

# DUNSFOLD PARISH COUNCIL

Unit 3, The Orchard  
Chiddingfold Road  
Dunsfold  
GU84PB

---

## **Minutes**

Minutes of the Parish Council Meeting held on Tuesday, 10<sup>th</sup> June 2025 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

### **Cllrs Present:**

Cllr David Griffiths (Chairman)  
Cllr Susannah Cooke  
Cllr Tigi Singhateh  
Cllr Nigel Waterson

Cllr Chris Lindesay (Vice Chairman)  
Cllr Roy Enticknap  
Cllr Phillip Travis

Clerk: Mrs J Nagy

Public: 1

**Also Present:** District Cllr Relleen and District & County Cllr Deanus

---

## **36 Public Participation**

The Chairman opened the meeting by welcoming Cllr Cooke, who was elected to the Council on 5<sup>th</sup> June.

Cllr Cooke thanked the Chairman. She asked if the Council would consider supporting running defib training classes. Cllr Waterson said that he thought that this was already in hand; he will contact Cllr Cooke direct with the information.

## **37 Apologies**

There were no apologies, all members being present.

## **38 Declarations of Interest**

Cllr Lindesay declared a pecuniary prejudicial interest in planning application WA/2025/00926 and 0928 at the Sun Inn, as he is the applicant.

## **39 Minutes**

It was noted that reference to the Commons Committee at Item 3 was incorrect, and this should refer to the KGV Committee.

It was proposed by Cllr Waterson seconded by Cllr Lindesay and agreed by all present that the Minutes of the Annual Council Meeting held on 6<sup>th</sup> May 2025 were a true and correct record, after the above amendment

## **40 Chairman's Announcements**

The Chairman had no announcements.

## **41 Correspondence and Action Lists**

The Correspondence and Action lists were noted by all present

## **42 Parish Councillor Vacancy**

Two persons had expressed an interest in being co-opted onto the Council; however, one of these, Susannah Cooke, had been elected at the election last week.

Mr Philip Travis, the other applicant, was present at the meeting.

**The Chairman proposed the suspension of Standing Order to enable a member of the public to speak; seconded by Cllr Waterson, agreed by all present.**

The Chairman noted that Mr Travis had put himself forward for co-option prior to the election being announced. He invited Mr Travis to address the Council.

He said that he had lived in the village for 23 years, and was involved in many village activities including the and DADS.

He was asked why he did not stand for election. He responded saying that the vacancy which he had originally applied for, had been identified as being a co-option. He also had concerns over the cost of holding an election, given the historic poor turn out in Dunsfold. Indeed, at the election on 5<sup>th</sup> June, there were only 146 voters, two of whom spoilt their ballot papers.

The Chairman thanked Mr Travis.

**Standing Orders were reinstated.**

It was proposed by Cllr Waterson seconded by Cllr Lindesay and agreed by all present that Phillip Travis be co-opted as a Dunsfold Parish Councillor.

Cllr Travis signed his declaration of office and took his seat at the Council table.

## **43 Committees**

The following Minutes and actions therein were NOTED

- Commons Committee, 17<sup>th</sup> March; date of next meeting 21<sup>st</sup> July 2025
- KGV Committee, 17<sup>th</sup> March; date of next meeting 21<sup>st</sup> July 2025

Cllr Waterson will send details of the group of volunteers willing to remove the Himalayan Balsam, so that the Clerk can assist with a Risk Assessment.

## **44 Waverley Borough Council**

Cllr Deanus reported that he is acting upon the request to clarify the situation with regard to the potential sale of a property in Nugent Close, as it is believed that the sale is prohibited under the S106 agreement for this site.

A lot of the Borough and County Councils' time is being taken up by the local government reorganisation.

He advised that there were speed check lines out in many locations in the area.

He was questioned on what measures could be introduced locally to prevent speeding. He advised that speed humps and the installation of cameras was very expensive, each costing tens of thousands of pounds. The Council cannot afford to put these in in multiple locations across the County.

