



## Nutfield Parish Council Minutes

Nutfield Memorial Hall

23<sup>rd</sup> May 2023

Meeting opened at 7.30pm and closed at 8.50pm.

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

### Councillors (Cllrs) present:

Cllr Jon Dadswell  
Cllr Rigel Mowatt  
Cllr Ian Reeve  
Cllr Duncan Mallison

### Apologies:

Cllr John Clarke  
Cllr Aled Duggan  
Cllr Dean Holborn  
Cllr Sue Ford  
Graham Powell

### Attending:

In attendance: Tim Forster, Clerk

1.	<b>Outgoing Chair asked those present to sign their Acceptance of Office Documents.</b> These were duly signed by Cllr Dadswell, Cllr Mowatt and Cllr Reeve, and signed by the Clerk. Cllr Mallison, Cllr Clarke, Cllr Duggan, Cllr Holborn, and Cllr Ford, had duly signed these in advance, in the presence of the Clerk who had also signed.	
2.	<b>The Outgoing Chair opened the meeting by calling for a vote for the Chair.</b> Cllr Mowatt nominated Cllr Dadswell who was voted in unanimously.	
3.	<b>The Chair called for a vote for Vice Chair.</b> Cllr Dadswell nominated Cllr Mowatt who was voted in unanimously.	
4.	<b>Councillor apologies for absence.</b> Apologies had been received from Cllr Sue Ford, Cllr John Clarke, Cllr Aled Duggan and Cllr Dean Holborn. Graham Powell had also given apologies.	
5.	<b>Adoption of Policies and other Documents for New Civic Year</b> The required Declaration of Interests documents were completed and signed. Council agreed to the adoption of the Standing Orders, Code of Conduct, and Financial Regulations all of which had been circulated to Council in advance. The Clerk made the Council aware of the additional documents that were available on the NPC website, which are relevant. Working Groups will be reviewed in due course.	
6.	<b>Public Session</b> None present	
7.	<b>Report from County &amp; District Councillors</b> None present	
8.	<b>Acceptance of Last Minutes</b> The Clerk had prepared, and circulated minutes of the meeting held on the 12 <sup>th</sup> April 2023. 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.	
9.	<p><b>Planning Applications</b>  <i>To discuss and review (including any expenditure) the planning applications and appeals notified by TDC and SCC since the Parish Council's last meeting:</i></p> <p><b>2022/1468</b> Kentwyns House, Coopers Hill Road, Nutfield, Redhill, Surrey, RH1 4HX <i>Installation of solar panels to garage roof</i> <b>Urge Council planners to take account of neighbour regarding the siting/position of the solar panels.</b></p> <p><b>2023/362</b> 149 Mid Street, South Nutfield, Redhill, Surrey, RH1 5RP <i>Erection of single storey side extension.</i> <b>See lines 233 and 249 (2022/1599). NPC comments regarding usage and neighbours comments remain, otherwise no objections.</b></p> <p><b>2023/355</b> 64 High Street, Nutfield, Redhill, Surrey, RH1 4HE <i>Demolition of existing conservatory and erection of single storey rear extension.</i> <b>No particular issues, but note objection from attached neighbour (62) regarding height, opening and privacy of East side window.</b></p> <p><b>2023/380</b> Court Cottage, Church Hill, Nutfield, Redhill, Surrey, RH1 4JA <i>Erection of rear extension (Certificate of Lawfulness for a Proposed Use or Development).</i> <b>No issues from NPC, providing no reasonable objections from neighbours.</b></p> <p><b>2023/467</b> 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> <b>No issues from NPC (Cert of lawfulness)</b></p> <p><b>2023/448</b> 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> <b>See also line 227 (2022/1328) - NPC had no objections, but an Ecological report was suggested - and submitted to TDC by applicant. This proposal is to demolish and rebuild rather than remodel. No further comments from NPC.</b></p> <p><b>2023/474</b> 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> <b>See also line 146 (2021/1138). This plan is very similar to the previous application, to which NPC had no objection - and was approved by TDC. No objections from NPC.</b></p> <p><b>2023/565/TPO</b> 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> <b>No objections from NPC.</b></p>	

