

DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU84PB

Minutes

Minutes of the Parish Council Meeting held on Tuesday 11th February 2025, at 7.30pm in the Winn Hall, Dunsfold.

Cllrs Present:

Cllr Nigel Waterson - Chair	Cllr Roy Enticknap
Cllr Jane Wright	Cllr Tigi Singhateh
Cllr Chris Lindesay - Vice Chair	Cllr Dave Griffiths

Clerk to meeting: Julie Flenley, Locum Clerk & RFO

Public: 4

Representations from members of the public 7.30pm – 7.45pm

A villager noted that the outdoor gym proposals for the KGV pitches were a good idea and they were looking forward to using them.

1. APOLOGIES FOR ABSENCE

No apologies were received. Locum Clerk noted for the record. It was further noted that the Locum Clerk and Chairman had received an email from Ginny Fraser confirming her resignation from the parish council. Councillors expressed their appreciation to Ginny for all her work on the Council.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

- 2.1 Cllr Waterson declared an existing dispensation relating to Coombebury Cottage. Clerk noted for the record.
- 2.2 None declared.
- 2.3 None declared.

3. PARISH COUNCIL MINUTES

The draft Minutes of the Parish Council meetings held on the 14th January 2025 as circulated, were proposed by Cllr Waterson, seconded by Cllr Griffiths and agreed unanimously 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, FINANCE COMMITTEE AND COMMONS COMMITTEE

Councillors noted for the record. The bins which were noted in the Commons Committee minutes were less full over the last couple of weeks which may be as a result of bad weather and less people walking their dogs. It was reported that the Locum Clerk had been in touch with the Dog Warden to visit Dunsfold and take necessary action.

The KGV Management Committee minutes noted that subs were due from user groups for 2024/25 and invoices would be issued shortly. It was noted that funds had been received from the Tennis Club for the current year. A recent meeting of the KGV representatives and ensuing discussion of raising the annual subs

for users to £750 would happen in the future.

6. PLANNING APPLICATIONS RECEIVED

[WA/2025/00053](#) - Oaks Yard, Chiddingfold Road, Dunsfold, Godalming, GU8 4PB. Erection of two buildings for mixed commercial use (class B8 storage or distribution and class e commercial business and service) with associated landscaping and parking. Councillors discussed the agenda, noting that issues around road flooding had been resolved and that there were no objections from Surrey County Council Highways. Mitigation measures from Natural England had been put forward and a CEMP suggested. Councillors motioned no objection to the application. Locum Clerk noted for the record.

[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). Councillors considered the application and noted the Notice of Forefeiture on the gate of the property. Councillors questioned what waste process they were using, what the original permission was for and noted that large vehicles would be unsuitable for the road. Councillors unanimously motioned to object to the application on vehicular access and questioned the initial grant of permission and yard operating hours. Locum Clerk to write.

7. PLANNING NOTIFICATIONS

[WA/2024/01792](#) – Ashdown, Chiddingfold Road, Dunsfold, Godalming, GU8 4PB. Erection of extension and alterations to existing detached garage. APPLICATION APPROVED.

Councillors noted for the record.

8. SURREY RIGHTS OF WAY IMPROVEMENT PLAN

Cllr Waterson noted that individuals can respond to the consultation and suggested that they do so; Dunsfold Parish Council had responded previously.

9. COOMBEBURY COTTAGE ACCESS

Cllr Waterson noted that a resident had drafted a response on behalf of the parish council on Common Land access (planning applications WA/2022/03032 & APP/R3650/W/23/3332590). A detailed response was sent in July 2024 but the application procedure had been halted due to the judicial review. Cllr Waterson proposed that the draft response was agreed by the council. Seconded by Cllr Griffiths, agreed unanimously, Locum Clerk to send response.

10. WAVERLEY BOROUGH COUNCIL

Cllr Deanus noted that there were CIL issues in Waverley Borough Council – a number of residents had been unlawfully overcharged and the Borough were looking to resolve the issue. It was noted that when the Borough/County were dissolved, there was a potential to have Waverley Borough Council to decide planning applications until 2027.

11. SURREY COUNTY COUNCIL

The Devolution White Paper had now been published – Surrey County Council have been given no real choice; the deal was not negotiable and it is now being reviewed in the first tier of moves to unitary authorities. Elections have now been cancelled and a draft proposal is anticipated by mid-March, with a full proposal due in May 2025. There would likely be a Shadow Council in 2026, with Mayoral elections in 2027. Difficulties were noted in merging multiple borough council's (debt levels, planning issues, contracts, service provision, premises, etc.) but weekly meetings between the Surrey borough council leaders were taking place and updates were being provided. The Surrey Association of Local Council's were also actively involved and would provide advice and support to the

parishes.

