

Annual Council Meeting

Meeting Pack

5th May 2026

DUNSFOLD PARISH COUNCIL

clerk@dunsfoldparishcouncil.gov.uk

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

DUNSFOLD PARISH COUNCIL

Minutes

Minutes of the Parish Council Meeting held on Tuesday, 10th March 2026 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr David Griffiths (Chairman)
Cllr Roy Enticknap
Cllr Nigel Waterson

Cllr Philip Travis

Clerk: Mrs J Nagy

Public: None

Also Present: District & County Cllr Deanus, and District Councillor Austin

222 Public Participation

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

223 Apologies

Apologies were noted and accepted from Cllrs Cooke, Lindsay and Singhateh.

224 Declarations of Interest

There were no declarations of interest at this point of the meeting.

225 Minutes

It was proposed by Cllr Waterson seconded by Cllr Enticknap and AGREED by all present that the Minutes of the meeting held on 3rd February 2026 were a true and correct record.

226 Chairman's Announcements

The Chairman had no announcements

227 Correspondence and Action Lists

Correspondence and Action lists were NOTED

228 Committees

There have been no meetings since the last Full Council meeting.

229 Waverley Borough Council and Surrey County Council Reports

Cllr Deanus reported that that the CiL Policy has been reviewed at Waverley, and there is to no cap on what monies can be received.

The Structural Change Order has been published for Surrey, which will enable the creation of West and East Surrey as unity authorities.

There is little else to report, as councils are preparing for LGR.

230 Accounts & Financial Matters

Financial packs containing the current financial situation were circulated separately; Councillors formally NOTED and APPROVED the information therein. Bank reconciliations for the following were signed:

- Unity Trust Deposit Account as at 28th February, balance of £89,500.00
- Lloyds Deposit Account as at 28th February, balance of £519.27
- Unity Trust Current Account as at 31st January, balance of £34,004.17
- Unity Trust Current Account as at 28th February, balance of £28,755.75

Payments to be authorised

The Clerk advised Councillors via email that she was authorising urgent work on a tree off Dunsfold Common Rd, identified during the tree survey being currently undertaken. This invoice for £937.50 + VAT is included in the payments list, for the work carried out on 20th February.

Dunsfold Gardens has been advised that whilst the Council will pay for ditch clearance at Shoppe Hill, this year, it will not do so in future, as this is not Common Land.

The list of payments to be authorised included in the Financial pack totalling £2284.31 ex VAT was AGREED by all present.

KGV Payments

The list of payments in the Financial Pack for information totalling £1068.70 inclusive of VAT was noted.

These payments included one for the urgent repair of the boiler. The contractor advised that the boiler was near end of life, and replacement parts would be difficult to source; they advised that it be replaced. The Clerk is currently seeking quotes to present to the next Trustees meeting.

KGV VAT

The Clerk submitted a VAT reclaim for the KGV for 2024/2025 (£2144.67) and for April to Sept 2025 (£659.91) a total of £2774.58, but has received notification that the charity is not eligible to reclaim VAT. However, she intends to challenge this with HMRC as her understanding is that a parish council acting as sole trustee can recover VAT

Henry Smith Charity

The Chairman has asked the two current signatories to sign a cheque to empty the account, and to reimburse the Village Shop for the payments made at the end of last year.

It was proposed by Cllr Griffiths, seconded by Cllr Waterson and AGREED by all present that the Clerk would progress opening a Unity Trust bank account for the Henry Smith Charity, with the signatories being the Chairman, the Clerk and two trustees.

Investment Account with CCLA

The Clerk referred to information circulated relating to opening an investment account with CCLA, this having being delayed due to ongoing issues with banking arrangements.

It was proposed by Cllr Griffiths, seconded by Cllr Travis and AGREED by all present, that the Clerk opens a CCLA investment account, transferring £40,000 from the Unity Trust Deposit Account.

Cleaning the War Memorial

A quote has been received for cleaning the War Memorial at a cost of £350 + VAT. This does NOT use deionized water as per the War Memorial Trust's recommendation, as this is more expensive.

