

# DUNSFOLD PARISH COUNCIL

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**30<sup>th</sup> April 2025**

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## **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, 6<sup>th</sup> May 2025**, where the following business will be transacted

Jennifer Nagy, Clerk to the Council

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### **AGENDA**

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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, 18<sup>th</sup> 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, 17<sup>th</sup> March; date of next meeting TBA**
  - **KGV Committee, 17<sup>th</sup> 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 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 30<sup>th</sup> 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	Héronsford 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**