

DUNSFOLD PARISH COUNCIL

Full Council Meeting

Meeting Pack

11th November 2025

DUNSFOLD PARISH COUNCIL

4th November 2025

NOTICE OF 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, 11th November 2025**, where the following business will be transacted

Jennifer Nagy, Clerk to the Council

AGENDA

1. **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.

2. **Apologies** – to receive and approve apologies for absence
3. **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 interest
4. **Minutes** - to discuss, amend if necessary and thereafter approve the Minutes of the Council meeting held on Tuesday, 14th October 2025
5. **Chairman's Announcements** – to receive any announcements by the Chairman of the Council.
6. **Correspondence & Action Lists** – to note correspondence received and actions since the last meeting.
7. **Committees** – to receive and note the Minutes, including recommendations therein as a true record of the following Committee Meeting
 - **Finance Committee, 28th July 2025; date of next meeting 24th November 2025**
8. **Waverley Borough Council** - to receive and note a report from Waverley Borough Councillors
9. **Surrey County Council** – to receive and note a report from the Surrey County Councillor

10. **Burnt Hill** - to receive a report from John Bennett in relation to Waverley Borough Council's approach to this site
11. **Local Government Reorganisation** – to formally note the decision by the Government to have two unitary authorities in Surrey, with Waverley being in West Surrey
12. **Waverley Borough Council Local Plan Consultation** – to receive a report on the consultation process and to agree how to respond.
13. **Accounts** - to consider and approve other financially related matters if necessary, including
- To receive and approve reports as to the current financial situation of the Council
 - To confirm that bank reconciliations have been completed.
 - To receive and authorise payments of invoices due before the next meeting
 - To consider options to increase the Clerk's mailbox capacity
14. **Staffing Matters** – to receive and note the report following the HR Committee meeting held on 28th October, and to consider the following recommendations:
- That the draft Employee Handbook be adopted, and that the Clerk completes the Sexual Harassment Risk Assessment
 - That the draft Lone Working Policy be adopted.
 - That the Clerk's contract be amended to include reference to her role as secretary to the KGV Charity
 - That the Council considers upgrading the Council's mobile phone
 - That the Council considers the Clerk's request to attend the SLCC Practitioners Conference in January 2026
 - That the proposed office closure over the Christmas period is agreed
15. **Financial Regulations** – to consider and adopt the revised Financial Regulations, amended to clarify signing off bank reconciliations, and the use of cheques for payment.
16. **Old School Site Working Party** – to receive an update on the current consultation
17. **Dunsfold Neighbourhood Plan** – to receive an update
18. **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/2025/01932	Sun Inn, The Common, GU8 4LE	Condition 4 Of WA/2019/1366 (Materials Relating To Rainwater Goods) And WA/2017/0711.
WA/2025/01954	Old Croft Cottage Shoppe Hill, GU8 4LN	Erection Of Two Storey And Single Storey Rear Extension And Alterations To Elevations Including New Porch.

WA/2025/01948	Forge Cottages, The Common GU8 4LE	Erection of a garden room
WA/2025/02054	Land at Chiddingfold Storage Depot, GU8 4PB	Details Of Existing Surface Water Drainage Scheme for existing use as general industrial use (Use Class B2). (Surrey CC Application)
WA/2025/02066	Gorebridge Green Farm, Hook Lane, GU8 4BX	For existing use as general industrial use (Use Class B2). (Lawful Development Certificate)
WA/2025/02103	The Long House, The Common, GU8 4LE	Erection Of Extensions And Alterations To Part Of Existing Stable Building To Provide One Self-Build Dwelling
WA/2025/02106	Elm Lea, Mill Lane, GU8 4LD	Erection Of A Single Storey Extension Following Demolition Of Existing Conservatory.
WA/2025/02103	High Stovolds Farm, Stovolds Hill, GU6 8LE	Variation of condition to amend layout of plots and to allow phased development

19. **Planning Decisions** - to receive and note decisions made by Waverley Borough Council as the Local Planning Authority

Reference	Address	Proposal	DPC	WBC
WA/2025/01769	Foxes, Knightons Lane	Erection of an orangery	Noted	Granted

20. **Planning Appeals** – no appeal has been lodged since the last meeting.

