

DUNSFOLD PARISH COUNCIL

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DRAFT MINUTES

Minutes of the Annual Parish Council Meeting held on Tuesday 14th May 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 David Griffiths

Cllr Ginny Fraser

Cllr Jane Wright

Clerk to meeting: Nuala Livesey, Clerk & RFO

Public: 10, SCC and WBC Cllr Kevin Deanus

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The Chair welcomed Cllr David Griffiths to his first council meeting following election to the council.

1. ELECTION OF CHAIR OF THE COUNCIL Cllr Wright nominated Cllr Waterson as Chair of the Parish Council for the ensuing year. Cllr Fraser seconded the nomination. Cllr Enticknap abstained from the vote, and others agreed. Cllr Waterson then signed the Declaration of Acceptance in the presence of the Proper Officer
2. ELECTION OF VICE CHAIR OF THE COUNCIL Cllr Wright proposed Cllr Lindesay as Vice Chair of the Parish Council for the ensuing year. Cllr Waterson seconded the proposal, and all members agreed
3. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Singhateh

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

4.1 Cllr Waterson confirmed a dispensation on Coombebury Cottage.

4.2 None.

4.3 None.

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.

Minutes of the meeting on 12th March were not available

Cllr Enticknap Proposed, Cllr Lindesay seconded and all AGREED to the recommendation

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

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

There were no matters arising from the previous meeting

7. MEETING DATES FOR THE YEAR 2023/24

**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 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 – Note from Cllr Singhateh enclosed

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.

Cllr Waterson Proposed, Cllr Wright seconded and all AGREED to the recommendation

It was noted that insurance valuations needed to be carried out before the next renewal

#### 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 appoint Chairs of Committees

Cllr Waterson proposed, Cllr Wright seconded, and all AGREED unanimously

#### 10. PLANNING NOTIFICATIONS

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

**The Chair confirmed** that a combined hearing would be held on 4<sup>th</sup> June for 3 appeals relating to Burnt Hill Plaistow Road, and that the Parish Council needed to be represented

He also reported that the Decision to allow the appeal for 53 houses at Coomebury Cottage was hugely disappointing and could have implications for other sites in the village. The Decision did not reflect the evidence at the hearing. Waverley BC were also frustrated by the decision and discussions were taking place to see if any further action could be taken to challenge the Decision.

#### 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.

**Decision:** no objection, agreed by members

**The Council agreed to move Agenda item 20 and 21 forward to allow Cllr Deanus to report, and then to leave to attend other meetings**

#### 20. WAVERLEY BOROUGH COUNCIL

#### 21. SURREY COUNTY COUNCIL

SCC and WBC Cllr Kevin Deanus reported the following items:

**Plaistow Road works:** there were still many problems with the flooding in this area. 200m of ditch had been cleared but this was not enough, despite a very good job having been done.

**HGV signage:** was moving along. Local residents were very appreciative

**B2130 Pratts Corner:** the white lines on the corner were still outstanding.

**Observer newspaper report:** this had included Waverley BC in the 8 worst performing Planning authorities. As reported in a previous meeting the Waverley Plan "Call for Sites" had taken place, and although not much changed to previously, Dunsfold would more than likely get an increased allocation under the new Local Plan.

**UKOG proposals:** SCC had requested and was awaiting further information

**Burnt Hill:** the Alford Parish Clerk had written to Waverley BC requesting that an officer, the CEO and legal team would work together with the relevant parish councils to discuss the issues

Cllr Waterson added that apparently homes in Stovolds Park were being let out through Airbnb

Cllr Lindesay asked if the boxes attached to posts in the village were speed monitors. SCC Cllr Deanus was not aware of them but would follow up

He also reported that there was a huge puddle at the Shoppe Hill junction. Cllr Enticknap confirmed that the culvert across Shoppe Hill had collapsed, and no one was taking responsibility for it. It was agreed that this should be reported to Surrey CC

## 12. BANK MANDATE SIGNATORIES

**Recommendation:** To agree that Cllrs Waterson and Wright should continue as the online signatories.

Cllr Waterson proposed and Cllr Griffiths seconded, and all AGREED to the recommendation

## 13. BANK RECONCILIATION

Attached to agenda.

**Recommendation:** To approve the bank reconciliation

Cllr Waterson confirmed that the Bank Reconciliation was not available. However, he was able to confirm that it did reconcile

## 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 that 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.

Cllr Lindesay proposed and Cllr Waterson seconded and all AGREED to the recommendation

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

Cllr Lindesay proposed and Cllr Waterson seconded and all AGREED to the recommendation

3) To progress the opening of a Bank Account with Unity Trust Bank in accordance with

<https://tinyurl.com/DPC-2312MM1> Item 12:3

**Rationale:** Council will recall that in December we asked our clerk to open a bank account with Unity Trust Bank as advised by our 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 Trust Bank and arrange for all Councillors to become signatories

Cllr Lindesay proposed and Cllr Waterson seconded and all AGREED to the recommendation

4) To create a new reserve called CIL Funds exp24/4/2029 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 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 the 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

Cllr Lindesay proposed and Cllr Waterson seconded and all AGREED to the recommendation

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

Cllr Lindesay proposed and Cllr Waterson seconded and all AGREED to the recommendation

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

**Rationale:** See attached briefing

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

Cllr Lindesay proposed and Cllr Waterson seconded and all AGREED to the recommendation

### **The Chair paused the meeting for the public session at 8.15pm**

A villager asked whether now that the Coomebury Cottage appeal had been successful the council regretted withdrawing the Neighbourhood Plan, particularly that as it was now a year since this was agreed and there was still no protection from development in the northern end of the village. She also asked when the new plan would be completed.