It was AGREED by all present to accept the quotation of £350.00 +VAT

Defibrillator at KGV

Cllr Singhateh has supplied a quotation for the rental of a defibrillator for use at the KGV; details are in the meeting pack.

It was generally felt to be more cost effective to purchase a defibrillator, given that the previous one located at the Village Shop had lasted 16 years.

The Clerk will seek quotations for the purchase of a defibrillator

231 Old School Site

It is still not clear what format of SAE should be used for the consultation; Royal Mail has been approached for advice.

It was agreed that the Clerk would apply for Business SAEs

232 Dunsfold Neighbourhood Plan

Members of the Sub Group met with Dave Chetwyn of UVE in Dunsfold on 3rd March. He visited all the sites and is finalising the sit assessments.

Concerns were raised over the potential access at Alehouse Field; the Clerk has contacted Surrey Highways for advice – they have responded

The Clerk has contacted Waverley BC to ascertain if any additional sites were submitted as part of the recent Call for Sites. This will ensure that no sites have been overlooked.

As no final decision was made as to what sites are to be allocated, work cannot progress on the SEA (Strategic Environmental Assessment) Locality has agreed to carry out the revision of the SEA, but cannot supply a cost until the site allocations are known.

Dave Chetwyn is preparing a policy statement to potentially provide to developers, which will clarify design parameters and restraints in the emerging plan.

In the interim, the Clerk has met with Tania, UVEs admin assistant, and is sharing and receiving information as to the Plan status.

Councillors NOTED this information.

234 Thames Water Tankers

The Clerk has written a formal letter of complaint to Thames Water, in relation to the management of the recent pumping operation in the village; this was circulated to Councillors.

Alfold Parish Council has agreed to work with Dunsfold to try to resolve the long-term issues, and a meeting has been arranged with Thames Water on Friday, 27th March at 12.45pm Alfold Sports & Social Club. Matters to be discussed included not only capacity issues, but also H&S concerns on site welfare during the pumping operation.

Councillors NOTED this information.

235 Village Car Park

The Clerk referred to her report. She has now had confirmation from Waverly BC that it is their land, and they are arranging repairs.

Councillors NOTED this information.

236 Community Asset Transfer

The Clerk has submitted the required business case for transfer of Common land to the Parish Council.

It was suggested to the Cricket Club that it applies for ownership of club land, currently occupied via a lease with Waverley BC. The Club has advised that it would prefer the parish council to take over the lease and the land; however, this has not been confirmed in writing.

It was AGREED by all present the Clerk would progress including the Village Car Park in the proposed land transfer.

It was AGREED by all present that the Clerk would ask the Council's solicitors Surrey Hills, for a quote in relation to dealing with the transfer.

237 Planning Applications

Reference	Address	Proposal	Recommendation
WA/2026/00176	Dunsfold Community Shop GU8 4LE	Erection of covered pergola	No objection
WA/2026/00267	Hazeldene, Knightons Lane, GU8 4NU	Erection of 7 bay garage	Noted that this has been now GRANTED
WA/2026/00277	Knightons, Knightons Lane., GU8 4NU	Replacement doors and windows (Listed Building)	No objection
WA/2026/00310	Bridge House, The Common, GU8 4LA	Erection of 2 bay garage; relocation of shed	No objection
WA/2026/00311	Wrotham Hill Cottage, Wrotham Hill, GU8 4PA	Erection of a conservatory (Listed building)	No objection

WA/2026/00347	High Loxley, High Loxley Rd, GU8 4BW	Changes to floorplans/elevations approved under WA/2024/00683 (Listed building)	No objection
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Coombebury Cottage Site

Councillors will be aware that permission was granted on appeal for 53 homes. The developer, Sigma Homes has distributed a leaflet in the village asking for comments on its proposals, prior to submitting a Reserved Matters application.

The Clerk reminded Councillors that they should not comment on these proposals as this could be seen as pre-determination.

