

# DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard  
Chiddingfold Road  
Dunsfold  
GU8 4PB

7th March 2024

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## **NOTICE OF A PARISH COUNCIL MEETING**

Councillors are hereby summoned to attend the meeting of Dunsfold Parish Council to be held in the Nugent Room, Winn Hall, Dunsfold at **7.30pm on Tuesday 12th March 2024**.

Members of the public are welcome to attend Parish Council meetings and are invited to put questions, relevant to the agenda, to the Council between 8.30 pm and 8.45 pm.

Celeste Lawrence - Clerk to the Council

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## **AGENDA**

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### 1. APOLOGIES FOR ABSENCE

**Recommendation: To receive apologies for absence.**

### 2. DECLARATIONS OF INTEREST AND DISPENSATIONS

**2.1 To receive declarations of interest and dispensations, including their nature, from councillors on items on the agenda**

**2.2 To receive written requests for dispensations for disclosable pecuniary interests**

**2.3 To grant any requests for dispensation as appropriate**

### 3. PARISH COUNCIL MINUTES

**Recommendation: To approve the Minutes of the Parish Council meetings held on the 9th January and 13th February as a correct record of decisions taken and the Chair of the Council to sign the Minutes.**

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

**Recommendation: To review any matters outstanding from the previous minutes and record progress.**

### 5. PLANNING NOTIFICATIONS

Attached to agenda.

**To receive notification of decisions made by Waverley Borough Council on recent planning applications.**

### 6. PLANNING APPLICATIONS

**Recommendation: To consider the applications pending.**

1. APPEAL NOTIFICATION: APP/R3650/C/24/3337697 LAND AT BURNT HILL, PLAISTOW ROAD, DUNSFOLD, GODALMING GU8 4PG (EN/2023/08 & C/2021/00007) due by date 21/03 emailed 21/2

2. Appeal Notification: APP/R350/X/24/3338493

WA/2023/02752 - WROTHAM HILL COTTAGE, WROTHAM HILL, DUNSFOLD, GODALMING, GU8 4PA Certificate of Lawfulness under Section 191 for installation of a dovecote on roof of garage building which was completed in excess of 10 years. Due date 28/03

3. WA/2024/00284 - SOUTH FORK WROTHAM HILL DUNSFOLD GODALMING GU8 4PA

Certificate of lawfulness under section 192 for the siting of a shipping container. No due date

4. WA/2024/00361 - THE LITTLE HOUSE KNIGHTONS LANE DUNSFOLD GODALMING GU8 4NU  
Application under section 73 to vary condition 1 (approved plans) of wa/2023/00892 to allow for the addition of a lean-to extension to the north elevation changes to the internal layout and an increase in size to the two ground floor windows to the north elevation. Due 16/03
5. WA/2024/00353 - FRYS CROSS BARN KNIGHTONS LANE DUNSFOLD GODALMING GU8 4NY  
Erection of a dwelling following removal of existing log cabin (retrospective). Due 16/03
6. WA/2024/00347 - FIELD PLACE HOOK HOUSE LANE DUNSFOLD GODALMING GU8 4LR  
Erection of a greenhouse and underpinning of adjoining wall following demolition of 2 existing greenhouses. Due 22/03
7. WA/2024/00348 - FIELD PLACE HOOK HOUSE LANE DUNSFOLD GODALMING GU8 4LR  
Listed building consent for erection of a greenhouse and underpinning of adjoining wall following demolition of 2 existing greenhouses. Due 22/03
8. WA/2024/00420 - BARBARONS PLAISTOW ROAD DUNSFOLD GODALMING GU8 4PF  
Erection of a single storey infill extension. Due 25/03

7. MEETING DATES FOR THE YEAR 2024/25

List attached to the agenda.

**RECOMMENDATION: To APPROVE the calendar of meetings for the year and delegate authority to the Clerk to amend the calendar as necessary.**

8. RISK ASSESSMENT

Attached to the agenda.

**Recommendation: To ADOPT the risk assessment.**

9. ANNUAL PARISH MEETING

**Motion: That this Council confirms that the Annual Parish meeting will take place on 23 April, and instructs the Clerk to make all the necessary arrangements.**

**Recommendation: To AGREE if there will be a guest speaker for the Annual meeting.**

10. SURREY ROAD SAFE VISION ZERO PUBLIC CONSULTATION

Draft attached to the agenda.

**Recommendation: To consider a response to the consultation: [public consultation link](#)**

11. SCC RIGHTS OF WAY CONSULTATION

Attached to the agenda

**Recommendation: To consider a response to the consultation: <https://www.surreysays.co.uk/environment-and-infrastructure/rowip-public/consultation/subpage.2023-12-14.3969485783/>**

12. COUNCIL FINANCES

Bank reconciliation, reserves and budget vs actual papers attached.

**Recommendation: To AGREE the bank reconciliation, reserves and review budget vs actual for the year to date.**

13. DELEGATED AUTHORITY

**Recommendation: To delegate spending authority to the Clerk for purchase of ancillary items such as office consumables up to a sum of £250 per month to be added to Financial Regulations as 5.5 c).**

14. STANDING ORDERS REVIEW

Attached to the agenda.