21. **Parish Council Surgeries** – to receive a report on residents’ concerns raised at recent surgeries

22. **Reports from Representatives attending outside meetings** – to receive and note reports from Councillors and the Clerk in relation to meetings attended on behalf of the Council.

23. **Items for Information** – to receive items for information.

24. **Future agendas** – to receive and consider items for inclusion future agendas

25. **Date of next meeting – Tuesday, 9th December 2025** Next scheduled meetings:
Commons Committee – Monday, 17th November 2025
KGV Trustees Meeting – Monday, 17th November 2025
Finance Committee – Monday, 24th November 2025

ALL MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND, AND ARE WELCOME AT MEETINGS

DUNSFOLD PARISH COUNCIL

Minutes

Minutes of the Parish Council Meeting held on Tuesday, 14th October 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: 2

Also Present: District & County Cllr Deanus

112 Public Participation

Members of the Public present did not wish to speak at this point of the meeting.

113 Apologies

Cllr Lindesay will be arriving late.

114 Declarations of Interest

There were no declarations at this point of the meeting.

115 Minutes

It was proposed by Cllr Cooke seconded by Cllr Travis and AGREED by all present that the Minutes of the meeting held on 2nd September 2025 were a true and correct record.

116 Chairman's Announcements

The Chairman had no announcements.

117 Correspondence and Action Lists

The Correspondence and Action lists were noted by all present.

The Chairman referred to the Clerk's email re permission for DADS to put a banner on the Common. It was agreed that the Council had no issue with such a banner being erected; the Clerk will notify DADS accordingly.

118 Committees

The Minutes of the following meetings, as previously circulated were NOTED.

- Commons Committee, 21st July 2025; date of next meeting, 17th November 2025
- KGV Committee, 21st July 2025; date of next meeting, which will be a Charity Trustees Meeting, 17th November 2025

119 Surrey County Council and Waverley Borough Council Reports

Cllr Deanus reported that the decision on the Local Government Review was intended to be tomorrow, 15th October, but this has been delayed for an unspecified period. It is hoped that a decision is made before the end of October.

Discussions have been ongoing in relation to Neighbourhood Area Committees (NACs). Legislation still has to be passed to confirm these. However, Waverly BC has set up 4 pilots, in Elmbridge, Dorking, North Tanbridge and Farnham, each to have 15 to 21 members, made up of representatives from health, police, fire services, communities and elected members. Parish Councils will come under "community" representatives, along with other local focus groups.

Cllr Deanus said that whilst this structure may work for e.g. a large community such as Farnham, but he represented a large rural area covering 9 villages, so it was difficult to envisage how community representation will be made up.

Agenda items will be included "on a consensus" basis, but again, it was difficult to understand how this will work in practice, as those representatives with single issue may dominate the meetings.

Surrey CC has set up a "Make it Happen in your Local Area" page on its website to engage local residents in the Review process.

Both Waverley Borough and Surrey County Councils are engaged in budgetary discussions.

The Dunsfold Cricket Club lease has now been resolved.

Cllr Lindesay arrived at 7.40pm.

Cllr Deanus invited the Council to apply for funding for local projects via his County Councillor Community Fund. The Clerk will apply for funding to support the pond maintenance programme.

Cllr Singhatteh again raised concerns about speeding through the village, with vehicles going well in excess of the 40mph limit. He noted that Alfold had recently had chicanes installed, with no streetlighting, which he thought was a requirement.

Cllr Deanus advised that the Alfold chicanes were paid for via developer funding, these being a planning condition.

The Rural Speed Review was ongoing, and it would be best to have the results of that to have data to support any application for speed restrictions in the village.

Cllr Singhatteh asked the cost of the speed camera in Chiddingfold. Cllr Deanus advised that this was funded via the government road safety scheme, and cost around £125,000; there were 8 such cameras across Surrey.

Cllr Waterson asked if the Parish Council would take over the Cricket Club lease as landlord if it was successful in getting ownership of the common transferred. Cllr Deanus said that he believed that this would be the case.