10.	<p><b>Reports from the Clerk</b> <i>To include, where appropriate, discussions and agreement of the next steps and expenditure in respect of:</i></p> <ol style="list-style-type: none"> <li>1. Insurance is due for renewal. Quote from Gallaher £1,925.26 to renew the AJG Schemes policy with Hiscox. Council approved this payment but asked the Clerk to investigate if a three year deal was still offered as before.</li> <li>2. Internal Audit. Clerk reported that the Internal Audit process has been completed successfully and further work is being done to ready the information required for the external auditors, PKF Littlejohn.</li> <li>3. Clerk has spoken to Surrey CC re railings at Knutts corner. They have promised an update and progress report.</li> <li>4. Chris Farr, Surrey CC. Clerk emailed Cllr Farr about the Railings at Knutts Corner on 18/04/2023. No response to date</li> </ol>	<p>TF</p> <p>TF</p>
11.	<p><b>Local Transport</b></p> <ul style="list-style-type: none"> <li>- Cllr Mallison spoke about the Redhill-Tonbridge line and the proposed reduction of three working units on the line down to two. There will be a resulting reduction in frequency of service.</li> </ul>	
12.	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. Clerk provided Bank Reconciliations for the Lloyds Current and Deposit Accounts to the end of April 2023. Chair and Vice Chair signed.</li> <li>2. Cllr Mowatt was to provide a financial summary for the year 2022/23. This was deferred until the next meeting.</li> <li>3. Year end bank Reconciliations have been signed previously and audited.</li> <li>4. Monthly Direct debits list was circulated for approval. This decision was deferred.</li> </ol>	
13.	<p><b>Police Update</b></p> <ul style="list-style-type: none"> <li>• Police update CCTV – Update on progress. Chair has chased TDC for Planning Permission. TDC responded with further request for information, which has been supplied.</li> </ul>	
14.	<p><b>Community Events</b></p> <p>Pin Badges were successfully produced for The Coronation. 250 distributed to the Nutfield Primary School. The remainder were made available at Holborns for sale as a fund raiser.</p>	
15.	<p><b>Grant Applications</b></p> <p>No new applications.</p>	
16.	<p><b>Working Groups</b></p> <p>Working groups are set as per Appendix 1.</p> <ol style="list-style-type: none"> <li>1. <u>Staffing</u> <ol style="list-style-type: none"> <li>a. Review 'Highways Report'. This was up to date.</li> </ol> </li> <li>2. <u>Land</u> <ol style="list-style-type: none"> <li>a. Comments circulated from Carole Forrest re Jubilee Fields – usage and changing the surface of the paddock. This item was deferred to the next meeting.</li> </ol> </li> </ol>	

	<p>3. <u><b>Cemetery</b></u> – Update on the Cemetery Working Group report, discuss findings and agree expenditure on proposals where necessary.</p> <p>a. Top Footpath needs clearing of tree roots which are rising as a large tree is leaning. Council approved a spend of £800 with DH trees to remove tree and roots to make safe.</p> <p>b. It was proposed that the incumbent software mapping supplier Pear map all of the Cemetery – updating existing maps and new mapping for areas not yet covered £1320 plus VAT – council agreed.</p>	
17.	<p><b>Groundworks, land, and tree management</b> (including burial grounds, jubilee fields and allotments)</p> <p>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. This was duly approved. Clerk to action</p>	TF
18.	<b>Events (public) and meetings of Outside Bodies</b> (other than transport groups)	
19.	<p><b>Monthly news article</b> A thank you to the organisers of the Christ Church Litter Pick.</p>	
20.	<p><b>Training</b> (and conferences) Mulberry and Co have published a programme of Training Days for New Councillors. (Circulated) June and July. £80+vat. These are to be considered.</p>	
21.	<p><b>Payments</b> May's payment run - Payments of £15,540.16 had been separately approved, signed off and paid 2<sup>nd</sup> May.</p>	
22.	<b>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency.</b>	
23.	<p><b>Notification of business for inclusion on the next agenda</b> The deferred items above to be added to the next agenda.</p>	
24.	<p><b>Next meeting date(s)</b> Cllrs noted that the Council's next meeting would take place on Wed 7<sup>th</sup> June 2023 at Nutfield Village at 7.30 pm.</p>	
25.	<b>Sub-section 2</b> – Public Bodies (Admissions to Meetings) Act 1960:	ALL

## Appendix 1 – Working Groups

(Amended May 2023)

<b>Working Group</b>	<b>Tasks and projects</b>	<b>Members</b> (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 and 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</u> , and Duncan Mallison
Charities/Trust/Grant	CMT, MHT, grant opportunities	<u>Rigel</u>

**NUTFIELD PARISH COUNCIL**

Signed: .....  
Tim Forster, Clerk to Nutfield Parish Council

Signed: .....  
Parish Councillor Parish Councillor 1

Date: ..... May 2023

Signed: .....  
Parish Councillor Parish Councillor