

# DUNSFOLD PARISH COUNCIL

Unit 3, The Orchard  
Chiddingfold Road  
Dunsfold  
GU84PB

---

## **Minutes**

Minutes of the Parish Council Meeting held on Tuesday, 2<sup>nd</sup> September 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: 0

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

---

## **91 Public Participation**

There were no members of the public present at this point of the meeting.

## **92 Apologies**

There were no apologies, all members being present.

## **93 Declarations of Interest**

There were no declarations at this point of the meeting.

## **94 Minutes**

It was proposed by Cllr Cooke seconded by Cllr Travis and AGREED by all present that the Minutes of the meeting held on 8<sup>th</sup> July 2025 were a true and correct record.

## **95 Chairman's Announcements**

The Chairman referred to a request from the Bonfire Committee that the Council pays for insurance for the event, as it did last year. This was agreed to a limit of £500; Cllr Singhateh will assist with the provision.

## **96 Correspondence and Action Lists**

The Correspondence and Action lists were noted by all present.

It was agreed not to become a member of CPRE, and that the Clerk would not continue circulating GACC correspondence, this not being of interest.

## **97 Committees**

There are no Committee Minutes to note, as the Minutes of the Commons and KGV Committees held on 21<sup>st</sup> July have not yet been approved.

**As Cllr Deanus had not yet arrived at the meeting, reports from Waverley Borough and Surrey County Councils were deferred.**

## **98 HR Committee**

After discussion, the formation of an HR Committee was AGREED by all present, to meet as and when required.

It was proposed by Cllr Cooke, seconded by Cllr Travis and AGREED by all present that the draft Terms of Reference were adopted.

It was AGREED by all present that membership of this Committee would be Cllr Cooke, Griffiths and Singhateh; Cllr Cooke is to be Chair.

It was agreed that meetings could take place during the day, and the Parish Office. The Clerk will circulate some dates for consideration.

## **99 Accounts**

### Financial Situation

The current financial situation as at 31<sup>st</sup> July 2025 was circulated in the meeting pack. It was RESOLVED that this was an accurate representation of the current situation.

It was NOTED that the transfer of £100,000 from the current to the deposit account agreed at the Finance Committee meeting was actioned in August, so does not show in these reports.

### Bank Reconciliations

The bank reconciliations for all accounts to 31<sup>st</sup> July 2025 except the KGV account were formally noted; the Chairman will sign confirmation accordingly.

### KGV Accounts

The Clerk advised that she has entered all the 2024/2025 data for the KGV on Scribe and is ready to submit end of year report to the Charity Commission, and a VAT claim.

The financial situation of the King George V Field Charity was formally noted.

It was agreed that the Clerk would present this information to the KGV Trustees at their meeting on 29<sup>th</sup> September for agreement to submit the end of year report to the Charity's Commission, to submit a VAT return, and to close the 2024/2025 accounting year on Scribe.

### Payments made during August recess

Lists of payments made during the August recess for both the Council and the KGV are included in the Financial packs. These were authorised for payment by the Chairman and Vice Chairman of the Council, as agreed at the Finance Committee meeting.

It was RESOLVED that Council payments totalling £3384.62 inc VAT, and KGV payments totalling £913.30 were ratified.

### Council Payments to be authorised

The Clerk referred to the Council payments list as circulated.

With regard to the Axtell's invoice for the resurfacing of the KGV car park, the Chairman and the Clerk met with the lining contractor on site (Cllr Singhateh was unavailable) Allowing for two disabled spaces, and hatching in front of the gate to the field, only 30 spaces could be accommodated, not the 30 to 50 as anticipated.

It was agreed that the Clerk would seek a quote for marking out two disabled spaces, and hatching in front of the field gate, and to leave the car park otherwise unmarked.

Axtell's has issued a credit note for the line marking element of the contract (£980.00 + VAT) leaving a balance of £54048.00 inc VAT to be paid.

The Clerk advised that she had been instructed to allocate KGV maintenance works to the KGV EMR. The balance was currently £1510.01. Payments are due totalling £4825.00 (no VAT).

