

# DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard

Chiddingfold Road

Dunsfold

GU84PB

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## Minutes

Minutes of the Parish Council Meeting held on Tuesday 24<sup>th</sup> September 2024 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

CLLrs Present:

Cllr Nigel Waterson - Chair

Cllr Roy Enticknap

Cllr Jane Wright

Cllr Chris Lindesay - Vice Chair (arrived at 7.34pm with apologies)

Cllr Tigi Singhateh

Cllr Dave Griffiths

Clerk to meeting: Julie Flenley, Locum Clerk & RFO

Public: 4

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### 1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Fraser. Cllr Relleen sent his apologies as Waverley Borough Councillor. Clerk noted for the record.

### 2. DECLARATIONS OF INTEREST AND DISPENSATIONS

2.1 None declared.

2.2 None declared.

2.3 None declared.

### 3. PARISH COUNCIL MINUTES

The draft Minutes of the Parish Council meetings held on the 9<sup>th</sup> July 2024 and 23<sup>rd</sup> August 2024 as circulated, were agreed as a true record for the Chair to sign.

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

Cllr Griffiths noted that a working party needed to be agreed for the former school site which would require Terms of Reference which Cllr Griffith has drafted. Cllr Wright noted that interest for such a working party was raised by Cllrs Griffith, Wright and Fraser and the first meeting will take place on 17<sup>th</sup> October. Updates to follow.

### 5. PLANNING NOTIFICATIONS

Circulated with the agenda.

WA/2023/01020 - Land Coordinates 500925 136002 to the North of Miller Lane and Alfold Road, Dunsfold. Councillors noted that it had been refused and that reasons for refusal would be examined and referred to the next full council meeting. Clerk noted for the record and to check reasons with the Planning Case Officer.

### 6. PLANNING APPLICATIONS

[WA/2024/01285](#) – High Loxley, Hogh Loxley Road, Loxhill, Godalming, GU8 4BW. Erection of a stable building and construction of a menage with associated fencing and hard landscaping. Councillors unanimously motioned no objection and requested that the heritage comments be taken in to consideration by the Case Officer. Clerk to write.

[WA/2024/01323](#) – Old Home, Wrotham Hill, Dunsfold, Godalming, GU8 4PA. Listed Building consent for alterations to attached garage to form an ancillary annexe. (Consent Granted). Councillors noted for the record.

[WA/2024/01322](#) - Old Home, Wrotham Hill, Dunsfold, Godalming, GU8 4PA. Alterations to attached garage to

form an ancillary annexe. (Consent Granted). Councillors noted for the record.

[WA/2024/01479](#) – Wrotham Hill Cottage, Wrotham Hill, Dunsfold, Godalming, GU8 4PA. Certificate of Lawfulness under Section 192 to confirm that the caravan compliant cabin shown can be sited on the land and comply with permission WA/2023/01923. Councillors noted that the site was subject to a further appeal. Councillors motioned no objection.

[WA/2024/01576](#) – Fold Farm Cottage, Chiddingfold Road, Dunsfold, Godalming, GU8 4PB. Erection of an ancillary outbuilding following demolition of existing stable and storage buildings. Councillors motioned no objection.

[WA/2024/01639](#) – Ashdown, Chiddingfold Road, Dunsfold, Godalming, GU8 4PB. Erection of close-boarded timber fence (retrospective). Councillors motioned no objection.

[WA/2024/01684](#) – South Fork, Wrotham Hill, Dunsfold, Godalming, GU8 4PA. Certificate of Lawfulness under Section 192 for the siting of a shipping container. Councillors motioned no objection.

[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). Councillor Lindesay noted that there was a discrepancy in the affordable housing provision which needed to be raised to Waverley Borough Council as it looked like the provision was being diverted away from Dunsfold. It was agreed that Cllr Lindesay and the Locum Clerk would write to Waverley Borough Council and update; Councillors note the decision for the record.

#### 7. WAVERLEY BOROUGH COUNCIL

Cllr Deanus noted that the Waverley/Guildford Officers who had been placed under scrutiny had now left the organisation and that there were staffing changes underway. He further noted that nationally, under the new Labour administration, there were likely to be changes to local and regional government.

#### 8. SURREY COUNTY COUNCIL

Cllr Deanus noted that the HGV ban was well underway; contractors had been appointed to erect the signs in the area and that the legalities had been concluded. It is likely that signs would be up by the end of the year and HGV watches could be undertaken by residents. Cllr Deanus also noted that he had funds available from his allowance to allow for community works and encouraged the council to look at projects and apply.