He suggested that if the Local Speedwatch team could supply data for problem areas, then this would assist in overall speed management. The Clerk will contact the co-ordinator and try to organise this.

The Chairman thanked Cllr Deanus for his report, which covered both Borough and County matters.

#### **45 Surrey County Council**

Cllr Deanus covered County Council matters in his report above.

#### **46 Local Government Reorganisation**

The Clerk referred to her report.

She attended a Surrey SLCC Branch Meeting and it seems that many Councils think it is too early to meet and discuss.

SALC is offering briefing sessions to councillors on Tuesday, 24<sup>th</sup> June or 29<sup>th</sup> July, both at 6.30om to 8.30pm via Zoom. However, there has been little take up.

There is a general concern in Surrey over Woking, which has considerable financial liabilities. These could potentially be shared across the Unitary, making it better for Woking but worse for everyone else. A limited company is being considered to keep Woking's debts separate.

The government consultation period runs from July onwards. The SALC website has a dedicated page for devolution, which can be found via this link

<https://www.surreyalc.gov.uk/helpful-documents/devolution>

Councillors NOTED this information.

#### **46 Policies**

NALC issued a revised Model Standing Orders in April, with the following amendments:

- Model Standing Order 14 - Updated to better reflect Code of Conduct requirements. 14.a-c have been removed.
- Model Standing Order 18.a.v, 18.c, 18.d and 18.f - To meet the new Procurement Legislation and to ensure consistency with NALC's Model Financial Regulations.
- NALC have also changed the language in the document, so it uses gender-neutral terms. This is in line with NALC policy and the Civility and Respect project.

It was proposed by Cllr Waterson seconded by Cllr Singhateh and agreed by all present to adopt the new NALC model Standing Orders

#### **48 Internal Audit Reports**

Councillor are asked to formally note the three Internal Audit reports, dated 20<sup>th</sup> December 2024, 14<sup>th</sup> March 2025, and 22<sup>nd</sup> May 2025.

It was agreed that the Internal Auditor would be asked to re-issue the report with amended wording for the Payroll section on Page 5. This amendment would not change the figures as reported in the AGAR.

The Internal Audit reports were formally NOTED by all present, with the exception of Cllr Travis, who abstained.

#### **49 Annual Governance & Accountability Return and Public Inspection of 2024/2025 Accounts**

- a) Annual Governance Statement 2024/2025 – Section One of the Annual Governance & Accountability Return were AGREED by all present with the exception of Cllr Lindesay, who abstained.

- b) It was AGREED by all present with the exception of Cllr Lindesay, who abstained that the Chairman sign the Annual Governance Statement 2024/2025
- c) Accounting Statements 2024/2025 Section Two of the Annual Governance & Accountability Return were AGREED by all present with the exception of Cllr Lindesay, who abstained.
- d) It was AGREED by all present with the exception of Cllr Lindesay, who abstained that the Chairman and the RFO sign the Annual Accounting Statements 2024/2025
- e) 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 was AGREED by all present, with the exception of Cllr Lindesay, who abstained.
- f) To agree and adopt the public inspection period for the 2024/2025 Annual Governance & Accountability Return, that is, Monday, 16<sup>th</sup> June to Friday, 25<sup>th</sup> July 2025. The public inspection period was NOTED and ADOPTED by all present, with the exception of Cllr Lindesay, who abstained.

## 50 Gypsy & Traveller Site

**It was agreed by all present to bring this item forward in the agenda to allow Cllrs Deanus and Relleen to be present for the update.**

For the benefit of the two new Councillors, Cllr Waterson reported that representatives from the Gypsies, Travellers and Romany community had set up accommodation on the Stovolds site without planning permission. They had applied for retrospective permission which was refused, and had gone to appeal.

The first appeal hearing was in November, but had to be adjourned as the Inspector became unwell.

