

DUNSFOLD PARISH COUNCIL

Tel: 01483 200980
email: dunsfoldparishclerk@btconnect.com

Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU8 4PB

20th September 2022

NOTICE OF A PARISH COUNCIL MEETING

Councillors are hereby summoned to attend the meeting of Dunsfold Parish Council to be held in the Winn Hall at **7.30 pm on Monday 26th September 2022.**

Members of the public are welcome to attend Parish Council meetings and are invited to put questions, relevant to the agenda, to the Council between 8.30 pm and 8.45 pm.

Celeste Lawrence - Clerk to the Council

AGENDA

1. **APOLOGIES FOR ABSENCE**

Recommendation: To receive apologies for absence.

2. **DECLARATIONS OF INTERESTS**

Recommendation: To receive any declarations of interest from members in respect of any item to be considered at the meeting and changes to members registered interests.

3. **PARISH COUNCIL MINUTES**

Recommendation: To approve the Minutes of the Extraordinary meeting held on the 2nd August and the Minutes of the meeting held on 11th August 2022 as a correct record of decisions taken and the Chairman to sign the Minutes.

4. **PLANNING NOTIFICATIONS**

Attached to agenda.

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

5. **PLANNING APPLICATIONS**

Recommendation: To consider and AGREE responses to the following planning applications:

WA/2022/02197 - 2 New Inn Cottages, The Common, Dunsfold GU8 4LL

Erection of a single storey extension (revision of WA/2022/00925).

WA/2022/02196 - 2 New Inn Cottages, The Common, Dunsfold GU8 4LL

Listed building consent for erection of a single storey extension.

WA/2022/02153 - 2 King George V Cottages, The Green, Dunsfold GU8 4LY

Erection of extensions and alterations.

WA/2022/02146 - Millhanger, Chiddingfold Road, Dunsfold

Application under section 73 to vary condition 21 of WA/2019/1474 (sustainability development measures) to supersede with revised sustainability statement.

WA/2022/02373 - Wetwood Farm, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of 12 dwellings and associated works including vehicular access parking and carports following demolition of existing buildings and removal of hardstanding.

S52/2022/02266 - Land Centred Coordinates 500866 135914 Alfold Road, Dunsfold
Request to modify a section 52/106 legal agreement (wa/2017/1815) requires changes to the out of date mortgagee in possession clause and any associated clauses to be amended.

6. EXTERNAL AUDIT

Recommendation: To note the external audit

7. RECEIPTS AND PAYMENTS

Recommendation: To receive accounts for payment.

8. FUTURE AGENDAS

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

9. PRESS AND PUBLIC

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

Item 4 - Planning Notifications

WA/2019/1464 - 7 BURNT HILL PLAISTOW ROAD, GODALMING, GU8 4PG

Use of land as a residential gypsy caravan site for siting 12 static caravans and erection of amenity building.

Decision: Pending

WA/2021/0119 - Ashdown, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of two storey extension including alterations to chimney.

Decision: Pending

WA/2021/02308 - Land South of Dunsfold Road and East of High Loxley Road, Godalming, GU8 4BW

Erection of cattle finishing unit.

Decision: Pending

WA/2021/02581 - South Fork, Wrotham Hill, Dunsfold

Certificate of lawfulness under section 192 for the siting of a caravan for use ancillary to agriculture.

Decision: Pending

WA/2021/03164 - Wetwood Farm, Chiddingfold Road, Dunsfold, GU8 4PB

Demolition of existing buildings and construction of 12 dwellings with associated access parking and amenity areas (as amplified by ecological information submitted 04/01/2022 and archaeological assessment submitted 05/01/2022).

Decision: Pending

WA/2021/03081 - Land Centred Coordinates 500833 137030, The Green, Dunsfold

Outline application with all matters reserved except for access for erection of 5 dwellings and associated works including vehicle access.

Decision: Pending

WA/2022/03255 - Land centred coordinates 501563 137208 High Loxley Road, Loxley

Erection of agricultural worker's dwelling and ancillary farm outbuilding.

Decision: Pending

WA/2022/01008 - Old Kennels Cottage, The Green, Dunsfold, GU8 4NB

Certificate of lawfulness under section 191 to confirm the lawfulness of the annexe extension and glazed link which connects it to the house the annexe and link were completed more than four years ago.

Decision: Pending

WA/2022/01056 - Timbers, Hurlands Lane, Dunsfold, GU8 4NT

Erection of two storey extension.

WA/2022/01055 - Timbers, Hurlands Lane, Dunsfold, GU8 4NT

Listed building consent for extensions and alterations.

Decision: Pending

WA/2022/01127 - Willards Garden Cottage, The Common, Dunsfold, GU8 4LB

Erection of a dwelling following demolition of existing dwelling.

Decision: Pending

WA/2022/01271 - High Loxley Farm, Dunsfold Road, Loxhill, GU8 4BW

Erection of outbuilding for use as a pool house and construction of swimming pool with associated works.

Decision: Granted

WA/2022/01496 - Ashdown, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of ancillary outbuilding and demolition of existing buildings.

