

DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard

Chiddingfold Road

Dunsfold GU8 4PB

NOTICE OF AN EXTRAORDINARY 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 Wednesday 27th 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 8.15 and 8.30pm.

Nigel Waterson – Chair of the Council

AGENDA.

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 dispensations as appropriate.

3. DUNSFOLD FETE

Motion: That this Council makes a grant of up to £500 to the Fete Committee in respect of the insurance premium covering this year's Fete.

4. AIR AMBULANCE

To approve a grant of £350 to the Surrey Air Ambulance.

5. COUNCIL FINANCES

To consider the report on Council Reserves; and to approve the Resolutions therein.

(Paper enclosed).

6. NEIGHBOURHOOD PLAN – CALL FOR SITES

To consider whether to conduct a local Call for Sites in addition to that being conducted by Waverley BC, and if so, to consider what form it should take.

7. PLANNING APPLICATIONS

To consider the following new applications.

1. WA/2024/00514 POUND FARM, THE COMMON, DUNSFOLD GU8 4LA
Erection of extensions and alterations including a new chimney dormer and roof lights following demolition of existing extensions, conservatory and greenhouse. Due date 12/4.
2. WA/2024/00515 POUND FARM, THE COMMON, DUNSFOLD GU8 4LA.
Listed building consent for erection of extensions and internal and external alterations including a new chimney dormer and roof lights following demolition of existing extensions, conservatory and greenhouse. Due date 12/4.
3. WA/2024/00516 MILLHANGER FARMHOUSE, CHIDDINGFOLD ROAD, DUNSFOLD GU8 4PB
Construction of an outdoor tennis court and associated works. Due date 12/4.

8. INVOICE UVE (enclosed) – To approve for payment.

9. ITEMS FOR INFORMATION

10. 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.

Motion to be considered in confidence: Staffing.

Dunsfold Planning Action Group

FAO: Mr Nigel Waterson

INVOICE

INVOICE NUMBER: UVEP013-24 YOUR REF: NP
INVOICE DATE: 20th March 2024 OUR COST CODE: DD13

For : Dunsfold Neighbourhood Plan Support	£
Timed project plan and updates. Advice and support on statutory process. Site visit and in-person meetings On-line and phone meetings. Support and advice on the site selection criteria. Advice on Local Green Space. New plan template. Policy drafting and re-drafting. Advice and materials for engagement / consultation.	
14 Days @ £550 per day	7,700.00
VAT @ 20%	1,540.00
Expenses	
Hotel Accommodation 9 th & 10 th October 2023 Godalming	240.00
Train travel	133.09
TOTAL AMOUNT DUE = £	9,613.09

To pay by BACS please use the following details:

Account Name: UVE Planning Ltd
Account Number: 63176078
Sort Code: 089299

There is a £35 surcharge if paying by cheque, this surcharge covers the administration and additional time taken to process and bank cheques. Please contact the office for a revised invoice to include the surcharge if your payment is via cheque.

UVE Planning reserves the right to charge interest on late payments, in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.



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Dunsfold Parish Council Reserves. Allocations - 27/3/2024

Prepared by C Lindesay, Finance Committee

Up to the end of FY 2017/18 it seems that DPC had simple financial needs and no concept of reserves, a situation that needed to change when S106 funds from site 747 (Gratton Chase) became available. These funds were provided for a variety of purposes including a new suite of Playground equipment, certain specific infrastructure enhancements, funds to bring under control and maintain woodland adjacent to Gratton Chase and to resurface footways and un-adopted roads on the Common also to make modifications and installations to make it both easier and safer to get around the village on foot.

These funds, termed S106 funds, have restrictions as to how they can be spent and expiry dates attached requiring them to be spent or contracted by the expiry date. If not spent during the “funding period” they might be recalled by the developer.

The contract for the S106 funds was between the Developer, Surrey County Council (SCC) and Waverley Borough Council (WBC) and some of the designated funds were delegated to Dunsfold Parish by both Waverley and Surrey on the basis that DPC were probably the most appropriate level at which the funds could be contracted and spent efficiently.

The initial project that was prefunded through a grant and a loan was the new Play equipment at the KGV and the arrival of these funds and spending them seems to have prompted the creation and allocation of “earmarked reserves” in the DPC accounts for various tentative projects with vague names but no actual spending plans. A distinction is drawn between the S106 funds which have restrictions over what they can be spent on and Village funds which are “earmarked” for future spending but do not have formal restrictions on what they can be spent on.

Earmarked reserves

At the start of the 2019/20 financial year an initial set of Village fund earmarked reserves were created as follows:

General reserve: this was described as “Contingency and cover for six months operating costs - emergency provision” It is recommended that a Parish should keep a reserve of between 6 and 12 months operating costs to one side. DPC has chosen to create a reserve fund for this purpose. However, this is easily confused in Scribe with what Scribe calls the “**General Fund**” which is the balancing amount of funds in the accounts that are not otherwise allocated.

In order to simplify things I would suggest that we call this reserve a “**Crisis Reserve**” as its purpose is to keep the village activities funded in the event of some kind of emergency.

