

DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard
Chiddingfold Road
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GU8 4PB

MINUTES

Minutes of the Parish Council Meeting held on Tuesday 13th February 2024
at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr Nigel Waterson - Chair

Cllr Chris Lindesay - Vice Chair

Cllr Roy Enticknap

Cllr Jane Wright

Cllr Mel Shone

Cllr Ginny Fraser

Cllr Tigi Singhateh

Clerk to meeting: Celeste Lawrence, Clerk & RFO

Public: 6 & Cllrs Deanus and Relleen

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

2.1 - Cllr Waterson declared a dispensation had been granted on the Coombebury appeal.

Cllr Shone also declared an interest and dispensation had been granted on the Coombebury appeal.

Cllr Fraser also declared a dispensation had been granted on the Coombebury appeal.

Cllr Wright also declared a dispensation had been granted on the Coombebury appeal however didn't need to declare as she would be listening, no decision was to be made.

2.2 None

2.3 None

3. PARISH COUNCIL MINUTES OF THE PREVIOUS MEETING

The draft Minutes of the Parish Council meetings held on the 19th September, 10th October, 14th November and 12th December, as circulated, were agreed as a true record for the Chair to sign. The draft Minutes of the meeting held on 12th December were amended by the Chair with the addition of "and dispensations" on 2.1 for Cllrs Waterson, Wright and Shone. The draft Minutes of the Parish Council meeting held on 9th January were not signed.

4. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETING

None.

5. PLANNING NOTIFICATIONS

Circulated with the agenda.

Coombebury Cottage appeal: Cllr Waterson working with Waverley Borough Council. The appeal commences on the 27th February.

6. PLANNING APPLICATIONS

1. WA/2024/00219 - 37 GRATTON CHASE DUNSFOLD GODALMING GU8 4AL

Alterations to roofspace to provide habitable accommodation including installation of rooflights.

Decision: No comment

2. 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: No comment

3. 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: No comment but to note to Waverley as this is an extension on an extension and therefore they need to satisfy themselves that the conditions for permitted development are met.

4. 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: No comment
5. 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: Objection due to the retrospective nature, culling of ancient woodland, biodiversity, over development.
6. 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: It was decided that this application would be discussed after the public session.
7. 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: Objection listing urbanisation, proximity of Grade 2 Listed Building, traffic movements.
Cllr Singhateh abstained from voting.
8. 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: No comment, suggest landscaping scheme condition.

The chair opened the meeting to the public at 8.30pm

A parishioner questioned the validity of the vote on the 9th January minutes as one of the councillors who voted against was not at the January meeting. It was noted that the amount of time spent on the draft minutes since September was concerning.

A parishioner requested an update on the Stovolds Hill site and if there had been any progress on the Parish Council working jointly with Waverley and neighbouring villages. Cllr Fraser reported that she had met with Alford and Bramley councils and that work was progressing to make a substantial objection.

A parishioner gave information and comments on planning application WA/2024/00083.

A parishioner commented that as a past councillor that she found visiting a site of a planning application was helpful to decision making. The parishioner further pointed out that the road by Elm Corner is jointly owned by Surrey County Council and Waverley Borough Council however the applicants of planning application WA/2024/00083 were the ones contributing and making repairs to the road in the absence of Waverley/SCC doing so.

In relation to the Neighbourhood Plan a parishioner queried the time frames referred to by the consultant last October stating that the development of the criteria for site selection was important and that it should take a maximum of 2 months however the consultation had yet to be held. Further, the consultant had suggested that Reg 14 or 15 consultation phase should be reached by early Spring. Does the Council think it will get to the Reg 14 consultation by March 20th? Cllr Waterson responded that this question and more would be answered in item 16.

The chair closed the meeting to the public at 8.45pm

6. PLANNING APPLICATIONS

6. 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: 6 members voted not to object to the application but suggest conditions regarding hours of opening and use; 1 member voted to object.