However, Dave Chetwyn from UVE is preparing a policy statement on design parameters as reported under the Neighbourhood Plan above. Once complete, this could be forwarded to Sigma as well as any other developer in the village.

There is no date for the Reserved Matters application to be lodged. Sigma has asked permission to carry out surveys on adjacent ponds, a request which will be taken to the Commons Committee.

Councillors NOTED this information.

238 Planning Decisions

The following decision was NOTED.

Reference	Address	Proposal	DPC	Decision
WA/2025/02239	Land north of Gratton Chase	Outline Application With All Matters Reserved Except For Access For The Erection Of 9 Dwellings.	Object	Refused

239 Planning Appeals

Reference	Address	Proposal	DPC Comment to original application
APP/R3650/X/26/3377486 Re WA/2025/02381 NON DETERMINATION	Wrotham Hill Dunsfold	Certificate of Lawfulness under Section 192 for Siting of 5 caravans for residential use – Lawful Development Cert.	No comment as LDC

Stovolds Enquiry

Cllr Waterson reported that the Enquiry on the second matter, which had been due to commence today, had been postponed due to delays in exchange of evidence. Waverley BC has expressed concern to the Inspector, as the delay was instigated by the appellant.

The Enquiry on the main matter is due to take place 16th to 19th June 2026.

Councillors NOTED this information.

240 Council Surgeries

At the last surgery on February 14th , a blocked culvert in Hookhouse Lane was reported.

Cllrs Waterson and Travis will attend the next surgery on March 14th.

241 Reports on Meetings attended

There have been no outside meetings to report since the last Council meeting.

242 Items for Information

There were no items for information.

241 Future Agendas

There were no items proposed for future agendas

242 Staffing Matters

At this point the Chairman announced that in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1 the press and public would be excluded during the next item due to the confidential nature of the matter to be discussed, as it related to staffing issues; agreed by all present.

After discussion, the meeting went back into open session.

During confidential discussions, the following was agreed:

- That the Clerk's lieu time accrued since April 2025 would be paid.
- That the Clerk would carry forward five days holiday to 2026/2027, with the remaining holiday being paid
- That the pension contributions accrued since April 2025 would be paid, outstanding due to difficulties joining the Surrey Pension Scheme
- That a date to be arranged for the Clerk's appraisal before the end of March, to be carried out by Cllr Griffiths as Chairman of the Council, and Cllr Cooke as Chairman of the HR Committee. The Clerk would be asked to increase her hours from 16 to 17 per week from April 2026 at this appraisal.

242 Date of next meetings

The next Council meeting will be the Annual Council Meeting on **Tuesday, 5th May 2026.**

Other scheduled meetings are as follows:

- Commons Committee – Monday, 23rd March 2026
- KGV Trustees Meeting – Monday, 23rd March 2026
- Finance Committee – Monday, 13th April 2026
- Annual Parish Meeting - Tuesday, 14th April 2026

The meeting closed at 9.00pm

Chair of the Council Dated.....

Clerk's Report
Annual Council meeting to be held on
Tuesday, 5th May 2026
To be read in conjunction with the agenda

1 Election of Chairman

This is the first business of the meeting, prior to Public Question Time.

Clr Griffiths as the current Chairman 2025/2026 will chair the meeting up to such time as the Chairman for 2026/2027 is elected.

The Clerk plays no part in the election of the Chairman, this is decided by members.

Councillors will be invited by the current Chairman to nominate/second a candidate. A candidate cannot nominate or second themselves, although they may vote for themselves. In the event of a tie in voting, the current Chairman has the casting vote.

Individual Councillors must be aware that they cannot nominate and/or second more than one candidate. They must be present at the meeting to nominate/second and to vote.

A candidate does not have to be present at the meeting to be voted in as Chairman.

Voting will take place via a show of hands.

The successful candidate must sign an acceptance of the office of Chairman immediately; the Clerk will provide hard copy at the meeting. They then take the Chair.

