

DUNSFOLD PARISH COUNCIL

Unit 3, The Orchard
Chiddingfold
Road
Dunsfold
GU84PB

Minutes

Minutes of the Annual Parish Council Meeting held on Tuesday, 5th May 2026 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr David Griffiths
Cllr Roy Enticknap
Cllr Tigi Singhateh

Cllr Phillip Travis (Vice Chairman)
Cllr Chris Lindesay
Cllr Nigel Waterson

Clerk: Mrs J Nagy

Public: 4

1 Election of Chairman

As Chairman of the Council 2025/2026, Cllr Griffiths invited nominations.

Cllr Waterson, proposed Cllr Griffiths; seconded by Cllr Lindesay

There were no other nominations.

It was AGREED by all present that Cllr Griffiths be elected Chairman of Dunsfold Parish Council 2026/2027.

Cllr Griffiths duly signed their Acceptance of Office.

Cllr Griffiths thanked Councillors for their support over the past year.

2 Election of Vice Chairman

The Chairman of the Council invited nominations.

Cllr Lindesay proposed Cllr Travis; seconded by Cllr Singhateh

There were no other nominations.

It was AGREED by all present, with one abstention, that Cllr Travis be elected Vice Chairman of Dunsfold Parish Council 2026/2027.

Cllr Travis duly signed their Acceptance of Office.

3 Public Participation

A resident asked about the progress of the Neighbourhood Plan. It was agreed that as this was an agenda item for this meeting, updates would be provided at that point.

4 Apologies

Cllr Cooke was noted as being absent.

5 Declarations of Interest

Cllr Lindesay declared a personal interest in WA/2026/0587, for the erection of a detached outbuilding at Gorse View, The Common, as he lives in a neighbouring property.

6 Minutes

It was proposed by Cllr Enticknap seconded by Cllr Travis and agreed by all present that the Minutes of the Council meeting held on 10th March 2026 were a true and correct record.

7 Chairman's Announcements

The Chairman reminded reminder that the election is taking place on 7th May.

The Clerk advised that she is meeting with the owner of the North Gratton Chase site to discuss his proposals for the site.

Councillors NOTED this information.

8 Correspondence and Action Lists

The Correspondence and Action lists were noted by all present

9 Committees

The following minutes and actions therein, as approved by the relevant Committees, were NOTED:

- 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

Membership of the following Committees was AGREED:

Finance Committee (Up to 5 members) – Cllrs Enticknap, Lindesay, Singhateh, Travis and Waterson.

Commons Committee (Up to 5 members) - Cllrs Cooke, Enticknap, Griffiths, Singhateh and Travis.

HR Committee (3 members) – Cllrs Cooke, Griffiths, Singhateh

11 Appointment of Committee Chairman

The Clerk advised that only members of the Committee can vote upon the appointment of Chairman

Finance Committee

Cllr Lindesay proposed Cllr Travis seconded by Cllr Singhateh; agreed by a majority vote with one abstention.

Commons Committee

Cllr Singhateh proposed Cllr Enticknap, seconded by Cllr Travis; agreed by all present.

HR Committee

Cllr Singhateh proposed Cllr Cooke seconded by Cllr Griffiths; agreed by all present.

12 Appointment to Outside Bodies

The following appointments were agreed:

Organisation	Representative
Henry Smith Charity	Cllr Griffiths*
Rights of Way/Footpaths	None
Bonfire	None, unless requested
Fete	None, unless requested
SALC	Cllr Griffiths*
Waverley Town & Parish Meeting	Cllr Griffiths*
Dunsfold Park Advisory Group	No longer meeting

*As Chairman of the Council

13 General Power of Competence

Councillors formally NOTED that the Council meets the eligibility criteria under the Localism Act 2011 to exercise the General Power of Competence and reaffirms that it has that Power.

14 Authorised banking signatories

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 such a letter. The Clerk proposes writing to close this account, transferring the balance of £8,674.44 to the Unity Trust Current Account; this action was AGREED by all present.

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

Current signatories were NOTED and AGREED.

It was further AGREED to add Cllr Travis and Singhateh as signatories to the Unity Trust Accounts.

15 Policies

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

The updated **Risk Management Plan**, was AGREED by all present.

Councillors NOTED that **Standing Orders** were reviewed in June 2025, and that **Financial Regulations** were reviewed in November 2025.

Councillors NOTED the **Asset Register** as at 31st March 2026.

The following policies were considered.

- **Reserves Policy**, to be reviewed annually; AGREED by all present.
- **Complaints Procedure**, as adopted September 2025; NOTED.
- **Information & Data Protection Policy**, as adopted September 2025; NOTED
- **Media & Communication Policy**, as adopted September 2025; NOTED

The **Insurance Cover**, for 2026/207, was NOTED.

Cllr Singhateh noted that the Millennium Tapestry was listed on the Asset Register, as from 1999 but was not insured. He expressed concerns that Zurich may not be willing to insure it, as it was not kept on Council premises.

No Councillor could recall the reasons why the Tapestry was on the Council’s asset register. The Clerk will ask the Church if it is included in its own insurance.