Recommendation: To ADOPT the NALC Model Standing Orders 2018 (England).

15. LICENCE SUN INN

Background paper attached.

**Recommendation: 1. Waverley Borough Councils preferred option would be for the pub to sign the licence offered as others have done.**

**2. If the above cannot be agreed, Waverley Borough Council see no alternative but to remove the**

picnic benches as WBC does not have the resources to maintain these which they would have to do in order to comply with their insurance obligations. WBC appreciate that this would be very detrimental and upsetting to the local community and therefore hope for the parish council's support in succeeding with option 1.

16. TIDY AND WEBB QUOTE

**Recommendation: To AGREE the quote from Tidey and Webb attached to this agenda and to RESOLVE to fund the works from the S106 funds designated for pedestrian safety measures.**

17. NEIGHBOURHOOD PLAN

**Recommendation: To note the report on the drop in session on Tuesday 5th March.**

18. ITEMS FOR INFORMATION

19. WAVERLEY BOROUGH COUNCIL

**To receive a report on matters from Waverley Borough Council**

20. SURREY COUNTY COUNCIL

**To receive a report on matters from Surrey County Council.**

21. RECEIPTS AND PAYMENTS

Attached to agenda.

**Recommendation: To receive accounts for payment and approve outstanding items.**

22. FUTURE AGENDAS

**Recommendation: To receive items of business for information or inclusion on a future agenda.**

23. PRESS AND PUBLIC

**Exclusion of press and public in accordance with section 100A (2) and (4) of the LGA 1972 by reason of the confidential nature of the business to be transacted.**

Contract

**This item may be held in confidence - reason: commercial**

## Planning Notifications from Waverley March 2024

WA/2022/01395 - Ashdown, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of fencing gates and piers.

**Decision: Refused.** Email sent 28/9 for an update. 30/10 WBC "Sorry for the delay in replying to you. I am on leave for most of this week but I will respond to you next week." Email sent 19/12/23 for an update. WBC 19/12 Out of office until 3rd Jan. WBC 3/1/24 "I have recently received confirmation from Surrey County Council Countryside Access Officer that there had been some encroachment of the fencing across the pathway and that the path had been made less accessible due to this. The land owner has since moved the fence and improved the path surface to his satisfaction. Therefore the decision can now be issued and I will be doing this very soon."

S52/2022/02266 - Land Centred Coordinates 500866 135914 Alfold Road, Dunsfold

Request to modify a section 52/106 legal agreement (wa/2017/1815) requires changes to the out of date mortgagee in possession clause and any associated clauses to be amended.

Decision: Pending. Email sent 28/9 for an update. Email sent 19/12/23 for an update. WBC 19/12 "Please would you be able to confirm accordingly to them?" sent to case officer. WBC 3/1/24 "This application is being dealt with by the legal team who are prioritising it to be completed."

WA/2022/02567 - High Billingshurst Farm, High Loxley Road, Loxhill

Application under section 73 to vary condition 13 of WA/2020/1646 (restricts events to 75 per calendar year) to allow 100 events per calendar year.

**Decision: Granted.** Email sent 28/9 for an update. Email sent 19/12/23 for an update. WBC 19/12 "Dylan Campbell no longer works for the Council and the application has been reallocated to Russell Brown. I will forward your email to him and he should be able to provide you with more information." Russell Brown response "I have reviewed your objection on behalf of Dunsfold Parish Council. I don't see any reason to request how many events (and set up and take down days) have taken place since the original permission was granted, but this is probably less than anticipated due to the Covid-19 pandemic, especially given its impact on the leisure and hospitality industry. I think it is hard for the applicants to produce evidence to indicate the level of anticipated demand over future years beyond the unfulfilled planned weddings they have from the pandemic (which may well have taken place by now). I note that you refer to the extension to 100 events reverting to 75 and the possibility of making that number permanent in the future. However, what is proposed is for the number of events to be set at 100 in perpetuity (subject to any further increase that may be applied for), therefore removing the possibility of a return to 75 events after the passing of two years. Of course, 100 events is an upper limit and it may be that they only host, for example, 80 in any given calendar year. Were it to be the case in the future that the applicants applied for a further increase beyond 100 then, as you say, this may be on a time limited basis to assess the impact of a greater number of events.

Email 2/1/24: I will be looking to determine this application in the next couple of weeks and the Waverley website will be updated accordingly when the decision notice is issued.

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.

Decision: Pending

WA/2023/01093 - Land Adjacent to Elm Corner House, The Green, Dunsfold GU8 4LX

Erection of an agricultural barn; use of existing land for an existing farm and rural contracting business (use class sui generis).

Decision: Pending - now subject to Enforcement Notice EN/2023/04. Appeal against EN made by the applicant 7th August.