If the successful candidate is not present at the meeting, the Council must decide by which date the acceptance of office must be signed.

In this case, those present at the meeting must decide from amongst their number who is to be Chair for this one meeting.

2 Election of Vice Chairman

The advice of the Clerk is as for the election of the Chairman, except the newly elected Chairman has the casting vote in the event of a tie.

It is not a legal requirement to have a Vice Chairman of the Council.

The Clerk will provide hard copy of the acceptance of office at the meeting for the successful candidate.

3 Public Participation

To invite MOPs present to address the Council

4 Apologies

To note and accept apologies.

5 **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. This must be in writing, as per Standing Order 13 a) to i).

6 **Minutes**

To agree the Minutes of the meeting held on Monday, 10th March 2026

7 **Chairman's Announcements**

8 **Correspondence & Action Lists**

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

9 **Committees**

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

- 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**

Councillors are asked to consider membership of the following Committees

- Finance Committee (up to 5 members)
- Commons Committee (up to 5 members)
- HR Committee (3 members)

11 **Appointment of Committee Chairman**

Nominations will be asked for Chairmen of above Committees. Only those on those Committees as agreed under the previous item may nominate, second and vote in the Chairmen.

Vice Chairmen will be elected at the first meeting of that Committee

12 **Appointment to Outside Bodies**

At the last Annual Council Meeting, the following representation was agreed.

Organisation	Representative
Henry Smith Charity	Cllr Griffiths*
Rights of Way/Footpaths	

Bonfire	
Fete	
SALC	Cllr Griffiths*
Waverley Town & Parish Meeting	Cllr Griffiths*
Dunsfold Park Advisory Group	Cllr Griffiths*

*Usually the Chairman of the Council

13 General Power of Competence

As per the Localism Act 2011 s1, the Council continues to be eligible to adopt the General Power of Competence (GPC) in that

- Two thirds of members were elected, not co-opted
- The Clerk is CiLCA qualified

Councillors are asked to re-affirm that the Council holds the General Power of Competence.

14 Authorised Banking Signatories

Councillors are asked to confirm signatories for all accounts.

Account	Signatories
Lloyds Current Council Account	Cllrs Enticknap and Waterson and ex Cllr Wright
Lloyds Deposit Council Account	Cllrs Enticknap and Waterson and ex Cllr Wright
Lloyds Current KGV Account	Cllr Waterson and ex Cllr Wright
Lloyds Current Playground Account	Cllr Waterson and ex Cllr Wright
Unity Trust Current Council Account	Cllrs Enticknap, Griffiths, Lindesay, Waterson and the Clerk
Unity Trust Deposit Council Account	Cllrs Enticknap, Griffiths, Lindesay, Waterson and the Clerk
Unity Trust KGV Current Account	Cllrs Enticknap, Griffiths, Lindesay, Waterson and the Clerk
NS&I	See below

NS&I have refused to supply statements without notification in writing via the post; there is no option to email a letter. The Clerk proposes writing to close this account, transferring the balance of £8,674.44 to the Unity Trust Current Account..

The Clerk is still trying to get Lloyds to close all accounts, transferring balances to the Unity Trust Current Account.

15 Policies

As per Standing Orders 5 j), the Council is required to review policies and documents at this Annual Council Meeting.

Councillors are asked to review and agree the updated **Risk Management Plan**, included in separate policy pack; amendments are **in red**.

Councillors are asked to note that **Standing Orders** were reviewed in June 2025, and that **Financial Regulations** were reviewed in November 2025.

Councillors are asked to note the **Asset Register** as at 31st March 2026, as included in separate policy

pack.

Councillors are asked to note/review the following policies, accessible on the Council's website via <https://dunsfoldparishcouncil.gov.uk/page/governance/> :

- **Reserves Policy**, to be reviewed annually
- **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

Councillors are asked to note the **Insurance Cover**, as circulated.

Councillors are asked to note that the following **subscriptions** are in place:

- National Association of Local Councils
- Surrey Association of Local Councils
- Society of Local Council Clerks, for the Clerk's membership

Councillors are asked to note that **Employment Policies and Procedures** are managed by Worknest.

