall (Nugent Room) and dates in January would be forthcoming for the next quarter.

Cllr Wright noted that she had been approached with regards to signs on the Common which needed to be seen from both directions by oncoming traffic. At present the sign is only visible from one direction. Cllr Wright also noted that safety of pedestrians on Alfold Road was a concern and that the potential for a footpath over Waverley's common land there should be considered.

22. FUTURE AGENDAS

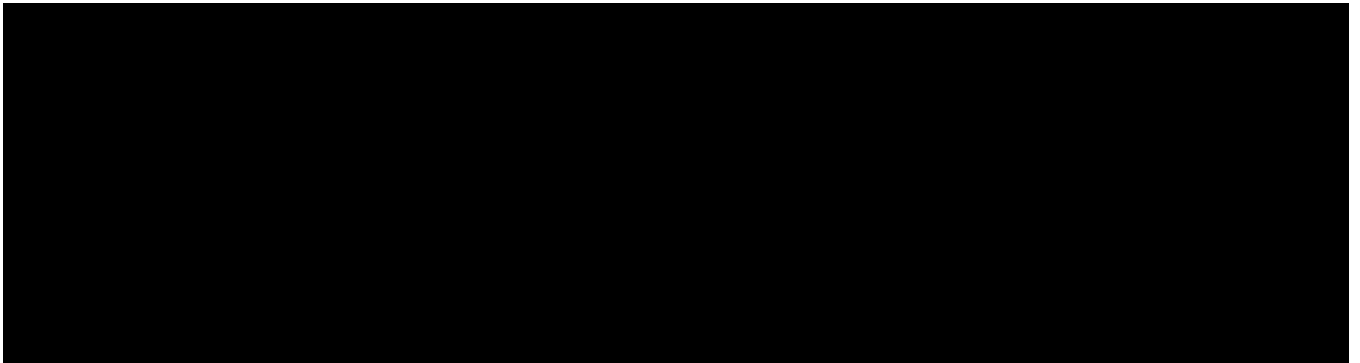
- Old School Site update
- Neighbourhood Plan
- Speedwatch/HGV Watch
- Reports from surgeries
- Rights of Way consultation

23. TO NOTE THE DATES OF THE NEXT MEETINGS

- Finance Committee – 7th January 2025
- Full Council – 14th January 2025
- Commons Committee – 20th January 2025
- KGV Committee – 20th January 2025

Exclusion of Press and Public. Pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public will be excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted.

24. STAFFING AND RECRUITMENT



There being no further business, the Chair of the Council closed the meeting at 9.56pm. The next Parish Council meeting will be held on 14th January 2025 at 7.30pm in the Winn Hall.

Chair of the Council..... Dated.....