

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 29th April 2013 at 7:30pm.

Present:

Mr Alan Ground (Chairman)
 Mr Barrie Pople (Vice Chairman)
 Mr Roy Enticknap
 Mr Martin Gardiner
 Mr Stephen Hayward
 Mr Ian Jones

In attendance:

Mrs Celeste Lawrence (Clerk and Responsible Financial Officer)

Apologies:

Mrs Rosie Brough

| Item | | Action |
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| | The Chairman stood down and Mrs Celeste Lawrence took the Chair | |
| 13/041 | CHAIRMAN It was proposed by Cllr Gardner and seconded by Cllr Jones and carried unanimously that Cllr Ground be re-elected Chairman to the Parish Council for the ensuing year. | |
| 13/042 | DECLARATION OF ACCEPTANCE OF OFFICE Cllr Ground took the Chair and signed the Declaration of Acceptance of Office in the presence of the Clerk. | |
| 13/043 | VICE CHAIRMAN It was proposed by Cllr Ground and seconded by Cllr Jones 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. | |
| 13/044 | RATIFY COMMONS COMMITTEE MEETING 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. | |
| 13/045 | MINUTES The minutes 13/027 to 13/040 of the DPC meeting held on 11 th March 2013 as circulated to all members were approved and signed by the Chairman. | |
| 13/046 | CHAIRMAN'S REPORT ON MATTERS ARISING SINCE THE LAST MEETING The Chairman reported that the Dunsfold Park application was heard in the High Court last week. It would take approximately 6 weeks for the judge to reach a decision. He also reported that a public examination would start on the Core Strategy on 5 th June. | |
| 13/047 | COMMITTEES It was agreed that the committees be made up of the following members: Commons Committee; All Parish Council members together with Mr M Wilkinson, Mr A Bentall, Mr J Hedger from the Friends of Dunsfold Common Commons Steering Group; Mr R Enticknap (Chair), Mr I Jones, Mr M Gardiner and Mr S Hayward. The representatives from The Friends of Dunsfold Common are Mr A Bentall and Mr M Wilkinson KGV Management Committee/KGV Play Area Equipment Manager; Mr A Ground, Mr B Pople, Mrs C Lawrence (Treasurer), Mr I Jones | |

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| | <p>Planning; All Parish Councillors SCAPTC (Surrey County Ass. Of Parish & Town Councils); Clerk to the Council Hon. Remembrance Officer; Mrs R Brough Rights of Way Officer; Mrs R Brough Neighbourhood Watch; Mrs R Brough Representative on Winn Hall Management Committee; Mr J Hedger Proper Officer; Clerk to the Council Responsible Financial Officer; Clerk to the Council Dunsfold Smiths Charity Trustees; Mr A Ground, Mr B Pople, Mrs S Mason, Mrs L Enticknap, Clerk</p> | |
| 13/047 | <p><u>NEEDS SURVEY</u> The Chairman had prior to the meeting circulated noted regarding the Needs Survey. It was RESOLVED that a meeting would be arranged with Mona Johansson from Surrey Community Action group to come and discuss the procedure for carrying out a needs survey as one had not been done since 2008.</p> | |
| 13/048 | <p><u>PROPOSED EXTENSION AT NUGENT CLOSE</u> The Chairman reported that Cascade had sent some further drawings on the proposed site at Nugent Close. It was RESOLVED that a meeting between Councillors and Cascade would be arranged.</p> | |
| 13/049 | <p><u>SHOPPE HILL VERGES</u> The Chairman reported that a meeting with Jane Bowden and the Ranger, Ed Baker was arranged for Tuesday 30th April to discuss possible solutions to the repair the damage on the verges.</p> | |
| 13/050 | <p><u>VILLAGE EVENT 6TH MAY</u> Cllr Enticknap reported that a leaflet concerning the arrangements for the May Day would be delivered to all households tomorrow.</p> | |
| 13/051 | <p><u>REGISTER OF INTEREST</u> 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> | |
| 13/052 | <p><u>DECLARATIONS OF PECUNIARY OR OTHER INTERESTS</u> None declared.</p> | |
| 13/053 | <p><u>DUNSFOLD SMITH'S CHARITY</u> The Chairman reported that the balance in hand as at 1 January 2012 was £722.99 plus the amount of the 2012 grant of £3600 making a total of £4322.99 available for distribution. Grocery vouchers to the value of £90 exchangeable at Dunsfold Community Shop Assoc Ltd, Dunsfold had been issued to each of 41 villagers. A total of £3550.26 was distributed and £20.50 spent on postage leaving a balance in hand at 31 December 2012 of £752.23. The adoption of the Statement of Accounts for Dunsfold Smith Charity for the year ending 31 December 2012 as circulated was agreed by all members unanimously. It was RESOLVED that the Chairman sign the Statement of Accounts.</p> | |
| 13/054 | <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 21st April 2013 and had agreed the figures and had completed Section 4 of the annual return. The Chairman also reported the recommendations made by the internal auditor whose report had been circulated. It was RESOLVED that all members agreed to and approved the recommendations.</p> | |
| 13/055 | <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 2013. 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</p> | Clerk |