RESOLUTION 1: To rename the General Reserve as Crisis Reserve to avoid confusion with the General Fund.

KGV Play Area: this reserve was designated as “Balance from S106 and provision for 10 year improvement / renewal programme”. For technical reasons muddling up S106 funds with grant funds is complicated and it will be much easier to determine that all the funds that came from the S106 contribution was spent, as required, on the new Playground Equipment and all the remaining funds are residual grant and village funds designated for the maintenance of the playground. DPC has been granting £2000 per year to cover maintenance and inspection costs and we would probably do well to decide what the earmarked funds are actually for, once the maintenance and inspection costs are settled – there seems to be some additional funds raised by public subscription that could be put together with these funds to help raise more for further investments in the play equipment.

RESOLUTION 2: To resolve that the KGV Play Area funds are not S106 funds on the basis that the S106 contribution has been fully expended. The KGV Play Area Reserve being funds Earmarked for maintenance, upkeep and future investment in upgrading the amenity.

KGV Reserve: designated as “Provision for field and Pavilion 10 year improvement / renewal programme” there seems not to be any specific spending plans under this head.

Commons and Trees: designated as “Provision for emergency tree work 3 yearly cycle maintenance and paths and road emergency works”: This fund is required to facilitate large and multi-year projects on the Common, these can get very expensive and a reasonable provision is prudent.

Capital Projects: designated as “Provision for Capital projects - Traffic calming / speed control, KGV building replacement, Parish Assets”. A generalised list of potential projects with no specific plans. For spending. There are suggestions that the Village might benefit from some “gateway” signage at the road entrances to the Village and this kind of thing would be funded from here.

SCC Roads: designated as “S106 road improvements - conditions apply” these funds were delegated to DPC by SCC largely because SCC were not able to address the actual need for the funds cost effectively – examination of the purpose of the funds reveals the contractual obligation is **“the bus infrastructure improvement transport schemes on Dunsfold Road and pedestrian accessibility and safety measures between the Development and Dunsfold Village Centre ,the works to be undertaken by the County Council”**

Having established that there was insufficient funds to be able to fund a SCC project these funds were delegated to Dunsfold. The initial project was to resurface many of the footways and un-adopted roads in the Village which many remember were in a very dilapidated state The funds were transferred to DPC but this time without any formal contract, so we are following the designation in the master 747 contract which suggests that the purpose is wider than “Roads” and also include pedestrian safety measures.

On the principle that it is better to expend S106 restricted funds on compliant projects before spending unrestricted funds and given the wider scope of the purpose of these funds, it is proposed that past spending on projects associated with road safety and pedestrian access should be allocated to this fund wherever possible.

RESOLUTION 3: To rename the S106 Roads Reserves to “Access and Safety

RESOLUTION 4: to reallocate spending, installation and maintenance on VAS signs to the “Access and Safety” Reserve.

RESOLUTION 5: to re/allocate spending, on Grattons woodland bridges and works to make it easier and safer to access the centre of the village (Shop, Winn Hall & Pub) ” and to access the KGV sports facilities to the “Access and Safety” Reserve

Woodland S106: this is a composite of two funds with different expiry dates, a fund of £8604.75 (expiry date 02/05/2026) requiring “works” to control the Woodlands adjacent to Grattan Chase and separate £12881.36 fund (expiry date 02/05/2030) to allow for 10 years maintenance of the woodland area.

The plan to do this is popularly called the Petra Billings report the “work” element of which has largely been completed. It has been decided that a significant ditch clearance project completed this year represents an investment in reducing future maintenance costs so this project will exhaust the remaining “works” budget and any balance be charged to the maintenance budget. Other aspects of the Petra Billings report are being completed with Funds from the “Access and Safety” budget.

Oddly, these “woodland” funds specify that the expenditure be inclusive of VAT so when accounting for the fund care must be taken to take this into account – it is believed that this may require some adjustments when the final accounting is done.

RESOLUTION 6: split the Woodland S106 Fund into two funds.: “S106 Woodland Works” with £8604.75 (expiry date 02/05/2026) and “S106 Woodland maintenance” with £12881.36 (expiry

date 02/05/2030), allocate past works to the works budget, allocate 2023 JG engineering Ditch works to exhaust the “works” budget and then to the maintenance budget if “Works” is exhausted.

Environment S106 : This Reserve of £14223.16 was designated to be spent on a list of specific projects many of which have been completed without exhausting the budget. Under our agreement with WBC the “funding period” expires on 2/5/2024 after which the funds could be recalled. Our advice is that this money can only be spent on the projects specified and that situation does not change if there are unspent balances after the end of the funding period where WBC may be able to recall them. If WBC does not spend them then under the 747 S106 agreement they may be refundable to the “payee” after seven from the date the payments were made which was 2/5/2019 – the “funding period” expires with the master agreement on 1/5/2026 when they could be recalled by the developer. This mismatch in expiry dates is a little confusing and may be due to some read across issues with the agreement with DPC.

