



Nutfield Parish Council Minutes

Nutfield Memorial Hall

4th January 2023

Meeting opened at 7.30pm and closed at 9.45pm.

Email: parishclerk@nutfieldpc.com Website: www.nutfieldpc.com

Councillors (Cllrs) present:

Cllr Sue Ford
Cllr Rigel Mowatt (Vice Chair)
Cllr Jon Dadswell (Chair)
Cllr Duncan Mallison
Cllr Aled Duggan

Apologies:

Cllr Dean Holborn
Cllr John Clarke
Cllr Ian Reeve

Attending:

Cllr Gill Black TDC
Cllr Liam Hammond TDC
Mr Chris Hoskins

In attendance: Tim Forster, Clerk

1.	The Chair to open the meeting. Cllr Dadswell opened the meeting. Cllr Mallison arrived 7.37pm Cllr Mowatt left the room for the duration of the 67 Mid Street Planning application discussion.	
2.	Councillor apologies for absence. Cllr Holborn, Cllr Reeve, Cllr Clarke.	
3.	Code of Members' Conduct <i>To receive disclosure of any changes to Councillor's Notification of Disclosable Pecuniary & Other Interests Forms and to receive disclosure by Councillors of any Disclosable Pecuniary Interests and/or other interests arising under the Code of Conduct in respect of any items on the agenda.</i> The Clerk confirmed that no Councillor had made a change to their Cllrs' Notification of Disclosable Pecuniary & Other Interests form since the last meeting. During the discussion regarding the 67 Mid Street Planning application (listed below, Cllr Mowatt, a resident of Mid Street, left the room. He returned when the discussion was complete.	
4.	Public Session (max 20 minutes) Parish Resident Chris Hoskins was in attendance and raised two questions. 18 months ago there was a plan to put a culvert in Jubille fields to assist with drainage. This had been put on hold due to Covid. Mr Hoskins offered to assist and was holding materials that would be part of the solution. The Chair agreed that Council will need to likely go ahead with a drainage plan in the future, and Council would review the situation and report back to Mr Hoskins.	

	<p>There is a planning application for Redstone House. It is now a mental health charity. There has been an application made for a change of use – the application is listed below. Work has been going on inside the building. The information available of the Tandridge website was unusual in that it lacked detail and more information was required. The Chair and Clerk made the point that they were already in correspondence with Tandridge asking for more information, before a view could be lodged with them. This would be followed up. Mr Hoskins was thanked for his input and he left the meeting.</p>	
5.	<p>Report from County & District Councillors (10 minutes max)</p> <p>Cllrs Black and Hammond confirmed there were still serious operational difficulties relating to Tandridge District Council's Planning Dept, resulting in delays.</p>	
6.	<p>Acceptance of Last Minutes</p> <p>The Clerk had prepared minutes of the meeting held on the 2nd November 2022. Cllrs approved these minutes and the Chair signed them on behalf of the Council. The Clerk to arrange the display of these minutes on the Council's notice boards and website.</p>	TF
7.	<p>Planning Applications <i>To discuss and review (including any expenditure) the planning applications and appeals notified by Tandridge District Council (TDC) and Surrey County Council (SCC) since the Parish Council's last meeting.</i></p> <p><u>2022/1249</u> 67 Mid Street, South Nutfield, Redhill, Surrey, RH1 4JJ. Erection of ground floor rear extension with associated terrace above and ground and first floor front extension. No particular issues from NPC for the proposed extension, unless reasonable objections from neighbours. However, NPC object to the balcony as it will overlook neighbours and affect their privacy.</p> <p><u>2022/1608/NH</u> 6 Morris Road, South Nutfield, RH1 5SA. Erection of additional storey over existing bungalow to form first floor. See also 2022/1207/NH (pre-application) TDC Planning Portal shows that Prior Approval for the previous application was refused on 29 September due to, but not limited to, 'overbearing impact on the amenities of neighbours', and some technical points. Neighbours have also objected. NPC to object based on the issues raised by the Planning Officer. Although slightly amended, the same issues remain. NPC object on the same point as previously.</p> <p><u>2022/1409</u> Redstone House, Kings Cross Lane, South Nutfield, Redhill, Surrey, RH1 5NY. Proposed change of use from existing C2 residential home to C2 children's home. The details on the planning portal simply show slight changes internally, but do not show the nature of the children's home or ages - and there is no planning application. Clerk chasing TDC for further info 22/12. Still no further information 4/1/23. Council has requested an extension and decided to engage Carol Forrest to assist, if necessary.</p>	
8.	<p>Reports from The Clerk - To include, where appropriate, discussions and agreement of the next steps and expenditure in respect of:</p> <p>1. Local Government Boundary Commission for England:- meeting 13/12 attended by Clerk. External Boundaries of both District and Parishes are out of scope. Commission reviewing ward boundaries in order to create Wards of more equal size and reflect actual communities.</p>	

