

DUNSFOLD PARISH COUNCIL

Parish Council Meeting

Minutes of the Annual General meeting of the Parish Council of Dunsfold held in the Nugent Room, Winn Hall, Dunsfold on Monday 12th May 2014 at 7:30pm.

Present:

Mr Alan Ground (Chairman)
 Mr Barrie Pople (Vice Chairman)
 Mr Roy Enticknap
 Mr Martin Gardiner
 Mr Stephen Hayward
 Mrs Rosie Brough

In attendance:

Mrs Celeste Lawrence (Clerk and Responsible Financial Officer)

Apologies:

None

Item		Action
	The Chairman stood down and Mrs Celeste Lawrence took the Chair	
14/15: 001	<u>CHAIRMAN</u> It was proposed by Cllr Gardiner and seconded by Cllr Pople and carried unanimously that Cllr Ground be re-elected Chairman to the Parish Council for the ensuing year.	
14/15: 002	<u>DECLARATION OF ACCEPTANCE OF OFFICE</u> Cllr Ground took the Chair and signed the Declaration of Acceptance of Office in the presence of the Clerk.	
14/15: 003	<u>VICE CHAIRMAN</u> It was proposed by Cllr Ground and seconded by Cllr Enticknap and carried unanimously that Cllr Pople be re-elected Vice Chairman of the Parish Council for the ensuing year.	
	The meeting was suspended for the Commons Committee meeting to take place.	
14/15: 004	<u>RATIFY COMMONS COMMITTEE MEETING</u> 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.	
14/15: 005	<u>MINUTES</u> The minutes 13/136 to 13/150 of the DPC meeting held on 10 th March 2014 as circulated to all members were approved and signed by the Chairman.	
14/15: 006	<u>CHAIRMAN'S REPORT ON MATTERS ARISING SINCE THE LAST MEETING</u> The Chairman reported that a meeting had been held with PC Ansell, PC Snow, Annie Wace (Neighbourhood Co-ordinator) and Cllrs Ground, Pople and Hayward and the Clerk on the 6 th May regarding the thefts around the village. He read a letter that has been circulated by a resident encouraging all residents to report any antisocial behaviour to L&Q as well as the police. The named lease holder has been offered alternative accommodation but had not agreed to any properties offered. It was also noted that the van in Binhams Meadow had been further vandalised and the windows of the van are now smashed. A meeting has been called by Louise Littlestone and PC Ansell on the 29 th May 2014 at 6.30pm in the Nugent Room. It was AGREED that a letter would be written to encourage all residents of Nugents Close to attend. The Chairman also reported that the Dunsfold Park appeal to have unlimited aviation rights had been dismissed with costs by the Court of Appeal.	

14/15: 007	<p><u>AFFORDABLE HOUSING SITES AND LOCAL PLAN REPORT</u></p> <p>The Chairman reported that of the three sites identified only one appeared to be considered sufficiently close to the settlement boundary to be viewed as suitable as an exception site for affordable housing. A further meeting with Louise Williams (SCA) and WBC needs to be arranged to progress the matter.</p> <p>The Chairman further reported that at the meeting held at WBC on 8th May 2014 with the Head of Planning Services and the Local Plan team under Cllr Bryan Adams there was discussion about the number of market houses WBC might expect to be available from the village for its Local Plan housing requirement over the next 20 years. All villages were being asked the same question. It was agreed in principle that provided the New Local Plan protected the village land outside the settlement boundaries as the current plan did the settlement boundaries could, subject to consultation with the village, be extended to include parcels of adjacent land that could be used for market housing. Phase 1 of the Local Plan should be complete by 2015 Phase 2 by 2017 so that agreement on an extension of the settlement boundaries would not be known until then.</p>	
14/15: 008	<p><u>REGISTER OF INTEREST</u></p> <p>The Chairman reminded all members to look at their Register of Interests and amend if necessary as it is a legal obligation to amend the Register of Interests with the Clerk should their circumstances have altered.</p>	
14/15: 009	<p><u>DECLARATIONS OF PECUNIARY OR OTHER INTERESTS</u></p> <p>None declared.</p>	
14/15: 010	<p><u>DUNSFOLD SMITH'S CHARITY</u></p> <p>The Chairman reported that the balance in hand as at 1 January 2013 was £752.23 plus the amount of the 2013 grant of £3600 making a total of £4352.23 available for distribution. Grocery vouchers to the value of £95 exchangeable at Dunsfold Community Shop Assoc Ltd, Dunsfold had been issued to each of 40 villagers. A total of £3492.94 was distributed and £19.50 spent on postage leaving a balance in hand at 31 December 2012 of £839.79. The adoption of the Statement of Accounts for Dunsfold Smith Charity for the year ending 31 December 2013 as circulated was agreed by all members unanimously. It was RESOLVED that the Chairman sign the Statement of Accounts.</p>	
14/15: 011	<p><u>INTERNAL AUDIT</u></p> <p>The Chairman reported that the internal auditor Mr Peter Frost of Peter J Consultancy had carried out his audit on 30th May 2014 and had agreed the figures and had completed Section 4 of the annual return. The Chairman also reported the recommendation made by the internal auditor whose report had been circulated about insuring loss of income at KGV due to unforeseen weather and other events. It was RESOLVED that all members agreed to the report and the recommendation.</p>	
14/15: 012	<p><u>ANNUAL RETURN</u></p> <p>The Clerk had circulated to members the bank reconciliation and the receipts and payments accounts for the year ending 31st March 2014. It was proposed by Cllr Ground and seconded by Cllr Pople and carried that the accounts be adopted and the Chairman and Responsible Financial Officer be authorised to sign the completed Annual Return. The form with the relevant documents will be sent to the Local Council external Auditor BDO LLP in Southampton for their approval.</p>	Clerk
14/15: 013	<p><u>KGV MANAGEMENT COMMITTEE</u></p> <p>The Clerk had circulated to members the bank reconciliation and the receipts and payments accounts for the year ending 31st March 2014. The Chairman reported that the accounts will be sent for independent assessment by Mrs Alison Daniels. Once the accounts had been approved by the auditor, the Clerk would submit the return to the Charities Commission.</p>	Clerk
14/15: 014	<p><u>PARKING AROUND THE COMMON</u></p> <p>This was discussed at the Commons Committee meeting.</p>	
14/15:	<u>ANNUAL ASSEMBLY</u>	

