

DUNSFOLD PARISH COUNCIL

Annual Council Meeting

Meeting Pack

6th May 2025

DUNSFOLD PARISH COUNCIL

Parish Council Office,
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Surrey, GU8 4PB

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30th April 2025

NOTICE OF ANNUAL 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 **7.30 pm on Tuesday, 6th May 2025**, where the following business will be transacted

Jennifer Nagy, Clerk to the Council

AGENDA

1. **Election of Chairman & Acceptance of Office** – to elect a Chairman for 2025/2026 and to receive their acceptance of office.
2. **Election of Vice Chairman** - to elect a Vice Chairman for 2025/2026 and to receive their acceptance of office.
3. **Public Question time 15 minutes** – to receive and act upon if considered necessary, comments made by members of the public.

Members of the public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The Chairman will call the question from those who are indicating that they wish to speak.

4. **Apologies** – to receive and approve apologies for absence
5. **Declarations of Disclosable, Pecuniary and Other Interests** - to receive any declarations of interest, and to receive and consider written requests for dispensations for disclosable pecuniary interests
6. **Minutes** - to discuss, amend if necessary and thereafter approve the Minutes of the Council meeting held on Monday, 18th March 2025.
7. **Chairman's Announcements** – to receive any announcements by the Chairman of the Council.
8. **Correspondence & Action Lists** – to note correspondence received and actions since the last meeting.
9. **Committees** – to receive and note the Minutes, including recommendations therein as a true record of the following Committee Meeting

- **Commons Committee, 17th March; date of next meeting TBA**
- **KGV Committee, 17th March; date of next meeting TBA**

10. **Terms of Reference** - to receive and agree revised Terms of Reference for the following Committees:

- **Finance Committee** – to receive a recommendation from the Finance Committee that these be adopted.
- **Commons Committee**
- **King George's Field (KGV) Committee**

11. **Committee Structure** – to appoint Standing Committees for 2025/2026

- Finance Committee (up to 5 members)
- Commons Committee (up to 5 members)
- KGV Committee (up to 5 members)

12. **Appointment of Committee Chairmen** – to appoint Chairmen to all of the above Committees; Vice Chairmen to be appointed at the first meeting of those Committees

13. **Appointment to Outside Bodies** – to appoint Council representatives to outside bodies for 2025/2026

14. **General Power of Competence** - to confirm that the Council meets the eligibility criteria under the Localism Act 2011 to exercise the General Power of Competence and to resolve to adopt that power.

15. **Authorised banking signatories** – to review current councillor signatories authorised to deal with the Council's banks, and amend if necessary; to add the Clerk as signatory with administration rights to all accounts.

16. **Meeting Schedule** – to agree meeting dates up to March 2026.

17. **Policies** – to consider and agree the following policies, and to note that the Clerk will be reviewing all other council policies and will present revised drafts to a future meeting:

- Risk Management Plan 2025/2026; to receive a recommendation from the Finance Committee that this be adopted.
- Fixed Asset Capitalisation Policy; to receive a recommendation from the Finance Committee this these be adopted.
- Co-Option Policy
- Standing Orders; to note that Standing Orders were reviewed in July 2024
- Financial Regulations; to note that Financial Regulations were reviewed in January 2025

18. **Confirmation of Internal Auditor** - to confirm Mark Mulberry LAS as Internal Auditor for 2025/2026 financial year.

19. **Internal Auditors' Report** – to receive and note the Internal Auditors' Report and to consider and agreed any recommendations made therein.

20. **Annual Governance & Accountability Return and Public Inspection of 2024/2025**

Accounts – to agree the following

- a) Annual Governance Statement 2024/2025 – to agree Section One of the Annual Governance & Accountability Return
- b) That the Chairman signs the Annual Governance Statement 2024/2025
- c) Accounting Statements 2024/2025 – to agree Section Two of the Annual Governance & Accountability Return
- d) That the Chairman and the RFO signs the Annual Accounting Statements 2024/2025
- e) To note the additional information to be sent to the External Auditor in support of the Annual Governance & Accountability Return 2024/2025 by the submission date of 30th June 2025

- f) To agree and adopt the public inspection period for the 2024/2025 Annual Governance & Accountability Return.

