

DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU8 4PB

MINUTES

Minutes of the Parish Council Meeting held on Tuesday 11th June 2024 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr Nigel Waterson - Chair

Cllr Roy Enticknap

Cllr Jane Wright

Cllr Ginny Fraser

Cllr Tigi Singhateh

Cllr Chris Lindesay - Vice chair

Clerk to meeting: Celeste Lawrence, Clerk & RFO

Public: 10 & Cllr Deanus

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

2.1 Cllr Waterson restated his dispensation regarding the Coombebury Cottage application.

2.2 Cllr Lindesay produced a dispensation at the meeting regarding item 4 - June 11 meeting approval of the minutes from that meeting which pertain to the Sun Inn.

2.3 The council voted 4 for the dispensation and 2 against.

3. REGISTER OF INTERESTS

Councillors were reminded that all members were responsible for reviewing their Register of Interests as it is a legal obligation to amend the Register of Interests should their circumstances change within 28 days of taking office.

4. PARISH COUNCIL MINUTES OF THE PREVIOUS MEETING

The draft Minutes of the Parish Council meetings held on the 12th March and 14th May as circulated, were agreed as a true record for the Chair to sign with the following changes:

Alterations to the draft Minutes of the meeting held on 12th March had been predetermined to the meeting to exclude the wording in item 16 "Background paper attached to the agenda.

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.

The chair moved to withdraw the item as he was being threatened with legal action. The clerk advised that the council had to agree to that as a corporate body. A discussion was held as to why this was on the agenda. The clerk advised that as the council was lessee of the common, Waverley had sought the support of the council."

Proposed by Cllr Lindesay; seconded by Cllr Wright. 4 councillors voted for the change and 1 voted against.

5. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETING

Nothing discussed.

6. PLANNING NOTIFICATIONS

Circulated with the agenda.

Verbal report given on the Burnt Hill appeal was made by Cllr Griffiths.

Verbal report given on Coombebury Cottage appeal given by Cllr Waterson.

7. PLANNING APPLICATIONS

APP/R3650/W/24/3342414 - 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). WA/2023/01093 Due 19/06

Decision: 4 members voted for, 3 members voted against. Cllr Wright to draft and circulate a response based on the last response submitted.

WA/2024/00926 - Barbarons, Plaistow Road, Dunsfold, GU8 4PF

Construction of a new vehicular access. Due 10/06

Decision: No objection apart from supporting a visibility splay.

WA/2024/01009 - Wetwood Farm, Chiddingfold Road, Dunsfold, GU8 4PB

Application under section 73 to vary Condition 1 of WA/2022/02373 (approved plan numbers) to replace carports with enclosed garages for Plots 1 and 6, partially enclose the car port for Plot 7 & 8 and make other minor changes to internal layouts and elevations to Plot 1 and Plot 7. Due 28/06

Decision: No comment.

RE-CONSULTATION ON CURRENT APPLICATION

SITE: Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Dunsfold, Surrey

PROPOSAL: GRID REF:

Details of a Construction Environment Management Plan (CEMP) pursuant to Condition 24 of appeal decision ref: APP/B3600/W/21/3268579 dated 7 June 2022.

Due 08/06

Decision: No comment.

Cllr Waterson proposed; Cllr Wright seconded that items 22 and 23 were brought forward. All members agreed.

8. 22 and 23 WAVERLEY BOROUGH COUNCIL AND SURREY COUNTY COUNCIL

Cllr Deanus reported that the Burnt Hill appeal had had the same barrister as the Stovold Hill appeal. He further reported that the Dunsfold Park consultation would take place. As would the HGV consultation.

9. COUNCIL POLICIES AND PROCEDURES

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

The following had been predetermined to the meeting and email circulated as follows:

Standing Orders - attached to agenda

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

Cllr Wright proposed; Cllr Waterson seconded that the matter come back to council in the future.

Financial Regulations - new NALC FR's attached

Recommendation: To ADOPT the NALC Model Financial Regulations April 2024 (England)

The finance committee to review and come back to the council in the future.

Risk Assessment - Attached to the agenda.

Recommendation: To ADOPT the 2023/24 risk assessment.

Cllr Wayerson proposed; Cllr Singhateh seconded; 4 members voted for and 1 member abstained.

10. PROHIBITION OF HEAVY GOODS VEHICLES IN WAVERLEY AND GUILDFORD CONSULTATION

Recommendation: To AGREE a response to the consultation which runs from 24th May to 21 June

[https://www.surreysays.co.uk/environment-and-infrastructure/waverley-eastern-villages-hgv-zone/Prohibition of Heavy Goods Vehicles in Waverley and Guildford - Surrey County Council - Citizen Space \(surreysays.co.uk\)](https://www.surreysays.co.uk/environment-and-infrastructure/waverley-eastern-villages-hgv-zone/Prohibition%20of%20Heavy%20Goods%20Vehicles%20in%20Waverley%20and%20Guildford%20-%20Surrey%20County%20Council%20-%20Citizen%20Space%20(surreysays.co.uk))

All members in favour of responding. Cllr Fraser to draft a response and circulate to council for approval prior to submission.

11. PARISH AND TOWN COUNCIL BIODIVERSITY DUTY

Following SALC's Biodiversity Webinar ran with SCC back in February, SCC agreed to carry out a survey with Parish and Town Councils in the County so that they can better understand where they can best concentrate

resources to support you on the nature front. Please can you add the following '**Collaborating for Nature**' survey for discuss at your next full Council or relevant Committee meeting :- <https://forms.office.com/e/n7NGBKhVn1>. Closing date for submissions is the **19th May 2024**.