WA/2023/01530 - Knightons Court, Knightons Lane, Dunsfold, GU8 4NU

Application for a deemed consent under section 37 form b (type iii) of the electricity act 1989 to removal of 3 poles (142377 142378 142379) and overhead span. Install 2 new poles and lv overhead span and install 4 new stay wires knightons court knightons lane dunsfold godalming gu8 4nu

Decision: Pending

Appeal APP/R3650/W/23/3332590: Land at Coombebury Cottage GU8 4NBWA/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.  
Dates: 18th December interested parties to make comment. Confirmation of comments received. Enquiry evidence due 7th February 2024, event date 6th March 2024.

WA/2023/02460 - Woodcote, Fisher Lane, Dunsfold, GU8 4PH  
Certificate of lawfulness under section 192 for erection of single storey extension.  
Decision: Pending

WA/2023/02564 - Land at Chiddingfold Storage Depot, Chiddingfold Road, Godalming, GU8 4PB Erection of two extensions to building a to provide additional storage processing office and amenity space. (County matters planning application registered for county planning authority.  
Decision: Pending

WBC Licensing Application - An application has been received for a new premises licence. The application is for Off sales and Opening hours 08:00-20:00 Monday to Friday and 09:00-20:00 Saturday and Sunday (A distillery for the production of spirit based alcohol products (primarily gin), with online retail and wholesale sales. The premises shall not be open to the public). If you would like to make comment or representation on this application, the last date for representations is **2nd January 2024**. All correspondence in relation to this application or if you have any queries in respect of this application, please do not hesitate to contact this office via email to [licensing@waverley.gov.uk](mailto:licensing@waverley.gov.uk). Premises: Surrey Copper Distillery; Application Type: New; Address:222 Dunsfold Park, Stovolds Hill, Cranleigh, GU6 8G; Applicant: PEMI Brands Limited.  
Decision: Granted 7/1/2024

WA/2023/02752 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA  
Certificate of lawfulness under section 191 for installation of a dovecote on roof of garage building which was completed in excess of 10 years. Due 12/01  
Decision: Appealed for non-determination

WA/2023/02740 - Millhanger Farmhouse, Chiddingfold Road, Dunsfold, GU8 4PB  
Erection of a pool plant room and construction of a swimming pool with associated works. Due 26/01  
Decision: Granted

WA/2024/00219 - 37 GRATTON CHASE DUNSFOLD GODALMING GU8 4AL  
Alterations to roofspace to provide habitable accommodation including installation of rooflights.  
Decision: Pending

PRA/2024/00170 - WOODCOTE FISHER LANE DUNSFOLD GODALMING GU8 4PH. Date 26/02  
Erection of a single storey rear extension which would extend 8m beyond the rear wall of the original house for which the height would be 3.95M and for which the height of the eaves would be 2.30 M. Date 19/02  
Decision: Pending

WA/2024/00171 - WOODCOTE FISHER LANE DUNSFOLD GODALMING GU8 4PH  
Erection of a single storey rear extension which would extend 8m beyond the rear wall of the original house for which the height would be 3.95M and for which the height of the eaves would be 2.30 M. No date  
Decision: Pending

PRA/2024/00125 - DUNGATE FARM PLAISTOW ROAD DUNSFOLD GODALMING 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. Date 12/02  
Decision: Prior approval not required

WA/2024/00103 - 4 BURNT HILL 7 PLAISTOW ROAD DUNSFOLD GODALMING GU8 4PG  
Change of use of land to allow for stationing of 5 additional caravans on existing caravan site; associated works comprising alteration of levels and hardstanding; soft and hard landscaping (part retrospective).  
Extension date 14/02  
Decision: Pending

WA/2024/00083 - LAND ADJOINING ELM CORNER HOUSE THE GREEN DUNSFOLD GODALMING GU8 4LX  
Erection of 1 building following demolition of 2 existing buildings and removal of a shipping container  
(retrospective). Extension date 14/02  
Decision: Pending

WA/2024/00147 - LAND CENTRED COORD 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. Date 23/02  
Decision: Pending

WA/2024/00043 - ASHDOWN CHIDDINGFOLD ROAD DUNSFOLD GODALMING GU8 4PB  
Erection of extensions and alterations including increase in roof ridge height and installation of solar panels on  
roof. Date 29/01  
Decision: Pending

To be confirmed at the March meeting along with dates for the HR, CC, KGV as per email of 22nd Feb, 5th March

#### Dunsfold Parish Council Meeting Dates 2024/25

All meetings will be held in the Nugent Room of the Winn Hall on Tuesdays at 7.30pm apart from the Annual Parish meeting which will be held in the Winn Hall.  
The Clerk has delegated authority to amend the calendar as necessary.