21. **Accounts** - to consider and approve other financially related matters if necessary, including

- Accounts for payment for April 2025
- Bank reconciliations for April 2025
- Ratification of payments agreed at the Finance Committee meeting on April 14th
- Tender for car park works at King George V Field

22. **Payments made by direct debit** – to note ongoing payments made via direct debit

23. **Planning Applications** – to consider and agree recommendations to submit to Waverley Borough Council as the Local Planning Authority, on the following planning applications:

Reference	Address	Proposal
WA/2025/00674	Oaktree House The Common, Dunsfold, GU8 4LE	Internal and external alterations (Listed Building consent)
WA/2025/00729	High Loxley, High Loxley Rd, Loxhill, GU8 4BW	Erection of Agricultural Barn
WA/2025/00742	Land Co-Ordinates 500422 135337 Wrotham Hill, Dunsfold	Continued use as residential caravan site (LDC – to note)

24. **Planning Decisions** - to receive and note decisions made by Waverley Borough Council as the Local Planning Authority

Reference	Address	DPC	WBC
WA/2024/01832	Ashdown Chiddingfold Road	N/A	Lawful
NMA/2025/00310	Heronsford Mill Lane Dunsfold	N/A	Granted

25. **Planning Appeal** – to note that the following appeal has been lodged

Reference	Address	Proposal	DPC Comment to original application
APP/R3650/W/25/3362383 Re WA/2023/01020	Land Co-Ordinates 500925 136002 North of Miller Land and Alfold Rod, Dunsfold	Erection of 21 homes with associated facilities	Support in principle

26. **Gypsy & Traveller Site** - to receive an update on the ongoing Stovolds site enquiry

27. **Waverley Borough Council** - to receive a report on matters from Waverly Borough Council

28. **Surrey County Council** – to receive a report on matters from Surrey County Council

29. **Old School Site Working Party** – to receive an update on progress

30. **Parish Council Surgeries** – to receive a report on residents’ concerns raised at recent surgeries

31. **Dunsfold Neighbourhood Plan** – to receive an update on progress

32.**Phone Mast on KGV Field** – to receive an update

33.**Items for Information** – to receive items for information.

34.**Future agendas** – to receive and consider items for inclusion future agendas

35.**Date of next meeting** – to note dates of next scheduled meetings, as agreed under Item 16

ALL MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND, AND ARE WELCOME AT MEETINGS

Clerk's Report
Annual Council meeting to be held on
Tuesday, 6th May 2025
To be read in conjunction with the agenda

1 Election of Chairman

This is the first business of the meeting, prior to Public Question Time.

Cllr Waterson as the current Chairman 2024/2025 will chair the meeting up to such time as the Chairman for 2025/2026 is elected.

The Clerk plays no part in the election of the Chairman, this is decided by members.

Councillors will be invited by the current Chairman to nominate/second a candidate. A candidate cannot nominate or second themselves, although they may vote for themselves. In the event of a tie in voting, the current Chairman has the casting vote.

Individual Councillors must be aware that they cannot nominate and/or second more than one candidate. They must be present at the meeting to nominate/second and to vote.

A candidate does not have to be present at the meeting to be voted in as Chairman.

Voting will take place via a show of hands.

The successful candidate must sign an acceptance of the office of Chairman immediately; the Clerk will provide hard copy at the meeting. They then take the Chair.

If the successful candidate is not present at the meeting, the Council must decide by which date the acceptance of office must be signed.

In this case, those present at the meeting must decide from amongst their number who is to be Chair for this one meeting.

2 Election of Vice Chairman

The advice of the Clerk is as for the election of the Chairman, except the newly elected Chairman has the casting vote in the event of a tie.

It is not a legal requirement to have a Vice Chairman of the Council.

The Clerk will provide hard copy of the acceptance of office at the meeting for the successful candidate.

3 Public Participation

To invite MOPs present to address the Council

4 Apologies

To note and accept apologies.

5 Declarations of Interest

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of interest will be Minuted.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting, unless they have received a dispensation.

If a dispensation is required, then this must be submitted as soon as possible, preferably prior to the meeting. This must be in writing, as per Standing Order 13 a) to i).

6 Minutes

To agree the Minutes of the meeting held on Monday 7th January 2025

7 Chairman's Announcements

The Chairman may chose to make an announcement

8 Correspondence & Action Lists

Correspondence list

This is a list of general emails forwarded to Councillors for information, and any letters received.

General emails between the Clerk and residents and other bodies will not be included.

Action list

The Clerk will keep a record of actions agreed at meetings and will provide updates, which should hopefully ensure that nothing is overlooked.