Recommendation: To appoint a council representative in regard to future Biodiversity consultations.
Proposed by Cllr Fraser, seconded by Cllr Wright, Cllr Waterson declared an interest; that a parishioner be invited to be the councils representative for future Biodiversity discussions.

12. ANNUAL INSURANCE

It was agreed at the May meeting to continue with the current Zurich insurance policy. The premium of the 2024/25 policy starting from 1st June is £2571.00.

Recommendation: To RATIFY the payment of invoice 532368233.

Cllr Waterson proposed; Cllr Lindesay seconded and all members agreed to ratify the invoice paid.

13. BANK RECONCILIATION

Attached to agenda.

Recommendation: To approve the bank reconciliation for year end 31st March 2024 and agree that Cllrs Lindesay & Singhateh sign them as a true record.

Deferred. See notes in 2024/25 files.

The meeting was open to the public at 8.28pm

A parishioner reported that the Post Office would be reopening on the 4th July and there would be a celebration held on the 12th July at 11am.

A parishioner reported that a toad had been rehomed in to the pond known as Stan's Pond in Mill Lane.

A parishioner commented on the appeal at Elm Corner.

The meeting was closed to the public at 8.33pm

14. INTERNAL AUDIT

Attached to agenda.

Recommendation: To report on any issues regarding the internal audit.

Internal reported was noted.

15. ANNUAL GOVERNANCE STATEMENT SECTION 1

Attached to agenda.

Recommendation:

- a. to consider the findings of the review of Section 1
 - b. to approve the Annual Governance Statement Section 1 by resolution
- Members considered and approved section 1.

16. ANNUAL GOVERNANCE STATEMENT SECTION 2

Attached to agenda.

Recommendation:

- a. to consider the Accounting Statements by the members
 - b. to approve the Accounting Statements by resolution
 - c. Chair to sign and date the Accounting Statements
- Members considered and approved section 2. Chair signed and dated section 2.

17. FINANCES

Recommendation: To AGREE the sum to be allocated to Lloyds savings account and Unity bank.

Proposed by Cllr Waterstone; seconded by Cllr Griffiths and all members agreed to:

- Leave £25k in the Lloyds current account
- Place £5k in the Unity current account
- Set up and place £60k in a Lloyds savings account
- Set up the CCLA account
- Set up and place the remaining money in a Unity saving account

18. REGULAR PAYMENTS FOR 2024/25

Recommendation: To AGREE that the following regular payments are made by monthly standing order:

- i) Sage Payroll
- ii) Office rent

Recommendation: To AGREE that the following regular payments may be made by variable direct debit:

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

Recommendation: To AGREE that the following Annual 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.

- i) NALC (National Association of Local Councils)
- ii) SALC (Surrey Association of Local Councils)
- iii) SLCC (Society of Council Clerks)
- iv) Starboard Systems (Scribe accounts)
- v) Netwise (web hosting)
- vi) ICO (Information Commissioners Officer)
- vii) Geosphere (Parish OnLine mapping system)

Proposed by Cllr Waterstone; seconded by Cllr Singhateh and all members agreed to the regular payments for 2024/25.

19. KGV MANAGEMENT ACCOUNTS

Attached to agenda.

To note the KGV accounts - examiners report to follow.

The KGV accounts were noted.

20. S106 ENVIRONMENTAL FUNDS

Paper attached to agenda.

Motion: To resolve to pay £1000 from S106 Environmental Reserve fund to Dunsfold Community shop in respect of Signage advertising the community owned shop.

Proposed by Cllr Lindesay; seconded by Cllr Waterstone. 4 members agreed and 1 member abstained.

21. FINANCE

Paper attached to agenda.

To review and approve an internal controls and governance policy for the year ending 31 march 2024.

Motion: Council approves the statement of internal control / governance. To be next reviewed in December 2024.

Proposed by Cllr Lindesay; seconded by Cllr Griffiths. 4 members agreed and 1 member voted against.

22. SIGMA APPLICATION

To resolve to respond to the Section 38 application by Sigma Homes to carry out restricted works on Dunsfold Common.

Proposed by Waterstone; seconded by Lindesay that a parishioner be instructed to draft a response which is due by 5th July. The Clerk suggested that an Extraordinary meeting be called by either the chair or 2 members of council for consideration of the application. Proposed by Cllr Singhateh; seconded by Cllr Griffith. 4 members agreed and 1 member abstained that a meeting be held.

Cllr Watersone proposed; Cllr Lindesay seconded that the meeting be extended once again to 10pm. All members agreed.

23. CORRESPONDENCE

Recommendation: To receive and consider any correspondence.

Correspondence from a parishioner regarding educational places in the Surrey area had been circulated.

24. RECEIPTS AND PAYMENTS

Attached to agenda.

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

Cllr Enticknap to query tree safety works amount.

Waverley Borough Council	Election costs May 23	2474.79
Joe Court	Tree safety works	9962.40
RJ Walker	Strimming	510.00
Livesey Aviation Consultants	Locum Clerk	87.50
April Skies	Internal auditor	175.10

25. FUTURE AGENDAS

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

26. 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 9.58pm. The next Parish Council meeting will be held on 9th July 2024 at 7.30pm in the Nugent Room, Winn Hall.

Chair of the Council.....

Dated.....

DRAFT