Cllr Waterson confirmed that the council was making progress with the plan. It had completed a consultation on its site allocation criteria and draft policies were well advanced. Coomebury Cottage had added confusion to possible site allocations.

A villager commented that in 2021 Gratton Chase North had been rejected which helped prevent development stretching towards Hascombe. Cllr Waterson agreed that it had always been strange that the site had been included in the earlier Neighbourhood Plan. Cllr Waterson pointed out that at the recent Inquiry the developers KC had sought to rely on this. He reiterated that the council was working hard to complete the plan.

## **The meeting continued**

### 15. COMMONS COMMITTEE

The council received a report from the Commons Committee which can be read in full through the following link

<https://dunsfoldparishcouncil.gov.uk/wp-content/uploads/2024/05/Report-on-common-area-for-ANNUAL-Parish-Council-meeting-14th-May-2024.pdf>

### 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

*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 an 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 purchase and maintenance as detailed. To be funded temporarily from DPC main account if access to KGV account is still unavailable

Cllr Waterson proposed and Cllr Griffiths seconded and all AGREED on the recommendation

**Amended recommendation:** to record point 6 of the agenda report under Correspondence received

Cllr Waterson proposed and Cllr Griffiths seconded, Cllr Enticknap abstained, and all remaining councillors AGREED on the recommendation

### 17. HENRY SMITH CHARITY ACCOUNTS

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

Cllr Waterson proposed and Cllr Wright seconded, and all AGREED on the recommendation

Cllr Wright asked how well aware the Community was of the Smith's Charity, particularly as there was still money available in the fund for distribution. Cllr Fraser agreed to talk to the Trustees and to put something in the parish magazine

### 18. NEIGHBOURHOOD PLAN

Cllr Lindesay confirmed that Locality Grant money was still available, and that he would apply for the outstanding balance, although no new money was needed at present.

Cllr Enticknap asked how much the whole Plan would cost in total. The Chair confirmed that it was not possible to put a figure on this at the present time as it was not clear how many more phases would be needed, and how much each might cost.

Cllr Griffiths commented that there was local concern about how long the process was taking

Cllr Wright suggested that an update would be useful for residents to know the stage the plan had reached, and what more needed to be done. Cllr Waterson agreed that the council should produce a newsletter update on the Neighbourhood Plan

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

Cllr Waterson proposed and Cllr Fraser seconded, Cllrs Griffiths and Lindesay abstained and all others AGREED on the recommendation

#### 19. DUNSFOLD PARK

The Chair reported that Trinity College had now abandoned plans to sell the site, and had appointed Gummer Leathes Consultants to work on infrastructure and contractors. The controlled explosions on site had now been completed. There was still some debate about in which order infrastructure should be installed. Work could start in 2025 but detailed project plans for infrastructure were needed. There would be CIL or S106 money for the surrounding villages and development would ease the pressure on Waverley BC over other planning appeals

#### 20. WAVERLEY BOROUGH COUNCIL and 21. SURREY COUNTY COUNCIL

To receive a report on matters from Surrey County Council.

Moved to follow agenda item 11

#### 22. CORRESPONDENCE

**Recommendation:** To receive and consider any correspondence.

Correspondence from New Leaf Garden Green Care was noted for future consideration

#### 23. RECEIPTS AND PAYMENTS

**Recommendation:** To receive accounts for payment.

To amend the recommendation on Item 23 to read as follows:

To note and resolve the following payments

1: WorkNest £2370

2. Fete Insurance reimbursement to Fete Committee Chair £169.16. (now paid)

3. Tidey and Webb partial completion of the Woodland Walk Project.

Net £ 15,276.00 inc VAT –

Project Budget Remaining £5,455 excl VAT

Cllr Waterson proposed and Cllr Griffiths seconded, and all others AGREED on the recommendation

#### 24. FUTURE AGENDAS

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

No items were suggested, but Cllr Waterson reminded the members that the Annual Audit would be reviewed at the June meeting

#### 25. ITEMS FOR INFORMATION

Cllr Enticknap asked if the council should continue with fortnightly councillor surgeries or change to monthly surgeries. Cllr Fraser confirmed that the last one had not been promoted. Following a vote by a show of hands it was agreed to keep the number of surgeries to once a fortnight rather than change to once a month and to have a pause over the summer

### 23.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.

Motion: Dunsfold Parish Council RESOLVED to purchase additional insurance cover from Worknest

Cllr Waterson proposed and Cllr Griffiths seconded and all others AGREED on the recommendation

Meeting closed at 21.28pm

### **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

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

### **PARISH COUNCIL STRUCTURE**

Planning Committee: All members

Finance Committee: Cllrs. Waterson, Lindesay (Chair), Enticknap, Singhateh

Commons Committee: Cllrs Enticknap (Chair), Wright, Fraser

Human Resources: Cllrs Wright (Chair), Fraser

KGV Management: Cllrs. Singhateh (Chair), Waterson, Griffiths

Henry Smith Charity: Cllr Waterson

Neighbourhood Officer: Vacant

Rights of Way/Footpaths: Cllr Fraser

Hon Remembrance Officer: Mrs Jones

Bonfire: Cllrs. Wright & Fraser

Fete: Cllrs Fraser and Wright

SALC: Cllr Waterson

Waverley town & parish meetings: Cllr Waterson

Dunstable Park Advisory Group: Cllr Waterson