



Nutfield Parish Council Minutes

NUTFIELD VILLAGE HALL, COMMITTEE ROOM

7TH June 2023

Meeting opened at 7:30 pm and closed at 9.30 pm.

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

Councillors (Cllrs) Present:

Cllr Aled Duggan

Cllr Ian Reeve

Cllr Jon Dadswell (Chairman)

Cllr John Clarke

Cllr Rigel Mowatt (Vice Chair)

Appogies:

Cllr Dean Holborn

Cllr Duncan Mallison

Cllr Sue Ford

Attending:

Cllr Liam Hammond

Cllr Helena Windsor

1 Parishioner

In Attendance: Sarah Abellan (SA), Interim Clerk

1.	The Chair to open the meeting. Cllr Dadswell opened the meeting.	
2.	Councillor apologies for absence. Cllr Dean Holborn, Cllr Duncan Mallison, Cllr Sue Ford	
3.	Code of Members' Conduct. The Interim Clerk confirmed that no Cllr had made a change to their Cllrs' Notification of Disclosable Pecuniary & Other Interests form since the last meeting.	
4.	Public Session. <ul style="list-style-type: none"> 1 parishioner wanted to highlight the speeding in the village and ask what they could do. It was suggested that they could get involved with speedwatch. The chair to collate details and pass on to the parishioner. 	JD
5.	Report from County & District Councillors. Cllr Hammond confirmed that he is now on the committees for housing, investment, strategy & Resources. Cllr Hammond said a water leak had been reported to him, next to the railway bridge on Mid Street, North Station Approach Side. NPC advised that they have already reported this to SES Water who investigated and found it to be surface water. Cllr Helena Windsor advised that the new Chair for TDC is Cllr Chris Botten who is very keen to form a closer working relationship with Parish Councils. Cllr Windsor advised that a resident of Church Hill has contacted her regarding the quantity of HGV's coming up the road. This is due to a damaged barrier at the bottom (out of Tandridge area) but lorries should be going up Cormongers Lane. Cllr Windsor contacted Chris Farr and Jonathon Essex on the matter and Jonathon Essex has passed it to Highways division. Cllr Windsor also commented on the rubbish on the A25 and said she would contact Cllr Sue Ford as the last Biffa liaison meeting was	SA

	<p>cancelled and Jonathon Essex wanted to know when the next one would be.</p> <p>Cllr Windsor also noted that the application for Dean's Lane had been turned down.</p> <p>Cllr Helena Windsor asked if NPC had been invited to a further meeting for Nutfield Green Park as if so, and NPC were attending, she would attend with them. This is on the NPC agenda for tonight and once a decision has been made, Cllr Windsor will be contacted.</p> <p>Cllr Windsor and Cllr Hammond advised they had seen the submission on AONB by Liz Ramsay.</p> <p>JD mentioned that the Nutts Corner railings had been reported many times and having not been fixed they had contacted Chris Farr who hasn't responded. Cllr Hammond advised to contact Cllr Farr on his personal email and that he would forward this to NPC.</p>	
6.	<p>Acceptance of Last Minutes.</p> <p>The interim Clerk had circulated the minutes prepared by the outgoing Clerk for the meeting held on 23rd May, 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.</p>	SA
7.	<p>Annual Governance and Accountability Return.</p> <p>Clerk and Chair signed the AGAR for submission to the external auditors. Interim RFO to action.</p>	CS
8.	<p>Planning Applications:</p> <p>To discuss and review the following applications made by TDC and SCC since the last Parish Council meeting.</p> <p>2023/504 Bywood, Kings Cross Lane, South Nutfield, Redhill, Surrey. RH1 5NS. Erection of single storey side extension.</p> <p>Comment - No objections, no comments</p> <p>ENF/2022/79 Land at grid reference 529689 148814 Kings Mill Lane, South Nutfield, Redhill, Surrey. Appeal against enforcement notice served.</p> <p>Comment – No further comment</p> <p>2023-0091 Mercers South Quarry, Bletchingley Road, Nutfield, Redhill, Surrey. RH1 4EU. Details of updated landscape and ecology management plan (LEMP) pursuant to condition 29 of planning permission ref: TA/2022/1220 dated 14th April 2023.</p> <p>Comment – No further comment</p>	JC
9.	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> 1. Solum Developments – NPC received a letter from ERRA Towers Opposition asking NPC to object to the development and share the flyer with residents. NPC agreed not to act as it was out of area. 2. Nutfield Park Meeting – It was agreed not to attend and to wait until they submit their planning application. SA to advise Cllr Helena Windsor of our decision. 3. Braes Mead – The request to provide 2 Cherry trees was rejected as the land in question does not belong to NPC. It was agreed to look into who owns the land, feed back to the resident and advise them that they can apply for a grant once they have permission from the landowner. 	SA JC