The EMR balance report was included in the meeting pack. It was RESOLVED to transfer the "Footways" EMR of £5000 to the KGV EMR, leaving the balance of the Footways EMR at zero, as this allocation was an anomaly that required rectification.

It was further RESOLVED to transfer the "General Fund" EMR balance of £7301.32 into general funds, leaving this EMR balance as zero, as this allocation as an EMR was an anomaly that required rectification.

Council payments totalling £59462.14 inc VAT were duly authorised by all present.

#### KGV Payments to be authorised

The Clerk referred to the KGV payments list as circulated.

The total due of £817.97 inc VAT will take the KGV account overdrawn as the current balance is £533.45.

It was noted that boiler repair and service, payments as shown in the KGV 2024/2025 accounts totalling £3957.21 ex VAT should have come from Council funds.

It was RESOLVED to transfer £4000 from Council funds to the KGV account to rectify this error.

KGV payments totalling £817.97 inc VAT were duly authorised by all present.

#### Other Financial Matters

Councillors NOTED that the Clerk has authorised the felling of a silver birch on the Common, at a cost of £1200 inc VAT, as per para 6.9 ii) of Financial regs which states that the Clerk has authority to authorise payments of up to £2000 in the event of serious risk to council premises.

Cllr Waterson advised that the felling had taken place, but the resultant stump was still quite high; the Clerk will query this with the contractor.

#### Unity Trust and Banking Mandates

It has taken some time to get all signatories signatures for the Unity Trust account. Paperwork is now complete, but a cheque for £500 is required.

Cllr Lindesay advised that the ability to pay by cheque had been removed from Financial Regulations on the advice of the internal auditor.

The Clerk has submitted a change of mandate to Lloyds Bank to add herself and Cllr Griffiths. This can take ten days to process, and is now overdue. Once the Clerk is on the mandate, it is easier to add the other four councillors as agreed. The cheque to open Unity can then be signed and sent.

Lloyds has suspended the Play Area account due to no activity for three years. Once the Clerk is on the mandate, she can access this account, and Council can decide what to do with the monies therein.

The progress on new bank accounts and mandates was NOTED.

It was further noted that the Clerk should be able to access the Henry Smith bank account, which is not a Council account, once the Lloyds mandate was in place although there is a process to follow if the previous signatories are unavailable.

## 100 Policies

The Clerk referred to the numerous policies circulated for consideration. It was noted at the Annual Council Meeting in May that Dunsfold PC was lacking in some policies, with others needing updating. As advised, the drafts are based on NALC and SLCC models, taking previous Dunsfold Parish Council adopted policies into consideration.

There have been amendments to the Audit Guidance – the Smaller Authorities Proper Practices Panel (SAPPP) – to require certain policies to be on the website, such as an IT policy.

It was noted that policies such as the Statement of Community Involvement referred to the publication of a newsletter. The Clerk said that this was her intention; the Chairman will send her details of the parish magazine editor to liaise in relation to getting some information published.

It was RESOLVED to adopt the following policies en bloc, with no amendments.

- Data Protection
- Complaints Procedure
- Document Retention & Disposal
- Freedom of Information - Publication Scheme
- Grants Policy (recommended for approval by the Finance Committee)
- Investment Strategy
- Media & Communication
- Reserves
- Statement of Community Engagement
- Vexatious Complaints

The Clerk will ensure that these policies are put onto the Council website.

## 101 Planning Applications

Reference	Address	Proposal	DPC Response
WA/2025/01443	Millhanger Farmhouse, Chiddingfold Rd, GU8 4PB	Erection of a garage outbuilding and alterations to driveway and parking.	No objection
WA/2025/01562	High Loxley, High Loxley Rd GU8 4BW	Construction of swimming pool	No objection
WA/2025/01596	Little Basket Cottage, The Common	Single storey extension and alteration to south elevation; demolition of existing conservatory.	No objection
WA/2025/01605	Wheelwrights, The Common	Certificate Of Lawfulness to demonstrate lawful implementation of WA/2021/01638, that is, erection	Noted

		of outbuilding following demolition of existing outbuilding.	
WA/2025/01590	Larks Rise, 4 Church Green, Church Road	Replacement oil tank	No objection