9 Committees

To note the Minutes of the following meeting, as previously circulated:

- Commons Committee, 17th March; date of next meeting TBA
- KGV Committee, 17th March; date of next meeting TBA

10 Terms of Reference

Councillors are asked to consider and agree the Term of Reference for Committees

Finance Committee

This Committee recommends that these TOR be adopted

Commons Committee

The Clerk was unable to find a previous TOR for this Committee, so has drafted one from actions she has noted from previous meetings.

KGC Committee

This has been drafted based on the previous TOR.

At the last Annual Council Meeting, membership of this Committee was agreed at three, and the Clerk suggested it should made up of 5 members to ensure that meetings are quorate.

However, in reading the previous TOR, as the Council as a body is sole trustee, all Councillors must be members of the Committee.

Please note the Clerk's comments in red and green where she seeks clarification.

11 Committee Structure

Councillors are asked to consider membership of the Finance and Commons Committees, both 5 members.

12 Appointment of Committee Chairman

Nominations will be asked for Chairmen of the Finance, Commons and KGV Committees. Only those on those Committees as agreed under the previous item may nominate, second and vote in the Chairmen.

Vice Chairmen will be elected at the first meeting of that Committee

13 Appointment to Outside Bodies

At the last Annual Council Meeting, the following representation was agreed.

Organisation	Representative
Henry Smith Charity	Cllr Waterson
Neighbourhood Officer	Vacancy
Rights of Way/Footpaths	Cllr Fraser
Remembrance Officer	Mrs Jones
Bonfire	Cllrs Wright and Fraser
Fete	Cllrs Wright and Fraser
SALC	Cllr Waterson*
Waverley Town & Parish Meeting	Cllr Waterson
Dunsfold Park Advisory Group	Cllr Waterson

*Usually the Chairman of the Council

14 General Power of Competence

As per the Localism Act 2011 s1, the Council is now eligible to adopt the General Power of Competence (GPC) in that

- Two third of members were elected, not co-opted
- The Clerk is CiLCA qualified

This means that the Council has the power to do anything that an individual might legally do, including to do so for commercial purposes. However, if an activity is done for a commercial purpose, then the Council must set up a limited company.

If another authority has a statutory duty to provide a service, then this takes precedence over GPC. For example, a county council has a duty to provide education, so a parish council may not set up a school.

Another example where GPC does not apply is when there is a higher legal obligation in force, such as no works can be carried out on the public highway or verges without the express permission of the highways authority.

A Council with GPC can run a village shop or post office, which it cannot do without the power.

Without GPC the only monies that the Council can spend without any specific relevant power is limited to s137 payments which equate to £11.10 per elector.

Having GPC is evidence that the Council has the correct governance in place.

The Clerk recommends that the Council adopts the General Power of Competence.

15 Authorised Banking Signatories

Councillors are asked to agree signatories for all accounts, and to agree that the Clerk is added as a signatory to enable her to access accounts for management accounting purposes.

As part of this process, the previous Clerk will be removed as a signatory

Account	Signatories
Lloyds Current Council Account	Cllrs Enticknap and Waterson and ex Cllr Wright
Lloyds Current KGV Account	Cllr Waterson and ex Cllr Wright
Lloyds Current Playground Account	Cllr Waterson and ex Cllr Wright

NS&I	The previous clerk
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NS&I have refused to supply statements without a change of mandate. They require proof that new signatories have been agreed at a properly constituted meeting which will this meeting.

The Clerk is setting up a new accounts, and asks Councillors to agree the signatories for a Unity Trust account, and a CCLA investment account, including herself.

16 Meeting Schedule

Councillors are asked to agree the meetings schedule as included in this meeting pack, up to March 2026.

17 Policies

Councillors are asked to agree and adopt the following policies

- Risk Management Plan 2025/2026; to receive a recommendation from the Finance Committee that this be adopted.
- Fixed Asset Capitalisation Policy; to receive a recommendation from the Finance Committee that these be adopted.
- Co-Option Policy

Councillors are asked to note that

- Standing Orders were reviewed in July 2024. An update has just been published which will be presented to a future meeting.
- Financial Regulations were reviewed in January 2025

Other Policies

As per Standing Orders, other policies and documents should be considered at this meeting. However, the Clerk reports that these are either out of date, or she cannot find them. She intends to review all policies and documentation and present revisions to future meetings, and will hold a register in future to ensure that these are kept updated.

Missing documents are:

- Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- Review of representation on or work with external bodies Review of the Council's and/or staff subscriptions to other bodies
- Review of the Council's complaints procedure
- Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
- Review of the Council's policy for dealing with the press/media
- Review of the Council's employment policies and procedures

Councillors are asked to note the action proposed.