	<p>4. WhatsApp Group – Cllr Dadswell proposed that a whatsapp group is set up for the councillors and NPC staff to enable them to communicate in an emergency or for urgent matters. It was agreed to go ahead, permission to be sought from those not in attendance.</p> <p>5. Charles Maw Trust – Clarification was needed on how often the meetings should occur. SA confirmed it was every 3 months and it was agreed to do the next one at the July meeting. Clarification was also needed with regards to field use as requests often come in. It was agreed to proceed on an individual case and email all users for a decision. However it was not to be used for commercial use.</p> <p>6. Carole Forrest Correspondence – Carole sent an email detailing the following that needs a follow up.</p> <ul style="list-style-type: none"> - A response to planning application TA2023/228 Little Cormongers. Cllr Clarke to check it's been sent and if not action. - Change of use at Redstone House – The previous Clerk Tim Forster had updated Chris Hoskins with the LDC (Lawful Development Certificate) referred to by TDC in their correspondence. <p>Carole has also wound up her consultancy business and is now moving everything to her personal email address but has agreed to continue to do work for NPC. Cllr Clarke to look into providing her a contract to be employed on an ad hoc basis by NPC.</p> <p>7. Nutfield Marsh – A farmer who lives on the marsh has requested that he be permitted to cut the grass either side of the road next to the Inn on the Pond. Simon Elson and Ian Hudson have both met with the farmer and Simon produced a report with all the pros and cons. His findings were that it would be beneficial for the farmer to cut at the beginning of July and then again in September. NPC have no objections.</p>	
10.	Local Transport. Nothing to report.	
11.	<p>Finance.</p> <ol style="list-style-type: none"> 1. Direct Debit Approval was added to the agenda by the previous clerk but it was unsure what was required. Cllr Dadswell to check through post meeting. 2. Receipts and Payments Year Ending 2023 – Cllr Mowatt went through the finances and advised how much is in each bank account. Cllr Mowatt and Cllr Dadswell to draw up a list of earmarked reserves to present to Council. 	RM JD
12.	<p>Police Update.</p> <ol style="list-style-type: none"> a. SA advised that PCSO Lorraine Wells who covers Nutfield has been seconded to Epsom for 6 months. PCSO Lisa Cobby has been in touch and we can contact her until PCSO Wells returns. b. CCTV – This has been delayed by Tandridge planning, however 1 is going through and 5 still to go. 	
13.	Community Events. Nothing to report.	
14.	<p>Grant Applications.</p> <p>A grant application has been received by Nutfield Village Hall to undertake a full survey of the village hall in order to establish a plan for</p>	SA

	what work is required in the short and long term. It was agreed to provide the full £1380 requested.	
15.	Working Groups. <ol style="list-style-type: none"> 1. Highways – highways shared with councillors and agreed it was up to date. 2. Allotments – SA presented 3 quotes to remove the second line of trees behind the new fence and cut the existing hedge down to 1.5m in order to allow the hedge to have more light and grow thicker. It was agreed to proceed with DH Trees as they have previous experience of working on NPC allotment plots and NPC are familiar with their work. 3. Cemetery – nothing to report 	SA
16.	Groundworks, land, and tree management (including cemeteries, allotments, jubilee fields, The Triangle and ‘village green’) Jubilee Fields – Cllr Duggan explained that there are several hurdles that need addressing. <ol style="list-style-type: none"> 1. Classification – should it be changed from agricultural to Community, Amenity and Leisure as this will put us in a better position to be able to do things such as drainage works? It was agreed that no reason was found that would be detrimental by changing it's use and for Cllr Duggan to contact Carole Forest for advise on how to proceed and how much her consultancy charge would be. 2. What should be put at the entrance to the Jubilee Fields to combat the mud? Cllr Duggan suggested that drainage was a priority and suggested that Chris Hoskins (hydrologist) be involved. 3. Cllr Duggan asked why there was a gate at the entrance to the Jubilee Fields and would it be beneficial to remove. It was agreed that the gate was necessary to stop unauthorised entry. 	AD
17.	Events (public) And Meetings of Outside Bodies (other than transport groups). Cllr Dadswell to attend an online Chariman's Forum 21 st June 2023.	JD
18.	Monthly News Article. It was agreed to add the following to the next Link article. Dog fouling, hedge cutting, speeding, CCTV progress and AONB. It was also agreed to write to Liz Ramsay and her team thanking them for their work on the AONB.	IR SA
19.	Training (and conferences). SA to look into appropriate clerk and RFO courses.	SA
20.	Payments. Payments all done for this month. Interim RFO to send out the payment list to councillors to review and swap where necessary. It also became clear that a couple of councillors are unable to authorise or access the payments. This is also to be looked into and rectified.	CS
21.	Any other business the chair is of the opinion should be considered at the meeting as a matter of urgency. Planning ref no 2023/528 Lamp post, Bletchingley Road, Nutfield. This was added in as urgent as the closing date preceeds the next Parish Council meeting. Comment – NPC Fully supports this application.	JC
22.	Notifcation of Busines for Inclusion in the Next Agenda.	SA

	1. Bonfire	
23.	Next Meeting Date(s). The next meeting is confirmed for 5 th July 2023 at Nutfield Memorial Hall. It was agreed that the August meeting would be cancelled due to lack of availability.	
24.	Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960: Nothing to discuss.	