Cllr Lindesay asked if the Parish Council would be responsible for emptying the litter bins; the Clerk will make enquiries.

Cllr Deanus advised that he had information relating to the tree that was recently felled in front of the Sun Inn on a Sunday, with no council seemingly responsible. It was Surrey CC which had authorised the work, but it had paid a flat rate to the contractor, and had not paid any extra for overtime working at the weekend.

The Chairman thanked Cllr Deanus for his reports.

120 External Audit

Councillors formally NOTED receipt of the External Audit report and the comment thereon; the publication of the Completion of Audit notice on the website and on the parish noticeboard was NOTED.

121 Accounts

Financial Situation

The current financial situation as at 30th September 2025 was circulated in the meeting pack. It was RESOLVED that this was an accurate representation of the current situation.

Bank Reconciliations

Bank reconciliations to the end of August and September 2025 for the current account, and to the end of September 2025 for the deposit account were NOTED; the Chairman will sign confirmation accordingly.

Remembrance Sunday

The Clerk has organised a wreath for Remembrance Sunday from the local contact. However, apparently 30 crosses have also been ordered for the Council, at a cost of £90. Last year the Council paid £29 for crosses.

It was AGREED by all present that the Council would pay £90 for the crosses this year, in addition to the wreath, but would not fund them in coming years.

Payments to be authorised

Payments include the annual budgeted grant of £2000 to St Mary & All Saints Church, and £350 to the Air Ambulance.

The Clerk advised that the Council had paid £500 to the Air Ambulance in 2024, but there was only £300 allocated in the 2025/2026 budget.

The annual grant of £2000 to St Mary & All Saints Church was NOTED and it was AGREED by all present that a grant of £500 would be made to Air Ambulance this year and that £500 would be allocated in the 2026/2027 budget.

The Clerk advised that the rent on the Council Office had increased in July from £180 per month to £200; the landlord had sent notification to the incorrect email address. There was a payment of £80 representing four months arrears; the direct debit will be updated to reflect the increase.

Councillors NOTD this information.

The list of payments totalling £6840.70 + VAT was AGREED by all present.

The Clerk advised that she had an invoice from Surrey Wildlife Trust Invoice for £5670.00 + VAT on hold as she is querying the amount which relates to 9 ponds, when only 8 were surveyed.

The final report for the grant from Heathland Connections has been submitted, so payment of the grant for £5000 should be imminent.

Surrey County Council is offering Community Nature Recovery Grants of up to £5000; the Clerk intends to apply.

Councillors NOTED this information.

KGV Payments

At the Trustees meeting on 29th September, it was agreed that the Clerk acting as Secretary could make payments of up to £500 for budgeted expenditure.

As such she will be paying the electricity bill of £164.06 inc VAT, and will re-pay the Social Club £488.00 (no VAT) for repairs to internal locks.

She has also authorised the annual check of the fire extinguishers.

Councillors NOTED this information and AGREED these actions.

Bank Mandates

It appears that the paperwork submitted on line for the change of signatories on the Lloyds accounts has been lost.

It also appears that the two current signatories lack the level of authority to sign off any changes. The Clerk has made a different application, to be used when current signatories are no longer available.

The opening of the Unity Trust account requires submitting a cheque to open the account; it was noted that no provision in the current Financial Regulations for paying via cheque.

It was proposed by Cllr Griffiths, seconded by Cllr Enticknap and AGREED by all present that the Council formally waives Financial Regulations para 6.5 that states all payments must be made via bank transfer to allow a cheque to be written to open the Unity Trust bank account

122 Dunsfold Neighbourhood Plan

Housing Need Survey

Cllr Waterson referred to the sample housing needs survey provided by Surrey Community Action

There is no cost for producing the survey, but Surrey Community Action will charge c£850 for postage and printing. SAEs will be provided for responses.

Discussion ensued as to the effectiveness of such a survey. Cllr Deanus expressed his support for a Housing Needs Survey as this had proved very effective in other parishes.