Cllr Waterson proposed; Cllr Wright seconded that items 19 & 20 were brought forward. Motion carried.

19. WAVERLEY BOROUGH COUNCIL

Cllr Relleen reported that the budget meeting would be held next week and an update will be made at the next meeting. The collaboration between Guildford and Waverley was continuing. Guildford planning department is under investigation for fraud. It was noted that resources were being diverted towards Guildford, away from Waverley.

20. SURREY COUNTY COUNCIL

Cllr Deanus gave an update on the Stovold Hill travellers site including the serving of enforcement notices to which the travellers put an appeal in meaning that enforcement has to stop. A Public Enquiry was due to be held last week but did not go ahead. One inspector is gathering all the appeals together to deal with them all at once. The Waverley enforcement team are also investigating the Air B&B sites at Burnt Hill. Maps of the proposed HGV exclusion routes were viewed and the work is ongoing.

7. BURNT HILL APPEAL

Motion: To agree if a member will attend the hearing on the 12th March 2024.

It was decided not to send a representative of the council to this hearing but a short note in support of the response sent in 2022 would be appropriate. Cllr Fraser to draft a response.

8. WROTHAM HILL COTTAGE WROTHAM HILL DUNSFOLD GODALMING GU8 4PA

PROPOSAL: Certificate of Lawfulness under Section 191 for use of roof space of the garage building for the purposes of habitable accommodation - contrary to condition 2 of consent WA/2003/2383. APPLICATION REFERENCE: WA/2023/00302 PLANNING INSPECTORATE REFERENCE: APP/R3650/X/24/3337134

Recommendation: To consider if a further response is necessary.

No further response necessary. The clerk was requested to check if the Waverley officer has the Parish Council response.

9. FINANCES

Recommendation: To appoint a rota of councillors under FR 2.2 to verify bank reconciliations on a quarterly basis.

Clerk to arrange a rota in alphabetical order, excluding the chair, for the bank reconciliations to be checked on a quarterly basis starting March 2024 to be confirmed by Cllrs Enticknap and Fraser.

10. ANNUAL PARISH MEETING

Recommendation: To consider arrangements for the Annual Parish Meeting on the 9th April.

Chair would like to change the date. Clerk advised that a motion was needed. Suggested date of 23rd April. Clerk to invite local organisations to give an update. Add to next agenda for ideas on speakers.

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/>

Clerk to chase up the Parish Council specific consultation.

12. SURREY ROAD SAFE VISION ZERO PUBLIC CONSULTATION

Attached to the agenda

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

Deferred to March meeting. Cllr Shone to circulate comments.

13. WAVERLEY 20 MILE PER HOUR EMAIL

Email attached to agenda.

Recommendation: To agree a response to:

1. What 20mph zones or areas do you already have in the parish?
2. Does Dunsfold parish council want a 20mph area (or specific zone)?
3. Where would the parish council want 20mph coverage?

- Response: 1. No 20mph zones in the village.
2. & 3. Needs more information and and needs more discussion.

14. COUNCILLOR TRAINING

Recommendation: To ratify the cost of councillor training of £450 + VAT and travel from Eastbourne to be funded from the Training budget of the 23/24 precept.

Cllr Waterson proposed; Cllr Wright seconded and all AGREED to the recommendation.

15. ELECTRIC VEHICLE CHARGERS IN THE PARISH

Letter attached to the agenda

Recommendation: To consider the possibility of installing electric chargers in the village.

The Clerk has forwarded this information to the Winn Hall as they are central in the village. KGV team to consider if the KGV is a suitable place.