Cllr Deanus noted that the suggestion of having one unitary for the whole of Surrey was rejected; with 3 unitary authorities, any cost savings would be lost so there is likely to be two unitaries – updates would follow.

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

Cllr Griffiths reported that he had received a response from the Diocese on the site and that a working group meeting was due to be held in the next 10 days with a detailed report to follow. Updates to be provided at the March full council meeting.

13. TO DISCUSS AND RESOLVE THE FOLLOWING EXPENDITURE FOR KGV PAVILION AND CAR PARK FROM CIL FUNDS

– **KGV Car park tarmacking (900sq m)**

Councillors noted the quotes which had been obtained by Cllr Singhateh. Cllr Enticknap proposed that CIL funds to the value of £55,000 be agreed for KGV car park resurfacing. Seconded by Cllr Lindesay. It was unanimously agreed by the council to fund works from CIL funds, but the item would be deferred pending a full specification to be agreed on site between Cllrs Singhateh and Enticknap. Locum Clerk to note item for a future meeting pending the provision of a full specification.

– **Pad installation at playpark (top amount to YFS Grant of £7,500)**

Cllr Singhateh noted that a grant of £3,000 had been awarded from Your Fund Surrey, and supported by Cllr Deanus for new outdoor gym equipment at the KGV playground. The total works package (Bumper Package) was noted as £11,880 (Including VAT). It was also noted that the first years' repairs (if necessary) were guaranteed by Fresh Air Fitness but a budget would need to be earmarked for repairs and maintenance beyond this point. Cllr Singhateh proposed that the balance of the works £8,880 was to be met by CIL funds to allow the works to go ahead. Seconded by Cllr Lindesay, agreed unanimously. Locum Clerk to contact Fresh Air Fitness to instruct them to commence works.

– **Repairs works to KGV Pavilion to repair squirrel damage**

It was noted that squirrels had caused damage to the pavilion roof and walls. Cllr Waterson proposed that the council utilise CIL funds to the value of £2,800 (in line with RWL Carpentry quote) to reinstate the building to allow residents access once more. Seconded by Cllr Griffiths. Agreed unanimously.

– **Internal works to KGV including boiler service, electric works, internal building works & heating flush**

Cllr Singhateh noted that no boiler service had been carried out by the parish council since 2018 and that works were urgent and outstanding. Cllr Singhateh proposed that the boiler service be carried out as soon as possible. Seconded by Cllr Griffiths. Agreed unanimously.

– **Defibrillator installation**

No updates.

14. TO DISCUSS AND AGREE QUOTES FOR VILLAGE POND MANAGEMENT WORKS & ECOLOGY/BIODIVERSITY TESTING

Cllr Waterson noted the quotes which had been received from Surrey Wildlife Trust and the options which had been provided by a member of the public on taking the plans forward. Cllr Waterson proposed Option 1 be agreed from Quote 438291. Seconded by Cllr Enticknap. Agreed unanimously, motion carried. Locum Clerk to instruct SWT to commence works in May. Thanks were offered to the resident who advised on the quotes.

15. TO DISCUSS AND RESOLVE THE FOLLOWING FROM THE VILLAGE FETE COMMITTEE:

– To move the annual Fete to the front of the Village Shop

Councillors expressed reservations about moving the Fete to the front of the village shop due to the uneven nature of the ground and the potential injury risk to the public. Cllr Singhateh requested that the Locum Clerk write to the Fete Committee to suggest that the Fete is kept in its original location for this reason. Locum Clerk to write.

– To consider a funding contribution towards the event insurance

Cllr Waterson proposed that a contribution towards the Fete insurance is made by the parish council. Seconded by Cllr Wright. Agreed unanimously. Fete Committee to provide quote to council for consideration of amount of funding. Locum Clerk to write.

– To appraise the grass cutting schedule to ensure that any arisings are adequately removed prior to the day

It was noted that grasscutting before last years Fete resulted in wet arisings which was unsightly and

problematic. It was agreed to request the contractor cut the grass at least a week before the scheduled Fete to avoid the same thing happening this year. This would give the Fete Committee/residents time to rake up and dispose of arisings before the Fete. Locum Clerk to request contractor attendance in good time before Dunsfold's Village Fete.