11th June 24	DPC
9th July 24	DPC
13th August 24	DPC
10th September 24	DPC
8th October 24	DPC
12th November 24	DPC
10th December 24	Precept and DPC
14th January 25	DPC
11th February 25	DPC
11th March 25	DPC
8th April 25	Annual Parish meeting
13th May 25	Annual Parish Council meeting

# DUNSFOLD PARISH COUNCIL

## RISK ASSESSMENT AND MANAGEMENT

Risk Area	Potential Risk Identified	H/M/L	Potential impact	Mitigation (Control)	Evidence	Action Agreed Improvements
Assets	Damage to physical assets as identified on the asset register	Low - medium	Cost of replacing damaged, destroyed or missing assets. Loss of facilities.	Maintain Asset Register. Maintain assets. Adequate level of insurance.	Current insurance policy.	Regular review of insurance policy. Risk assess items on asset register.
Finance	Banking procedures	Medium	Cash flow problems. Increased potential for fraud.	Internal audit. Mandate kept up to date as quickly as Lloyds will allow.	Signed annual internal audit.	Review bank mandate to ensure bank signatories are up to date. Produce clear procedure via Financial Regulations. Bi-monthly bank reconciliations.
Finance	Loss of income due to damage or theft	Low	Inability to provide expected service. Loss of key data.	Adequate level of insurance cover. Any important documents backed up to off-site remote storage.	Current insurance policy. Storage of key documents in a fire proof lockable cabinet and backed up on iCloud.	
Finance	Loss of cash through theft or dishonesty	Medium	Adverse publicity for the council and risk to reputation. Financial loss.	Insurance cover.	Current insurance policy	Review level of fidelity insurance relevant to size/activity of Council
Finance	Non-compliance with HMRC regulations	Medium	Penalties and/or fines for late returns, errors on submission etc.	Use external advice when necessary. Payroll administered by the Clerk through Sage.	Monthly payslips. Regular payments agreed for internet banking payments to HMRC, Sage, LGPS and Clerk.	Maintain monthly returns by HR.
Finance	Inadequate financial controls and records	Medium	Lack of control over the Council's assets. Higher likelihood of fraud or misappropriation of assets. Ineffective reporting. Receiving an unqualified internal and external audit report.	Accounts prepared on Scribe/spreadsheet software. Asset register regularly updated. Expenditure payments approved by council. 2 Council signatories on payment authorisations. Annual independent and internal audit.	Policies review ongoing. Council accounts regularly sent to members. Signed authorisation invoices. Approved payments on minutes. Approved signatories on bank mandate. Successful internal and external audit.	Complete policies review. Update asset register for all future assets purchased. Training for Parish Clerk and members in financial administration.



<b>Risk Area</b>	<b>Potential Risk Identified</b>	<b>H/M/L</b>	<b>Potential impact</b>	<b>Mitigation (Control)</b>	<b>Evidence</b>	<b>Action Agreed Improvements</b>
Finance	Inadequate budgeting	Medium	Council receives less funding than is required to meet its obligations and objectives.	Precept determined at Jan meeting for this budget.	Precept as per council minutes.	-
Liability	Third party property or individuals	Medium	Funding cost of a successful action or claim against the Council. Reputational risk.	Public liability insurance cover.	Current insurance policy.	-
Liability	Legal liability because of asset ownership e.g. street furniture	Medium	Cost of a successful claim against the Council. Reputational risk.	Adequate Insurance; clarify land ownership responsibility.	Current insurance policy.	Obtain proof of licences.
Employer Liability	Non- compliance with employment law	Medium	Employee dissatisfaction and disputes, leading to industrial tribunal.	Employer Liability Insurance cover. Relevant staff and member training.	Membership confirmation for SALC and SLCC. Current insurance.	Review line management responsibilities. Appraisal Policy. Staff qualifications.
Employer Liability	Non- compliance with HMRC requirements	Medium	Fines and penalties for late returns, errors. HMRC investigation.	Relevant staff experience. Advice from relevant professional advisers and membership bodies e.g., SALC and SLCC.	Record of HMRC returns and submissions.	
Employer Liability	Safety of staff and visitors	Low	Funding cost of a successful action or claim against the Council. Reputation at risk.	Adequate insurance.	Current insurance cover.	Creation of employee safe working/ lone working policy, Dignity at Work and H&S Policy.
Legal Liability	Non-compliance with legal powers (acting ultra vires)	Medium	Potential reputational and financial risk.	Parish Clerk clarifies the legal position. Legal advice to be taken as necessary. Regular SALC/NALC &SLCC updates sought.	Council minutes.	Per Internal Audit Oct 23.
Legal Liability	Inaccurate and/ or non-timely reporting via the minutes	Medium	Inappropriate or no actions undertaken. Reputational Risk. Non- compliance with the Freedom of Information Act.	Full Council meets regularly and receives minutes of meetings. Minutes made available to public via the Council website. Staff and member training.	Council minutes consecutively numbered, signed and dated. Hard copy available as well as via the website.	Annual review of Freedom of Information Requirement.