	<p>2. Printer acquired on Lease. Delivery date Tues 10 Jan.</p> <p>3. Accounting System update. Rialtus have been appointed. They are reviewing NPC's existing accounts and budgets, configuring the system, and proposing a plan for data transfer into new system. Cllr Mowatt will contact local resident Pat Bristow to ask about sppling some technical assistance.</p> <p>4. Following an enquiry from the Allens on Scout Hut Lane, the Clerk has contacted Mike Fletcher, Redhill Farm Services. Mike has filled in the holes on Scout Hut Lane with leftover hardcore in the past. He is happy to do this when he next has spare materials . He will investigate how much is needed and price it up for Council as a job, in case Council wishes to procced now.</p>	RM
9.	<p>Local Transport <i>Councillors to discuss issues (including any consultations) relating to local transport, including airports, and agree a course of action and, if appropriate, any related expenditure.</i></p> <p>Cllr Mowatt has shared minutes from the Redhill Aerodrome Consultative Committee meeting 29 Nov 2022. It was agreed that Cllr Duncan will join the Council Transport Working Group</p>	
10.	<p>Finance</p> <ol style="list-style-type: none"> Proposed Budget for 2023/24 was presented by the Finance Working Group. The budget was agreed by Council. Precept was agreed at £69,246. This compares with £65,690 for 2022/23. Clerk to inform Tandridge DC. NPC bank statement were signed by Chair, including CIL summary. Cllr Ford presented work by the Assistant Clerk and the Cemetery Working Group to look at revised pricing for 2023/4. Increases were agreed to reflect both increased costs and greater logic to the relative pricing of services to Parishioners and non-parishioners alike. The Council thanked both the Assistant Clerk and Cllr Ford. 	
11.	<p>Police Update</p> <ol style="list-style-type: none"> Police update – No Crime report has been received from PCSO Wells this month. Nutfield have new Neighbourhood specialist officers, PC Eddie Cabrera and PC Lauren Ellis. Chair and Clerk are trying to organise a meeting with them. 	
12.	<p>Community Events</p>	
13.	<p>Grant Applications <i>Councillors to consider any applications received and, if appropriate, approve donation(s).</i></p> <p>Duncan Thompson on behalf of St. Peter and St. Paul had applied for £950 for remedial work at their cemetery. Documentation shared by Clerk. Council discussed the application and agreed that a Voluntary donation of £500 to the Church, would be appropriate. This to occur at the Feb payments run.</p>	

