

DUNSFOLD PARISH COUNCIL

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Chiddingfold Road
Dunsfold
GU84PB

Minutes

Minutes of the Parish Council Meeting held on Tuesday 9th July 2024 at 7.30pm in the Nugent Room, 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: Celeste Lawrence, Clerk & RFO

Public: 6

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

2.1 Cllrs Wright & Waterson restated their dispensations regarding the Coombebury Cottage application.

2.2 Cllr Lindesay produced a dispensation at the meeting regarding item 4 - June 11 meeting approval of the minutes from that meeting which pertain to the Sun Inn.

2.3 The council voted 4 for the dispensation and 2 against.

3. PARISH COUNCIL MINUTES

The draft Minutes of the Parish Council meetings held on the 12th March and 11th June as circulated, were agreed as a true record for the Chair to sign with the following changes:

Alterations to the draft Minutes of the meeting held on 12th March had been predetermined to the meeting to exclude the wording in item 16 "Background paper attached to the agenda. Proposed by Cllr Griffiths; seconded by Cllr Wright."

The Clerk advised against the change as the wording was what was suggested at the June meeting and by removing it would appear the council was trying to cover up and not address the issue of insurance on the common it leases.

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

Nothing discussed.

5. PLANNING NOTIFICATIONS

Circulated with the agenda.

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.

6. PLANNING APPLICATIONS

WA/2024/01129 - WROTHAM HILL COTTAGE WROTHAM HILL DUNSFOLD GODALMING GU8 4PA Certificate of lawfulness under section 192 that a self contained container is covered by certificate issued WA/2023/01923

which refers to siting of a caravan. Decision: No comment

WA/2024/01222 - WROTHAM HILL COTTAGE WROTHAM HILL DUNSFOLD GODALMING GU8 4PA Application under section 73a to remove condition 2 of WA/2003/2383 (restrictions on use of roof space in DUNSFOLD PARISH COUNCIL garage building as habitable accommodation). Decision: No comment Cllr Waterson proposed; Cllr Wright seconded that items 22 and 23 were brought forward. All members agreed.

7. WAVERLEY BOROUGH COUNCIL

Defer.

8. SURREY COUNTY COUNCIL

Defer.

MOTION RAISED BY CLLR WATERSON TO MOVE AGENDA ITEM 14 TO BE CONSIDERED AFTER AGENDA ITEM 9. SECONDED BY CLLR FRASER. 4 COUNCILLORS VOTED IN FAVOUR, 1 COUCNILLOR ABSTAINED. MOTION CARRIED.

9. NEIGHBOURHOOD PLAN

(1) To consider the draft Timetable of Key Stages for the Neighbourhood Plan (enclosed); and

(2) To resolve that a budget up to a maximum of £750 be allocated to producing and distributing a Newsletter across the village summarising progress on the draft Neighbourhood Plan. The council considered the draft timetable. The council decided that there was not enough information produced to justify spending more public money on a newsletter at this time.

14. NEIGHBOURHOOD PLAN

Attached to agenda:

Report on Site Assessment Consultation

Draft Site Selection Criteria

Feedback from Waverley Borough Council dated 15/03/24 on Site Assessment Criteria

- (i) For Information: Report on Site Assessment Criteria Consultation. Councillors are invited to NOTE the Report. Noted.
- (ii) (ii) Draft Site Selection Criteria. Councillors are invited to APPROVE the draft Site Selection Criteria as amended and TO CONSIDER in light of feedback from WBC (attached) whether further criteria as suggested in para [11] of their feedback should be added to the list of criteria. Cllr Wright proposed; Cllr Waterson seconded. 2 members abstained from voting; 3 members agreed to approve the Site Selection criteria.

10. DUNSFOLD PARK EXHIBITION

To consider an oral report on the Dunsfold Park exhibition (Chair).

Noted that some councillors had attended the exhibition.

11. SIGMA APPLICATION

To endorse the draft Submission on the s38 Application re Common land access for the Coombebury Cottage proposed development.