Risk Area	Potential Risk Identified	H/M/L	Potential impact	Mitigation (Control)	Evidence	Action Agreed Improvements
Legal Liability	Inaccurate and/or non-timely disclosure via public media eg. website	Medium	Misleading information provided. Legal claims against the Council. Risk to reputation.	Libel/slander insurance cover.	Current insurance cover.	
Legal Liability	Misconduct of staff	Low	Risk to reputation 3 <sup>rd</sup> party claim against council. Cost of legal advice.	Regular liaison with HR committee. Membership of relevant professional body. (SLCC). CiLCA training.	Meetings with HR committee. Support of membership to SLCC. Appraisal and review of training needs.	
Health & Safety	Failure to comply with legislation	Medium	Action or claim against the Council. Reputation risk.			To create H & Safety policy.
Legal Liability	Document Control	Medium	Loss of key data. Confidential data compromised. ICO investigation. Council unable to function effectively.	Any legal documents kept in locked office cabinet. Computer backed up regularly remotely.	Minutes and accounts kept in locked office.	Identify and list statutory documents (eg employers liability, minutes) and where stored. Archive minutes to the Surrey History Centre.
Councillor Propriety	Non- Declaration of Interests	Medium	Councillors' conflict of interest. Corruption and reputational risk.	Agenda item to prompt all to declare any DPI's/ODI/ disclosures. Training of members.	Register available online via link to Borough Council and DPC website. All declared interests recorded in Parish Council minutes.	Create Councillors' training record. Members to ensure Rol's are up to date.
IT	Failure of IT System	Medium	Loss of service	PC Mac purchased in in 2016.	Insurance.	Different passwords for each website. Review to replace IT to take place 24/25.
IT	Security	Medium	Theft	IMac kept in locked premises.	Current insurance policy. IMac password protected.	

Risk Area	Potential Risk Identified	H/M/L	Potential impact	Mitigation (Control)	Evidence	Action Agreed Improvements
Dunsfold Commons areas including woodlands and ponds leased from Waverley Borough Council	<p>Injury or damage to parishioners or third parties arising from use or enjoyment of common area.</p> <p>Management costs exceed budget.</p>	Medium	Public liability arising from use of common areas.	Annual budgeting including contingency reserve . Risks insurance cover in compliance with lease.	Current insurance policy. Working party meets when required and reports to the Commons Committee comprising all members at two monthly intervals.	
King George V Playing Field, Pavillion and Children's Play Area and Tennis Court Flood Lights	<p>Maintenance costs exceed budgeted or actual income.</p> <p>Public liability to third party users.</p> <p>Injury or damage to parishioners or third parties from use or enjoyment of the premises</p>		Public liability arising from use of common areas.	Contingency reserve. Regular review of budgets. Insurance cover. Annual accounts for management function independently assessed and submitted to Charity Commision.	KGV working party meets when required and reports to the KGV Committee comprising of all members.	

Due for adoption by Dunsfold Parish Council at the Parish Council Meeting 12th March 2024 and signed by the Chair

## **Surrey RoadSafe Vision Zero Strategy**

### **Dunsfold Parish Council (the “Council”) response**

The Council is broadly supportive of the aims of this strategy and the goal of making Surrey’s roads safer.

The Council is sadly aware of a number of road traffic accidents within the rural parish of Dunsfold. These include the tragic fatal accident on Wrotham Hill in 2023, and less serious accidents/near misses at Pratts Corner (junction of Dunsfold Road with Dunsfold Common Road). Whilst the village “centre” is a 40mph limit, remaining adopted roads within the parish are 60mph. Given the dispersed nature of the Dunsfold parish settlement, this necessarily includes roads lined with residential and business properties.

The Council is aware of a general sense of frustration amongst some of the population about traffic speeds, speed limits and general road safety. A number of volunteers in the village participate in the Dunsfold village speed watch, which routinely shows vehicles exceeding the 40mph limit in the centre of the village.

The Council wishes to make the following comments in relation to the strategy:

- Consultation with parish councils and local communities on any measures is essential, particularly on the subject of speed limit reductions and new road engineering projects (chicanes, bumps etc). Community consent and buy-in is essential for success.
- The Council is particularly interested in receiving further details of the proposal to reduce all rural speed limits from 60mph to 40mph by 2028, and queries the timeframe for Dunsfold’s roads being included within that review.
- The Council holds some concern that the strategy lacks significant budget to deliver on the aims, particularly for more costly enforcement measures – such as policing, engineering solutions and average speed cameras. The Council urges the RoadSafe board to be open and transparent with communities as to how funding will be allocated across Surrey projects, and to provide assurance that less populous rural areas (like Dunsfold and surrounding villages) are not overlooked at the expense of more urban areas.
- The Council queries why the strategy includes a policy for reducing 30mph to 20mph, but does not include a policy for 40mph to 30mph. The Council asks whether and when such a 30mph policy will be drafted.
- The Council is concerned that the data focusses on fatal and serious incidents. This could miss less serious accidents, but which still provide an indicator of a safety issue (and potentially a fatal accident in waiting). A local example that the Parish Council is aware of is the number of vehicles that have left the road at Pratts Corner, landing in hedges or brick walls adjacent to the highway.
- There is a broad need to address poor road condition in Dunsfold, as in other rural areas. Potholes, poor surfacing and flooding all contribute to road (un)safety, as vehicles have to dodge obstacles on narrow roads, usually at speed. The carriageway on the Plaistow Road towards Plaistow (close to Burnt Hill) is particularly poor. The Council considers that there should be a link between revenue generation through fines and road infrastructure maintenance improvements.