## 102 Planning Decisions

The following decisions were noted

Reference	Address	Proposal	DPC	Decision
WA/2025/00958	Sun Inn, The Common	Variation of condition to WA/2019/1366	No objection	Refused
WA/2025/00962	Sun Inn, The Common	Variation of condition to WA/2019/1366	No objection	Refused
WA/2025/01046	Little Basket Cottage, The Common	Erection of single storey extension following demolition of conservatory	No objection	Granted
WA/2025/01218	Mallows, Mill Lane	Erection of extension and alterations following demolition of conservatory.	No objection	Granted
WA/2025/01261	The Sanctuary, Wrotham Hill	Erection of brick retaining walls with flint insets following removal of existing log post retaining walls.	Object	Granted
WA/2025/01265	South Fork, Wrotham Hill	Siting of a caravan compliant container for ancillary residential use as sanctioned by consent WA/2022/01276. (LDC)	Noted	Granted

## 103 Planning Appeal

The following appeal was NOTED.

Reference	Address	Proposal	DPC Comment to original application
W/25/3366530 re WA/2024/01992	6, Blacknest Cottages	Erection of two dwellings	Not known

The appeal against WA/2023/01020 to build 21 houses north of Miller Lane has been allowed.

The Clerk was asked to check the original application to ascertain how the proposed allotment site is to be managed.

Cllr Lindesay again raised concerns over the lack of CiL monies from the Sadler Fields and Coombebury Cottage developments, and queried how this could be addressed.

### **Cllr Deanus arrived at 8.40pm.**

Cllr Lindesay addressed his CiL query to Cllr Deanus.

Cllr Deanus suggested that the Leader of Waverly BC be invited to a Council meeting.

After discussion, it was agreed that Cllr Lindesay would write to the CiL officer at Waverley BC, with whom he has had previous correspondence, copying in the Clerk.

## **104 Surrey County Council and Waverley Borough Council Reports**

The Chairman invited Cllr Deanus to give his Council reports, this item having been deferred from earlier in the meeting.

Cllr Deanus advised that the decision on the Local Government Review was expected on 19<sup>th</sup> October 2025. Other business at both Councils had been quiet due to the August recess.

At the last meeting, Cllr Deanus had been asked to investigate tree felling outside the Sun Inn on the Common, which had taken place on a Sunday. He reported that neither Surrey CC or Waverley BC had authorised any work to trees in this location. The identity of the contractor was not known, as they were operating from an unmarked vehicle.

## **105 Old School Site Working Party**

Cllr Griffiths, as Chair of the Old School Site Working Party, advised that there were two proposals for the site, one from the Diocese of Guildford, and one from the former Directors of Dunsfold Village School Trust.

These are as follows:

### Diocese of Guildford Proposal

- a) The original classroom at the front of the building with an area of additional floor space to create a bathroom and storage would be transferred to the Parish Council as a freehold property. This could be used as a community facility or as a 1-bedroom flat managed by the council

The building would be renovated to the highest standard, comply with its Grade Two listed building status in a similar style to the work already completed on the old school house.

This work, both internal and external, would be funded by the development of the rear portion of the old school into a residential property.

There would be no development costs to the Parish but the Dunsfold PC would be responsible for their own legal costs in the transfer of the property.

- b) A four-bedroom house to be built at the rear of the site.
- c) The Diocese would sell both the four-bedroom house and the development of the rear part of the old school building. This would fund the works, as outlined in para 1. The Diocese would retain any financial gain.
- d) These proposals would be subject to agreement from the village that the DPC would support an application from the Diocese to the Secretary of State for Education to release the site from its educational covenants. (Section 554 application).
- e) All of this proposal would be subject to contract, approval of the Charity Commission and the Department of Education.

### Former Directors of Dunsfold Village School Trust Proposal

- a) Thanks to generous benefactions the village has had in its centre for 170 years a small educational site comprising a listed school building held on educational trusts, and since 1967, a field held under covenant to be used only as a playing field for the adjacent school.
- b) The site could still benefit the village, which has grown and will continue to grow in numbers, by becoming an Early Years Learning Centre including a Nursery School, a suggestion originally made to the trustee in 2004 by the then Dunsfold Rector and Chairman of the Parish Council. They see no grounds on which the Trustee of the

former infant school (The Diocese of Guildford) could seek to benefit from development of the site away from its endowment purposes.