The circulation and analysis of a Housing Needs Survey at a cost of up to £900 was AGREED in principle by all present; the final wording of the questionnaire will be agreed by the Neighbourhood Plan sub group.

Cllr Waterson referred to the quote from UVE for the provision of administrative support, included in this meeting pack. This was necessary, in his opinion, due to workload restraints for both councillors and the clerk. It was noted that there was £15,000 in this year's budget for the Neighbourhood Plan, plus c£3000 in EMR.

It was proposed by Cllr Waterson, seconded by Cllr Griffiths and AGREED by a majority vote, with one abstention, that the quote for £14,638.00 for administrative support as defined in the quotation from UVE dated September 2025 was accepted.

Cllr Waterson reminded Councillors of the virtual meeting with UVE scheduled for Friday, 24th October at 10am to score the non-allocated sites.

123 Old School Site

The Chairman referred to the information for publication on the website as part of the consultation process, as circulated.

He thanked the Working Party for its contributions to this information.

This information was noted. It was agreed that a public meeting be held as part of the consultation process.

At this point, the Chairman proposed the suspension of Standing Order to enable members of the public to speak; this was seconded by Cllr Waterson and agreed by all present.

A member of the public who lives adjacent to the old building said that he was keen to get the site developed, whether this be as per the Diocese's proposals or for educational purposes.

The Chairman reminded those present that if residents vote against the Diocese's proposals, the Parish Council will not take on development as a school; its role is as facilitator only. One possibility is for the village to form a community partnership similar to the village shop to take the lead in any educational proposals.

The Chairman advised that the Directors of the Dunsfold Village School Trust have confirmed that they are considering reinstating the charity in order to protect the former infant school and to seek the continuation of the endowment process. However, they will wait until the results of the survey are known.

A member of the public said that if residents wanted a school, they could raise this with the Diocese at the public meeting.

Standing Orders were reinstated.

The following course of action was agreed.

1. The Clerk will publish the background information on the Council's website. She will advertise this on social media and other channels of local communication. A leaflet will be produced to leave in the shop, the pub, Winn Hall etc which will signpost to the website, and the date of the public meeting.
2. A public meeting will be held, to which representatives from the Diocese will be invited. This will provisionally be on Tuesday, 25th November at 7.30pm in the Main Hall of the Winn Hall, The Clerk will request the projection system and a microphone.
3. A survey will be circulated via Survey Monkey or similar provider, the wording to be as follows:

"Taking into consideration all of the available information, do you wish the parish council to accept the Diocese of Guildford's proposal to develop the former school site?

This would involve the transfer of the freehold ownership of the original school room at the front of the building, fully refurbished, to the village. This being subject to the understanding that the council would not object to an application to the Secretary of State for the lifting of the covenant."

124 Planning Applications

Reference	Address	Proposal	DPC Response
WA/2025/01707	Wrotham Hill, Dunsfold (Land coordinates 500422 135337)	Siting of 2 caravans for residential use (Lawful Development Certificate)	Noted
WA/2025/01769	Foxes, Knightons Lane, GU8 4NU	Erection of an orangery (Lawful Development Certificate)	Noted
WA/2025/01790	Wetwood Farm, Chiddingfold Rd GU8 4PB	Alterations to roof space Plots 9-12 (Non-material amendment)	Noted
WA/2025/01841	Wrotham Hill, Dunsfold (Land coordinates 500422 135337)	Siting of 2 caravans for residential use (Lawful Development Certificate)	Noted
WA/2025/01881	Brookes, Hurlands Lane, GU8 4NT	Erection of three bay garage (Lawful Development Certificate)	Noted
WA/2025/01896	Knightons Court, Knightons Lane, GU8 4NU	Erection of extensions and alterations including increase in roof height with installation of dormers to provide additional habitable accommodation; extensions and alterations to front porch with	No objection

		alterations to elevations; creation of basement and construction of indoor swimming pool and associated works including landscaping	
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125 Planning Decisions

The following decisions were noted

Reference	Address	Proposal	DPC	Decision
WA/2025/01443	Millhanger Farmhouse, Chiddingfold Rd, GU8 4PB	Erection of a garage outbuilding and alterations to driveway and parking.	No objection	Granted
WA/2025/01562	High Loxley, High Loxley Rd GU8 4BW	Construction of swimming pool	No objection	Granted
WA/2025/01596	Little Basket Cottage, The Common	Single storey extension and alteration to south elevation; demolition of existing conservatory.	No objection	Granted
WA/2025/01590	Larks Rise, 4 Church Green, Church Road	Replacement oil tank	No objection	Granted

126 Planning Appeals

There have been no appeals since the last meeting.

