

# DUNSFOLD PARISH COUNCIL

## Parish Council Meeting

Minutes of the Annual Parish Council meeting of the Parish Council of Dunsfold held in the Nugent Room, Winn Hall, Dunsfold on Monday 12<sup>th</sup> May 2016 at 7:30pm.

### **Present:**

Cllr Steven Haines  
 Cllr Stephen Hayward  
 Cllr Roy Enticknap  
 Cllr John Gray  
 Cllr Rupert Jones  
 Cllr Jean Martin  
 Cllr Nick Shepherd

### **In attendance:**

Mrs Celeste Lawrence (Clerk and Responsible Financial Officer)  
 15 parishioners

Item		Action
	<b>The Chairman stood down and the Clerk took the Chair.</b>	
<b>16/17: 001</b>	<b><u>CHAIRMAN</u></b> It was proposed by Cllr Gray and seconded by Cllr Shepherd and carried unanimously that Cllr Haines be elected Chairman to the Parish Council for the ensuing year.	
<b>16/17: 002</b>	<b><u>DECLARATION OF ACCEPTANCE OF OFFICE</u></b> Cllr Haines took the Chair and signed the Declaration of Acceptance of Office in the presence of the Clerk.	
<b>16/17: 003</b>	<b><u>VICE CHAIRMAN</u></b> It was proposed by Cllr Haines and seconded by Cllr Enticknap and carried unanimously that Cllr Haywood be elected Vice Chairman of the Parish Council for the ensuing year.	
<b>16/17: 004</b>	<b><u>APOLOGIES</u></b> None.	
	<b>The meeting was suspended for the Commons Committee meeting to take place.</b>	
<b>16/17: 005</b>	<b><u>RATIFY COMMONS COMMITTEE MEETING</u></b> The Chairman reported on the proceedings of the Commons Committee meeting held earlier this evening and it was RESOLVED to adopt the recommendations as recorded in the Commons Committee minutes.	
<b>16/17: 006</b>	<b><u>MINUTES</u></b> The minutes 15/16:121 to 15/16: 138 of the DPC meeting held on 10 <sup>th</sup> March 2016 as circulated to all members were approved and signed by the Chairman.	
<b>16/17: 007</b>	<b><u>REGISTER OF INTERESTS</u></b> The Chairman reminded all members to complete their Register of Interests and amend any existing interest if necessary as it is a legal obligation to amend the Register of Interests with the Clerk should their circumstances have altered.	
<b>16/17: 008</b>	<b><u>DECLARATIONS OF PECUNIARY OR OTHER INTERESTS</u></b> Cllr Gray declared a non-pecuniary interest in planning application WA/2016/0777.	