- c) Suggest the village coming together to consider either reincorporation of DVST or the formation of a village Community company open to all who supports its aims on the lines of the Community Shop Association.
- d) Use the community company to attempt to acquire the freehold of the school site from the Diocese and the playing field from Surrey County Council.
- e) Attempt to raise charitable and other funds to restore the building to condition after being abandoned for 21 years.
- f) Will if necessary seek the authority and support of the Charity Commission, the Secretary of State for Education and the Attorney General but with no intention of taking legal proceedings.

Cllr Griffiths noted that the outset of deliberations on this matter it has been accepted that any decision on the future of the old school site was a matter that should be put to the village and not be decided by the council.

He sought Councillors' views on how best to progress this.

After discussion, it was agreed that Cllr Griffiths would draft some information covering both proposals for the Clerk to create a page on the Council's website, signposting residents towards this via social media. This will be circulated for Councillors' approval prior to publishing.

A questionnaire/survey will be drafted seeking residents' general views, with a drop box being made available for those without access to the internet.

The Council will consider holding a public meeting to discuss the options

## **106 Council Surgeries**

The last surgery took place on 12<sup>th</sup> July, when the following was reported.

<b>Date</b>	<b>Report</b>	<b>Action</b>	<b>Follow up</b>
July 12 <sup>th</sup>	Blocked ditch at Hook House Lane	Reported to Highways	Reply that mostly ok but asked for pipe to be jetted

The next surgery is scheduled for 13<sup>th</sup> September, with Cllrs Griffiths and Cooke. However, Cllr Cooke has advised that she could no longer attend; it was agreed that Cllr Griffiths would hold the surgery with his wife in attendance, thus complying with guidance there should be a minimum of two persons present.

The Clerk will advertise the next surgery.

## **107 Dunsfold Neighbourhood Plan**

Councillors met to score the remaining two sites, with the exception of Cllr Lindesay.

A meeting of a sub group of Councillors, namely Cllrs Waterson, Enticknap, Griffiths and Travis are yet to have a review meeting with UVE.

Cllr Waterson reported that Waverley BC had explained their approach to assessing housing need; this is done on a strategic level and not specific to parishes.

This was felt to be unhelpful.

The Clerk was asked to contact Surrey Community Action which had previously offered to carry out a housing needs survey in the parish, to ascertain how to progress.

The Chairman suggested that he and the Clerk met with Cllr Waterson to clarify what internal reports were missing.

Cllr Waterson referred Councillors to the job description that he had drafted for a junior member of the UVE team to assist in the Plan process, as agreed at the last meeting. This would enable UVE to give an estimate of cost.

The draft job description was AGREED by all present; Cllr Waterson will contact UVE to progress.

**108 Reports on Meetings attended**

Mulberry LAC Finance Networking Day, 10<sup>th</sup> July, attended by the Clerk

This was a free session. Topics included budget planning, changes in audit requirements and council governance

Waverley BC Devolution Seminar, 16<sup>th</sup> July, attended by the Clerk

The Clerk reported her attendance at this seminar at the time, as it formed the basis of the Council's response to the Local Government Reorganisation consultation.

Councillors NOTED this information.

**109 Items for Information**

Cllr Lindesay noted that previously residents had signed up for updates from the website, which automatically emailed them when a Council meeting was scheduled. He understood that the new website did not offer this facility. He asked the Clerk to ascertain if the data base of subscribers could be retrieved.

**110 Future Agendas**

There were no items proposed for future agendas

**111 Date of next meeting**

The next Full Council meeting will be on **Tuesday, 14<sup>th</sup> October 2025**.

Other scheduled meetings are as follows:

- Commons Committee – Monday, 29<sup>th</sup> September 2025
- KGV Trustees Meeting – Monday, 29<sup>th</sup> September 2025
- Finance Committee – Monday, 27<sup>th</sup> October 2025

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