

DUNSFOLD PARISH COUNCIL

Tel 01483 200980
Unit 3, The Orchard
Chiddingfold Road
Dunsfold GU8 4PB

Email: clerk@dunsfoldparishcouncil.gov.uk

9 May 2024

NOTICE OF A PARISH COUNCIL MEETING

Councillors are hereby summoned to attend the Annual Meeting of Dunsfold Parish Council to be held in the Nugent Room, Winn Hall, Dunsfold at 7.30 pm on Tuesday 14th May 2024.

Members of the public are welcome to attend Parish Council meetings and are invited to raise issues, relevant to the agenda, with the Council between 8.15 pm and 8.30 pm.

Nigel Waterson – Chair

AGENDA

1. ELECTION OF CHAIR OF THE COUNCIL
2. ELECTION OF VICE CHAIR OF THE COUNCIL
3. APOLOGIES FOR ABSENCE

Recommendation: To receive apologies for absence.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

- 4.1 To receive declarations of interest and dispensations previously granted, including their nature, from councillors relating to items on the agenda.
- 4.2 To receive written requests for dispensations for disclosable pecuniary interests.
- 4.3 To grant any requests for dispensations as appropriate.

5. PARISH COUNCIL MINUTES

Recommendation: To approve the Minutes of the meeting held on 12 March 2024 and the Extraordinary meeting held on 27 March as a correct record of decisions taken and the Chair of the Council to sign the Minutes.

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

Recommendation: To review any matters outstanding from the previous minutes.

7. MEETING DATES FOR THE YEAR 2024/25

(See attached.)

Recommendation: To confirm the calendar of meetings for the year and delegate authority to the Chair to amend the calendar as necessary.

8. COUNCIL POLICIES AND PROCEDURES

Review of the following Council policies and procedures in accordance with Standing Order 5j:

Standing Orders - on website (and subject to review taking into account NALC new model Standing Orders)

Financial Regulations - on website – (to be reviewed by the Finance Committee taking into account the new NALC model financial regulations)

Insurance Schedule – Report from Cllr Singhateh

Publication Scheme for the Freedom of Information Act 2000 - on website

Code of Practice for Handling Complaints - on website

Recommendation: To approve and adopt (where appropriate) the Policies and Procedures listed above in accordance with Standing Order 5j.

9. REVIEW OF THE COUNCIL'S COMMITTEES AND MEMBERS

Current/Proposed list attached to agenda.

Recommendation: To agree the allocation of members to various committees and re-appoint Chairs of Committees

10. PLANNING NOTIFICATIONS

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

See Attached List

11. PLANNING APPLICATIONS

Recommendation: To consider recommendations on the following new applications:

WA/2024/00700 HERONSFORD MILL LANE GU8 4LD

Erection of single storey extension and alterations to elevations following demolition of existing conservatory.

12. BANK MANDATE SIGNATORIES

Recommendation: To agree who the online signatories should be.

13. BANK RECONCILIATION

(Attached).

Recommendation: To approve the bank reconciliation

14. FINANCES

- 1) To instruct bank mandate holders at DPC bank to place surplus DPC funds in a no notice deposit bearing account immediately.

Rationale:

Council now has approximately £260,000 in a non-interest bearing current account and despite resolutions to get this money on deposit in December we have not been advised this has happened in the absence of our clerk, the bank mandate holders should now seek to resolve this as soon as possible

Recommended motion: bank mandate holders at DPC bank to place surplus DPC funds in a no notice deposit bearing account immediately.

- 2) To resolve to proceed with the opening of accounts with CCLA for the custody of DPC funds in accordance with the Investment strategy agreed at December Council <https://tinyurl.com/DPC-2312MM1> Item 12:2 –

Rationale:

CCLA is an organisation established for the safe custody of Parish Council, funds which are not immediately scheduled for expenditure – Councillors will have received a briefing pack circulated separately on CCLA.

Recommended Motion: Finance Committee members to proceed to open accounts at CCLA and define a deposit strategy based on the Investment Strategy.

- 3) To progress the opening of a Bank Account with Unity bank in accordance with <https://tinyurl.com/DPC-2312MM1> Item 12:

Rationale:

Council will recall that in December we asked our clerk to open a bank account with Unity bank as advised by our Internal Auditor. This needs to happen urgently and all councillors must agree to become signatories.