<p><b>16/17: 009</b></p>	<p><b><u>DUNSFOLD SMITH'S CHARITY</u></b> The Chairman reported that the balance in hand as at 1 January 2015 was £1102.18 plus the amount of the 2015 grant of £3600 making a total of £4702.18 available for distribution. Grocery vouchers to the value of £100 exchangeable at Dunsfold Community Shop Assoc Ltd, Dunsfold had been issued to each of 41 villagers. A total of £4047.88 was distributed and £22.14 spent on postage leaving a balance in hand at 31 December 2015 of £632.16. The adoption of the Statement of Accounts for Dunsfold Smith Charity for the year ending 31 December 2015 as circulated was agreed by all members unanimously. It was RESOLVED that the Chairman sign the Statement of Accounts.</p>	
<p><b>16/17: 010</b></p>	<p><b><u>INTERNAL AUDIT</u></b> The Chairman reported that the internal auditor Mr Peter Frost of Peter J Consultancy had carried out his audit on 14<sup>th</sup> April 2016 and had agreed the figures and had completed the annual internal audit report 2015/16. The Chairman also reported the recommendations of the internal auditor whose report had been circulated. The recommendations It was RESOLVED that all members agreed to the report and the recommendation.</p>	
<p><b>16/17: 011</b></p>	<p><b><u>ANNUAL RETURN SECTION 1</u></b> It was RESOLVED that the Council has in place effective arrangements for all of the assertions as required for the annual governance statement and the Chairman and Responsible Financial Officer be authorised to sign section 1 of the Annual Return.</p>	<p><b>Cllr Haines Clerk</b></p>
<p><b>16/17: 012</b></p>	<p><b><u>ANNUAL RETURN SECTION 2</u></b> The Clerk had circulated to members the bank reconciliation and the receipts and payments accounts for the year ending 31<sup>st</sup> March 2016. It was RESOLVED unanimously that the accounts be adopted and the Chairman and Responsible Financial Officer be authorised to sign section 2 of the Annual Return. The form with the relevant documents will be sent to the external auditor BDO LLP, for their approval.</p>	<p><b>Cllr Haines Clerk</b></p>
<p><b>16/17: 013</b></p>	<p><b><u>COMMITTEES</u></b> It was AGREED that the committees be made up of the following members: <b>Commons Committee:</b> All Councillors <b>Commons Steering Group:</b> Cllrs Enticknap and Martin together with Mr Alistair Bentall, Mr John Hedger and Mr Mence Wilkinson <b>Dunsfold Smiths Charity:</b> Cllrs Haines and Hayward, Clerk to the Council, Mrs Annie Wace, Mrs Lynn Enticknap <b>Hon. Remembrance Officer:</b> Mrs Sheila Jones <b>KGV Management Committee:</b> Cllrs Haines, Hayward and Martin and Clerk to the Council <b>Neighbourhood Officer:</b> Mrs Annie Wace <b>Planning:</b> All Councillors <b>Planning Steering Group:</b> Cllrs Jones, Haines, Hayward and Gray and Clerk to the Council <b>Proper Officer:</b> Clerk to the Council <b>Responsible Financial Officer:</b> Clerk to the Council <b>Rights of Way Officer:</b> Cllr Martin <b>Surrey Association of Local Councils:</b> Cllrs Haines and Hayward</p>	
<p><b>16/17: 014</b></p>	<p><b><u>KGV ACCOUNTS</u></b> The Clerk had circulated to members the bank reconciliation and the receipts and payments accounts for the year ending 31<sup>st</sup> March 2016. The accounts will be send for independent assessment by Mrs Alison Daniels. Once the accounts have been approved by the auditor, the Clerk would submit the return to the Charities Commission.</p>	
<p><b>16/17: 015</b></p>	<p><b><u>COUNCIL SURGERY</u></b> There was very little feedback from the surgery – the Chairman encouraged all present to get involved and attend the surgeries which are held every 2<sup>nd</sup> month before a main meeting. Cllr Haywood reported that a parishioner had expressed concerns about a proposed cycle track behind Nugents Close however she was not present to discuss it further with.</p>	

16/17: 016	<p><b><u>REPORT ON MATTERS FROM WAVERLEY</u></b>  Cllr Gray reported that a new Leader, Deputy Leader and Mayor had been elected for Waverley. He further reported that the transport plan in the draft Local Plan had been delayed.</p>	
16/17: 017	<p><b><u>REPORTS ON MATTERS FROM SURREY</u></b>  Nothing to report.</p>	
16/17: 018	<p><b><u>VILLAGE MEETING</u></b>  Cllr Haines reported that a meeting with Peter Cleveland, WBC Planning Team, has been organised for Tues 7<sup>th</sup> June.  He also suggested that a meeting for all villagers would be arranged once the draft Local Plan is released.</p>	
16/17: 019	<p><b><u>REPORT FROM KGV MANAGEMENT COMMITTEE</u></b>  Cllr Haines reported that a meeting had been held last night. There was a more positive feeling with more activities going on. The painting of the clubhouse has been completed.  Cllr Haines encouraged all present to use the facility and informed all that the club house would be open to all every Friday night from 7pm – 10pm.</p>	
16/17: 020	<p><b><u>VILLAGE PROJECTS</u></b>  It was AGREED to defer this until the next meeting.</p>	
16/17: 021	<p><b><u>SPEEDWATCH</u></b>  Cllr Gray reported that the VAS as the Southern end of the village, which has been flashing for a long time, is the responsibility of the Police. Peter Hardcastle is the contact with the Police regarding the matter. It was AGREED that the sign should remain as it is useful however, it does need replacing.  Clerk to organise a meeting.</p>	Clerk
16/17: 022	<p><b><u>PLANNING DECISIONS MADE BY WAVERLEY BOROUGH COUNCIL</u></b></p> <p>WA/2015/1381 – Land at Springbok Estate, Sachel Court Drive, Alfold  Part full/ part outline application. Full application for the erection of a building to provide a 60 unit independent living care facility with 20 associated bungalows following demolition of part of existing care home; Erection of 125 dwellings including a shop and café; all with community facilities including sports pitches, public open space and associated works; the provision of 2 new accesses, one on the Dunsfold Road and one on the Loxwood Road. Outline application for the erection of up to 275 dwellings, care home and primary school with associated open space. (For the outline part of the application all matters to be reserved except means of access) The application is accompanied by an Environmental Statement (as amended by plans received 06/08/2015).  <b>Decision:</b> Pending decision</p> <p>WA/2016/0048 – Gorebridge Green Farm, Hook House Lane  Certificate of Lawfulness under section 191 for use of site for workshops (Class B2 general industrial use) and associated storage for a period over 10 years.  <b>Decision:</b> Withdrawn</p> <p>WA/2016/0079 – Burdocks, 1 The Green  Erection of single storey extension and insertion of 2 roof lights.  <b>Decision:</b> Withdrawn</p> <p>WA/2016/0080 – Burdocks, 1 The Green  Listed Buildign Consent for the erection of single storey extension and insertion of 2 roof lights.  <b>Decision:</b> Withdrawn</p> <p>PRA/2016/0004 – Duns Copse, Chiddingfold Road  General Permitted Development Order 2015, Schedule 2 Part 3 Class Q – Prior Notification  Application for change of use of a agricultural building to 3 dwellings and associated operational development.</p>	

