



Nutfield Parish Council Minutes

Nutfield Memorial Hall

5th July 2023

Meeting opened at 7.30pm and closed at 8.50pm.

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

Councillors (Cllrs) present:

Cllr Dean Holborn
Cllr Graham Powell
Cllr Ian Reeve
Cllr Jon Dadswell (Chairman)
Cllr Rigel Mowatt (Vice Chair)
Cllr Sue Ford

Apologies:

Cllr Aled Duggan
Cllr Duncan Mallison
Cllr John Clarke

Attending:

Cllr Helena Windsor
Cllr Liam Hammond
2 Parishioners

In attendance: Carla Scott (CS) – Interim RFO

1.	The Chair to open the meeting Cllr Jon Dadswell opened the meeting	
2.	Councillor Apologies for Absence. Cllr John Clarke, Cllr Aled Duggan, Cllr Duncan Mallison	
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. CS read out the house rules	
4.	Public Session (a maximum of 20 minutes) 2 Parishioners from Nutfield Marsh attended to represent the Nutfield Marsh Residents Group (NMRG). They explained the history around the timing of the cutting of Nutfield Marsh from 2015 when the ponies were removed from the area and they set about clear up and restoration. It then fell under TDC who cut it as part of their annual programme. The Conservation Society, TDC and NPC have all had conversations about the management of the Marsh to promote wildlife, grasses and wildflowers. In May 2020 the Marshland Plan was put together and the last meeting at the end of 2021 is where the plan was agreed with Ian Hudson (TDC), Simon Elson (Surrey CC), Nicky Chiswick (NPC) and a few residents. Last Sunday 2 nd July part of the Marsh was cut which was not within the agreed timescales in the plan. The first the Marsh Residents were aware of this was when they saw the notice placed on the NPC noticeboard the week before, they attempted to delay the cut by contacting NPC and TDC but it still went ahead. Marshland should not be cut below 5cm but because it was cut for hay it has been cut right to the ground. The NMRG representatives asked how we can work together and collaborate, they believed TDC had adopted the plan and now feel it has been ignored. They asked how we can move forward and adopt a collaborative approach? Cllr Ian Reeve explained he was against the proposed cut but once Ian Hudson had explained the TDC reasoning, it seemed viable to he gave permission from NPC and instructed the notice to be displayed on the noticeboard. DH emphasised that NPC do not have the power to authorise the cut itself, that lies with TDC. The NMRG representatives explained that the workers damaged the posts that had been purchased between the residents group and NPC by forcibly removing them to get the tractor through. Cllr Ian Reeve explained that a smallholder had asked to take a cut of the Marsh under Commoners Rights, this shouldn't be for commercial reasons, just for feeding animals and as grazing isn't practical there it has been stretched to cover creating hay for the animals. The NMRG representatives explained they had emailed TDC but not received a reply. Cllr Jon Dadswell asked them to forward the reply to CS, SA and himself once received.	