015	<p>It was noted that the Annual Assembly would be held on 19th May 2014 and the Chairman would report on village matters and also invite the SCC member, the Police, FoDC and the shop Chairman to make a report. The Chairman would send a note around to the villagers to encourage everyone to attend the Annual Assembly.</p> <p>This would be followed by some wine and nibbles. Clerk to organise.</p>	Clerk																																										
14/15: 016	<p><u>COUNCILLOR VACANCY</u></p> <p>The Chairman reported that the 1st notice for a Councillor vacancy had been advertised in the Parish noticeboard. The notice states that “A bye-election to fill the vacancy will be held if within 14 working days from the date below (i.e. by 20th May 2014) ten electors for the parish give notice in writing claiming such an election to the Returning Officer.”</p> <p>He further explained that if a bye-election was not called for that the Council could co-opt a Councillor. This was to be discussed further at the meeting on 9th June 2014.</p>																																											
14/15: 017	<p><u>PLANNING</u></p> <p>WA/2014/0054 – 2 Blacknest Cottages, Chiddingfold Road, Dunsfold, GU8 4PB Erection of single storey extension together with alterations to existing extension (as amended by plans received 26/02/14). Decision: Full permission</p> <p>WA/2014/0326 – 3 Festina Lente, Fisher Lane, Chiddingfold, GU8 4TF Certificate of Lawfulness under Section 191 for the continued use of building as a dwelling. Decision: Certificate of lawfulness granted</p> <p>WA/2014/0393 – Laurel Cottage, The Common, Dunsfold, GU8 4LJ Erection of a conservatory. Decision: Refused</p> <p>Planning applications to be considered: WA/2014/0637 – Elm Tree House, The Green, Dunsfold, GU8 4LZ Erection of extensions and alterations. Decision: No comment</p>																																											
14/15: 018	<p><u>CORRESPONDENCE</u></p> <ul style="list-style-type: none"> • A letter from SCC requesting that advertising material be displayed was noted. 																																											
14/15: 019	<p><u>PAYMENTS</u></p> <table border="1" data-bbox="236 1541 1310 2031"> <thead> <tr> <th data-bbox="236 1541 655 1576">EXPENDITURE</th> <th data-bbox="655 1541 1114 1576"></th> <th data-bbox="1114 1541 1310 1576"></th> </tr> </thead> <tbody> <tr> <td data-bbox="236 1576 655 1612">Mr & Mrs Goodall</td> <td data-bbox="655 1576 1114 1612">Office rent</td> <td data-bbox="1114 1576 1310 1612">150.00</td> </tr> <tr> <td data-bbox="236 1612 655 1648">KGV Centre Dunsfold</td> <td data-bbox="655 1612 1114 1648">Reimbursement for Seth Enticknap</td> <td data-bbox="1114 1612 1310 1648">520.00</td> </tr> <tr> <td data-bbox="236 1648 655 1684">Zoe Wragg</td> <td data-bbox="655 1648 1114 1684">Caretaker at KGV</td> <td data-bbox="1114 1648 1310 1684">112.50</td> </tr> <tr> <td data-bbox="236 1684 655 1720">Post Office Ltd</td> <td data-bbox="655 1684 1114 1720">BT telephone</td> <td data-bbox="1114 1684 1310 1720">164.38</td> </tr> <tr> <td data-bbox="236 1720 655 1756">RJ Walker</td> <td data-bbox="655 1720 1114 1756">Clearance