16 Confirmation of Internal Auditor

Councillors are asked to note that Mulberry LAS was appointed as as Internal Auditor for the financial years 2025/26 to 2027/28 inclusive.

17 Internal Auditors' Report

The final Internal Audit was carried out on 21st April, and the AGAR and variance reports were finalised. The Report is circulated separate to the meeting pack.

It was noted that yet again, NS&I had refused to give a balance statement without a written request, sent via the post.

The following recommendations were made, with proposed action

Recommendation	Action
I recommend that the council review the earmarked reserves at budget setting, with a view to providing greater clarity on the scope, duration and purpose of each. The Capital Projects Reserve should be reclassified as earmarked, as the funds have not derived from a capital purpose and as such are not ringfenced solely for capital use.	Recommended balance transfers had already been identified during budget setting, and will be actioned at the commencement of the 2026/2027 financial year
More definition and explanation is required for Boxes 3 and 4	Variance report updated
The Website Accessibility Statement (dated 30 January 2023) needs to be updated to reference compliance with the latest web site accessibility guidelines. I recommend contacting the IT company to arrange this.	The Clerk is in discussion with Parish Online to amend this
GDPR I recommend the council undertake a simple data audit of personal data held. I have	To be presented to this meeting for adoption

sign posted the Clerk to a website where this can be seen in action.	
I recommend the councillors receive a statement of internal controls that details the key controls the council has in place, ahead of signing the annual governance statement.	To be presented to this meeting for adoption

Councillors are asked to review and agree the following included in the Policy pack, as per the above recommendations:

- Data Audit Report
- Statement of Internal Controls

Councillors are asked to formally note the final Internal Audit Report, the recommendations therein, and the proposed actions

18 Annual Governance & Accountability Return and Public Inspection of 2025/2026 Accounts

Councillors are asked to consider the AGAR documentation as follows:

Each item listed must be agreed separately, as each must have a different Minute number.

- g) Annual Governance Statement 2025/2026 – to agree Section One of the Annual Governance & Accountability Return
- h) That the Chairman signs the Annual Governance Statement 2025/2026
- i) Accounting Statements 2026/2027 – to agree Section Two of the Annual Governance & Accountability Return
- j) That the Chairman and the RFO signs the Annual Accounting Statements 2026/2027
- k) To note the additional information to be sent to the External Auditor in support of the Annual Governance & Accountability Return 2026/2027 by the submission date of 1st July 2026
- l) To agree and adopt the public inspection period for the 2025/2026 Annual Governance & Accountability Return, this being Wednesday, 3rd June to Tuesday, 14th July 2026

19 Accounts and Financial Matters

Payments List

The list of proposed payments is included in the meeting pack. Please note that this is not Scribe report as the 2025/2026 financial year has not been closed.

KGV Payments

A list of proposed payments to be made on behalf of the KGV Charity is included in the Financials meeting pack. Another large electricity bill has been received, with VAT being charged at 20% instead of 5%. The Clerk is querying this with EDF.

Payment of KGV Grant

The Clerk seeks authorisation to transfer the £4000 grant payment agreed in the 2026/2027 budget to the KGV account in order to make payments.

Receipt of Precept

The receipt of the £78,000 precept was noted at the last Finance Committee meeting. However, despite a request to pay this into the Unity Current Account, it was paid into the Lloyds current account, so will need to be transferred.

Purchase of Two Speed Indicator Devices

Please see separate information pack, as supplied to the Finance Committee. This Committee recommends that the Council purchases two SIDs from Elan City, at a total cost of £4678.97 ex VAT.

However, it should be noted that Messagemaker has reduced its price by 10%, to £6,284.70 ex VAT.

The Clerk was asked to ascertain if Elan City offered an installation service; they do not. There is no maintenance contract as the only maintenance is to replace the batteries every 3 to 4 years, at a cost of £64 each. They do offer an extended warranty for £199 per year for each unit.

