

# DUNSFOLD PARISH COUNCIL

## Parish Council Meeting

Minutes of the Parish Council meeting of the Parish Council of Dunsfold held in the Nugent Room, Winn Hall, Dunsfold on Thursday 12<sup>th</sup> November 2015 at 7:30pm.

### **Present:**

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

### **In attendance:**

Mrs Celeste Lawrence (Clerk and Responsible Financial Officer)  
 1 parishioner

<b>Item</b>		<b>Action</b>
<b>15/16: 070</b>	<b><u>APOLOGIES</u></b> Cllr Nick Shepherd	
<b>15/16: 071</b>	<b><u>DECLARATIONS OF PECUNIARY OR OTHER INTERESTS</u></b> None declared.	
<b>15/16: 072</b>	<b><u>MINUTES</u></b> The minutes 15/16:062 to 15/16: 069 of the Parish Council meeting held on 15 <sup>th</sup> October 2015 as circulated to all members were approved and signed by the Chairman.	
<b>15/16: 073</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> .Ref 15/16: 068 – Gatehouse Cottage. The Clerk reported that a query had been made to the Waverley Enforcement team. The Enforcement team would take no action as the building did not affect any neighbours and it had no adverse impact.	
<b>15/16: 074</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>15/16: 075</b>	<b><u>FORMATION OF A WORKING PARTY TO MONITOR DUNSFOLD PARK</u></b> It was discussed that the proposed application differs from the application when Stop Dunsfold was active. The Council AGREED that a 3 tier approach to Dunsfold Park would be taken being: 1 <sup>st</sup> Tier – Waverley Borough Council 2 <sup>nd</sup> Tier – The Parish Council Chairmen involved in the Motion report produced last year. 3 <sup>rd</sup> Tier – If agreed in the village, a parishioner leading a Stop Dunsfold Park style working group.	
	<b>The Chairman opened the meeting to the public at 8.30pm</b> No comments <b>The Chairman closed the meeting to the public at 8.30pm</b>	
<b>15/16: 076</b>	<b><u>VILLAGE CONSULTATION</u></b> The Chairman reported that plans from the proposed sites of Dunsfold Park, Springbok and site 747 would be available to view as well as a village map. It was AGREED that the meeting would change from Wednesday 2 <sup>nd</sup> December to Thursday 3 <sup>rd</sup> December. The Clerk to confirm if the hall was available.	<b>Clerk</b>

15/16: 077	<p><b><u>VILLAGE SURGERY REPORT</u></b> Cllr Hayward reported that while there were no queries raised, the parishioners had all commented on what a positive idea the surgeries are.</p>	
15/16: 078	<p><b><u>COUNCIL FINANCES</u></b> The Clerk reported that the precept document would be started in December and requested any input for monies needed to be considered. Cllr Gray reported that he was working with the Clerk on financial matters and that a new format was being developed. The financial document will be circulated when it was completed.</p>	Clerk
15/16: 079	<p><b><u>BI-MONTHLY BANK RECONCILIATION</u></b> The bi-monthly bank statement and reconciliation was sighted and signed by the Chairman.</p>	
15/16: 080	<p><b><u>TO RECEIVE A REPORT ON MATTERS FROM WAVERLEY</u></b> Nothing further to report.</p>	
15/16: 081	<p><b><u>TO RECEIVE A REPORT ON MATTERS FROM SURREY COUNTY COUNCIL</u></b> Cllr Gray reported that a study of the HGV routes had been made and there would be a proposed prohibited change of use to Markwick Lane and Chiddingfold Road. <i>Note: post meeting on 10<sup>th</sup> Dec it has been noted that Cllr Gray had requested the change not proposed the change.</i> Clerk.</p>	
15/16: 082	<p><b><u>KGV MANAGEMENT COMMITTEE</u></b> The Chairman reported that £500 had been received from the Tennis Club and the Social Club and another £500 would be received from the Social Club. The Football Club had not paid their annual subscription of £500. Clerk to follow up. Cllr Haines further reported:</p> <ul style="list-style-type: none"> <li>- That a second football team may be interested in using the facilities.</li> <li>- That the Halloween party had been a huge success.</li> <li>- The monthly User Group meetings would continue.</li> </ul>	Clerk
14/15: 083	<p><b><u>PLANNING DECISIONS MADE BY WAVERELY BOROUGH COUNCIL</u></b></p> <p>WA/2015/0695 – Dunsfold Park, Stolvolds Hill Erection of 6 buildings to provide for 9,966sqm of B1(b), B1(c), B2 and/or B8 flexible use floorspace with associated parking, servicing, landscaping and works to existing access road following demolition of existing buildings. <b>Decision:</b> Full permission</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/2015/1801 – Elmbridge House, The Common Erection of detached garage and store with art studio over the external stairs. <b>Decision:</b> Full permission</p> <p>WA/2015/1843 – Wintershall, Chiddingfold Road Erection of extensions and alterations following demolition of conservatory.</p>	