18 Confirmation of Internal Auditor

The Clerk recommends that Mulberry LAS be appointed as as Internal Auditor for 2025/2026 financial year at a cost of £75 + VAT an hour, plus travelling expenses of 45p per mile. Engagement is offered at periods of one or three year, with the rate staying the same.

Councillors are asked to consider appointing Mulberry LAS for a three year term at these terms.

19 Internal Auditors' Report

At the time of writing this report, the internal auditors' report and subsequent Annual Return have not been finalised, due to the lack of statements from NS&I as reported earlier.

If this is still the case at the meeting, then this item will have to be deferred to the next meeting

20 Annual Governance & Accountability Return and Public Inspection of 2024/2025 Accounts

As advised above, this item may have to be deferred, however the Clerk is including the detail in case it is available.

Each item listed must be agreed separately, as each must have a different Minute number.

- g) Annual Governance Statement 2024/2025 – to agree Section One of the Annual Governance & Accountability Return
- h) That the Chairman signs the Annual Governance Statement 2024/2025
- i) Accounting Statements 2024/2025 – to agree Section Two of the Annual Governance & Accountability Return
- j) That the Chairman and the RFO signs the Annual Accounting Statements 2024/2025
- k) To note the additional information to be sent to the External Auditor in support of the Annual Governance & Accountability Return 2024/2025 by the submission date of 30th June 2025
- l) To agree and adopt the public inspection period for the 2024/2025 Annual Governance & Accountability Return.

21 Accounts and Financial Matters

Payments List

The list of proposed payments is included in the Financials meeting pack.

Also included is the list of payment authorised at the April Finance Committee Meeting to be ratified.

New Leaf Garden Services – the invoice for December was not paid. The Clerk has been in contact with New Leaf, and is drawing a contract based on the work that they have been carrying out since last August.

This equates to a payment of £400 a month, which includes cutting grass in all area weekly, strimming once a month and ongoing ditch clearance. Hedge cutting is carried out outside the birds nesting season, and is covered by additional £200 over two months. The Clerk has asked for proof of public liability insurance and pesticide licences.

The contractor advises that the shed on site on which the equipment is stored is unsecure; the Clerk seeks guidance as to how to proceed on this if required.

Councillors are asked to approve the payments list for May, and ratify the payment list for April.

Councillors may wish to consider a bank transfer of £8000 into the KGV account to cover outstanding invoices, £4000 as per the budgeted annual grant, and £4000 from capital expenditure.

Potential Purchases

The Clerk would like to purchase a new printer for the office as the current one is not fit for purpose.

An Epson office grade printer, which prints double sided and scans, costs in the region of £150 inc VAT

Bank Reconciliations

Bank reconciliations for April are included in the Financial meeting pack for approval.

Tender for Car Park at the KGV Field

The Locum Clerk has experienced difficulties accessing the Contracts Finder website. It is believed that these have been resolved; the Clerk will provide an update at the meeting.

22 Payments made by direct debit

Councillors are asked to note ongoing payments made via direct debit as per the list included in the Financial meeting pack

23 Planning Applications

Councillors are asked to agree a response to the applications as listed on the agenda

24 Planning Decisions

Councillors are asked to note the planning decisions as listed on the agenda

25 Planning Appeal

Councillors are asked to note that an appeal has been lodged against refusal of WA/2023/01020, re the erection of 21 homes on land north of Miller Lane.

The Council supported the original proposals in principle; the Clerk asks if Councillors wish her to submit a written response to the Inspector

26 Gypsy & Traveller Site

Cllr Waterson will provide an update.

27 Waverley Borough Council

Cllr Deanus is hoping to attend; if so he will give a verbal report.

28 Surrey County Council

Cllr Deanus is hoping to attend; if so he will give a verbal report.

29 Old School Site Working Party

Cllr Griffiths will give a verbal report.

30 Parish Council Surgeries

The Clerk is unsure if any surgeries have taken place – she is reliant on councillors to give an update.

31 Dunsfold Neighbourhood Plan

Cllr Waterson will give a verbal report.

32 Phone Mast on KGV Field

The Clerk will give a verbal report.

33 Items for Information

Councillors are invited to report on items of interest.

34 Future agendas

Councillors are invited to report on items of interest

35 Date of next meeting

If agreed under Item 16, the next full council meeting will take place on 10th June

DUNSFOLD PARISH COUNCIL

Minutes

Minutes of the Parish Council Meeting held on Tuesday 18th March 2025, at 7.30pm in the Winn Hall, Dunsfold.