	<p>Cllr Ian Reeve asked the Residents Group to let Cllr Ian Reeve know of any meetings they have that would require NPC attendance.</p> <p>The NMRG representatives explained that there is an additional concern that with the recent anti-social behaviour and resulting dispersal orders at Mercers Lake, the dispersed individuals may think the Marsh is somewhere they can move to now it has been cut.</p> <p>Cllr Jon Dadswell explained that there is a planning application for a CCTV post to be installed near the Marsh by Pendell Cottages which should help provide a deterrent.</p> <p>Action: Nutfield Marsh Residents Representatives to forward TDC response to Cllr Jon Dadswell, CS and SA.</p> <p>Nutfield Marsh Residents Representatives to contact Cllr Ian Reeve for any meetings that NPC should be part of.</p>	NMRG
5.	<p>Report from County & District Councillors (a maximum of 10 minutes)</p> <p>Cllr Helena Windsor made the meeting aware of a Dot Surveying proposal for a 5G mast on the A25 opposite the car wash. Cllr Liam Hammond explained that it may be replacing an existing mast but is not yet at the planning stage, this is a pre-consultation enquiry. Cllr Windsor and Cllr Hammond agreed to forward on the proposal to NPC for comment.</p> <p>Cllr Hammond explained that Community Services are currently consulting over penalties/rules over handling dogs following the recent death of a dog walker who was attacked by the dogs she was walking in the local area. The proposal would be that in all Tandridge Open Spaces all dogs must be on a lead of no more than 1.5m, this includes the Jubilee Fields and Millennium Woods as they fall under the umbrella of Tandridge. Many of the Councillors consulting on this will be from urban Tandridge areas with the usual restrictions on dogs around play areas etc, but not with open spaces.</p> <p>Cllr Jon Dadswell asked Cllr Hammond re the sewage leak by the railway bridge, the water board have been out and state it is not theirs. Cllr Rigel Mowatt explained that it can be seen coming out the drain and is definitely sewage. Cllr Liam Hammond asked CS to send an email to him to remind him to check with TDC and gave an alternative email address that is more reliable.</p> <p>Cllr Sue Ford requested comment from TDC Councillors on the new Nutfield Green Park/Laporte submission ref 2023/737/EIA. Cllr Sue Ford explained that there are short response dates on this and it appears to have been validated on the Tandridge system. Cllr Liam Hammond explained that it doesn't appear on their notices, we will need to take it up and find out what residents think.</p> <p><i>**After the meeting it was confirmed that this is an application for an Environmental Impact Assessment not planning permission at this stage, however an extension is still required as it appears that the developer is suggesting that an EIA is NOT required**</i></p> <p>Action: Cllrs Helena Windsor and Liam Hammond to forward 5G mast proposal to NPC for comment.</p> <p>Action: CS to email Cllr Liam Hammond re sewage/water leak</p> <p>Action: CS and Cllr Jon Dadswell to ask for an extension, Cllr Liam Hammond to do the same.</p>	HW LH CS JD
6.	<p>Acceptance of Last Minutes</p> <p>The Interim Clerk had circulated the minutes for the meeting held on 5th June, 2023. Cllrs approved these minutes and the Chair signed them on behalf of the Council.</p> <p>Action: The Interim RFO to arrange the display of these minutes on the Council's notice boards and website.</p>	CS
7.	<p>Planning Applications</p> <p>To discuss and review (including any expenditure) the planning applications and appeals notified by Tandridge District Council (TDC) since the Parish Council's last meeting. Cllr Rigel Mowatt announced the following applications:</p> <p>2023/681 10b Trindles Road, South Nutfield, RH1 4JN. Erection of two story rear extension</p>	

	<p>Comment: No issues from NPC providing no reasonable objections from neighbours. 2023/555 150 Mid Street, South Nutfield, RH1 5RP. Removal of a previous rear extension and erection of a new single story extension</p> <p>Comment: No issues from NPC providing no reasonable objections from neighbours. 2023/526 Nutfield Road, Nutfield. Installation of lamp post to take a cctv camera for Nutfield Parish Council cctv system</p> <p>Comment: No issues from NPC providing no reasonable objections from neighbours. 2023/298 Cedarwood, Kings Cross Lane, South Nutfield, RH1 5NS. Erection of two storey extension and front porch.</p> <p>Comment: Declared Interest. No issues from NPC providing no reasonable objections from neighbours. 2023/746 Brays Farm, Bower Hill Lane, South Nutfield. Use of existing farm building for sale of farm produce.</p> <p>Comment: No issues from NPC providing no reasonable objections from neighbours. 2023/756 10 Braes Mead, South Nutfield, RH1 4JR. Erection of single and two storey extension.</p> <p>Comment: No issues from NPC providing no reasonable objections from neighbours. 2023/491 117 Mid Street, South Nutfield, RH1 5RP. Demolition of car port and outbuilding plus erection of two storey front, rear, and side extension, recladding and reconfiguration of driveway.</p> <p>Comment: No issues from NPC providing no reasonable objections from neighbours. 2023/737/EIA, Former Laporte Works Site, Nutfield Road, Nutfield, RH1 4HF. Demolition of existing buildings, redevelopment of 166 residential units up to 2 storeys, 70 bed care home and 39 bed extra care facility up to 2.5 storeys.</p> <p>Comment: As discussed in section 5 above. Extension to closing date required from TDC urgently, CS and Cllr Jon Dadswell to request extension. Cllr Jon Dadswell to discuss with Carole Forest to develop a response. Cllr Sue Ford explained that there are only 2 documents on the Tandridge system which is very very unusual for a development of this size. Cllr Rigel Mowatt asked if we can put a proper objection in? Cllr Ian Reeve explained that the EIA is preliminary to planning application and if Tandridge don't agree the EIA then they cannot progress to planning stage.</p> <p>2023/792/TOP, Sandwood, The Avenue, South Nutfield, Surrey, RH1 5RY. T2 Oak, reduce lower canopy overhanging roof by 2.5m, T4 Horse Chestnut, reduce and reshape crown by 2.5m.</p> <p>Comment: No objection</p> <p>Action: Cllr Jon Dadswell to discuss with Carole Forest, CS and Cllr Liam Hammond to request an extension to the response date for 2023/737/EIA. CS to find Carole's home address as she has not responded to emails</p>	JD CS LH
8.	<p>Reports from the Clerk</p> <ul style="list-style-type: none"> Village Gardener: CS read out the most recent reports from Tom confirming recent work: cut all lawns, trimmed down more of the long grass and continued with the brambles. This will continue onto this week with the grass being cut and trimmed all round the cemetery and making sure all pathways are cleared for people to walk round St Peter and St Pauls: CS explained about the fallen oak bough 11/6/23 which damaged the path (in the closed part of the churchyard which is NPC's responsibility). Duncan Thompson Cleared a lot of the bough on the Monday morning. DH Trees inspected the tree, further work was needed to make this safe and was approved by Cllr Jon Dadswell and Cllr Rigel Mowatt as was emergency H & S work. Redhill Farm Services have since been to repair the path. Duncan has called to say he is extremely grateful for all the work done and the promptness. 	
9.	<p>Community Events</p> <p>Cllr Jon Dadswell and Cllr Rigel Mowatt asked Cllr Dean Holborn to provide a list of payments to CS</p> <p>Action: Cllr Dean Holborn to provide list of payees to CS.</p>	DH
10.	<p>Grant Applications</p> <p>None</p>	