Councillors are asked to consider the purchase of two Speed Indicator Devices, to be funded out of 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

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

23 Planning Decisions

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

24 Planning Appeals

There have been no appeals lodged since the last meeting.

25 Parish Council Surgeries

The surgery scheduled for 11th April did not take place.

The next surgery is on 9th May, Cllrs Lindesay and Waterson to attend.

Councillors have been invited to advise the Clerk which future sessions they can attend.

26 Reports from Representatives attending outside meetings

The Clerk is not aware of any meetings attended since the last Council meeting.

27 Items for Information

Councillors are invited to report on items of interest.

28 Future agendas

Councillors are invited to report on items of interest

29 Date of next meeting – Tuesday, 9th June 2026 at 7.30pm in the Nugent Room, Winn Hall

Next scheduled meetings:

Commons Committee – Monday, 18th May 2026

KGV Trustees Meeting – Monday, 18th May 2026

Finance Committee – Monday, 27th July 2026

Action list as of 30th April 2026

Meeting Date	Action	Responsibility	Update
Commons 19 th May	Submit expression of interest to acquire lease of Common from WBC	Clerk	Business Plan submitted
Commons 19 th May	Discuss review of Land & Pond Management Plan	Clerk	Postponed
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	Completed
Commons 29 th Sept	Seek quotes for pond works	Clerk	In progress
FC 11 th Nov	Add N Plan documents to website	Clerk	Completed
FC 11 th Nov	Investigate purchase of new mobile phone	Clerk	
Commons 17 th Nov	Seek quotes for re-tarmacking path around war memorial	Clerk	In progress
FC 13 th Jan	Liaise with fete committee re taking ownership of defib	Clerk	In progress
FC 13 th Jan	Get quote for 2 new speed cameras	Clerk	Presented at May meeting
Finance 26 th Jan	Get quote for professional jet wash of School Pond bridge	Clerk	
Finance 26 th Jan	Get quote for life belt device for School Pond bridge	Clerk	
FC 3 rd Feb	Get quotes for 2 grit bins	Clerk	Awaiting response from Cllrs
FC 10 th March	Open CCLA account	Clerk	Deferred to 2026/2027 year
	Seek quote for legal fees for Community Asset Transfer	Clerk	Completed
FC 10 th March	Set date for Clerk's appraisal	Cllrs Griffiths/Cooke	

Correspondence List 6th March to 30th April 2026

Date	From	Action
10 th March	Waverley BC Press Release re New Business Crime Reporting System	To note
10 th March	NALC Events	
18 th March	Waverley BC Press Release re Rising stars from Guildford and Waverley commended at Young Local Authority of the Year 2026	To note
16 th March	Waverley BC Press Release re New Skate Park in Cranleigh	To note
26 th March	NALC issue of new toolkit	To note
30 th March	NALC Chief Executive Bulletin	To note
13 th April	NALC Chief Executive Bulletin (2 nd April)	To note
14 th April	Notice of Poll	To note
14 th April	NALC Chief Executive Bulletin (9 th April)	To note
14 th April	NALC Events	To note
16 th April	NALC Chief Executive Bulletin	To note
23 rd April	NALC Events	To note

Proposed Council Payments May 2026

Payee	Reason	Nett	VAT	Total
Zurich	insurance	2468.63	00	2764.87*
SALC	NALC & SALC subscriptions	429.19	00	429.19
Mulberry LAS	Audit Fees	168.75	33.75	202.50
Total		3066.57	33.75	3396.56

*Not liable for VAT, but Insurance Premium Tax of £296.24 included

Proposed KGV Payments May 2026

Payee	Reason	Nett	VAT	Total
Peter Allison	Caretaking	255.00	00	255.00
Handymans	Keys	12.92	2.58	15.50
Castle Water	Water supply	131.22	0	131.22
EDF	Electricity			
New Leaf	Grass cutting	400.00	80.00	480.00
Total		799.14	82.58	881.72