Cllrs Present:

Cllr Nigel Waterson - Chair

Cllr Roy Enticknap

Cllr Jane Wright

Cllr Dave Griffiths

Cllr Chris Lindesay - Vice Chair

Clerk to meeting: Julie Flenley, Locum Clerk & RFO

Public: 11

Representations from members of the public 7.30pm – 7.45pm

A villager noted the Old School Site reports and conclusions and that no s554 Order had been issued previously. Cllr Waterson noted the comments in advance of its discussion on the agenda at item 14.

The same villager asked about the procedure for assessing sites in the draft Neighbourhood Plan.

A villager noted that the new National Planning Policy Framework (NPPF) would have to be considered with the emerging Neighbourhood Plan now that the 3-month window has lapsed since the NPPF was implemented. A further villager questioned when the Neighbourhood Plan village consultation would take place. Cllr Waterson noted that it should be later in the year.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Tigi Singhatheh. Locum Clerk noted for the record. Cllr Deanus also sent apologies.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

2.1 Cllr Waterson declared an existing dispensation relating to Coombebury Cottage. Locum Clerk noted for the record.

2.2 Cllr Lindesay noted that he had a pecuniary interest in item 9 and on the advice of the Monitoring Officer would be abstaining from voting or speaking. Cllr Enticknap noted that he had an interest in item 6 and would not be partaking in discussions. Locum Clerk noted for the record.

2.3 Cllr Wright noted that a dispensation had been applied for, for North Gratton Chase for 2 years given the proximity of her residential address to the applicant site. Cllr Waterson proposed that the dispensation be agreed. Seconded by Cllr Griffiths, agreed unanimously. Dispensation granted to Cllr Wright for two years with regards to North Gratton Chase. Locum Clerk to note for the record.

3. PARISH COUNCIL MINUTES

The draft Minutes of the Parish Council meetings held on the 11th February 2025 as circulated, were proposed by Cllr Enticknap, seconded by Cllr Wright and agreed with one abstention as a true record for the Chair to sign. Locum Clerk to retain.

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

None.

5. TO NOTE THE DRAFT MINUTES FROM THE KGV MANAGEMENT COMMITTEE AND COMMONS COMMITTEE

Councillors noted for the record with no comments.

6. PLANNING NOTIFICATIONS

[WA/2025/00352](#) - 4 Binhams Meadow, Dunsfold, Godalming GU8 4LH. Erection of a detached workshop/store. Councillors motioned no comments.

[WA/2025/00333](#) - The Outspan, Binhams Meadow, Dunsfold, Godalming GU8 4LF. Erection of a detached outbuilding for habitable accommodation following demolition of existing detached garage/store. Councillors motioned no comments. .

[WA/2025/00331](#) - Old Orchard, Knightons Lane, Dunsfold, Godalming GU8 4NU. Change of use of land from agricultural to camp site. Councillors discussed the application and noted concerns about the nature of the customers/usage and the effect on the local wildlife. It was noted that any permission would need to be conditioned to ensure that privacy was awarded to neighbours, the effect on the rural area, noise, light emissions and access. Locum Clerk to write.

[NMA/2025/00310](#) - Heronsford Mill Lane Dunsfold Godalming GU8 4LD. Amendment to wa/2024/00700 to change windows and doors on the west and north elevations as well as replacing the sloping roof lights with a flat roof light. Councillors motioned no comments.

[WA/2025/00298](#) - Land Coordinates 500422 135337 Wrotham Hill Dunsfold Godalming. Certificate of lawfulness under section 192 for continued use of the land edged red on the accompanying plan as independent residential use and has been in use continuously for a period in excess of 10 years. Councillors motioned no comments.

[WA/2025/00258](#) - Wetwood Farm Chiddingfold Road Dunsfold Godalming GU8 4PB. Application under s73 to vary condition 1 (approved plans) of WA/2024/01009 to make alterations to the design of plots 9-12 and repositioning of plot 1. Councillors noted that the site looks to have changed hands to Antler Homes and that works to the entrance look to be underway. It was noted that no response had been received to a letter detailing the removal of the CIL/provision of affordable homes condition on the permission. Locum Clerk to write noting that the council had no material comments on the s73 application, but concerns about the affordable housing provision need to be addressed.