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| | 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. | |
| 13/056 | <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 2013. The Chairman reported that the accounts have been sent for independent assessment by Mrs Alison Daniels and were awaiting a response. Once the accounts had been approved by the auditor, the Clerk would submit the return to the Charities Commission. It was noted that the user group licence fees figures on the R&P accounts needed updating and that the licence fee for the Social Club was recorded in the football group column.</p> | Clerk |
| 13/057 | <p><u>ANNUAL ASSEMBLY</u></p> <p>It was noted that the Annual Assembly would be held on 21st May 2013 and the Chairman would report on village matters and also invite the newly elected SCC member, the Police, FoDC and the shop Chairman to make a report.</p> <p>This would be followed by some wine and nibbles. Clerk to organise.</p> | |
| 13/058 | <p><u>COMPLAINTS PROCEDURE</u></p> <p>The complaints procedure had been circulated prior to the meeting. It was decided that the Chairman would review these and they would be discussed at a forthcoming meeting.</p> | AGG |
| 13/059 | <p><u>SSALC TRAINING SURVEY RESPONSE</u></p> <p>It was RESOLVED that response to this survey would be considered by Cllrs Ground and Pople.</p> | AGG/ BP |
| 13/060 | <p><u>PLANNING</u></p> <p>WA/2012/1857 – Dunsfold Park, Stovolds Hill, Cranleigh Use of part of the perimeter track and runway for ‘Everyman’ driving experience days. Decision: pending</p> <p>WA/2013/0102 – Laurel Cottage, The Common Alterations to 2 dwellings to provide single dwelling together with the erection of extensions and alterations. Decision: Full permission</p> <p>WA/2013/0126 – Bayfield Stud, Mendips Farm, The Common Application under Section 73A to vary Condition 3 of WA/2012/1448 (restriction on horse transporter size) to allow (increase in horse transporter size). Decision: Full permission</p> <p>WA/2013/0179 – Rose Cottage, Pear Tree Green Erection of extensions and alterations following demolition of existing extension (as amplified by letter dated 01/03/2013). Decision: Full permission</p> <p>WA/2013/0227 – Chiddingfold Storage Depot, Chiddingfold Road Change of Use from storage to warehouse with ancillary office for the storage, picking and distribution of automotive parts together with extension and alterations and installation of sewage treatment plant. Decision: Withdrawn</p> <p>Planning applications to be considered:</p> | |
| 13/061 | <p><u>CORRESPONDENCE</u></p> <ul style="list-style-type: none"> Hoppa – It was noted that a letter from hoppa had been received requesting a donation and also enquiring if they could attend the village fete. It was agreed that the Clerk would respond and forward to Nick Shepherd asking him to invite them to the fete on 6th May. | Clerk |