Recommended Motion: Finance Committee members to proceed to open accounts at Unity Bank and arrange for all Councillors to become signatories.

- 4) To create a new reserve called CIL Funds exp 24/4/2029 funded with £76,252.36 CIL monies.

Rationale:

Councillors will be aware that over £76,000 has been paid into DPc Current account as our 15% share of the Millhanger CIL payment – this money must be spent on specific projects viz. Community Infrastructure made necessary as a result of development – DPC must spend this money within 5 years so the name of the reserve highlights this deadline.

Recommended Motion: To create a CIL reserve as specified and for Finance Committee to draft a CIL spending Bidding process to compliant encourage projects to be proposed for funding.

- 5) To confirm the Purchase Order Records report attached reflects the current committed non regular expenditure – pending full audit report to be resolved at the June meeting.

Rationale: Council has voted a number of expenditures and budgets during this year which have no way of being captured in a regular meeting agenda. The attached table summarises the obligations that are already committed which Councillors might like to take into account when considering spending decisions.

Recommended Motion: Current Committed expenditure ratified and noted per Attached Table.

Regular transactions noted and authorised for payment until the end of the financial year, unless cancelled.

- 6) **Community Shop Refund of Contribution**

To agree to repay £2800 of the £5000 contribution made by the Community shop in respect of preparing Car Parking spaces

Rational: see attached briefing paper

Recommended Motion: To refund £2800 from the Access and Safety reserve to the Community Shop as soon as possible.

15. COMMONS COMMITTEE

To receive a report from the Commons Committee.

16. KGV

To CONSENT to the payment of the below amounts to update elements of KGV and also provide updates to certain equipment on site.

- Playground Damage - Flights of Fantasy have confirmed after site visit that repairs will be £3749.56 including VAT
- Replacement of Refrigeration units – Units well over 15 years old with no maintenance record replacement cost £1295.98 including VAT
- New Sink behind bar needed due to placement and the fact that it is leaking replacement costs £1094.02
- First Aid Kit – New full first aid kit £95.94
- Defibrillator – Mindray Beneheart C1A fully automatic Defibrillator £915.00 and AED Defibrillator Outdoor lock Cabinet £460.00 total Including VAT £1710.00
- To change the current contractor Glendale Contractors to local Provider New Leaf Garden Green Care at a amount of £200 a month

Councillors will be aware that the KGV and the surrounds have not been invested in some time and as we look to bring a more regimented scheme of upgrades to this community asset costs will be incurred. With the fact that it is a recreational ground and both football and tennis are played there with a wide-ranging demographic it seems deplorable that the nearest defibrillator is nearly a mile away at the fire station. Costs for replacement of articles that have been on site like refrigeration units and leaking sinks are due to wear and tear and must be replaced if we are to increase the footfall through the location and also look at it as a viable option for rental and therefore become a income stream.

Lastly the playground that though it's only been in existence for a short time needs wear and tear repairs to it along with a possible upgrade to the flooring which would bring it in line with other playgrounds in the area .

Recommended motion: to issue instruction to proceed with purchases and maintenance as detailed. To be funded temporarily from DPC main account if access to KGV account is still unavailable.

(Supporting documents attached).

17. HENRY SMITH CHARITY ACCOUNTS

Recommendation: To approve the Henry Smith Charity accounts (attached) and agree that the Chair of the Council sign them as a true record.

18. NEIGHBOURHOOD PLAN

To approve the latest Proposal from UVE for continuing support in preparing the Neighbourhood Plan (attached).

19. DUNSFOLD PARK

To receive an oral report on the latest meeting of the DPAG

20. WAVERLEY BOROUGH COUNCIL

To receive a report on matters from Waverley Borough Council

21. SURREY COUNTY COUNCIL

To receive a report on matters from Surrey County Council.

22. CORRESPONDENCE

Recommendation: To receive and consider any correspondence.

23. RECEIPTS AND PAYMENTS

Recommendation: To receive accounts for payment.

Worknest: £2370.00

Protectivity (Fete Insurance): £169.16

24. FUTURE AGENDAS

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

25. ITEMS FOR INFORMATION

26. PRESS AND PUBLIC

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

Confidential: Motion re legal advice.