11.	<p>Working Groups</p> <p>Highways:</p> <ul style="list-style-type: none"> • Cllr Rigel Mowatt and Cllr Jon Dadswell commented on the quality of the Highways Report and requested SA to review RC salary. • Cllr Jon Dadswell mentioned the railings at Nutts corner, CS & to Cllr Jon Dadswell follow up with SA. • Cllr Dean Holborn explained that 6-8 weeks ago the drains were cleared but they couldn't do the one outside the shop. This week they've been assessing repairing the drain covers but no road sweeping has been done since winter. Cllr Sue Ford asked if this should be escalated to Cllr Chris Farr and explained we have had quotes to do it ourselves, but it is not our remit and should be done by Surrey CC. • Cllr Jon Dadswell explained once SA returns from holiday SA, CS and Cllr Jon Dadswell will put together a To Do list of all the various items. <p>Cemetery</p> <ul style="list-style-type: none"> • Cllr Sue Ford explained the working group report was sent out and that the Open Day in May was brilliant, with more than 10 plots being sold, with 10 of them being to one family. Cllr Jon Dadswell stated that there have been lots of comments from Parishioners about how good the Open Day was and how impressive the Cemetery is. <p>Action: Cllr Jon Dadswell, CS and SA to put together a To Do list. CS and Cllr Jon Dadswell to follow up the Nutts Corner railings with SA on her return.</p>	JD CS SA
12.	<p>Groundworks, Land and Tree Management (including cemeteries, allotments, Jubilee Fields, The Triangle and 'village green')</p> <ul style="list-style-type: none"> • Tree Survey has been done, awaiting report. 	
13.	<p>Any other business the chairman is of the opinion should be considered at the meeting as a matter of urgency</p> <p>Cllr Jon Dadswell asked if any entries for The Link magazine:</p> <ul style="list-style-type: none"> • Cllr Ian Reeve suggested 5G mast planning application. • Cllr Jon Dadswell asked if Cllr Ian Reeve can also put a mention in regarding the land that the horse is on being Campden BRI land, not NPC land. Cllr Jon Dadswell explained that CS has contacted BRI directly to report local residents concerns and explain that NPC will now instruct any local residents that raise the issue to approach BRI directly themselves. <p>Action: Cllr Ian Reeve to submit articles to the Link for next edition</p>	IR
14.	<p>Notification of Business for Inclusion on the Next Agenda</p> <p>None</p>	
15.	<p>Staffing Payment(s)</p> <p>Cllr Jon Dadswell explained that for the last 2 months Cllr Rigel Mowatt and Cllr Jon Dadswell have signed and released the payments for both staff and all other invoices/payments as the NPC meeting dates have been too late for paying staff. Cllr Jon Dadswell had discussed this with Cllr Sue Ford the morning prior to the meeting and agreed that the minimum legal requirement is for 2 councillors to sign, and 1 of those can also release the payments.</p> <p>Action: CS to send the Payment Schedule to all users.</p>	CS
16.	<p>Next Meeting Date(s)</p> <p>Cllr Jon Dadswell reiterated there is no meeting in August and he will also be on holiday in September, so Cllr Rigel Mowatt will take that meeting on 6th September at Nutfield Memorial Hall.</p>	
17.	<p>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</p> <p>One item</p>	

