

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 18th May 2015 at 7:30pm.

Present:

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

In attendance:

Mrs Celeste Lawrence (Clerk and Responsible Financial Officer)
 Alan Ground
 10 parishioners

Item		Action
	The past Chairman Alan Ground took the Chair	
15/16: 001	<u>APOLOGIES</u> Apologies of absence were received from Cllr Rupert Jones.	
15/16: 002	<u>CHAIRMAN</u> It was proposed by Cllr Gray and seconded by Cllr Haywood and carried unanimously that Cllr Haines be elected Chairman to the Parish Council for the ensuing year.	
15/16: 003	<u>DECLARATION OF ACCEPTANCE OF OFFICE</u> Cllr Haines took the Chair and signed the Declaration of Acceptance of Office in the presence of the Clerk. Cllr Haines thanked Mr Ground.	
15/16: 004	<u>VICE CHAIRMAN</u> It was proposed by Cllr Haines and seconded by Cllr Martin and carried unanimously that Cllr Haywood be elected Vice Chairman of the Parish Council for the ensuing year.	
	The meeting was suspended for the Commons Committee meeting to take place.	
15/16: 005	<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.	
15/16: 006	<u>MINUTES</u> The minutes 14/15:129 to 14/15: 147 of the DPC meeting held on 9 th March 2015 as circulated to all members were approved and signed by the Chairman.	
15/16: 007	<u>REGISTER OF INTEREST</u> 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.	
15/16: 008	<u>DECLARATIONS OF PECUNIARY OR OTHER INTERESTS</u> None declared.	

<p>15/16: 009</p>	<p><u>DUNSFOLD SMITH'S CHARITY</u> The Chairman reported that the balance in hand as at 1 January 2014 was £839.79 plus the amount of the 2014 grant of £3600 making a total of £4439.79 available for distribution. Grocery vouchers to the value of £95 exchangeable at Dunsfold Community Shop Assoc Ltd, Dunsfold had been issued to each of 42 villagers. A total of £3315.35 was distributed and £22.26 spent on postage leaving a balance in hand at 31 December 2014 of £1102.18. The adoption of the Statement of Accounts for Dunsfold Smith Charity for the year ending 31 December 2014 as circulated was agreed by all members unanimously. It was RESOLVED that the Chairman sign the Statement of Accounts.</p>	
<p>15/16: 010</p>	<p><u>INTERNAL AUDIT</u> The Chairman reported that the internal auditor Mr Peter Frost of Peter J Consultancy had carried out his audit on 9th April 2015 and had agreed the figures and had completed Section 4 of the annual return. The Chairman also reported the recommendations regarding the reporting of legal powers and the update on the Governance and Accountability in the Local Practitioners' Guide 2014 made by 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>15/16: 011</p>	<p><u>ANNUAL RETURN</u> The Clerk had circulated to members the bank reconciliation and the receipts and payments accounts for the year ending 31st March 2015. It was proposed by Cllr Haines and seconded by Cllr Haywood 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>	<p>Clerk</p>
<p>15/16: 012</p>	<p><u>COMMITTEES</u> It was AGREED that the committees be made up of the following members: Commons Committee: All Councillors Commons Steering Group: Cllrs Enticknap and Martin together with Mr Alistair Bentall and Mr Mence Wilkinson KGV Management Committee: Cllrs Haines, Hayward and Martin and Mrs C Lawrence Planning: All Councillors Planning Steering Group: Cllrs Jones, Haines, Hayward and Gray Surrey Association of Local Councils: Cllrs Haines and Hayward Hon. Remembrance Officer: Mrs Sheila Jones Rights of Way Officer: Mrs Irene Dallinger Neighbourhood Officer: Mrs Annie Wace Proper Officer: Clerk to the Council Responsible Financial Officer: Clerk to the Council Dunsfold Smiths Charity: Cllrs Haines and Hayward, Clerk to the Council, Mrs Annie Wace, Mrs Lynn Enticknap</p>	
<p>15/16: 013</p>	<p><u>BI-MONTHLY BANK RECONCILIATION</u> This was deferred to the next meeting when the system would be updated.</p>	
<p>15/16: 014</p>	<p><u>MEETING DATES</u> Cllr Gray requested that the meeting dates be changed from Mondays to Thursdays due to his commitments as a Waverley Borough Councillor. It was AGREED that this would be the case and the following meeting dates for the ensuing year 2015/16 were AGREED as: 11th June 2015 DPC - Planning if required 16th July 2015 DPC and CC 13th August 2015 DPC - Planning if required 17th September 2015 DPC and CC 15th October 2015 DPC - Planning if required 12th November 2015 DPC and CC 10th December 2015 DPC - Planning if required 14th January 2016 Precept, DPC and CC</p>	