| | <ul style="list-style-type: none"> • It was noted that WBC had written to inform the council that we would be moved from the Southern Planning area to the Eastern Planning area. • Waverley Design Awards – noted. • Friends of Chiddingfold Surgery – letter of thanks noted. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 13/062 | <p>PAYMENTS</p> <table border="1"> <thead> <tr> <th colspan="3">EXPENDITURE</th> </tr> </thead> <tbody> <tr> <td>Mr & Mrs Goodall</td> <td>Office rent</td> <td>150.00</td> </tr> <tr> <td>SCAPTC</td> <td>LCR annual subscription</td> <td>87.50</td> </tr> <tr> <td>Friends of Chiddingfold Surgery</td> <td>Grant</td> <td>200.00</td> </tr> <tr> <td>Post Office Ltd</td> <td>BT telephone</td> <td>163.02</td> </tr> <tr> <td>Surrey ALC Ltd</td> <td>SCAPTC & NALC 2013/14 subscriptions</td> <td>289.38</td> </tr> <tr> <td>Winn Hall Management Committee</td> <td>Hire of hall</td> <td>11.00</td> </tr> <tr> <td>Celeste Lawrence</td> <td>Clerks PAYE for March</td> <td>773.77</td> </tr> <tr> <td>Post Office Ltd</td> <td>Clerks NI & tax for March</td> <td>81.41</td> </tr> <tr> <td>Glasdon UK Ltd</td> <td>Bench of common</td> <td>506.65</td> </tr> <tr> <td>Post Office Ltd</td> <td>BT internet</td> <td>50.40</td> </tr> <tr> <td>SALC</td> <td>CilCA fast track course</td> <td>100.00</td> </tr> <tr> <td></td> <td></td> <td>2413.13</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <th colspan="3">INCOME</th> </tr> <tr> <td>WBC</td> <td>Council Tax grant</td> <td>828.00</td> </tr> <tr> <td>WBC</td> <td>Precept</td> <td>29000.00</td> </tr> <tr> <td>WBC</td> <td>Grant</td> <td>635.00</td> </tr> <tr> <td></td> <td></td> <td>30463.00</td> </tr> </tbody> </table> | EXPENDITURE | | | Mr & Mrs Goodall | Office rent | 150.00 | SCAPTC | LCR annual subscription | 87.50 | Friends of Chiddingfold Surgery | Grant | 200.00 | Post Office Ltd | BT telephone | 163.02 | Surrey ALC Ltd | SCAPTC & NALC 2013/14 subscriptions | 289.38 | Winn Hall Management Committee | Hire of hall | 11.00 | Celeste Lawrence | Clerks PAYE for March | 773.77 | Post Office Ltd | Clerks NI & tax for March | 81.41 | Glasdon UK Ltd | Bench of common | 506.65 | Post Office Ltd | BT internet | 50.40 | SALC | CilCA fast track course | 100.00 | | | 2413.13 | | | | | | | INCOME | | | WBC | Council Tax grant | 828.00 | WBC | Precept | 29000.00 | WBC | Grant | 635.00 | | | 30463.00 | |
| EXPENDITURE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mr & Mrs Goodall | Office rent | 150.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SCAPTC | LCR annual subscription | 87.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Friends of Chiddingfold Surgery | Grant | 200.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Post Office Ltd | BT telephone | 163.02 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surrey ALC Ltd | SCAPTC & NALC 2013/14 subscriptions | 289.38 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Winn Hall Management Committee | Hire of hall | 11.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Celeste Lawrence | Clerks PAYE for March | 773.77 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Post Office Ltd | Clerks NI & tax for March | 81.41 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Glasdon UK Ltd | Bench of common | 506.65 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Post Office Ltd | BT internet | 50.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SALC | CilCA fast track course | 100.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2413.13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| INCOME | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WBC | Council Tax grant | 828.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WBC | Precept | 29000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WBC | Grant | 635.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 30463.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13/063 | <p>ANY OTHER BUSINESS</p> <p>Cllr Pople reported that his intention was to be released from the detailed management that he has undertaken at the KGV by the end of July. It was discussed that the position of a caretaker would be advertised at in the Newsletter for a position of up to 10 hours per week.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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

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CHAIRMAN.....