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

16. NEIGHBOURHOOD PLAN UPDATE

Cllr Waterson reported that an informal consultation was about to begin and leaflets will arrive shortly. Councillors will deliver to each household. The drop in session has been rebooked for the 5th March. Consultation ends on the 15th March so 2 Saturday surgery sessions are included. All members are to review all the draft policies not just the ones they were allocated. Zoom meeting to be held on 6th March to review draft policies between the working party and the consultant, UVE. Call for site: Wetwood Farm approval has brought the numbers up further. Waverley are doing a call for sites across the Borough ending 31st March along with another Land Availability Assessment which will include Dunsfold. Waverley will reconsidering allocated housing numbers at the end of the year mainly for the 4 large settlements. The results from Waverley's consultations are due at the end of March and therefore finalising the draft is not possible by that time. The council could do its own call for sites informally based on the previous AECOM report but that would have to be decided by the council at a later date.

17. FINANCIAL MATTERS

Note attached to agenda

In compliance with Financial Regulation 6.1 It is proposed that the following procedures be put in place.

1) Confidential Records

To resolve that confidential matters dealt with under section 7 of the Financial regulations requiring a confidential record, will be dealt with by the HR committee.

The HR Committee will propose a fixed amount from time to time which will be resolved by Council to be shown.

This amount falling under Section 7 to be reported as "Staff Costs" in the Accounting reports available to Councillors and the General Public. Members of the HR Committee are deemed to meet the requirements of Section 7.4 (a) of the Financial Regulations. In the absence of any members of a HR Committee that recognition defaults to the, then, Chair of Council.

Proposed by Cllr Lindsey; seconded by Cllr Wright and all AGREED.

2) Regular Payments

a) To resolve that the following regular Payments me made by monthly standing order in accordance with FR 6.8

i) Staff Costs as defined in 1) above - the various standing orders to be agreed between the RFO and HR committee.

ii) Office rent

b) To resolve that the following regular payments may be made by variable direct debit in accordance with FR 6.7

i) BT Broadband and Internet - subject to biennial review of contract and confirmation that it is most appropriate for the requirements of Council.

ii) Sage Payroll

Proposed by Cllr Lindesay; seconded by Cllr Wright and all AGREED.

3) Annual Subscriptions

Council will review and agree at the Annual meeting in May, a set of subscriptions paid on an annual basis for Statutory and other Services and subscriptions to Local and National associations which can provide support, training and advisory services to both Clerk and Councillors.

The subscription due date and current amount of the annual subscription shall be reported and agreed at the meeting. Councillors will be advised of any login codes required to access the services of the respective organisations. Any reasonable variations (max +15%) to the subscriptions shall be paid when due and reported to the next scheduled Council meeting, variations in excess of 15% will not be paid but brought to the next Council meeting for review.

Proposed by Cllr Lindesay; seconded by Cllr Waterson and all AGREED.

4) Consultancy Services

In recognising that Councils Internal Auditor is barred from providing Council with Consultancy services, Council resolves to provide funds from the Professional services budget for Accounting and Financial advice for the current year to a maximum of £1000 (any contract under this budget will be covered by FR 11.1.a.ii).

These funds to be used, as required by the Finance Committee to support the development and implementation of the Scribe accounting system and to prepare and as far as possible resolve, the outstanding Reserves and S106 obligations of Council.

Proposed by Cllr Lindesay; seconded by Cllr Waterson; Cllr Shone abstained and all others AGREED.

18. COMMONS COMMITTEE

Draft attached to the agenda.

Recommendation: That this Council resolves to ADOPT the Terms of Reference attached for the Commons Committee.

Proposed by Cllr Wright; proposed by Cllr Enticknap and all AGREED

21. RECEIPTS AND PAYMENTS

Signed by Cllrs Waterson and Wright.

February 2024

Scribe	Annual invoice	489.60
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22. FUTURE AGENDAS

Nothing

23. PRESS AND PUBLIC

Exclusion of press and public in accordance with section 100A (2) and (4) of the LGA 1972 if required.

There being no further business, the Chair of the Council closed the meeting at 9.57pm. The next Parish Council meeting will be held on 12th March 2024 at 7.30pm in the Nugent Room, Winn Hall.

Chair of the Council.....

Dated.....