7. PLANNING APPLICATIONS

[WA/2025/00191](#) - Chiddingfold Storage Depot Chiddingfold Road Dunsfold Godalming GU8 4PB. Erection of two buildings following demolition of existing buildings (one fire damaged); use for waste processing/storage/b2 general industrial purposes; creation of vehicular ?In only? Access from Chiddingfold road with sliding security gate; rearrangement of car parking; and landscaping. (This application is determined by surrey county council under their ref scc_ref_2024-0181). NO OBJECTION IS RAISED.

[WA/2024/02467](#) - Land Coordinates 500833 137030 Between Chennels Cottage And 1 Burdocks The Green Dunsfold Godalming. Approval of reserved matters (appearance landscaping layout and scale) following outline permission granted under appeal reference app/r3650/w/22/3300262 (wa/2021/03081) for the erection of 5 dwellings and associated works including vehicle access. RESERVED MATTERS REFUSED. Councillors also approved a representation on the latest Appeal on access to this site.

[S52/2022/02266](#) - Land Centred Coordinates 500866 135914 Alfold Road Dunsfold Godalming. Request to modify a section 52/106 legal agreement (wa/2017/1815) requires changes to the out of date mortgagee in possession clause and any associated clauses to be amended. NO FURTHER ACTION / DISPOSED OF.

Councillors noted for the record.

8. STAFFING AND RECRUITMENT

Cllr Wright noted that the recruitment panel consisting of the Locum Clerk and Cllrs Wright, Lindsey and Waterson met on 10th March to interview a number of candidates who had been shortlisted for the position of Parish Clerk and RFO to Dunsfold Parish Council. After deliberation, the panel recommendation was to appoint Jenny Nagy for the position under the following terms:

- NALC contract (incorporating Green Book terms)
- An LGPS pension and scale point commensurate with her qualifications and experience
- Initially 16 hours per week with a 6-month review
- 3 months probationary period
- A start date of 31st March 2025
- Flexible working
- Parish council laptop

The Locum Clerk would be retained to finish off the parish councils internal and external audits for the year, and working reduced hours to onboard the new Clerk until the end of May 2025.

Cllr Wright proposed that the council appoint Jenny Nagy on the above outline terms. Seconded by Cllr Waterson. Agreed unanimously, motion carried. Locum to prepare contracts and contact referees in advance of the new Clerk commencing work.

9. TO RECEIVE CLLR WATERSONS MOTION PERTAINING TO THE NEIGHBOURHOOD PLAN

Cllr Waterson tabled a motion to discuss the Neighbourhood Plan going forward as follows:

That this Council resolves to pursue one of the following options:

1. To proceed with work on a draft Neighbourhood Plan including site allocations for possible development, continuing to work closely with UVE to finalise a draft Plan to present for Regulation 14 consultation and all regulatory requirements.
2. To proceed with work on the draft Neighbourhood Plan as set out in 1 above, but omitting any site allocations for possible development.
3. To abandon work on the draft Neighbourhood Plan altogether.

5 Councillors discussed the motion, noting that evidence gathering was underway prior to submission to Waverley Borough Council for a Regulation 14 submission and village consultation. It was noted that making the Neighbourhood Plan would reduce the possibility of speculative development in Dunsfold and it would be a "material consideration" which any Planning Inspector would need to consider in their deliberation.

Cllr Waterson proposed that Option 1 be adopted by Dunsfold Parish Council and that work should be undertaken urgently to move the Plan forward. Seconded by Cllr Wright. Agreed by 5 councillors, with one abstention. Motion carried, Councillors to put forward evidence base to Waverley Borough Council as soon as possible.

10. KGV SUBS AND MEETING UPDATE

It was briefly noted that there were hedge issues on KGV which had been notified to the parish council. Cllr Griffiths, in Cllr Singhateh's absence noted that the usergroups had all been notified that the invoices for 2024/25 had not been sent out. The Locum Clerk had now prepared them and would be emailing the

usergroups shortly for the outstanding subs for 2024/25 and again for 2025/26. The usergroups had also agreed to an increase in subs from £500 per year to £750 to assist in the running costs of the KGV pavilion and fields. Locum Clerk to send invoices for both years to usergroups going forward.

11. KGV CAR PARK

The council noted the draft specification quote for retarmacking the KGV car park for which up to £55,000 CIL funds had been allocated in February 2025's full council meeting at Minute reference 13. It was noted that the works would need to be advertised by the Locum Clerk on Contracts Finder as it was likely to be above the threshold.

Councillor Griffiths proposed that the draft specification was agreed by the council to be put to tender. Seconded by Cllr Enticknap and agreed unanimously. Motion carried. It was agreed that the Locum Clerk would add the closing tender date of 22nd April 2025 to allow the council two weeks to examine the open tenders in advance of the May full council meeting where a quote would be selected for the works, as well as requesting potential start dates for the works. The successful tenderer would be instructed to commence works as soon as practicable following the meeting. Locum Clerk to update.