Stovolds Enquiry

The Inspector is giving the opportunity to any updates evidence to be submitted; this should be submitted in writing by 13th January 2026. WBA is being urged to complete its GTAA before this date.

The appellants will not be giving any updated evidence apart from changes in circumstances of the relevant families.

Any rebuttals to the update evidence must be submitted by 3rd February 2026 before the hearing on 10th February.

Site visits are likely to be 17th February. Parishes can send representatives as observers, i.e. not an opportunity to present new evidence.

The hearing will be over 6 days, 5 days "carried over" from last time, plus one extra day, to take place in the Council Chamber in Godalming.

Cllr Waterson advised that Dunsfold PC had submitted its evidence to the hearing prior to proceedings being suspended due to a member of the legal team being taken in, and it will not be submitting any updates.

Councillors NOTED this information.

127 Council Surgeries

The last surgery took place on 11th October Cllrs Lindesay and Waterson.

Cllr Lindesay reported that a resident had attended to report that Burnt Hill Kennels were up for sale, and raised concerns that the Burnt Hill Travellers' site could be extended as a result. Caravans were being rented to the general public.

Waverley Enforcement had required all general residential use of the land to cease by 25th July, but this was still ongoing. All additional hardstanding is to be removed by 25th October.

The following action was agreed:

1. The Clerk will invite John Bennett from Waverly BC Enforcement to the next Council meeting on 11th November, to discuss its approach to the Burnt Hill site.
2. The Clerk will contact Jeremy Hunt MP to advise him of the threat to the Burnt Hill site. He is aware of the Stovolds hearing.
3. The Clerk will contact the adjacent land owner, believed to be the Forestry Commission, to report incursion into ancient woodland, and the felling of trees.

128 Reports on Meetings attended

SALC Clerks' Forum: 30th September, attended by the Clerk

SALC Councillors' Forum: 1st October.

The Clerk has circulated the slides and presentations from this Forum, the contents of which were the same as for the Clerk's Forum

129 Items for Information

Councillors had no items to report.

The Clerk has ascertained that the copy deadline for the parish newsletter is 19th of each month. She proposes to write an article for the Council, including the following:

- Introducing herself as permanent clerk
- Progress on Neighbourhood Plan, including the Housing Needs Survey
- Pond survey and precis of proposed works, including removal of fish
- KGV now being managed as a charity, with closed trustee meetings. Highlighting the completion of the car park.
- Alert to look out for Old School Site consultation
- Dates of meetings and councillor surgeries

This was noted and agreed.

130 Future Agendas

There were no items proposed for future agendas

131 Date of next meeting

The next Full Council meeting will be on **Tuesday, 11th November 2025.**

Other scheduled meetings are as follows:

- Finance Committee – Monday, 27th October 225
- Commons Committee – Monday, 17th November 2025
- KGV Trustees Meeting – Monday, 17th November 2025

Chair of the Council Dated.....

**Full Council meeting to be held on
Tuesday, 11th November 2025
To be read in conjunction with the agenda**

1 Public Participation

To invite MOPs present to address the Council

2 Apologies

To note and accept apologies.

3 Declarations of Interest

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of interest will be Minuted.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting, unless they have received a dispensation.

If a dispensation is required, then this must be submitted as soon as possible, preferably prior to the meeting.

4 Minutes

To agree the Minutes of the meetings held on Tuesday, 14th October 2025.

5 Chairman's Announcements

The Chairman may choose to make an announcement

6 Correspondence & Action Lists

Councillors are asked to note the Correspondence and Action lists as included in this meeting pack.