Ideally if current plans for the Platinum Garden and Woodland walk can be made compliant with the environmental S106 objectives, perhaps in the advertising of the KGV and Shop, or amphibian protection, then the obligation can be honoured efficiently

RESOLUTION 7 : To seek to make spending on existing projects complaint with the Environmental obligation where possible to use S106 funds most efficiently.

Neighbourhood Plan (NP): This is a specific Reserve with funds earmarked to complete the NP. There are some issues with determining the outstanding balance of the funds voted.

- a) There was provision for the NP made on 19/10/2017 (<http://tinyurl.com/DPC-1710MM>) £500 which does not seem to be reflected in the accounts report.
- b) The £1060.61 grant refund on 2/5/2018 is included in the £2664.72 “Misc Expenses” Reported on 31/3/2018, there is an element of double counting involved.
- c) A resolution to allocate £14,000 from the “general reserves” to the neighbourhood plan is recorded on 16/9/2021 (<http://tinyurl.com/DPC-2109MM> item 10) but does not seem to be reflected in the Reserves record. This is quite difficult to determine as there is a strange “phantom” surplus allocation/transfer made On 31/3/2022 where the £13013.86 surplus recorded for 2021/2022 plus £2366.60 from the “general” now called “crisis reserve” is allocated to the Neighbourhood plan – this happens “out of sight” between the Balance carried forward of 30/3/2022 of £2296.00 and the Balance brought forward on 31/3/2022 of £17,676.49.
- d) The Resolution to “Earmark” £7,700 to the NP in November this year is not reflected in the Reserves listing (<https://tinyurl.com/DPC-2311MM>)

These issues suggest that the current reserve amount stated as £4220.49 should in fact be reported as $£4220.49 + 500 + 1060.61 + 7700 + 14000 - 15882.41 = £11598.69$ if the documented resolutions are followed. This is quite a complicated transaction chain which takes some effort in unravelling.

There is very limited documentation or rationale as to why these transactions happened but perhaps the best solution would be to eliminate the issue by making a resolution to fund the NP to a given amount of say £10,000 and then apply for the remaining grant from Groundworks of £2351.39 and hope that that will be more than enough funds to complete the project

RESOLUTION 8: to resolve that the NP budget at 27/3/2024 be adjusted to £10,000 and that all necessary work be undertaken to apply and receive the remaining funding of £2351.39 available fr0m Groundworks in the 2024/25 financial year. Any amounts required or surplus to be allocated to/from the General Funds.

New Reserves / Budgets

The reporting / Budgeting spreadsheet system that has been in use traditionally in DPC seems ill adapted to provide regular reporting on authorised budgets and outstanding committed expenditure. There is evidence in the Parish record of Councillors calling several times for better financial accounting and reporting, but no initiatives have yet delivered the transparency required. It is to be hoped that this will be greatly facilitated by the introduction of the Scribe accounting system in the new financial year.

Platinum Garden: this project budget was created by resolution on 13/01/2022 but is not reflected in the accounts - (<http://tinyurl.com/DPC-2113CM item4>) £2400 was resolved to be taken from “Reserves” and the balance presumably from “Current year” , but strangely this budget has never figured in the Reserves reporting, which has made it difficult to understand its funding and available balances this is quite difficult to determine what “reserve” was intended so I have assumed the Capital reserve as good as any– we have received a grant for the bench from SCC which exceeds the cost of the bench and some of the other aspects of the project have been donated - the current balance left in the authorised budget would seem to be a healthy £3947.00.

RESOLUTION 9: to recognise and create the Platinum Garden Project funding Balance as £3947.00 as at 27/3/2024: the budget was funded with £2400 from the Capital Projects Reserve

Footways Reserve: as part of the review of reserves it has been noted that the Village Shop was prevailed upon to provide £5000 in respect of improvements made on land belonging to the shop. This £5000 was allocated to the S106 “roads” reserve with the implication that the funds were also subject to being accounted for under the S106 rules – we have been advised by Mark Mulberry of Mulberry & co that this is not the case. The funds can be freely allocated to Village priorities. The funds were contributed as part of the improvements to the village footways and un-adopted roads which had fallen into a significant state of disrepair, It would therefore seem sensible to create a new fund with this money dedicated to maintaining the “foot ways” of the Village

RESOLUTION 10: To create reserve fund from the £5000 unrestricted funds contributed by the village shop to be spent on maintaining the footways and un adopted roads of the village as required.

Subject to confirmation and adjustment as required this set of resolutions with the accompanying rationale will result in the position as of 20/03/2024 as shown in the attached table.

	Village	S106	
Crisis Reserve	£23,249.80		
KGV Play Area	6,974.58		
KGV	6,000.00		
Commons and trees	13,852.00		
Capital Projects	22,600.00		
S106 Access and Safety		17,728.91	
S106 Gratton Woods Works		89.35	
S106 Gratton Woods Maintenance		12,881.36	
S106 Environment S106		8,936.72	
Neighbourhood Plan	10,000.00		
Platinum Garden	3,947.00		
Footways	5,000.00		
General Fund	7,301.32		
Total	98,924.70	39,636.34	138,561.04

Resolutions

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