- The Council would welcome some clarity as to how the RoadSafe strategy:
  - Interacts with plans to develop an HGV exclusion zone to cover a large rural area, including Dunsfold; and
  - will inform planning decision making, as more development (particularly housing) in this area leads to more road users and vehicles on the road.

## SCC RIGHTS OF WAY CONSULTATION

The key local issues are:

- lack of fingerposts/waymarking
- overgrown paths, poor condition
- fallen trees/obstructions
- too many stiles
- stiles in poor condition
- lack of public transport to get to public rights of way (PRoW)

Improvements needed:

- increased signage
- improve accessibility for less mobile
- path maintenance/obstruction removal
- engagement/enforcement for landowners that do not maintain PRoW
- More benches and dog poo bins
- Creating PRoW to connect new housing developments with local services such as schools and shops
- increased public transport and safe cycling routes to connect PRoW
- Discussion and consultation with the parish council on local improvements

Additional comments/suggestions

- Use of PRoW is linked to availability of local services and schools, nursery and employment locations - these all need to be close by. Dunsfold has seen a decline in educational provision, resulting in more cars on the road travelling further afield to access these services. Contrast this to the use of the Downlink in Bramley. Dunsfold should have educational facilities.
- Good quality PRoW are essential for achieving net zero, by getting people out of their cars.
- Recognise the importance and potential of PRoW for day-to-day commuting and connecting communities with services.
- Rural areas in Surrey have seen a significant increase of new house building, often with poor PRoW connectivity (see Miller Lane, Wetwood Farm in Dunsfold). This should be addressed in planning policy.
- Recognise the need to spread PRoW improvement across the county and not just focus on more populous areas.
- It is important for SCC to engage/educate landowners about PRoW responsibilities, and be prepared to initiate appropriate enforcement.
- There is a need to link in with the Surrey Hills National Landscape (AONB) boundary extension. PRoW improvements need to respond to landscape sensitivities.
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Table 1

<b>DUNSFOLD PARISH COUNCIL</b>				
<b>Bank Reconciliation for year ending 31st March 2024</b>				
<b>Balance Brought Forward 1st March 2023</b>	149,521.44			
<b>Add receipts</b>	52,195.46			
	201,716.90			
<b>Less payments</b>	55,962.72			
<b>Closing balance</b>	145,754.18			
<b>Bank balance at 06/03/2024</b>	137,231.80			
<b>NS&amp;I Investment Account</b>	8,522.38			
	145,754.18		TRUE	
			0.00	
<b>Councillors Enticknap &amp; Fraser sighted and agreed:</b>				
<b>Date</b> .....				

Table 1

	Date	General reserve	KGV Play Area	KGV	Commons & Trees	Capital Projects	SCC Roads S106	Woodland S106	Environment S106	N Plan		
Balance B/Fwd 31st March 2023	149,521.44	23,249.80	9,974.58	14,709.83	9,060.00	25,000.00	38,283.91	15,236.11	8,936.72	5,070.49		
Surplus/Negative allocation		0.00										
Nexus										(850.00)		
Footbridge Gratton woods								(2,490.00)				
Wood for footbridge								(2,075.00)				
UVE NP review												
Bridges & Footpaths							(5,545.40)					
Balance C/Fwd 31st March 2024	138,561.04	23,249.80	9,974.58	14,709.83	9,060.00	25,000.00	32,738.51	10,671.11	8,936.72	4,220.49		
General Reserve		Contingency and cover for six months operating costs - emergency provision										
KGV Play area		Balance from S106 and provision for 10 year improvement / renewal programme										
KGV		Provision for field and Pavilion 10 year improvement / renewal programme										
Common & Trees		Provision for emergency tree work 3 yearly cycle maintenance and paths and road emergency works										
Capital projects		Provision for Capital projects - Traffic calming / speed control, KGV building replacement, Parish Assets										
SCC Roads		S106 road improvements - conditions apply										
Woodland S106		S106 Gratton chase - specific programme of initial works and 10 year maintenance										
Environment S106		S106 Gratton Chase - specific series of improvements										