Chq No.	Ref	Budget code	Payee	Date of Invoice	VAT Number	Ner (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
	1521	21	Rialtas RBS	18/04/2023	920950627	£ 495.00	20%	£ 594.00	£99.00	Rialtas Year End Closedown		
	1523	54	Post Office	08/05/2023	n/a	£ 1.15	0%	£ 1.15	£0.00	Posting Nov Tree PAID Debit Card		
	1524	4	Soreman's Funeral Directors	02/05/2023	n/a	£ 260.00	0%	£ 260.00	£0.00	Refund for double payment August 2022		
	1525	5	DH Tree Services Ltd	27/03/2023	258007215	£ 350.00	20%	£ 420.00	£70.00	Tree Works		
	1526	41	Rebecca Hislop	27/03/2023	n/a	£ 24.48	0%	£ 24.48	£0.00	Inv 324 - updates and sling capability		
	1527	5	Post Office	08/05/2023	n/a	£ 6.85	0%	£ 6.85	£0.00	Postage Cem Item - Invoice lost PAID Debit Card		
	1528	1	Amarzor (Jab Quick)	21/03/2023	383482570	£ 17.49	20%	£ 20.99	£3.30	Linchinator for Allocations PAID with debit card.		
	1529	8	Microfibre	10/05/2023	689 5910 07	£ 110.73	20%	£ 132.88	£22.15	Hosting Pear and Citrix Q2		
	1530	23	C.N. - domain hosting	09/05/2023	865 653 194	£ 28.99	20%	£ 34.79	£5.80	domain hosting 2 years PAID DB Card		
	1531	23	C.N. - domain hosting	09/05/2023	865 653 194	£ 28.99	20%	£ 34.79	£5.80	ruffedlpc.co.uk domain hosting 2 years PAID DB Card		
	1532	23	C.N. - domain hosting	09/05/2023	865 653 194	£ 42.99	20%	£ 51.59	£8.60	ruffedlpcemetery.com domain hosting 2 years PAID DB Card		
	1533	23	Droptobox renewal	08/05/2023	n/a	n/a	0%	£ 95.88	£0.00	file hosting storage PAID DB Card		
	1534	21	Key Digital	31/03/2023	968801954	£ 170.00	20%	£ 204.00	£34.00	Miles Copies and Scan, service charge for Q and Annual fee		
	1535	21	Post Office	15/05/2023	n/a	£ 5.99	0%	£ 5.99	£0.00	A4 office paper PAID debit card		
	1536	21	Post Office	17/05/2023	n/a	£ 1.60	0%	£ 1.60	£0.00	postage for VAT Claim - PAID debit card		
	1537	3	Mulberry and CO	18/05/2023	893 7279 28	£ 141.90	20%	£ 170.28	£28.38	Final Internal Audit session 17may		
	1538	5	All things Gardening	21/05/2023	n/a	£ 1,036.01	0%	£ 1,036.01	£0.00	Cemetery Monthly maint contract		
	1539	4	Promax	23/05/2023	245122634	£ 44.50	20%	£ 53.40	£8.90	towley engraving inv 4909		
	1543	14	AAG Gallagher Insurance	27/04/2023	464746209	£ -	0%	£ 1,925.26	£0.00	Annual Insurance except tree wardens Insurance		
	1540	28	Tim Forster	N/A	N/A	n/a	0%		£0.00	Clerk Salary (May 2023) paid June		
	1540	28	Tim Forster	N/A	N/A	£ -	0%	£ -	£0.00	Expenses claimed by the Clerk May 2023)		
	1540	27	Sarah Abellan	N/A	N/A	n/a	0%		£0.00	Assistant Clerk Salary (May 2023)		
	1540	27	Sarah Abellan	N/A	N/A	£ 331.11	0%	£ 331.11	£0.00	Expenses claimed by the Assistant Clerk (May 2023)		
	1540	44	Carla Scott	N/A	N/A	n/a	0%		£0.00	Salary claimed by the NVI Coordinator (May 2023)		
	1540	44	Carla Scott	N/A	N/A	£ 17.98	0%	£ 17.98	£0.00	Expenses claimed by the NVI Coordinator (May 2023)		
	1540	45	Richard Crouchfield	N/A	N/A	n/a	0%		£0.00	Highways Assistant Salary (May 2023)		
	1541	28	TIN Revenue and Customs	N/A	N/A	£ 1,113.01	0%	£ 1,113.01	£0.00	PATE and Chas JA NCS (May 2023)		

Signed: Date: JUNE 2023

Date: JUNE 2023

Signed:
Parish Councillor Parish Councillor 1

igned:
Parish Council or Parish Councilor

Working Group	Tasks and projects	Members <i>(Heads underlined)</i>
Cemetery	The management and operations of the cemetery.	<u>Sue</u> , Ian, Sarah and Carla
Communications	Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Local Government Transparency, General Data Protection Regulations	<u>Ian</u> and Sarah
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 Carla
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.	<u>Aled</u> 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.	<u>Jon</u> , Rigel, Duncan and Sarah
Transport	All matters relating to airfields and airports including consultations, local railways.	<u>Rigel</u> , and Duncan
Charities/Trust/Grant	CMT, MHT, grant opportunities	<u>Rigel</u>