

DUNSFOLD PARISH COUNCIL

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28th April 2026

NOTICE OF ANNUAL 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, 5th May 2026**, where the following business will be transacted

Jennifer Nagy, Clerk to the Council

AGENDA

1. **Election of Chairman & Acceptance of Office** – to elect a Chairman for 2026/2027 and to receive their acceptance of office.
2. **Election of Vice Chairman** - to elect a Vice Chairman for 2026/2027 and to receive their acceptance of office.
3. **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.

4. **Apologies** – to receive and approve apologies for absence
5. **Declarations of Disclosable, Pecuniary and Other Interests** - to receive any declarations of interest.
6. **Minutes** - to discuss, amend if necessary and thereafter approve the Minutes of the Council meeting held on Monday, 10th March 2026
7. **Chairman's Announcements** – to receive any announcements by the Chairman of the Council.
8. **Correspondence & Action Lists** – to note correspondence received and actions since the last meeting.
9. **Committees** – to receive and note the Minutes, including recommendations therein as a true record of the following Committee Meeting
 - **Commons Committee, 19th January 2026 date of next meeting, 18th May 2026**
 - **Finance Committee, 26th January 2026, date of next meeting, 27th July 2026**

10. **Committee Structure** – to agree membership of the Standing Committees for 2026/2027
- Finance Committee (up to 5 members)
 - Commons Committee (up to 5 members)
 - HR Committee (3 members)

Terms of Reference for these Committees will be reviewed at the first meeting of that Committee in the financial year 2026/2027

The Council as a body are Trustees for the KGV Charity.

11. **Appointment of Committee Chairmen** – to appoint Chairmen to all of the above Committees; Vice Chairmen to be appointed at the first meeting of those Committees
12. **Appointment to Outside Bodies** – to appoint Council representatives to outside bodies for 2026/2027
13. **General Power of Competence** – to reaffirm that the Council meets the eligibility criteria under the Localism Act 2011 to exercise the General Power of Competence.
14. **Authorised banking signatories** – to review current councillor signatories authorised to deal with the Council's banks, and amend if necessary.
15. **Policies and Council Documents** – as per Standing Orders, to note the following policies and documents:
- Risk Management Plan 2026/2027, including list of office key holders
 - Standing Orders; to note that Standing Orders were reviewed in June 2025
 - Financial Regulations; to note that Financial Regulations were reviewed in November 2025
 - Asset Register as at 31st March 2026, to note
 - Reserves Policy, to review and amend if necessary
 - Insurance Cover, to note
 - Council and staff subscriptions, to note
 - Complaints Procedure, to note policy as adopted September 2025
 - Information & Data Protection Policy, to note policy as adopted September 2025
 - Media & Communication Policy, to note policy as adopted September 2025
 - Employment Policies and Procedures, to note that these are managed by Worknest.
16. **Confirmation of Internal Auditor** – to confirm Mulberry LAS as Internal Auditor for 2026/2027 financial year.
17. **Internal Auditors' Report** – to receive and note the Internal Auditors' Report and to consider and agreed any recommendations made therein, including:
- to receive and agree a Data Audit Report
 - to receive and agree a Statement of Internal Controls
18. **Annual Governance & Accountability Return and Public Inspection of 2025/2026 Accounts** – to agree the following
- a) Annual Governance Statement 2025/2026 – to agree Section One of the Annual Governance & Accountability Return
 - b) That the Chairman signs the Annual Governance Statement 2025/2026
 - c) Accounting Statements 2025/2026 – to agree Section Two of the Annual Governance & Accountability Return
 - d) That the Chairman and the RFO signs the Annual Accounting Statements 2025/2026
 - e) To note the additional information to be sent to the External Auditor in support of the Annual Governance & Accountability Return 2025/2026 by the submission date of 1st July 2026
 - f) To agree and adopt the public inspection period for the Annual Governance & Accountability Return, 2025/2026, that is, Wednesday, 3rd June to Tuesday, 14th July 2026
19. **Accounts** – to consider and approve other financially related matters if necessary, including
- Authorisation of payments on invoices due before the next meeting
 - To note payments made on behalf of the KGV Charity

- To agree payment of KGV grant 2026/2027 of £4000
- To consider a recommendation from the Finance Committee to purchase two speed indicator devices, to be financed via CiL funds.

20. **Old School Site Consultation** – to receive an update

21. **Dunsfold Neighbourhood Plan** – to receive an update, and to confirm membership of the sub-group, currently four councillors.

22. **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/2026/00469 | The Little House, Knightons Lane GU7 4NU | Erection of stable block and tackroom |
| WA/2026/00546 | Barbins Grange, Chiddingfold Rd GU8 4PB | Use of upper floor of outbuilding for ancillary accommodation (Lawful Development Cert) |
| WA/2026/00587 | Gorse View, The Common, GU8 4LE | Erection of detached outbuilding to provide gym/office |

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

| Reference | Address | Proposal | DPC | Decision |
|---------------|---|--|--------------|----------|
| WA/2026/00173 | Wrotham Hill (LDC) | Continued use of land | Noted | Refused |
| WA/2026/00174 | Wrotham Hill (LDC) | Continued use of land | Noted | Refused |
| WA/2026/00176 | Dunsfold Community Shop GU8 4LE | Erection of pergola | No objection | Granted |
| WA/2026/00277 | Knightons, Knightons Lane., GU8 4NU (| Replacement doors & windows | No objection | Granted |
| WA/2026/0310 | Bridge House, The Common, GU8 4LA | Erection of two bay garage; relocation of shed | No objection | Granted |
| WA/2026/00311 | Wrotham Hill Cottage, Wrotham Hill, GU8 4PA | Erection of conservatory | No objection | Granted |

The following applications have not been considered by the Parish Council

| Reference | Address | Proposal | Decision |
|---------------|--|--|--------------|
| WA/2026/00382 | Barbins Grange, Chiddingfold Rd, GU8 4PB | Siting of caravan (Lawful Development Cert) | Granted |
| WA/2026/00557 | Chiddingfold Storage Depot, GU8 4PB | Submission of Ecological Mitigation Plan and Biodiversity Plan (County Matter) | No objection |

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

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

26. **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.

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

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

29. **Date of next meeting – 9th June 2026** Next scheduled meetings:
 Commons Committee – Monday, 18th May 2026
 KGV Trustees Meeting – Monday, 18th May 2026
 Finance Committee – Monday, 27th July 2026