12. WAVERLEY BOROUGH COUNCIL

Cllr Deanus was not in attendance due to a meeting at Waverley Borough Council.

13. SURREY COUNTY COUNCIL

Cllr Deanus was not in attendance due to a meeting at Waverley Borough Council.

14. TO RECEIVE AN UPDATE FROM THE OLD SCHOOL SITE WORKING GROUP

Cllr Griffiths noted that a full report had now been produced by the working group which had looked at a range of outcomes for the site. No recommendations had been made; costs had been evaluated for a preschool which would require restoring the main school building at considerable costs and there was no possibility of opening as a primary school due to demand and funding. There were potential options for using parts of the site, but agreement would need to be reached and the site was complex due to a range of covenants.

Cllr Griffiths noted that agreement from Dunsfold residents was important and that the Diocese of Guildford would not progress the site without village agreement/support.

Cllr Griffiths noted that the parish council would need to discern how they entered into negotiations with the Diocese to move the site forward and how the village would be consulted on the site. The Diocese were not clear on what they would or could do to bring the site back into a viable use, so it would be necessary for the parish council to start negotiations on what could be done on the site which would benefit residents. Cllr Waterson requested that Cllrs Griffiths and Wright meet with Diocesan representatives once more to establish what the Diocese want to do with the site to see if a compromise could be reached to resolve the site. Cllr Griffiths agreed, updates to be provided at a future full council meeting.

15. TO DISCUSS AND AGREE AND FINANCIAL RISK ASSESSMENT AND FIXED ASSET CAPITALISATION POLICY

Councillors noted that both policies were recommended by the Internal Auditor to be in place before year end, following on from the Interim Internal Audit on 7th March 2025. Cllr Lindsey noted that further time to review the documents would be required. Cllr Waterson proposed that the policies be adopted in the intervening time with due consideration be given to them at the Finance Committee meeting scheduled for 14th April 2025, with a recommendation for any changes to be adopted at full council in May 2025. Seconded by Cllr Griffiths, agreed unanimously, motion carried. Locum Clerk noted for the record and noted for the Finance Committee agenda in April and full council in May 2025.

16. TO UPDATE ON DUNSFOLD'S NEIGHBOURHOOD PLAN

Councillors noted that an update had been provided at agenda item 9, above. Locum Clerk to schedule a meeting with Katherine Dove to discuss the Site Assessment Reports which had been drafted by the Locum Clerk and evidence base moving forward.

17. UPDATE ON PHONE MAST ON KGV

The Locum Clerk noted that further correspondence from Carter Jonas has been received and they were still pursuing funds from the parish council for fees which have been incurred from the surveying works for the telephone mast, despite the undertaking of fees from Cornerstone. The Locum Clerk noted that she would rebut the email once more and request that they seek remediation from Cornerstone as per the Heads of Terms. Locum Clerk to update.

18. CORRESPONDENCE

Cllrs Waterson noted that there had been further activities on Burnt Hill and a number of emails had been received. The Locum Clerk agreed to request an update from the Enforcement Team at Waverley Borough Council on actions.

The Locum Clerk also noted that she had been contacted by Surrey County Council Highways department on a tree on Common Land which required felling as it was posing a risk to the public. The Locum Clerk agreed to liaise with a tree surgeon for removal quotes going forward. It was also noted that there had been a request for a wayleave over Common Land by the KGV Field. The Locum Clerk had been in touch with Waverley Borough Council to see if the property owner required a s38 Commons Act application from the Planning Inspectorate. The response was outstanding but the resident was being given appropriate support by the parish council.

The Locum finally noted that the parish council had been given the go-ahead from Waverley Borough Council's Elections Team to advertise a casual vacancy on the parish council to replace Ginny Fraser following her resignation. The Locum Clerk agreed to advertise the position on the parish council website and requested that councillors look for a replacement.