	<p>11th February 2016 DPC - Planning if required 10th March 2016 DPC and CC 21st April 2016 Annual Parish Council Meeting 12th May 2016 Annual Parish Meeting</p>	
15/16: 015	<p><u>BANK MANDATE</u> It was AGREED that the Clerk update the existing bank mandate to include new members and remove past members on the mandate.</p>	Clerk
15/16: 016	<p><u>KGV MANAGEMENT COMMITTEE</u> The Clerk had circulated to members the bank reconciliation and the receipts and payments accounts for the year ending 31st March 2015. 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: 017	<p><u>PLANNING DECISIONS MADE BY WAVERELY BOROUGH COUNCIL</u></p> <p>WA/2014/0813: Dunsfold Airport Limited Application under Section 73 to vary/remove conditions of WA/2012/1857 Everyman Driving experience. Decision: Full permission</p> <p>WA/2014/1079: Duns, Hook House Lane Listed Building Consent for erection of extensions and alterations; erection of a detached garage following demolition of existing garage; erection of garden shed and garage store. Decision: Full permission</p> <p>WA/2014/1277: Bayfield Stud, Mendips, The Common Erection of dwelling, erection of stable building and open bay machine store/parking following demolition of existing stables. Decision: Full permission</p> <p>WA/2015/0229: DUNS FOLD TENNIS CLUB Installation of tennis court lighting (as amended by letter dated 27/01/2015) Decision: Full permission</p> <p>WA/2015/0346: Conifers, The Green Erection of a single storey side extension and alterations. Decision: Full permission</p> <p>WA/2015/0243: Wetwood Rough, High Street Green Erection of extensions. Decision: Invalid</p> <p>WA/2015/0178: Willards Farm, The Common Erection of outbuilding following demolition of existing outbuildings. Decision: Full permission</p> <p>WA/2015/0279: The Little House, Knightons Lane Certificate of lawfulness under section 192 for erection of an orangery. Decision: Withdrawn</p>	
15/16: 018	<p><u>PLANNING TO BE CONSIDERED</u> WA/2015/0838 – Millhanger, Chiddingfold Road Erection of dwelling with attached pool house, garage, stables and stores following demolition of existing agricultural buildings.</p>	