#### 9. APPOINTMENT OF JULIE FLENLEY AS PROPER OFFICER TO DUNSFOLD PARISH COUNCIL

Proposed by Cllr Waterson, seconded by Cllr Lindesay. Agreed unanimously, motion carried, Julie Flenley was duly noted as the Proper Officer to the council following her appointment as Locum Clerk and RFO in August.

#### 10. HERITAGE FEATURES CONSULTATION

It was noted that Cllr Fraser was leading alongside Cllr Enticknap and a member of the public on heritage features in Dunsfold. The council requested that the Locum Clerk seek an extension of time to respond to the consultation was established. Locum Clerk to work with Cllrs Enticknap and Fraser to formulate a response to Waverley Borough Council. Locum Clerk to initiate meeting.

#### 11. SURREY HILLS AONB CONSULTATION

Cllr Waterson proposed that the council speak to a resident who had experience in environmental consultations. Seconded by Cllr Lindesay. Agreed unanimously, motion carried. Updates to follow from Cllr Lindesay regarding comments for council to submit by the December deadline.

#### 12. NATIONAL PLANNING POLICY FRAMEWORK (NPPF) CONSULTATION

Councillors noted that the deadline for submissions was 24<sup>th</sup> September. A letter had been drafted which required tweaking by the Locum Clerk to enable the letter to be submitted on the portal. Councillors agreed to let the Locum Clerk complete amendments and submit directly given time constraints. Locum Clerk to circulate

the final response when submitted. Clerk to write and submit.

13. VILLAGE LITTER PICK

Councillors noted that the Locum Clerk had received a request from a member of the public requesting that the litter pick recommences, suggesting 14<sup>th</sup> October and 6 monthly ones, following this date. Councillors noted that litter picks had occurred previously and welcomed the approach. Questions about risk assessments, volunteer insurance cover, rubbish removal from the Winn Hall base and PPE were addressed by the Locum Clerk who agreed to liaise with the member.

14. GYPSY, TREAVELLER AND ROMA (GTR) INQUIRIES.

Cllr Waterson noted that progress was being made with the four parishes in terms of representations at the November Inquiries. A new access route had unlawfully been established on the B2130 and tarmac lorries had been in attendance. A new caravan has been installed which is a breach of the High Court Injunction which is on place on the site and legal advice was forthcoming. Updates would be forthcoming from the joint parishes and Waverley on the emerging situation and the Locum Clerk would continue to pass information on to Dunsfold Parish Council.

It was agreed that Dunsfold Parish Council would make representations at the forthcoming Inquiries alongside the other parishes. The Locum Clerk would liaise with Cllrs Waterson and Fraser to write statements.

15. CORRESPONDENCE

None received which requires the Council's attention.

16. RECEIPTS AND PAYMENTS

**September 2024**

Barnie Pople	Defibrillator Pads Refund (Inv. 22919 Community Heartbeat)	£54.94
SLCC Membership	Annual Membership Subscription	TBC
PKF Littlejohn	External Audit Fees	378.00
Peter Allison	Cleaning – KGV (Inv. 65)	170.00
BT	Telephone & Broadband (Inv. Q057D2)	244.60
Sage Payroll	Monthly Payroll (Inv. UK-04958403)	12.00
Biffa	Bin emptying (inv. 227T60212)	74.46
Handyman's Hardware	Refuse sacks and equipment (Inv. 1243)	8.95
Livesey Aviation Consultants	Locum Fees, August 2024 ExOM	50.00
Rawlings Fuels	Heating Oil – KGV Playing Fields (Inv. 549779)	346.24

Councillors noted the above for payment for September 2024. Councillors agreed unanimously to pay – Cllr Wright to liaise with Cllr Waterson to settle, until the Locum Clerk is able to do so.

17. BANK RECONCILIATIONS

Councillors noted the bank reconciliations for the months of July and August against bank statements. Cllr Lindesay proposed that they were signed off, seconded by Cllr Waterson. Unanimously agreed, Locum noted for the record and to retain signed copies on file.

18. TO NOTE THE NOTICE OF CONCLUSION OF AUDIT FROM PKF LITTLEJOHN FOR 2023/24

Councillors noted the conclusion of audit documents from PKF Littlejohn; qualifications were duly noted. Locum Clerk to add to the website and post the Notice on village noticeboard.