19. RECEIPTS AND PAYMENTS

March 2025

Julie Flenley	Locum Fees – February 2025 (Inv. #013)	£2,464.40
Sage Payroll	Payroll costs – March Inv. GB-00346343	£12.00
Mulberry & Co.	Councillor Training Inv. 0901	£484.80
J. W. Elliott and Sons	Commons & verges cut	£3,118.80
NALC	Clerk's job advert Inv. 702820	£120.00
BT	Phone Bill (Q059 LP)	£53.60
Celeste Lawrence	Backpay 2024/25	XXXX
HMRC	Staffing costs	£36.20
Surrey LGPS	Pension costs	XXXX
UVE	Neighbourhood Plan Fees – Inv. UVEP038-25	£4,855.20
s.137 Grant	Citizens Advice Waverley	£300.00
s.137 Grant	Winn Hall	£400.00

Councillors unanimously agreed the above for payment for March 2025.

20. BANK RECONCILIATIONS

Councillors noted the bank reconciliations for the month of February 2025 against bank statements for all accounts. Cllr Waterson proposed that they were signed off, seconded by Cllr Griffiths.

Unanimously agreed, reconciliations signed by Cllrs Wright and Enticknap in line with Financial Regulations 2.6 Locum Clerk noted for the record and to retain signed copies on file.

21. TO AGREE THE MOVEMENT OF EAR MARKED RESERVES (EMR) TO GENERAL RESERVES & TO MOVE CIL FUNDS TO EARMARKED RESERVES
Deferred.

22. ITEMS FOR INFORMATION
None.

23. FUTURE AGENDAS
- | | |
|--------------------------|------------------------------------|
| - Old School Site update | - Reports from surgeries |
| - Neighbourhood Plan | - KGV Car Park resurfacing tenders |

24. TO NOTE THE DATES OF THE NEXT MEETINGS
- Full Council – 6th May 2025
 - Annual Parish Meeting – 8th April 2025
 - Commons Committee – 19th May 2025
 - KGV Committee – 19th May 2025

Meeting closed: 10.00pm

Chair of the Council..... Dated.....

Correspondence List to 1st May 2025

Date	From	Action
3 rd April	NALC Chief Executive Bulletin	
30 th April	Mulberry LAS Training Programme	To note
1 st May	NALC Chief Executive Bulletin	To note

Action list as of 6th May 2025

Meeting Date	Action	Responsibility	Update
FC 18 th March	Issue offer of employment and contract to new clerk	Locum Clerk	Completed
FC 18 th March	Work with consultant to progress N Plan	Cllr Waterson/Clerk	In hand
FC 18 th March	Issue KGV invoices for 2024/25 and 2025/2026	Locum Clerk	Completed
FC 18 th March	Issue tender for KGV car park works	Locum Clerk	To report at the meeting
FC 18 th March	Arrange meeting with Diocese to discuss its intentions for the Old School site	Cllrs Griffiths & Wright	To report at the meeting
Finance 14 th April	Prepare 2024/2025 accounts for KGV	Locum Clerk/Clerk	In hand
Finance 14 th April	Prepare 2025/2026 budget for KGV	Cllr Lindesay/Clerk	In hand
Finance 14 th April	Open Unity Trust account and CCLA investment account	Clerk	In hand

**DUNSFOLD PARISH COUNCIL
MEETING DATES 2025/2026**

April 2025	
Tues, 8 th April	Annual Parish Meeting
Mon, 14 th April	Finance Committee
May 2025	
Tues, 6 th May	Annual Council Meeting
Mon, 19 th May	Commons Committee
Mon, 19 th May	KGV Committee, at 8.30pm
June 2025	
Tues, 10 th June	Full Council
July 2025	
Tues, 8 th July	Full Council
Mon, 21 st July	Commons Committee
Mon, 21 st July	KGV Committee, at 8.30pm
Mon, 28 th July	Finance Committee
August 2025	
No scheduled meetings	
September 2025	
Tues, 2 nd Sept (from 9 th Sept)	Full Council
Mon, 15 th Sept (29 th Sept?)	Commons Committee
Mon, 15 th Sept (29 th Sept?)	KGV Committee, at 8.30pm
October 2025	
Mon, 14 th Oct	Full Council
Tues, 27 th Oct	Finance Committee
November 2025	
Mon, 11 th Nov	Full Council
Tues, 17 th Nov	Commons Committee
Tues, 17 th Nov	KGV Committee, at 8.30pm
December 2025	
Tues, 9 th December	Full Council
January 2026	
Tues, 13 th Jan	Full Council
Mon, 19 th Jan	Commons Committee
Mon, 19 th Jan	KGV Committee, at 8.30pm
Mon, 26 th Jan	Finance Committee
February 2026	
Tues, 10 th Feb	Full Council
March 2026	
Tues, 10 th March	Full Council
Mon, 16 th March	Commons Committee
Mon, 16 th March	KGV Committee, at 8.30pm