	<p>Decision: No comment. Cllr Gray did not take place in this discussion. WA/2015/0806 – 2 Windways Erection of single storey extensions and alterations. Decision: No comment</p> <p>WA/2015/0740 – Gatehouse Cottage, Dunsfold Road Erection of outbuilding following the demolition of an existing building. Decision: No comment</p> <p>DW/2015/0020 – The Little House, Knightons Lane The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.3m, for which the height would be 4m, and for which the height of the eaves would be 2.705m. Decision: No comment</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. Decision: It was AGREED that a letter of objection be drafted for circulation by Cllr Gray.</p>	Cllr Gray																																																																					
	<p>The Chairman opened the meeting to the public at 8.30pm The issue of parking outside the village shop was raised. This has been investigated previously and it was reported that a piece of land needs to be found in order to be exchanged in return of the piece of common needed for parking in front of the shop. The Chairman closed the meeting to the public at 8.40pm</p>																																																																						
<p>15/16: 019</p>	<p><u>CORRESPONDENCE</u></p> <ul style="list-style-type: none"> • A copy of a letter from WBC regarding an appeal at Willards Farm was noted. 																																																																						
<p>15/16: 020</p>	<table border="1"> <thead> <tr> <th colspan="3"><u>PAYMENTS</u></th> </tr> <tr> <th colspan="3">Expenditure</th> </tr> </thead> <tbody> <tr> <td>Friends of Chiddingfold Surgery</td> <td>Grant</td> <td style="text-align: right;">300.00</td> </tr> <tr> <td>Dunsfold Village Shop</td> <td>Cleaning materials for KGV</td> <td style="text-align: right;">30.96</td> </tr> <tr> <td>Post Office Ltd</td> <td>BT telephone</td> <td style="text-align: right;">178.99</td> </tr> <tr> <td>Motion Consultants Limited</td> <td>Fee for highways report to be reimbursed from fellow Councils</td> <td style="text-align: right;">8119.98</td> </tr> <tr> <td>Surrey ALC Ltd</td> <td>ALC & NALC annual subs</td> <td style="text-align: right;">291.42</td> </tr> <tr> <td>Celeste Lawrence</td> <td>Clerks PAYE for March</td> <td style="text-align: right;">811.97</td> </tr> <tr> <td>Post Office Ltd</td> <td>Clerks tax & NI for March</td> <td style="text-align: right;">47.29</td> </tr> <tr> <td>Celeste Lawrence</td> <td>Reimbursement for stationary</td> <td style="text-align: right;">71.84</td> </tr> <tr> <td>Rick Walker</td> <td>Highways Localism - Mill Lane foot path</td> <td style="text-align: right;">3147.00</td> </tr> <tr> <td>Celeste Lawrence</td> <td>Reimbursement for postage</td> <td style="text-align: right;">10.50</td> </tr> <tr> <td>Mr and Mrs Goodall</td> <td>Office rent</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td>SSALC</td> <td>Become a Councillor USB</td> <td style="text-align: right;">6.60</td> </tr> <tr> <td>Mark Hearn</td> <td>Tree surgery at Elmbridge House</td> <td style="text-align: right;">1070.00</td> </tr> <tr> <td>Post Office Ltd</td> <td>BT broadband</td> <td style="text-align: right;">52.80</td> </tr> <tr> <td>Zoe Wragg</td> <td>Maintenance at KGV</td> <td style="text-align: right;">400.00</td> </tr> <tr> <td>SSALC</td> <td>Subs for LCR magazine</td> <td style="text-align: right;">54.00</td> </tr> <tr> <td>Bryn Marshall</td> <td>Painting and supply of paint for office</td> <td style="text-align: right;">172.80</td> </tr> <tr> <td>Maskell Heating Services</td> <td>Replacement oil tank at KGV</td> <td style="text-align: right;">2587.00</td> </tr> <tr> <td>Peter Frost</td> <td>Internal audit</td> <td style="text-align: right;">150.37</td> </tr> <tr> <td>Zoe Wragg</td> <td>Maintenance at KGV</td> <td style="text-align: right;">414.21</td> </tr> <tr> <td>Celeste Lawrence</td> <td>Clerks PAYE for April and stamps</td> <td style="text-align: right;">838.62</td> </tr> </tbody> </table>	<u>PAYMENTS</u>			Expenditure			Friends of Chiddingfold Surgery	Grant	300.00	Dunsfold Village Shop	Cleaning materials for KGV	30.96	Post Office Ltd	BT telephone	178.99	Motion Consultants Limited	Fee for highways report to be reimbursed from fellow Councils	8119.98	Surrey ALC Ltd	ALC & NALC annual subs	291.42	Celeste Lawrence	Clerks PAYE for March	811.97	Post Office Ltd	Clerks tax & NI for March	47.29	Celeste Lawrence	Reimbursement for stationary	71.84	Rick Walker	Highways Localism - Mill Lane foot path	3147.00	Celeste Lawrence	Reimbursement for postage	10.50	Mr and Mrs Goodall	Office rent	150.00	SSALC	Become a Councillor USB	6.60	Mark Hearn	Tree surgery at Elmbridge House	1070.00	Post Office Ltd	BT broadband	52.80	Zoe Wragg	Maintenance at KGV	400.00	SSALC	Subs for LCR magazine	54.00	Bryn Marshall	Painting and supply of paint for office	172.80	Maskell Heating Services	Replacement oil tank at KGV	2587.00	Peter Frost	Internal audit	150.37	Zoe Wragg	Maintenance at KGV	414.21	Celeste Lawrence	Clerks PAYE for April and stamps	838.62	
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	Post Office Ltd	Clerks NI and tax for April	46.40	
	Craddocks Printing Works	Newsletter	294.00	
	RJ Walker	Strimming	120.00	
			19366.75	
	Income			
	Alfold Parish Council	Motion report reimbursement	517.23	
	Hascombe Parish Council	Motion report reimbursement	149.62	
	Hambledon Parish Council	Motion report reimbursement	392.66	
	Chiddingfold Parish Council	Motion report reimbursement	1444.72	
	Busbridge Parish Council	Motion report reimbursement	380.47	
	HMT	2 1/2 Consolidated stock interest	1.55	
	Waverley Borough Council	Precept and Support Grant	32,135.00	
	Wonersh and Bramley Parish Council	Motion report reimbursement	3216.5	
	Wonersh Parish Council	Motion report reimbursement	185.42	
			38423.17	
15/16: 021	<u>ANY OTHER BUSINESS</u>			
	None.			

There being no further business the Chairman closed the meeting at 8.45pm.

DATE.....

CHAIRMAN.....