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15/16: 084	<p><b><u>PLANNING TO BE CONSIDERED</u></b></p> <p>WA/2015/2032 – The Old Rectory, Church Green, Church Road Erection of extensions and alterations. Decision: No objection</p> <p>WA/2015/2033 - The Old Rectory, Church Green, Church Road Listed building consent for extensions and alterations. Decision: No objection</p> <p>WA/2015/2019 – The Little House, Knightons Lane Erection of single storey side extension. Decision: No objections</p> <p>PRA/2015/0028 – Duns Copse, Chiddingfold Road Prior notification for change of use of agricultural building to 3 dwellings and associated works. Decision: Cllr Jones to draft a response and circulate.</p>	Cllr Jones																																																												
15/16: 085	<p><b><u>CORRESPONDENCE</u></b></p> <ul style="list-style-type: none"> <li>An email requesting permission for the Village Shop to seek guidance from Waverley about erecting signs advertising the shop. It was AGREED that the Clerk would write to ask them to seek advice from Waverley and revert back to the Council with a proposal.</li> <li>An email from Jane Abraham requesting permission to convert the unused Community room in Griggs Meadow into a residential unit. It was AGREED that the Clerk would write to confirm that the Council had no objection to this proposal.</li> <li>A letter from SCC regarding a footpath diversion order was noted.</li> </ul>	Clerk  Clerk																																																												
15/16: 086	<p><b><u>PAYMENTS</u></b></p> <table border="1"> <thead> <tr> <th>Expenditure</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>RJ Elliott</td> <td>Commons cut</td> <td>1320.00</td> </tr> <tr> <td>Post Office Ltd</td> <td>Clerks tax and NI for Aug</td> <td>46.40</td> </tr> <tr> <td>Celeste Lawrence</td> <td>Clerks PAYE for Aug</td> <td>832.14</td> </tr> <tr> <td>Mr and Mrs Goodall</td> <td>Office rent</td> <td>150.00</td> </tr> <tr> <td>Zoe Wragg</td> <td>Cleaning at KGV</td> <td>125.00</td> </tr> <tr> <td>Zoe Wragg</td> <td>Maintenance at KGV</td> <td>500.00</td> </tr> <tr> <td>Zurich Municipal</td> <td>Insurance</td> <td>1416.67</td> </tr> <tr> <td>VOID</td> <td></td> <td></td> </tr> <tr> <td>RJ Walker</td> <td>Clearance of trees and strimming</td> <td>290.00</td> </tr> <tr> <td>Post Office Ltd</td> <td>BT telephone</td> <td>209.71</td> </tr> <tr> <td>KGV Centre Dunsfold</td> <td>Remainder of contingency funds</td> <td>1519.97</td> </tr> <tr> <td>Post Office Ltd</td> <td>Clerks tax and NI for Sept</td> <td>46.40</td> </tr> <tr> <td>Celeste Lawrence</td> <td>Clerks PAYE for Sept</td> <td>832.14</td> </tr> <tr> <td>Celeste Lawrence</td> <td>Ground maintenance at KGV</td> <td>400.00</td> </tr> <tr> <td>Post Office Ltd</td> <td>BT broadband</td> <td>55.80</td> </tr> <tr> <td>Mr and Mrs Goodall</td> <td>Office rent</td> <td>150.00</td> </tr> <tr> <td>Parochial Church Council</td> <td>Grant as per precept 15/16</td> <td>1500.00</td> </tr> <tr> <td>Information Commissioner</td> <td>Data protection renewal</td> <td>35.00</td> </tr> <tr> <td>SSALC</td> <td>AGM x 2</td> <td>36.00</td> </tr> </tbody> </table>	Expenditure			RJ Elliott	Commons cut	1320.00	Post Office Ltd	Clerks tax and NI for Aug	46.40	Celeste Lawrence	Clerks PAYE for Aug	832.14	Mr and Mrs Goodall	Office rent	150.00	Zoe Wragg	Cleaning at KGV	125.00	Zoe Wragg	Maintenance at KGV	500.00	Zurich Municipal	Insurance	1416.67	VOID			RJ Walker	Clearance of trees and strimming	290.00	Post Office Ltd	BT telephone	209.71	KGV Centre Dunsfold	Remainder of contingency funds	1519.97	Post Office Ltd	Clerks tax and NI for Sept	46.40	Celeste Lawrence	Clerks PAYE for Sept	832.14	Celeste Lawrence	Ground maintenance at KGV	400.00	Post Office Ltd	BT broadband	55.80	Mr and Mrs Goodall	Office rent	150.00	Parochial Church Council	Grant as per precept 15/16	1500.00	Information Commissioner	Data protection renewal	35.00	SSALC	AGM x 2	36.00	
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	<b>Income</b>			
	Surrey County Council	Highways Localism grant	5,000.00	
<b>15/16: 087</b>	<b><u>ANY OTHER BUSINESS</u></b>			
	None.			

There being no further business the Chairman closed the meeting at 9.50pm.

DATE.....

CHAIRMAN.....