Decision: Pending

WA/2022/01395 - Ashdown, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of fencing gates and piers.

Decision: Pending

WA/2022/01469 - HRM Polo, Burningfold Manor, Plaistow Road

Change of use of existing stables with associated internal and external alterations to provide 3 residential dwellings.

Decision: Pending

WA/01504 - Blacknest Farmhouse, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of single storey outbuilding for ancillary residential use together with installation of two air source heat pumps to proposed outbuilding and existing outbuilding following removal of oil tank and shed.

Decision: Granted

WA/2022/01654 - High Loxley Farm, Dunsfold Road, Loxhill, GU8 4BW

Listed building consent for the erection of stables and alterations following demolition of existing stables.

Decision: Pending

WA/2022/01653 - High Loxley Farm, Dunsfold Road, Loxhill, GU8 4BW

Erection of stables and alterations to access road following demolition of existing stables.

Decision: Pending

PRA/2022/01630 - Willards Farm, The Common, Dunsfold, GU8 4LB

General permitted development order 2015 schedule 2 part 3 class q - prior notification application for change of use of agricultural building to 1 dwelling (class c3) and for building operations necessary for the conversion.

Decision: Prior approval required and granted

WA/2022/01659 - 1 Blacknest Cottages, Chiddingfold Road, Dunsfold, GU8 4PB

Certificate of lawfulness under section 192 for erection of single storey side extension with pitched roof.

Decision: Certificate granted

WA/2022/01781 - High Loxley Farm, Dunsfold Road, Loxhill, GU8 4BW

Listed building consent for alterations to an existing agricultural building to form ancillary residential accommodation for rural workers.

Decision: Pending

WA/2022/01780 - High Loxley Farm, Dunsfold Road, Loxhill, GU8 4BW

Alterations to an existing agricultural building to form ancillary residential accommodation for rural workers.
Decision: Pending

WA/2022/01825 - High Loxley Farm, Dunsfold Road, Loxhill, GU8 4BW

Erection of extensions and alterations to existing agricultural barn (west) to provide a residential dwelling (use classc3) following demolition of existing tractor barn; alterations to existing agricultural barn (east) to provide ancillary residential accommodation; erection of a detached outbuilding to provide garage and home office.
Decision: Pending

WA/2022/01824 - High Loxley Farm, Dunsfold Road, Loxhill, GU8 4BW

Listed building consent for erection of extensions and alterations to existing agricultural barn (west) to provide a residential dwelling (use classc3) following demolition of existing tractor barn; alterations to existing agricultural barn (east) to provide ancillary residential accommodation; erection of a detached outbuilding to provide garage and home office.
Decision: Pending

WA/2022/01832 - Fold Farm Cottage, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of an extension.
Decision: Pending

WA/2022/01958 - Elm Corner House, The Green, Dunsfold, GU8 4LX

Erection of an agricultural workers dwelling.
Decision: Withdrawn

PRA/2022/01956 - Land adjacent to Elm Corner House, The Green, Dunsfold, GU8 4LX

General permitted development order 2015 schedule 2 part 6 -prior notification application for erection of an agricultural building.
Decision: Refuse not permitted development

Dunsfold Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Dunsfold Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Dunsfold Parish Council on application to:</p> <p>(a) <u>Celeste Lawrence - Clerk & RFO</u> <u>Unit 3, The Orchard</u> <u>Chiddingfold Road</u> <u>Dunsfold GU8 4PB</u></p> <p>(b) <u>10am-12-00</u></p> <p>3. Copies will be provided to any person on payment of <u>£1.00</u>(c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>Celeste Lawrence</u></p> <p>Date of announcement: (e) <u>20/09/2022</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
--	---

Annual Internal Audit Report 2021/22

Dunsfold Parish Council

ENTER NAME OF AUTHORITY

dunsfoldparishcouncil.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Yes	No	Not applicable
✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

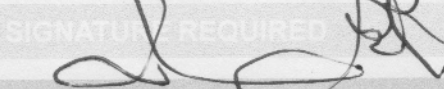
6/05/2022

Name of person who carried out the internal audit

SEE REPORT

PETER FROST

Signature of person who carried out the internal audit



Date

6/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Dunsfold Parish Council

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

12/05/22

and recorded as minute reference:

Item 20 May 12 2022

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

dunsfoldparishcouncil.gov.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

Dunsfold Parish Council

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	93913	155896	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	44520	44520	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	58998	12923	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	13785	14154	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	27750	41684	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	155896	157501	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	155896	157501	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	576603	576604	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
	✓		
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

06/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

12/05/22

as recorded in minute reference:

Item 21

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Dunsfold Parish Council – SU0029

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

24/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

September 2022

Expenditure		
Mr & Mrs WG Goodall	Office rent	180.00
Dunsfold Gardens	KGV fence	3174.22
Sage	Payroll	8.40
Celeste Lawrence	August PAYE	911.35
Surrey Pension Fund	August payment	238.32
HMRC	August tax and NI	29.39
Stephen Hayward	NP postage	40.00
D R Smith and Partner	KGV electrical works	1733.61
		6315.29
Income		