Budget vs Actual

RECEIVED	RECEIPTS	Year 2023/24			Precept 23/24	Difference
		General Account	Project Account	Total PC		
Waverley	Precept	49,000.00		49,000.00		49,000.00
FoDC	Friends of Dunsfold Common - commons maintenance					0.00
Grants	SCC grant for KGV works (unspent)	1,424.00		1,424.00		1,424.00
Interest	Interest from NS&I					0.00
VAT	Returned VAT	1,771.46		1,771.46		1,771.46
	Total Receipts	52,195.46	0.00	52,195.46	0.00	52,195.46
	PAYMENTS	Year 2023/24			Precept 23/24	Difference
Common Maintenance						
Common	Commons cut, verges, woodlands, common works	4,000.30		4,000.30	5,500.00	1,499.70
Ponds	Ponds, culverts	595.00		595.00	3,000.00	2,405.00
Woodland Trees	Roadside trees	1,190.00		1,190.00	2,500.00	1,310.00
	Contingency for maintenance			0.00	3,000.00	3,000.00
	Village car park repairs			0.00	1,000.00	1,000.00
Defibrillator	Annual telephone service and consumables	100.00		100.00	350.00	250.00
General Administration						
	Audit Fees - Internal / External	661.70		661.70	700.00	38.30
	Clerks salary, NI and tax & pension	14,501.23		14,501.23	16,000.00	1,498.77
	Office rent	2,160.00		2,160.00	2,200.00	40.00
	Misc	90.00		90.00		-90.00
	Sage, stationary, postage & equipment	1,157.87		1,157.87	1,110.00	-47.87
	Telephone & broadband Zoom	487.83		487.83	1,000.00	512.17
	Newsletter			0.00		0.00
Grants						
	Parochial Church Council	2,000.00		2,000.00	2,000.00	0.00
	CAW	1,000.00		1,000.00	1,000.00	0.00
	Winn Hall	300.00		300.00	300.00	0.00
	British Legion Wreath	50.00		50.00	50.00	0.00
	Surrey Air Ambulance	300.00		300.00		-300.00
Insurance	Insurance	2,370.20		2,370.20	2,500.00	129.80
King George V Playing Fields						
	KGV Support	3,255.50		3,255.50	3,000.00	-255.50
	Play area maintenance	2,000.00		2,000.00	2,000.00	0.00
	Car park repairs	0.00		0.00		0.00
	SCC grant for KGV works returned unused	1,424.00		1,424.00		-1,424.00
Legal Fees	Legal & Professional Fees	2,750.00		2,750.00	5,500.00	2,750.00
Misc	VAS signs and batteries			0.00		0.00
NP	Neighbourhood plan		850.00	850.00		0.00
						0.00
						0.00
Subscriptions & Courses, Clr All						
	Clerks and Councillors courses	250.00		250.00	800.00	550.00
	Data Protection & Parish Online	35.00		35.00		-35.00
	Subscription to SLCC, NALC	567.31		567.31	600.00	32.69
	Books			0.00		0.00
	Councillors Allowances			0.00	450.00	450.00
Website	Web Costs	500.00		500.00	500.00	0.00
	Claimed	1,771.46		1,771.46		-1,771.46
VAT	Unclaimed	1,484.92		1,484.92		-1,484.92
Village Projects			10,110.40	10,110.40		0.00
	Total payments	45,002.32	10,960.40	55,962.72	55,060.00	10,057.68

# **MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022**

National Association of Local Councils (NALC)  
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## **INTRODUCTION**

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

### **How to use model standing orders**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

### **Drafting notes**

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

## **1. RULES OF DEBATE AT MEETINGS**

- a. Motions on the agenda shall be considered in the order that they appear unless

the order is changed at the discretion of the chair of the meeting.

- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h. A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j. Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k. One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
  - iii. to make a point of order;

- iv. to give a personal explanation; or
- v. to exercise a right of reply.
- p. During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q. A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t. Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c. If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. MEETINGS GENERALLY

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g. Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.



- i. A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j. A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l. **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p. **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- 
- r. **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**
- 

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t. The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**
- v. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- w. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x. A meeting shall not exceed a period of 2 hours.

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f. **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j. **Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**
  - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council**

**resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to**

and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c. The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d. If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 5 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

## **7. PREVIOUS RESOLUTIONS**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 3 clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded and numbered in the order that they are received.
- h. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;

- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**



## 12. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e. **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 
- f. Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a. All councillors and non-councillors with voting rights shall observe the Local Government Association Model Councillor Code of Conduct 2020 ('the code of conduct') adopted by the Council.
- b. Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c. Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f. A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h. **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the**

**Council's area; or**

- iii. **it is otherwise appropriate to grant a dispensation.**

## **14. CODE OF CONDUCT COMPLAINTS**

- a. Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b. Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c. The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. PROPER OFFICER

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his/her/their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic

form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;  
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also *standing order 23*).

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and

- expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with**

**an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.**

## **19. HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b. Subject to the Council’s policy regarding absences from work, the Council’s most senior member of staff shall notify the chair of the HR committee or, if he/ she/they is not available, the vice-chair (if there is one) of the HR committee of

absence occasioned by illness or other reason and that person shall report such absence to the HR committee at its next meeting.

- c. The chair of the HR committee or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer and RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the HR committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the HR committee or in his/her/their absence, the vice-chair of the HR committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Proper Officer and RFO relates to the chair or vice-chair of HR committee, this shall be communicated to another member of the HR committee, which shall be reported back and progressed by resolution of the HR committee.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**



## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a. The Council may appoint a Data Protection Officer.
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

## **24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **26. STANDING ORDERS GENERALLY**

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2
- c. councillors to be given to the Proper Officer in accordance with standing order 9.
- d. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- e. The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

## SUN INN LICENCE FOR THE USE OF THE COMMON

For background, the licence is necessary to formalise the arrangement of seating on the common owned freehold by WBC for two main reasons.

- The council has an obligation to treat all residents the same. Other businesses in the borough who use the council's land for customer seating do so under formal agreement.
- We have had advice from our insurer that without an agreement in place with the pub there is a risk the council might be held liable in the event of an incident.