7 Committees

To note the Minutes of the following meeting, as previously circulated:

- Finance Committee, 28th July 2025; date of next meeting 24th November 2025

8 Waverley Borough Council

To receive and note a report from Cllrs Deanus and Relleen.

9 Surrey County Council

To receive and note a report from Cllr Deanus.

10 Burnt Hill

John Bennett, WBC Enforcement Officer, has been invited to update on WBC's approach to this site, and the ongoing enforcement issues. He has yet to confirm attendance; the Clerk has offered 9th December as an alternative date.

11 Local Government Reorganisation

The government has decided to form two unitary authorities in Surrey. West Surrey will comprise of Waverley, Guildford, Woking, Surrey Heath, Runnymede, and Spelthorne, and East Surrey will be Mole Valley, Elmbridge, Epsom and Ewell, Reigate and Banstead, and Tandridge.

Elections for the new Unitary Authorities will take place in May 2026 with the new authorities formally taking over responsibilities from 1st April 2027. Existing County, Borough and District Councillors are expected to remain in post until 31st March 2027.

The Government has also confirmed a commitment to repay in principle £500m of Woking Borough Council debt in 2026-27 and to explore what further debt support is required at a later date.

Circulated via separate email is a briefing paper written by Iain Lynch, Clerk to Farnham Town Council. This paper is NOT in the public domain, so is not included in this meeting pack.

Councillors are asked to NOTE this information.

12 Waverley Borough Council Local Plan Consultation

Councillors are advised to read the consultation document prior to the meeting.

Please see the briefing report circulated separately. The Clerk suggests that she be given delegated power to respond to Qs 1 to 33 of the consultation, in conjunction with a named councillor. Submission deadline is 8th December.

However, she would appreciate input on the question relating to where the community sees itself in 2043.

Councillors are asked to consider the Clerk's suggestion, and to agree how to respond to this consultation.

13 Accounts & Financial Matters

Financial packs are circulated separately; Councillors are asked to formally note and approve the information therein.

Payments to be authorised

Lists of payments to be authorised are included in the Financial pack.

KGV Payments

A list of payment is included in the Financial Pack for information.

Increase of Clerk's mailbox capacity

The Clerk's email box is reaching capacity. There are options to resolve this –

- Upgrade to 10gb storage at £24 per mailbox
- Use Cloud Office Storage which would give 30MB of email storage and 10GB of document storage at £42 per mailbox.

Councillors are asked to consider these options.

14 Staffing Matters

Please see separate confidential report following the HR Committee meeting held on 28th October.

Councillors are asked to NOTE the actions of the Committee as agreed.

Draft Employee Handbook & Sexual Harassment Risk Assessment

These circulated separately. Councillors are asked to adopt the Handbook, and to agree that the Clerk completes the Sexual Harassment Risk Assessment.

Draft Lone Working Policy

A draft Lone Working Policy be adopted is included in this meeting pack, which Councillors are asked to consider and adopt.

Council Mobile Phone

Cllr Singhateh tried to download the app for the CCTV at the KGV onto the Clerk's phone, but it was too old to support. He has suggested that the Council purchases a more up to date version.

SLCC Practitioners Conference

SLCC hold three national conferences – the Larger Councils' Conference in the summer, National Conference in October, and the Practitioners Conference in January. The Clerk has attended both the National and Practitioners Conference in the past, and has found that Practitioners is very valuable both in terms of content, but also for networking and sharing ideas with fellow clerks. The agenda has not yet been finalised, but it currently includes sessions on clustering of smaller councils, community led planning, managing elections and emotional intelligence.

The Clerk asked the HR Committee if she could attend this conference, which takes place on 28th and 29th January 2026 in Burton upon Trent. The cost of attendance is £650, including accommodation on the night of the 27th. She offered to pay this cost herself, if the Council would allow her to take three days out of the office. However, the HR Committee were of the opinion that the Council should pay for her to attend.

There is currently no training code in the budget; the Clerk suggests that this is included in the 2026/2027 budget for both herself and Councillors.