16. TO UPDATE ON DUNSFOLD'S NEIGHBOURHOOD PLAN

Cllr Waterson noted that the parish council had considered 9 sites. Sustainability, availability and deliverability have all been considered in the draft Site Assessment Reports which would be put forward to Waverley Borough Council for consideration as part of the evidence base for a Regulation 14 consultation (alongside the Strategic Environmental Assessment and Habitat Regulation Assessment). The Site Assessment Reports would be noted at the March meeting, and a meeting with Katherine Dove, Principal Planning Officer (Policy) at WBC was being scheduled to move the Neighbourhood Plan forward.

17. UPDATE ON PHONE MAST ON KGV

The Locum Clerk noted that no further correspondence from Carter Jonas has been received.

18. CORRESPONDENCE

Cllrs Waterson noted the installation of the new Rector for Dunsfold was scheduled for 24th February 2025. The Locum Clerk noted that she had an email from a resident at Griggs Meadow about surface water flooding. It was noted that the road was a private, unadopted road and that it was not a matter for the parish council. Locum Clerk to write.

19. RECEIPTS AND PAYMENTS

February 2025

Julie Flenley	Locum Fees – January 2025 (Inv. #011)	£2,660
Sage Payroll	Payroll costs – February Inv. GB-00235819	£12.00
Scribe	Annual subscription Inv. 8474	£489.60
NALC	Advert for Parish Clerk job Inv. 702820	£120.00

Councillors unanimously agreed the above for payment for February 2025.

20. BANK RECONCILIATIONS

Councillors noted the bank reconciliations for the month of January 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 Griffiths and Lindesay 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

Councillors noted the recommendation set out by the Locum Responsible Financial Officer to move previously agreement payment amounts (as set out beneath) from Ear Marked Reserves to General Reserves. This had not been previously agreed to come from EMR's when the expenditure took place – the proposed movements were to align council funds with the recommended balances set out in The Journal Of Accounting Practitioners Guidance at paragraph 5.34. It was noted that in future, all expenditure from EMR needed to be properly minuted and actioned by the Clerk accordingly, with an EMR report circulated to show the balances post resolution by the council.

Cllr Waterson proposed that:

- Movement of £9,962.40 (paid to Joe Court Forestry for previously completed tree works in July 2024) from the Commons & Trees Ear Marked Reserves to General Reserves.
- Movement of £6,973.09 (paid to UVE in lieu of Neighbourhood Plan advice in May 2024) from the Neighbourhood

Plan Ear Marked Reserve to General Reserves.

- To move the remaining balance of CIL funds from General Reserves to Ear Marked Reserves.

Seconded by Cllr Griffiths, agreed unanimously. Motion carried. Locum Clerk to make the necessary transfers on Scribe and circulate an EMR report.

22. ITEMS FOR INFORMATION

None.

23. FUTURE AGENDAS

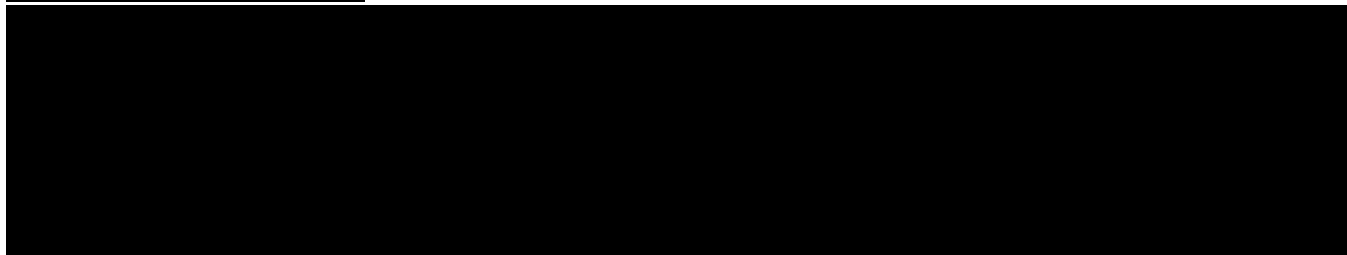
- Old School Site update
- Neighbourhood Plan
- Reports from surgeries

24. TO NOTE THE DATES OF THE NEXT MEETINGS

- Full Council – 18th March 2025
- Commons Committee – 17th March 2025
- KGV Committee – 17th March 2025

<p>Exclusion of Press and Public. Pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public will be excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted.</p>
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25. STAFFING AND RECRUITMENT



Meeting closed: 9.42pm

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