at Grattons Pond</td> <td data-bbox="1114 1720 1310 1756">1200.00</td> </tr> <tr> <td data-bbox="236 1756 655 1792">Surrey ALC Ltd</td> <td data-bbox="655 1756 1114 1792">SALC & NALC annual subscription</td> <td data-bbox="1114 1756 1310 1792">290.95</td> </tr> <tr> <td data-bbox="236 1792 655 1827">Surrey ALC Ltd</td> <td data-bbox="655 1792 1114 1827">LCR annual subscription</td> <td data-bbox="1114 1792 1310 1827">68.00</td> </tr> <tr> <td data-bbox="236 1827 655 1863">Celeste Lawrence</td> <td data-bbox="655 1827 1114 1863">Reimbursement for stamps</td> <td data-bbox="1114 1827 1310 1863">6.00</td> </tr> <tr> <td data-bbox="236 1863 655 1899">Post Office Ltd</td> <td data-bbox="655 1863 1114 1899">Clerks NI & tax March 14</td> <td data-bbox="1114 1863 1310 1899">55.23</td> </tr> <tr> <td data-bbox="236 1899 655 1935">Celeste Lawrence</td> <td data-bbox="655 1899 1114 1935">Clerks PAYE March 14</td> <td data-bbox="1114 1899 1310 1935">797.61</td> </tr> <tr> <td data-bbox="236 1935 655 1971">Post Office Ltd</td> <td data-bbox="655 1935 1114 1971">BT broadband</td> <td data-bbox="1114 1935 1310 1971">52.80</td> </tr> <tr> <td data-bbox="236 1971 655 2007">JW Elliott & Sons</td> <td data-bbox="655 1971 1114 2007">Common & verge cut</td> <td data-bbox="1114 1971 1310 2007">2016.00</td> </tr> <tr> <td data-bbox="236 2007 655 2031">A&S Pest Control Services</td> <td data-bbox="655 2007 1114 2031">Mole by war memorial</td> <td data-bbox="1114 2007 1310 2031">84.00</td> </tr> </tbody> </table>	EXPENDITURE			Mr & Mrs Goodall	Office rent	150.00	KGV Centre Dunsfold	Reimbursement for Seth Enticknap	520.00	Zoe Wragg	Caretaker at KGV	112.50	Post Office Ltd	BT telephone	164.38	RJ Walker	Clearance at Grattons Pond	1200.00	Surrey ALC Ltd	SALC & NALC annual subscription	290.95	Surrey ALC Ltd	LCR annual subscription	68.00	Celeste Lawrence	Reimbursement for stamps	6.00	Post Office Ltd	Clerks NI & tax March 14	55.23	Celeste Lawrence	Clerks PAYE March 14	797.61	Post Office Ltd	BT broadband	52.80	JW Elliott & Sons	Common & verge cut	2016.00	A&S Pest Control Services	Mole by war memorial	84.00	
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	Roy S Enticknap	Works at KGV and Chapel Hill	1700.00	
	Zoe Wragg	Ground maintenance at KGV	337.64	
	Get Mapping PLC	Parish Online annual fee	33.60	
	Mr & Mrs Goodall	Office rent	150.00	
	Post Office Ltd	Clerks NI & tax April 14	47.09	
	Celeste Lawrence	Clerks PAYE April 14	812.17	
	Celeste Lawrence	Reimbursement for office table	133.00	
	RJ Walker	Erection of bollards by Chapel	345.00	
	M Always	Tree works on Chapel Hill	500.00	
	Zoe Wragg	Ground maintenance at KGV	400.00	
	Celeste Lawrence	Reimbursement for stationary and stamps	81.79	
	Peter Frost	Internal audit	138.12	
			10195.88	
	INCOME			
	HMT 2 1/2 Cons	Interest	1.55	
	WBC	2nd installment for comp grant	357.53	
	HMRC	VAT	119.06	
	WBC	Precept	30000.00	
	WBC	1st Installment for comp grant	570.00	
	WBC	Council Tax Support Grant	729.00	
			31777.14	
14/15: 020	ANY OTHER BUSINESS None.			

There being no further business the Chairman closed the meeting at 9.00pm.

DATE.....

CHAIRMAN.....