Councillors are asked to consider the Clerk's request to attend the SLCC Practitioners Conference and to consider whether to pay for this.

Office Closure over Christmas

It is proposed that the Council office is closed from Monday, 22nd December to Friday 2nd January. The Clerk will take this time as leave.

Councillors are asked to agree this closure.

15 Financial Regulations

At the last Finance Committee meeting, it was noted that clause 2.6 relating to signing off bank reconciliations in the current FR was not clear, in that it refers to one councillor, then to two councillors signing verification.

Cllr Lindesay also suggested that the ability to pay by cheque was reinstated into the FR at clause 8.

A revised draft is circulated via separate email, with the amendment to 2.6 and addition of 8 marked in red.

Councillors are asked to consider the revised Financial Regulation, and to agree to adopt these.

16 Old School Site

The information agreed at the last meeting are now on the Council website, and the leaflet has been printed and circulated.

A public meeting has been scheduled for Tuesday, 24th November in the Winn Hall; representatives from the Diocese of Guildford have agreed to attend

17 Dunsfold Neighbourhood Plan

There have been no suggestions for additional or amended questions in the Housing Survey; the Clerk has asked Surrey Community Action to produce a final draft for agreement.

The Clerk suggests that she and named councillor have delegated powers to agree the final version to save time.

The Neighbourhood Plan sub-group has met with UVE twice, to assess the sites previously “unmarked”, these being Coombebury Cottage, the Old School Site and North Gratton Chase

UVE has been asked to provide a project plan to assist with budgetary discussions.

18 Planning Applications

Councillors are asked to agree a response to the applications as listed on the agenda

19 Planning Decisions

Councillors are asked to note the planning decisions as listed on the agenda

20 Planning Appeals

There have been no appeals since the last meeting.

21 Parish Council Surgeries

The last surgery took place on 13th September but there were no attendees.

The next surgery is scheduled for 11th October with Cllrs Lindesay and Waterson; they can report at the meeting.

22 Reports from Representatives attending outside meetings

The Clerk is not aware of attendance at any outside meeting by herself or a councillor since the last meeting.

It is the SALC Conference and AGM on 13th November. The Clerk has circulated details – will any councillor be attending?

23 Items for Information

Councillors are invited to report on items of interest.

24 Future agendas

Councillors are invited to suggest items for future agenda.

25 Date of next meeting

The next Full Council meeting will be on **Tuesday, 9th December 2025.**

Other scheduled meetings are as follows:

- Finance Committee – Monday, 27th October 2025
- Commons Committee – Monday, 17th November 2025
- KGV Trustees Meeting – Monday, 17th November 2025

The Clerk would like to change the date of the Full Council meeting scheduled for Tuesday, 10th February 2026 to either 3rd or 17th February. Councillors are asked to consider this request.

Correspondence List 9th October to 6th November 2025

Date	From	Action
9 th Oct	NALC Chief Executive Bulletin	To note
9 th Oct	September Speedwatch stats	To note
16 th Oct	NALC Chief Executive Bulletin	To note
23 rd Oct	NALC Chief Executive Bulletin	To note
27 th Oct	Waverley BC Strategic CiL Bidding notification	Clerk to apply
27 th Oct	Clerk – notification of Litter pick after bonfire	To note
27 th Oct	Waverley BC Press Release re Local Plan Consultation	To note
29 th Oct	SALC – notification of local govt reorganisation decision	To note
30 th Oct	NALC Chief Executive Bulletin	To note
3 rd Nov	NALC Chief Executive Bulletin	To note