Decision: Prior approval granted

WA/2016/0179 – Land North of Lydia Park, Stovolds Hill

Change of use of land to mixed use grazing of horses and residential use for stationing of 6 caravans; erection of 3 utility buildings and associated works including hardstanding.

Decision: Pending

WA/2016/0242 – Elmbridge House, The Common

Erection of detached garage and store with art studio over (revision of WA/2015/1801).

Decision: Full permission

WA/2016/0262 – Redesmere, The Common

Installation of weatherboard cladding to front and side elevations; alterations of porch roof.

Decision: Full permission

WA/2016/0183 – The Old Store, The Common

Erection of single storey extension.

Decision: Full permission

WA/2016/0222 – The Little House, Knightons Lane

Certificate of Lawfulness under Section 192 for erection of a single storey side extension.

Decision: Certificate of lawfulness refused

WA/2016/0231 – Cosmos, The Common

Erection of extensions and for relevant demolition of an unlisted building and conservatory in a conservation area.

Decision: Pending

WA/2016/0273 – Old Kennels Cottage, The Green

Certificate of Lawfulness under section 192 for erection of a single storey extension; erection of a two storey extension; erection of a detached garage/annex (ancillary building).

Decision: Certificate of lawfulness refused

WA/2016/0298 – Spindleberry Cottage, The Green

Listed Building Consent for internal alterations.

Decision: Listed building consent granted

WA/2015/2395 – Dunsfold Park, Stovolds Hill

Hybrid Planning Application; Part Outline proposal for a new settlement with residential development comprising 1,800 units (Use Class C3), plus 7,500sqm care accommodation (Use Class C2); a local centre to comprise retail, financial and professional, cafes/restaurant/takeaway and/or public house up to a total of 2,150sqm (Use Classes A1, A2, A3, A4, A5); new business uses including offices, and research and development industry (Use Class B1a and B1b) up to a maximum of 3,700sqm; light and general industry (Use Class B1c and B2) up to a maximum of 7,500sqm; storage and distribution (Use Class B8) up to a maximum of 11,000sqm; a further 9,966sqm of flexible commercial space (B1(b), B21(c), B2 and/or B8); non-residential institutions including health centre, relocation of existing Jigsaw School into new premises and provision of new community centre (Use Class D1) up to a maximum of 9,750sqm; a two-form entry Primary School; open space including water bodies, outdoor sports, recreational facilities, canal basin and nature conservation areas; public transport routes, footpaths and cycleways; landscaping; the removal of three runways; all related infrastructure including roads, car and cycle parking, energy plant and associated equipment, water supply, telecommunications, drainage systems and waste water treatment facilities; Part Full application for the demolition of 8,029sqm of existing buildings and the retention of 36,692sqm of existing buildings, for their future use for a specified purpose as defined by the Use Classes as specified in the schedule of buildings and their uses; and the temporary use of Building 132 for a construction headquarters. This application is accompanied by an Environmental Statement.

