



Nutfield Parish Council

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Members of Nutfield Parish Council are summoned to attend the Annual Meeting to be held on Tuesday 23rd May 2023 at 7:30pm – Nutfield Memorial Hall

Signed: *Tim Forster, Clerk to Nutfield Parish Council, 15th May 2023*

AGENDA

1.	The Election of the Chair. Chaired by outgoing Chair. Council to elect new Chair. New Chair signs Acceptance of Office.
2.	The Election of Vice Chair. Chaired by New Chair. Council to elect Vice Chair. Vice Chair signs Acceptance of Office.
3.	Apologies for Absence Apologies have been received from Cllr Ford, Cllr Holborn and Cllr Clarke.
4.	Adoption of Policies and other Documents for New Civic Year New Declaration of Acceptance documents to be signed. Declaration of Interests Documents to be completed and signed. Council to adopt Standing Orders, Code of Conduct, and Financial Regulations. Council to be made aware of other documentation on the NPC website that is relevant. Working Groups to be reviewed shortly.
5.	Public Session (a maximum of 20 minutes)
6.	Report from County & District Councillors (a maximum of 10 minutes)
7.	Acceptance of Last Minutes To approve the minutes of the meeting held on 12 April 2023. Chair to sign the minutes.
8.	Planning Applications 2022/1468 Kentwyns House, Coopers Hill Road, Nutfield, Redhill, Surrey, RH1 4HX <i>Installation of solar panels to garage roof</i> 2023/362 149 Mid Street, South Nutfield, Redhill, Surrey, RH1 5RP <i>Erection of single storey side extension.</i>

	<p>2023/355 64 High Street, Nutfield, Redhill, Surrey, RH1 4HE <i>Demolition of existing conservatory and erection of single storey rear extension.</i></p> <p>2023/380 Court Cottage, Church Hill, Nutfield, Redhill, Surrey, RH1 4JA <i>Erection of rear extension (Certificate of Lawfulness for a Proposed Use or Development).</i></p> <p>2023/467 3 Trindles Road, South Nutfield, Redhill, Surrey, RH1 4JL <i>Replacement of existing window and existing patio doors for new sliding doors (Certificate of Lawfulness for a Proposed Use or Development).</i></p> <p>2023/448 High Trees, Hale Farm, Kings Cross Lane, South Nutfield, Redhill, Surrey, RH1 5NP <i>Demolition of the existing dwelling/garage and erection of a replacement dwelling.</i></p> <p>2023/474 3 Kings Mead, South Nutfield, Redhill, Surrey, RH1 5NN <i>Demolition of existing conservatory. Erection of first floor extension side extension and conversion of garage to habitable accommodation and storage.</i></p> <p>2023/565/TPO 9 Ridge Green, South Nutfield, Redhill, Surrey, RH1 5RN <i>Beech Tree - Reduction from 12m in height and 8m lateral length on one side and 6m on the other side. Reduce height by 2m to leave residual height of 10m. Reduce length of longest lateral branches by 2m to leave residual length of 6m on one side and 4m on other side as shown in drawings the remaining crown to be pruned in proportion, in order to maintain the natural shape of the tree.</i></p>
9.	<p>Reports from The Clerk - To include, where appropriate, discussions and agreement of the next steps and expenditure in respect of:</p> <ol style="list-style-type: none"> 1. Insurance is due for renewal. Quote from Gallaher £1,925.26 to renew the AJG Schemes policy with Hiscox. 2. Internal Audit. 3. Clerk spoken to Surrey CC re railings at Knutts corner 4. Chris Farr, Surrey CC. Clerk emailed about Railings at Knutts Corner on 18/04/2023. No response to date.
10.	<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>
11.	<p>Finance</p> <ol style="list-style-type: none"> 1. Clerk to provide details of the NPC bank balances. Chair to sign 2. Cllr Mowatt to provide year 2022/23 financial summary. 3. Year end bank Reconciliations have been signed. 4. Internal Audit has taken place – Clerk Report. 5. Monthly Direct debits list circulated for approval

12.	Police/Parish Security Update a) Police update b) CCTV – Update on progress. Chair has chased TDC for Planning Permission (correspondence circulated)
13.	Community Events Badges were produced for The Coronation. 250 distributed to the Nutfield Primary School. Others were made available at Holborns for sale.
14.	Grant Applications <i>Councillors to consider any applications received and, if appropriate, approve donation(s).</i> No new applications received.
15.	Working Groups <i>Councillors to review and discuss the reports from each Working Group and, where appropriate, to agree actions and expenditure.</i> <ol style="list-style-type: none"> 1. <u>Highways</u> <ol style="list-style-type: none"> a. Review 'Highways Report' 2. <u>Land</u> <ol style="list-style-type: none"> a. Comments circulated from Carole Forrest re Jubilee Fields – usage and changing the surface of the paddock. 3. <u>Cemetery</u> – Update on the Cemetery Working Group report, discuss findings and agree expenditure on proposals where necessary. <ol style="list-style-type: none"> a. Top Footpath needs clearing of tree roots which are rising as a large tree is leaning. Council to decide upon approval of spend of £800 with DH trees to remove tree and roots. b. Pear mapping of all of the Cemetery – updating existing maps and new mapping for areas not yet covered £1320 plus VAT – to be approved.
16.	Groundworks, land, and tree management (including cemeteries, allotments, jubilee fields, The Triangle and 'village green') <i>To review and, if appropriate, approve expenditure.</i> <ol style="list-style-type: none"> 1. During this summer, the next full Tree Survey is due to be scheduled. Quote has been circulated from Advanced Tree Services (ATS) and is still valid. Timings to be agreed. c£3,500
17.	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>
18.	Monthly News Article <i>Link/web monthly news article topics to be discussed and decided upon.</i>

19.	<p>Training (and conferences).</p> <p><i>To consider and, if appropriate, agree participants and approve any related expenditure.</i></p> <p>Mulberry and Co have published a programme of Training Days for New Councillors. (Circulated) June and July. £80+vat</p>
20.	<p>Payment(s)</p> <p><i>Council to, if appropriate, approve the list of payments (including any funded using Community Infrastructure Levy funds).</i></p> <p>May's payment run - Payments of £15,540.16 had been separately approved, signed off and paid 2nd May.</p>
21.	<p>Any other business the chair is of the opinion should be considered at the meeting as a matter of urgency</p>
22.	<p>Notification of Business for Inclusion on the Next Agenda</p> <p><i>Councillors to consider and nominate items for the agenda of the next meeting.</i></p>
23.	<p>Next Meeting Date(s)</p> <p><i>To confirm the Councils next meeting date.</i></p> <p>June 7th is the proposed date for the next council Meeting. To be discussed.</p>
24.	<p>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</p> <p><i>To include items that need consideration and/or a decision whilst excluding the public.</i></p>