14.	<p>Working Groups <i>Councillors to review and discuss the reports from each Working Group and, where appropriate, to agree actions and expenditure.</i></p> <ol style="list-style-type: none"> 1. <u>Highways</u> <ul style="list-style-type: none"> • Review 'Highways Report'. Report up to date. 2. <u>Cemetery</u> – Update on the Cemetery Working Group report, discuss findings and agree expenditure on proposals where necessary. <ul style="list-style-type: none"> • Cemetery report has been shared. • DH Trees have been retained at a cost of £720 to make safe a Cedar tree in the Cemetery– raising the canopy from the ground, to 6m, and cutting back • Planning Permission has been agreed by Tandridge for Cemetery signs – new quotes from g-print for Gate sign £148 plus vat and Large sign above hedge £946 plus vat. Clerk to approach g-print regarding the stipulation from TDC about the holes being hand dug, and TDC about the fact that the permission has a finite 5 year period. • Still awaiting news from Surrey CC about timing of installation of Cemetery parking signage, but signs have been ordered from their new contractors. Clerk and Chair seek advice from SALC and progress with Surrey CC. 	JD TF
16.	<p>Groundworks, land, and tree management (including burial grounds, jubilee fields and allotments)</p> <p>a) Allotments: work has been commissioned by Ant Shrimpton carry out the Safety work previously agreed by Council - covering the water butts, fencing off the pond and installing a Lifebuoy. Clerk to check progress.</p>	
17.	<p>Events (public) and meetings of Outside Bodies (other than transport groups) <i>Councillors to approve, as appropriate, attendees and any related expenditure in respect of events.</i></p> <p>Cllr Mallison had had an initial discussion with the Junior Football Club. The Club is very aware of the parking issues – managing kick off times appropriately, encouraging car share and asking visitors to be responsible with their parking. Cllr Millison has been invited to attend a club committee meeting 17th Jan and will report back to the next Council meeting.</p>	
18.	<p>Monthly news article <i>Link/web monthly news article topics to be discussed and decided upon.</i></p>	
19.	<p>Training (and conferences) <i>To consider and, if appropriate, agree participants and approve any related expenditure</i></p>	
20.	<p>Payments</p> <p>List of Payments for 5 Jan payment run was approved and signed off. £12,179.17</p>	
21.	<p>Items that the Chair is of the opinion should be considered at the meeting as a matter of urgency.</p>	

	Stephen Hall has been invited to consider running the village CCTV project, as he is ideally placed to continue the work, having previously worked on it in Council. Council agreed an overall spend of £1500 if all the set up work can be concluded this financial year. Chair to follow up.	JD
22.	Next meeting date(s) Next scheduled date is 1 st February 2023 in the Village Hall Committee room.	
23.	Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:	ALL

Appendix 1 – Working Groups

(Amended 3rd Nov 2022)

Working Group	Tasks and projects	Members (Heads <u>underlined</u>)
Cemetery	The management and operations of the cemetery.	<u>Sue</u> , Tim, Ian. Sarah
Communications	Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Local Government Transparency, General Data Protection Regulations	Ian and Tim
Community/Environment	Fly grazing (Council land), Crime Prevention measures, and support to vulnerable people, Green parish issues, Climate change	<u>Jon</u> , Ian, Aled and Dean
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	<u>Rigel</u> , John, Jon and Tim
Highways	Snow Angels, Air Quality, reporting condition of roads, pavements and over-grown vegetation on verges etc. to SCC, 20 mph speed limit projects, Street Lighting.	Aled and Richard
Land	Play areas, Tree Work, Bus Shelter, (War Memorial), Jubilee Fields, Village Entry Signs, the Triangle, Village Green, the Pound, Allotments, (Nutfield Marsh).	<u>Ian</u> , Dean, Aled and Sarah
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt. Local Plan	<u>John</u> and Rigel
Staffing	Appraisals, contracts, pensions, well-being issues, HR policies.	Jon, Rigel and Tim
Transport	All matters relating to airfields and airports including consultations, local railways.	<u>Rigel Mowatt</u> , Steve Hanks and Duncan Mallison
Charities/Trust/Grant	CMT, MHT, grant opportunities	<u>Rigel</u>
Jubilee Event	To arrange and manage the 'We Will Meet Again' Celebration	<u>Aled</u> , John, Dean and Alison Dadswell

NUTFIELD PARISH COUNCIL

TOTAL	L 22, JAN 10	L 002, 10
Use of Members Community Allocation fund. *Use of Localism Payment fund		
** Use of CL money		
***Payment scheduled by Direct Debit		

Date: January 2023

Signed:
Parish Councillor 2