A second hearing commenced on 3<sup>rd</sup> June, and Cllr Waterson spoke on behalf of Dunsfold Parish Council, which is working with Alfold, Bramley and Hascombe Parish Councils to object to the proposals. A strong case is being presented, with objections on ecological and housing need grounds amongst others.

The hearing was meant to resume on 10<sup>th</sup> June, but has again been adjourned due to one of the barristers being admitted to hospital.

The Chairman thanked Cllr Waterson for the update, and for his time representing the Councils.

Cllr Deanus also thanked Cllr Waterson and noted that it is good to see the four parish councils working together in resourcing and presenting the evidence at these appeal hearings.

**Cllrs Deanus and Relleen left the meeting.**

## 51 Accounts

### Payments

A payment list for the Council, totalling £3482.02 inc VAT and a list for the KGV Charity totalling £3459.57 inc VAT have been circulated.

This includes a 50% deposit for urgent repairs to the garage doors, and a 40% deposit for remedial repairs to the soffits and facias, and some internal repairs in the kitchen and bar area.

Cllr Singhateh advised that the soffit and internal works had now been completed, so payment of

the invoice totalling £2980.00 inc VAT was required. After discussion, it was agreed that this payment should come out of the Council account, as there are ring fenced funds for the KGV.

Therefore, payments totalling £6462.02 inc VAT for the Council, and payments totalling £2,029.17 inc VAT for the KGV were duly authorised by all present.

#### KGV Accounts

The Clerk has almost completed compiling accounts for the KGV for 2024/2025 as she has been awaiting copies of missing statements. However, it does appear that there was a deficit of income over expenditure of around £5,500. Expenditure was basic overheads, such as caretaking, grass cutting, electricity and necessary repairs.

Some income is "missing" such as the re-charge to the Tennis Club for electricity.

The Clerk will present the full accounts to the next meeting.

Councillors NOTED this information.

#### Bank Reconciliations

Full reconciliations are not yet available as the Clerk has been awaiting copies of bank statements, now received. These will be presented to the next meeting.

Councillors NOTED this information.

#### Neighbourhood Plan Assessment Reports

The previous Locum Clerk has advised that she can complete the outstanding site assessments at a cost of £525.00 VAT exempt.

After discussion, it was proposed by Cllr Cooke, seconded by Cllr Waterson and AGREED by a majority vote, that the work should be completed. Cllr Lindesay voted against this proposal, and asked that this be Minuted.

#### Parish Online

The Clerk referred to a quotation circulated from Parish Online to take over website and email hosting at a cost of £400 + VAT, with an option of increased inbox capacity from 5GB to 10GB. The current provider Netwise is due for renewal on 20<sup>th</sup> July, at a cost of £600 + VAT.

It was AGREED by all present that the website, domain and email hosting be transferred to Parish Online. The Clerk was asked to ensure that emails from certain past Councillors were retained due to content relating to the Neighbourhood Plan.

## **52 Planning Applications**

Reference	Address	Proposal	DPC Response
WA/2025/0926	Wrotham Hill Cottage, Wrotham Hill, Dunsfold	Erection of brick retaining walls (LDC)	Noted
WA/2025/0958	Sun Inn, The Common, Dunsfold	Variation of condition to WA/2019/1366, that is addition of dormer and door; addition of balustrade to flat roof. (Listed Building)	No objection  <b>Cllr Lindesay left the room for this item, having previously declared a prejudicial interest; he took no part in</b>

			<b>discussion.</b>
WA/2025/0962	Sun Inn, The Common, Dunsfold	Variation of condition to WA/2019/1366, that is addition of dormer and door; addition of balustrade to flat roof. (Listed Building)	No objection  <b>Cllr Lindesay left the room for this item, having previously declared a prejudicial interest; he took no part in discussion.</b>

### 53 Planning Decisions

The following decisions were NOTED.

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

### 54 Planning Appeal

The following appeal was NOTED.