Councillors NOTED 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 NOTED **Employment Policies and Procedures** are managed by Worknest.

16 Confirmation of Internal Auditor

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

17 Internal Auditors’ Report

The Clerk advised that final Internal Audit was carried out on 21st April, and the AGAR and variance reports were finalised.

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

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 sign posted the Clerk to a website where this can be seen in action.	To be presented to this meeting for adoption

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
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The Clerk presented a draft Data Audit Report, and a draft Statement of Internal Controls as requested by the Internal Auditor.

Councillors AGREED to adopt the Data Audit Report, and the Statement of Internal Controls, without amendment.

The Clerk advised that a recommendation of the Data Audit Report was that Councillors undertake data protection training annually; she will source such training and present this to the next meeting.

Councillors formally NOTED the final Internal Audit Report, the recommendations therein, and the proposed actions.

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

The Clerk referred Councillors to the draft AGAR documentation, and the supporting reports as circulated.

- a) Annual Governance Statement 2025/2026 – Section One of the Annual Governance & Accountability Return was AGREED by all present
- b) It was AGREED by all present that the Chairman sign the Annual Governance Statement 2025/2026
- c) Accounting Statements 2024/2025 Section Two of the Annual Governance & Accountability Return was AGREED by all present.
- d) It was AGREED by all present that the Chairman and the RFO sign the Annual Accounting Statements 2025/2026
- e) 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 was AGREED by all present
- f) The public inspection period for the 2025/2026 Annual Governance & Accountability Return, that is, Wednesday, 3rd June to Tuesday, 14th July 2026, was NOTED and AGREED by all present.

19 Accounts & Financial Matters

Payments List

The Clerk 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.

Total payments of £5650.27 ex VAT, were AGREED by all present.

KGV Payments

A list of proposed payments to be made on behalf of the KGV Charity is included in the Financials meeting pack.

Total payments of £799.14 ex VAT were NOTED by all present

Payment of KGV Grant

It was AGREED by all present 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.

It was AGREED by all present to transfer the £78,000 precept income from the Lloyds Current Account into the Unity Current Account.

Purchase of Two Speed Indicator Devices

The Clerk referred to the 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 since 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.

Cllr Lindesay suggested that the s106 Access & Safety Earmarked Reserve could be used to part fund the purchase. The Clerk will check the relevant s106 agreement to ensure that the purchase complies with the conditions.

It was proposed by Cllr Griffiths, seconded by Cllr Travis and AGREED by all present that two Speed Indicator Devices would be purchased from Elan City at a cost of £4678.97 + VAT, plus extended warranty at £199.00 per unit. This expenditure will be part funded from the s106 Access & Safety Reserve (if compliant) with the balance coming from CiL funds.

20 Old School Site

It has been previously agreed that the Old School Site survey would go out after the Housing Needs Survey to avoid confusion.

However, the Clerk reported that she had heard from Surrey Community Action that they are waiting for the Waverley BC's legal department to allow officers to share address data.

It was therefore decided that the Clerk would progress the Old School Site survey.

21 Neighbourhood Plan

Cllr Waterson reported that UVE is finalising the Site Allocation Report. It is anticipated that the Draft Plan will be issued to Waverley BC (or the relevant Planning Authority) in June/July 2026.

Cllrs Waterson and Travis, together with the Clerk, met with Waverley Officers at the Officers' request. Dave Chetwyn from UVE was present virtually. Waverley Officers suggested that the Plan is paused whilst the Local Plan progresses. They could not share information about any additional sites being brought forward during the recent Call for Sites process.

It was agreed that Dunsfold would not pause its Plan, as there was no "ideal" time to produce a draft, and it did not want to be delayed further.

Cllr Waterson reminded Councillors that the previous Plan was withdrawn as it did not take into account comments made by Waverley BC at the time.

Cllr Lindesay reported that some of the commuted sum allocated for affordable homes from the Wetwood Farm development had been spent in Chiddingfold. Whilst Waverley was entitled to spend the monies outside Dunsfold, it was important to carry out the Housing Needs survey as soon as practical to provide evidence of need in the village.

Neighbourhood Plan Sub Group

It was agreed that membership of the sub group should consist of Cllrs Enticknap, Griffiths, Travis and Waterson.

22 Planning Applications

Reference	Address	Proposal	Comment
WA/2026/00469	The Little House, Knightons Lane GU7 4NU	Erection of stable block and tackroom	No objection
WA/2026/00546	Barbins Grange, Chiddingfold Rd GU8 4PB	Use of upper floor of outbuilding for ancillary accommodation (Lawful Development Cert)	Noted
WA/2026/00587	Gorse View, The Common, GU8 4LE	Erection of detached outbuilding to provide gym/office	Cllr Lindesay took no part in discussion having declared a person interest. No objection

23 Planning Decisions

The following decisions were noted:

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 had not been considered by the Parish Council; the decisions were noted:

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 Appeal

No appeals have been lodged since the last meeting.

25 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. It was noted that the surgery was on the same day as the village fete, but it was agreed that it should still go ahead.

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

There were none.

28 Future Agendas

There were no matters raised.

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

The meeting closed at 8.40pm

Chair of the Council Dated.....