	Decision: Pending																																		
<b>16/17: 023</b>	<p><b><u>PLANNING TO BE CONSIDERED</u></b></p> <p>WA/2016/0825 – The Old Kennels, The Green Certificate of Lawfulness under Section 192 for erection of single storey extensions (revision of WA/2016/0273). Decision: It was AGREED that a comment would be made regarding the permitted development rights.</p> <p>WA/2016/0675 – Field Place, Hook House Lane Alterations to roof outbuilding. Decision: No objections.</p> <p>WA/2016/0676 – FieldPlace, Hook House Lane Listed Building Consent for alterations to roof of outbuilding. Decision: No objections</p> <p>WA/2016/0644 – Leylands Farm, Wrotham Hill Application under Section 73A to remove Conditions 2 and 4 of WA/1990/0911 (restricts to agricultural use and external design of building). Decision: It was AGREED that a letter of objection would be submitted.</p> <p>WA/2016/0777 – Land to the North of Nugent Close Erection of 42 dwellings, together with associated works, including the construction of a new access road, parking, associated landscaping, public open space and the provision of pedestrian/cycle links connecting with Nugent Close. Decision: It was AGREED that Cllr Jones would draft a response to circulate.</p> <p>WA/2016/0693 – Land Centred coordinates 500424 135954 South of Mill Lane Erection of 6 dwellings with new access to Mill Lane. Decision: It was AGREED that a letter of objection would be submitted.</p>	<p><b>Cllr Jones</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Cllr Jones</b></p> <p><b>Cllr Jones</b></p> <p><b>Cllr Jones</b></p>																																	
	<p><b>The Chairman opened the meeting to the public at 8.45pm</b> A brief presentation was made by the Mill Lane Residents Association and the applicant of the proposed Mill Lane development. <b>The Chairman closed the meeting to the public at 8.55pm</b></p>																																		
<b>16/17: 024</b>	<p><b><u>CORRESPONDENCE</u></b></p> <ul style="list-style-type: none"> <li>• A note from the Nursery School was read and noted.</li> <li>• An email regarding the Vision report was noted.</li> <li>• An invitation to the Fields in Trust AGM was noted.</li> </ul>																																		
<b>16/17: 025</b>	<p><b><u>PAYMENTS</u></b></p> <table border="1"> <thead> <tr> <th><b>Expenditure</b></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Post Office Ltd</td> <td>BT telephone</td> <td>194.22</td> </tr> <tr> <td>Surrey ALC Ltd</td> <td>Surrey ALC &amp; NALC subs</td> <td>300.37</td> </tr> <tr> <td>SSALC</td> <td>LCR magazine</td> <td>34.00</td> </tr> <tr> <td>Hascombe Parish Council</td> <td>Vision transport report</td> <td>80.06</td> </tr> <tr> <td>RJ Walker</td> <td>Clearance of trees and replacement of bollards</td> <td>250.00</td> </tr> <tr> <td>Post Office Ltd</td> <td>BT broadband</td> <td>64.20</td> </tr> <tr> <td>Post Office Ltd</td> <td>Clerks tax &amp; NI for March</td> <td>46.40</td> </tr> <tr> <td>Celeste Lawrence</td> <td>Clerks PAYE for March</td> <td>832.14</td> </tr> <tr> <td>Andrew Wragg</td> <td>Maintenance at KGV</td> <td>400.00</td> </tr> <tr> <td>RJ Walker</td> <td>Storm damage clearance</td> <td>140.00</td> </tr> </tbody> </table>	<b>Expenditure</b>			Post Office Ltd	BT telephone	194.22	Surrey ALC Ltd	Surrey ALC & NALC subs	300.37	SSALC	LCR magazine	34.00	Hascombe Parish Council	Vision transport report	80.06	RJ Walker	Clearance of trees and replacement of bollards	250.00	Post Office Ltd	BT broadband	64.20	Post Office Ltd	Clerks tax & NI for March	46.40	Celeste Lawrence	Clerks PAYE for March	832.14	Andrew Wragg	Maintenance at KGV	400.00	RJ Walker	Storm damage clearance	140.00	
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	Peter Frost	Internal audit	187.62	
	JW Elliott & Sons	Commons cut – Highways initiative	3840.00	
	Celeste Lawrence	Clerks PAYE for April	839.64	
	Post Office Ltd	Clerks tax and NI for April	48.60	
	Andrew Wragg	Maintenance at KGV	500.00	
	Dunsfold Village Shop	Wine for Annual Parish meeting	79.20	
			<b>7836.45</b>	
	<b>Income</b>			
	Waverley Borough Council	Precept	33000	
	Waverley Borough Council	Comp grant	465.00	
	Waverley Borough Council	Council Tax Support grant	530.00	
			<b>33995.00</b>	
<b>16/17: 026</b>	<b><u>ANY OTHER BUSINESS</u></b>			
	None.			

There being no further business the Chairman closed the meeting at 8.50pm.

DATE.....

CHAIRMAN.....