Proposed by Cllr Waterson, seconded by Cllr Singhateh and all members agreed to submit the comments.

12. DUNSFOLD VILLAGE SCHOOL SITE

To consider forming a working party with a view to gathering villagers' opinions regarding the school site. It was agreed that Cllr Griffiths set up a working party.

13. MEETING RECORDINGS

Background information attached to the agenda.

- 1) To resolve to establish a working party to find a suitable means, whether a product of service to record

Council meetings and facilitate the expeditious creation of meeting minutes.

Proposed by Cllr Lindsay; seconded by Cllr Griffiths; 1 abstention and all other members agreed.

- 2) To appoint total of three councillors to the working party and request they report on progress at every Council meeting.

Proposed by Cllr Lindesay; seconded by Cllr Singhateh. Councillors on the working party are Cllrs Lindesay, Singhateh & Griffiths.

- 3) To resolve that Councillors in addition to members of the public may record the proceedings of Council using their own equipment, if they so wish, and without notification of their doing so. Subject to a general announcement from the chair that recordings may be made.

Withdrawn.

- 4) To resolve that any recording made available to Council by any party will:

a) be made accessible to all members of Council and Officers on media controlled by the Council within 18 hours of the conclusion of the meeting,

b) any recordings of meetings open to the general public made available in 3a above will be made available within 24 hours of the conclusion of a meeting.

Withdrawn.

- 5) To resolve that when the minutes of any meeting have been approved by resolution of council as a true record and are signed and published both in the minute book and, where appropriate, the Council website, then all recordings of the meeting under the control of Council will be deleted and the minute will be held as the true record – notwithstanding any contrary claims.

Withdrawn.

15. STANDING ORDERS

Council is invited to APPROVE Model Standing Orders 2018 (England) – Updated 2022, attached, subject to the following amendments:

- (i) 3.c delete from “OR [The minimum Meeting]”.

Proposed by Cllr Wright; seconded by Cllr Waterson; 1 member voted against; 1 member abstained and 3 members agreed.

- (ii) 3.x “A meeting shall not exceed 2 hours 30 minutes”.

Proposed by Cllr Wright; seconded by Cllr Waterson; 3 members abstained and 2 members agreed.

- (iii) 5. j. xii delete “In an election year”.

Withdrawn.

- (iv) 9. Delete [g].

Proposed by Cllr Wright; seconded by Cllr Waterson; 2 members abstained and 3 members agreed.

- (v) Insert [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”.

Proposed by Cllr Wright; seconded by Cllr Waterson; 4 members voted for.

- (vi) 15. B(ii) delete “in the order received”

Proposed by Cllr Wright; seconded by Cllr Waterson. This was agreed.

- (vii) 19. c. line 2 delete “annual” and substitute “biannual” (Note - in line with the terms of reference of the Human Resources Committee).

Proposed by Cllr Wright; seconded by Cllr Waterson; 5 members agreed.

16. CORRESPONDENCE

A request for grants had been received from 2 village organisations. The Clerk explained that the details of the precept have not been discussed and agreed at full council. Until this was done, the amount of the grant was not known.

A request for assistance from neighbouring councils for support in the upcoming Stovolds Hill appeal had been received. Cllr Fraser to follow up.

17. RECEIPTS AND PAYMENTS

July 2024

RJ Walker	Strimming	975.00
Joe Court	Tree safety works	9962.40
Waverley Borough Council	07/10/2021 Dunsfold By-Election cost recharge	3,047.00
Netwise	Annual hosting	600.00
BT	Telephone & broadband	204.60
Celeste Lawrence	Ink	42.95
Waverley Borough Council	Election costs May 23	2474.79
Joe Court	Tree safety works	9962.40
RJ Walker	Strimming	510.00
Livesey Aviation Consultants	Locum Clerk	87.50
April Skies	Internal Auditor	175.10

18. ITEMS FOR INFORMATION

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 if required.

There being no further business, the Chair of the Council closed the meeting at 9.58pm. The next Parish Council meeting will be held 18th September 2024 at 7.30pm in the Nugent Room, Winn Hall.

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