Reference	Address	Proposal	DPC Comment to original application
APP/R3650/X/25/3364731 Re WA/2024/01684	South Fork Wrotham Hill Dunsfold Godalming GU8 4PA	Siting of a shipping container - LDC	No comment as LDC

### 55 Old School Site Working Party

Cllr Griffiths, as Chairman of this Working Party, reported that he had attended a meeting on 27<sup>th</sup> May, which had been organised by a resident.

Present at the meeting were the Diocesan Secretary, the Diocesan Director of Education and the Head of Property on the Diocesan Board of Finance.

The resident organiser asked that, in the absence of any use by the Trustees, the Diocese should consider transferring the site to a village community entity, in order to restore the empty listed school building, and to set it up as an Early Years learning Centre to include a nursery school.

The Diocese representatives stated that they will not be making a Section 554 application to have the educational requirement lifted without the agreement of the village. They believe that the decision of the First Tier tribunal recommending a 125-year lease only applies to a Church of England School, and that a 25-year lease would be applied for any other community use. However, any such community use would have to operate in a manner consistent with the principles of the Church of England.

The Diocese is not able to fund any work to the school site, as they have a duty to use funds raised from the site for Church of England educational purposes and not for the benefit of the village.

Cllr Griffiths reported that he had conveyed residents' disappointment with the Diocese over its actions relating to the school site over the past years, such as the relocation of the vicarage to provide additional parking at the Church. The Diocese advised that this is no longer planned. Instead, they propose the building of two or three houses to the rear of the school building, with the profit going to Church of England education.

Cllr Griffiths stated that residents and the Parish Council must be consulted on such proposals. The Diocese asked if he would be prepared to enter into further discussion, but he advised that he had to have the authorisation of the Council and the Working Group to do so.

It was AGREED by all present that Cllr Griffiths would be authorised to enter into discussions with

the Diocese in relation to its plans for the School site on behalf of the Council, reporting back on progress at each meeting.

## **56 Council Surgeries**

The Clerk has circulated a sign-up sheet for surgeries to be held on the second Saturday of each month, except August.

## **57 Dunsfold Neighbourhood Plan**

Cllr Waterson reported that progress is being made, and the site assessments can now be completed. Some reports are outstanding, such as Housing Needs Assessment. A meeting is being arranged with the consultant and Waverley BC.

Councillors NOTED this information.

## **58 Phone Mast on KGV Field**

The Clerk emailed Carter Jonas as agreed at the last meeting, and received an out of office. There has been no further contact.

Councillors NOTED this information.

## **59 Reports on Meetings attended**

The Clerk attended a Surrey Branch SLCC meeting on 21<sup>st</sup> May, which was reported under Minute 46.

Cllr Waterson represented the Council at the Gypsy and Traveller site hearing, which was reported under Minute 50.

## **60 Items for Information**

The Clerk was asked to contact Waverley BC in relation to the 106 affordable housing payment from the Wetwood Farm development, to ensure that it was applied to Dunsfold.

The Clerk will explore the use of CIL funds for use at the KGV.

## **61 Future Agendas**

It was noted that there had been some comments relating to the size of the new bench on the common, this having been approved by the Council some years ago, but only just been installed.

It was agreed that a "bench policy" be considered by the Council to manage any future requests.

## **62 Date of next meeting**

It was agreed at the KGV meeting to hold an Extraordinary Meeting to discuss the KGV car park tenders on 17<sup>th</sup> June. Unfortunately, the Nugent Room is booked for this date.

It was AGREED by all present that the Extraordinary Meeting would be held on 17<sup>th</sup> June at the KGV Pavilion with the KGV tenders being the sole agenda item.

The next scheduled meetings are as follows:

- Full Council – Tuesday, 8<sup>th</sup> July 2025
- Commons Committee – Monday, 21<sup>st</sup> July 2025
- KGV Management Committee – Monday, 21<sup>st</sup> July 2025
- Finance Committee – Monday, 28<sup>th</sup> July 2025

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