As you know we have explained all this to the owners of the pub and offered them our standard licence, however, they refused to enter into this licence. In order to protect the council we really do have to find a solution. Having discussed this internally it is our view that there are two options:

1. Our preferred option would be for the pub to sign the licence offered as others have done (attached a copy of the licence offered; please note that we have since noticed that clause 14 is missing which gives either party the right to terminate by giving 4 weeks' written notice).
2. Unfortunately, if the above cannot be agreed, we don't see any alternative but to remove the picnic benches as WBC does not have the resources to maintain these which we would have to do in order to comply with our insurance obligations. We appreciate that this would be very detrimental and upsetting to the local community and we therefore hope for the parish council's support in succeeding with option 1.

Please let me know if you need any further information. I look forward to hearing the PC's views.

## TIDEY AND WEBB QUOTE

At DPC Meeting on 10th October 2023 Agenda item [9] the Council considered motions to approve the Woodlands Track Works specified in the quotation from Tidey and Webb attached to the agenda item. The Minutes show that the amended motion was not carried and the Clerk suggested that the Finance Committee meet to resolve how the works would be funded. After consultation with Mulberry & Co the Finance Committee is satisfied that the works can be funded from S106 funds provided to improve roads and pathways infrastructure and pedestrian accessibility and safety between the Gratton Chase Development and Dunsfold Facilities - i.e. Village centre - (Shop, Hall and Pub) and sports amenities (KGV).

# TIDEY & WEBB LTD

**Andrews Hill Yard, Andrew Hill,  
Billingshurst, West Sussex, RH14 9JT  
Tel No (01403) 741673  
Email: enquiries@tideyandwebb.co.uk**

Our Ref: AS/24/584

For the attention of:  
Mr Roy Enticknap  
Dunsfold Parish Council  
Unit 3 The Orchard  
Chiddingfold Road  
Dunsfold  
Surrey  
GU8 4PB

8<sup>th</sup> March 2024

Dear Sir

## **Re: Woodlands Track works**

With reference to your recent enquiry we have pleasure submitting our quotation for the works as described below.

## **Quotation**

The works involve forming a woodland footpath

## **Woodland footpath works 440lm x 1.2m**

- 1) Reduce dig topsoil to a depth of 100mm and cart arising to location on site
- 2) Regrade and compact sub soil
- 3) Provide and lay geotextile to sub soil
- 4) Supply and Lay 150mm of 6F2 crusher run to build up levels
- 5) Provide and lay 100mm of MOT type 1 and compact fully with a heavy duty roller

**Our price for the above works is £18,185.00 plus VAT.**

We thank you for your enquiry. If you require any further information or clarification please do not hesitate to contact us.

**Please read our quotation and attached Terms and Conditions carefully to ensure we have covered all the work required.**

Yours sincerely

Andrew Shipley

**Civil Engineering Contractors**

Directors T. Spitkowski, O. Lambkin, E. Slaviero  
Registered Office: Andrews Hill Yard, Andrews Hill, Billingshurst, West Sussex, RH14 9JT  
Registered in England No. 1329531

## Terms & Conditions

- Our quotation will remain fixed for 30 days from the date of the quote and thereafter will be subject to any price increases.
- If a deposit has been agreed by both parties, then this must be received 7 days prior to the start date.
- Our payment terms are 14 days from the date of our invoice.
- Due to the nature of our business, confirmed start dates may change slightly, but we will give you as much notice as possible.
- Tidey & Webb Ltd will not be held responsible for weed growth, unless a full reconstruction has taken place.
- Tidey & Webb Ltd will not accept responsibility for any failure of the sub-base that has been prepared by others.
- Tidey & Webb Ltd will not be held liable for any ground movement, subsidence or tree root damage.
- Where our surfacing is laid to kerb or other levels given by you, no liability can be accepted for any failure of surface water to drain away due to inadequate falls.
- If our quotation has been priced off a plan or your provided measurements, then a fixed price will be subject to a site visit.
- Due to the nature of materials and processes we use, there can be a variation in texture and colours. Therefore Tidey & Webb Limited will not be liable if this occurs.
- Whilst every care is taken, Tidey & Webb Limited will not be held liable for any damage to cables or pipework unless a schematic plan has been provided to us prior to work commencing.
- Tidey & Webb Ltd shall not accept the responsibility for the shedding of surface water if the surface gradients do not comply with the recommendation of the relevant British Standards.
- Tidey & Webb Ltd will carry out the work and use materials as specified in our quotation. If our quotation differs from any information given to us at the pricing stage, then our quotation takes precedence.
- Tidey & Webb Ltd will not be held liable for any consequential loss or indirect damage resulting from the work provided.

March 2024

<b>Expenditure</b>		
Olema Engineering	Office rent	180.00
Staff costs	Staff costs	2816.02
Starboard Systems	Scribe annual invoice	489.60
Sage Global Services	Payroll software	9.60
Surrey County Council	Returned unused grant KGV	1424.00
		<b>4919.22</b>
<b>Invoices to approve</b>		
Mulberry & Co	Training	604.80
JW Elliott & Sons	Commons cut	3088.80
Cleverwoof Limited	NP leaflets	291.50