19. ITEMS FOR INFORMATION

Cllr wright noted the upcoming bonfire and a forthcoming request from the Bonfire Committee for funding assistance to pay for insurance for the event. Locum Clerk noted for the record and to add to the October agenda for consideration.

20. FUTURE AGENDA

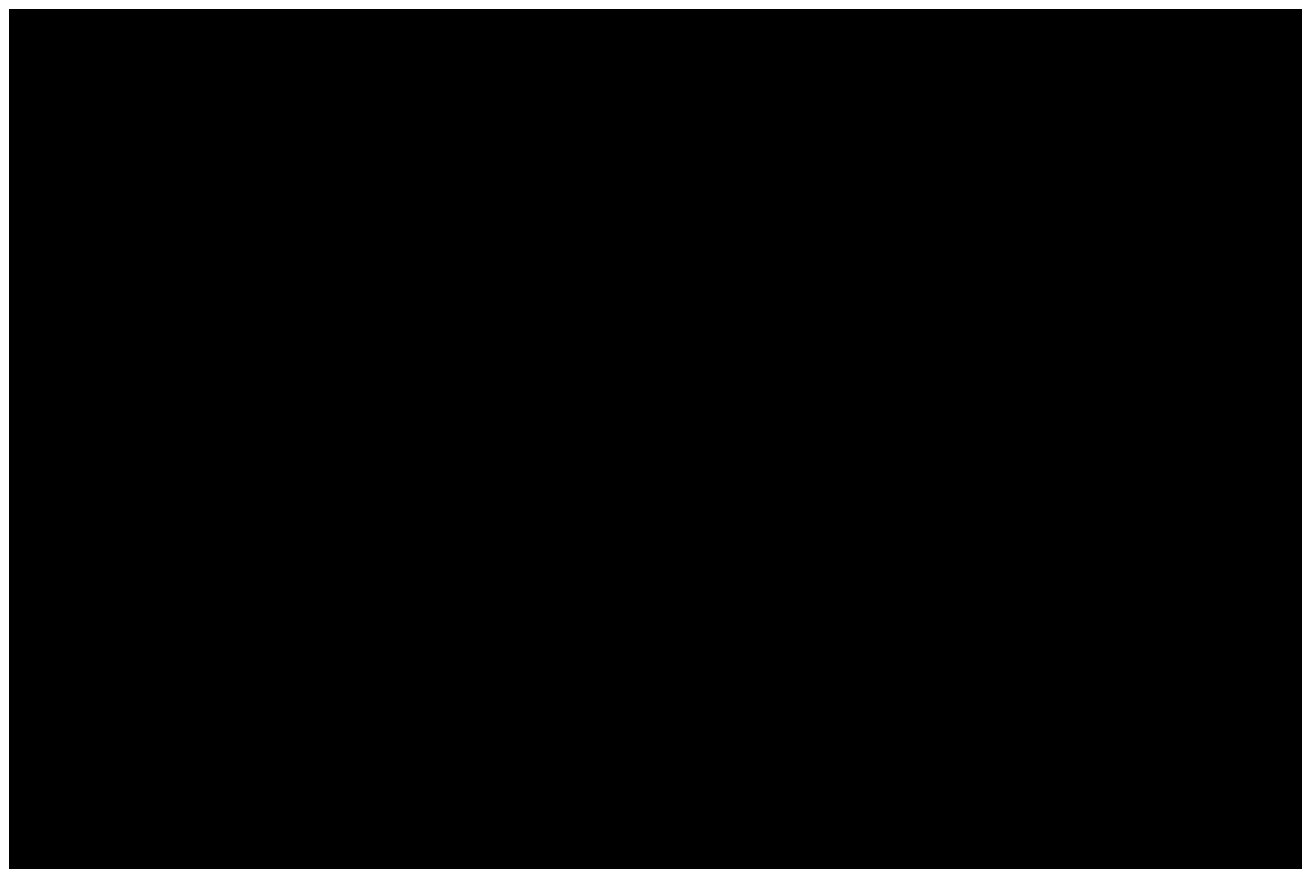
S137 grant, Bonfire Committee, amount to be confirmed.

21. PRESS AND PUBLIC

Press and Public were excluded under the following provision in order for the council to discuss and resolve confidential business.

<b>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.</b>
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1. STAFFING AND RECRUITMENT



There being no further business, the Chair of the Council closed the meeting at 9.58pm. The next Parish Council meeting will be held 8<sup>th</sup> October 2024 at 7.30pm in the Nugent Room, Winn Hall.

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