Action list as of 6th November 2025

Meeting Date	Action	Responsibility	Update
Finance 14 th April	Open Unity Trust account and CCLA investment account	Clerk	In hand
Commons 19 th May	Review TOR for this Committee	Clerk	
Commons 19 th May	Submit expression of interest to acquire lease of Common from WBC	Clerk	Accepted by WBC, now need to write business plan
Commons 19 th May	Discuss review of Land & Pond Management Plan	Clerk	In hand
Commons 19 th May	Contact Environment Agency re Gratton Chase	Clerk	
KGV 19 th May	Prepare building maintenance plan	Clerk	Postponed
KGV 19 th May	Draw up check list for weekly playground inspection	Clerk	In progress
FC 10 th June	Draft a bench policy	Clerk	
Commons 21 st July	Meet with Horticultural Society re tree planting	Cllr Enticknap	
Commons 29 th Sept	Seek quotes for pond works	Clerk	In progress
FC 14 th October	Apply for Community Nature Recovery Grant for pond project	Clerk	Submitted
FC 14 th October	Publish Old School Site information on the website, and publicise	Clerk	Completed
FC 14 th October	Invite John Bennett to FC meeting 11 th November re Burnt Hill site	Clerk	Completed
FC 14 th October	Email MP Jeremy Hunt re Burnt Hill site	Clerk	Completed
FC 14 th October	Contact Forestry Commission re possible incursion at Burnt Hill	Clerk	
FC 14 th October	Submit copy for parish magazine	Clerk	Completed
Finance 27 th Oct	Revise Financial Regulations	Clerk	For 11 th November

DUNSFOLD PARISH COUNCIL

LONE WORKING POLICY

1. SCOPE OF POLICY

The Council will take all reasonable steps to ensure the health, safety and welfare of its employees working alone.

This policy is designed to alert employees to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is not intended to raise anxiety unnecessarily, but to give employees a framework for managing potentially risky situations. This policy applies to all staff who may be working alone, at any time, in any of the situations described in the definition below.

2. DEFINITION OF LONE WORKERS

The Health and Safety Executive defines lone workers as “those who work by themselves without close or direct supervision”. This covers all Council employees, all of whom are required to carry out their duties for all or part of their working day working in isolation. This may be within the office or outside the office.

3. RESPONSIBILITIES

Staff are responsible for:

- Taking reasonable care of themselves and others affected by their actions. This includes another person is aware that they are working alone, where they are and what time they are expected to finish.
- Co-operating by following rules and procedures designed for safe working.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- Taking part in training designed to meet the requirements of the policy.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

The Council as the employer is responsible for:

- putting arrangements in place so that someone is aware of a lone worker's whereabouts at all times and a check is carried out at the end of the lone working period
- lone workers are provided with adequate information and training to understand the risks and the safe working procedures associated with working alone
- any employee working alone is capable of undertaking the work on their own
- emergency procedures are in place so that lone workers can obtain assistance if required

4. BUILDING PROCEDURES

The Council and its employees must ensure that:

- Appropriate steps are taken to control access to the building, and that emergency exits are accessible.
- Internal doors are locked to avoid unwanted visitors if working alone.
- When working alone staff are familiar with exits and alarms.
- There must be access to a telephone and first aid equipment for staff working alone.
- If there is any indication that the building has been broken into, they call for assistance before entering.

5. PERSONAL SAFETY

To ensure personal safety:

- Staff must not assume that having a mobile phone and a backup plan is sufficient. The priority is to plan for a reduction of risk.
- Staff should take all reasonable precautions to ensure their own safety.
- Before working alone, assessment of the risks involved should be made
- Employees must inform their Line Manager or other identified person when they will be working alone, giving accurate details of their location and following an agreed plan to inform that person when the task is completed. This includes occasions when a staff member expects to go home following an external commitment rather than returning to their base.
- If a member of staff does not report as expected, an agreed plan should be put into operation, initially to check on their situation and then to respond as appropriate, using emergency contact information if necessary.
- Where staff work alone for extended periods and/or on a regular basis the Council must make provision for regular contact, to monitor and to counter the effect of working in isolation.

6. SUPPORT FOR STAFF

Employees working for the Council should know that their safety comes first. Staff should be aware of how to deal with situations where they feel they are at risk, or unsafe. Staff should also be able to recognise how their own actions could influence or even trigger an aggressive response. The Council will ensure that all lone workers training needs are assessed and that they receive the appropriate training.

7. ADMINISTRATION OF THE LONE WORKING POLICY

The HR Committee is responsible for the administration of the Lone Working Policy.

Adopted: November 2025
Date of review: November 2027