Chq No.	Ref	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
	1544	4400	LBS Worldwide Ltd	6/1/2023	G8633564320	£ 148.21	20%	£ 177.85	£29.64	Inv 415240 - tree stakes & carriage		
	1545	4205	All Things Gardening Ltd	6/22/2023	n/a	£ 40.00	0%	£ 40.00	£0.00	Inv-0846 - memorial hall park maint & clean		
	1546	4305	All Things Gardening Ltd	6/22/2023	n/a	£ 1,036.01	0%	£ 1,036.01	£0.00	Cemetery Monthly maintenance contract		
	1547	4310	Downsview Monumental Company	5/19/2023	838547782	£ 120.00	20%	£ 144.00	£24.00	Inv A06015 - Refix 2 large crosses		
	1548	4300	Promax (Pets Remembered)	5/26/2023	245122634	£ 44.50	20%	£ 53.40	£44.50	Inv-4982 - Stone Masonry engraving Bernard Snook		
	1549	4130	Rebecca Hislop	6/14/2023	n/a	£ 27.08	0%	£ 27.08	£0.00	Inv 382 - new web page Registered Interests, amend/add pdf and advice		
	1549	4130	Rebecca Hislop	6/14/2023	n/a	£ 62.50	0%	£ 62.50	£0.00	Inv 384 - Update Clerk details, host switch and WP advice		
	1550	4100	Sweethaven Computers	6/15/2023	263782087	£ 46.50	20%	£ 55.80	£9.30	Inv 21734 - Re-configure laptop for RFO		
	1551	4315	DH Tree Services Ltd	6/16/2023	258007215	£ 1,050.00	20%	£ 1,260.00	£210.00	Inv 2752 - Emergency Call out St Peter & St Paul		
	1552	4315	Redhill Farm Services Ltd	6/20/2023	367555712	£ 200.00	20%	£ 240.00	£40.00	Inv 28348 - St Peter & St Pauls emergency path repairs		
	1554	4000	Tim Forster		N/A		0%		£0.00	Clerk Salary (June 2023) paid June		
	1555	4010	Sarah Abellan		N/A	£ 173.70	0%	£ 173.70	£0.00	Assistant Clerk Salary (June 2023)		
		4055	Sarah Abellan - Mileage		N/A	£ 27.65	0%	£ 27.65	£0.00	Mileage claimed by Sarah Abellan		
		4100	Sarah Abellan - Consumables		N/A		0%		£0.00	Expenses (consumables) claimed by Sarah Abellan (June 2023)		
	1556	4015	Carla Scott - Village Hall Salary		N/A		0%		£0.00	Salary claimed by the NVH Coordinator (June 2023)		
		4000	Carla Scott - RFO Salary		N/A		0%		£0.00	RFO Salary (June 2023)		
		4055	Carla Scott - RFO Mileage		N/A	£ 22.32		£ 22.32	£0.00	Mileage claimed by RFO		
		4100	Carla Scott - RFO Consumables		N/A	£ -		£ -	£0.00	Expenses (consumables) claimed by RFO (June 2023)		
	1557	4005	Richard Crutchfield		N/A		0%		£0.00	Highways Assistant Salary (June 2023)		
	1558	4010/4000	HM Revenue and Customs - SA, CS, TF, RC		N/A	£ 1,774.75	0%	£ 1,774.75		PAYE and Class 1A NICs (June 2023)		
DD*	1559	4010	National Employment Savings Trust (NEST) - SA		n/a	£ 182.00	0%	£ 182.00	£0.00	Pension - Employer and employees contribution		
		4000	National Employment Savings Trust (NEST) - TF		n/a	£ 184.66	0%	£ 184.66	£0.00	Pension - Employer and employees contribution		
DD*	DD	4260	PWLB Lending Govt Loan PW502929 Cap rep		n/a	£ -		£ -		Loan Capital repayment (quarterly)		
DD*	DD	4250	PWLB Lending Govt Loan PW502929 Interest		n/a	£ -		£ -		Loan interest (quarterly)		
DD*	DD	4260	PWLB Lending Govt Loan PW499350 Cap rep		n/a	£ -		£ -		Loan Capital repayment (quarterly)		
DD*	DD	4250	PWLB Lending Govt Loan PW499350 Interest		n/a	£ -		£ -		Loan interest (quarterly)		
DD*	DD	4105	CF Corporate	7/1/2023	480912639	£ 111.87	20%	£ 22.37	£134.24	Lease for Printer April - July Q2. Next payment 1/10/2023		
DD*	DD	4095	Lloyds Bank	6/19/2023	n/a	£ 14.00	0%	£ 14.00	£0.00	Service Charge Lloyds		
DD*	DD	4113	Sweethaven Company		263782087	£ 40.68	20%	£ 48.82	£8.14	365 Back up		
DD*	DD	4113	Sweethaven Company		263782087	£ 95.46	20%	£ 114.55	£19.09	365 Hosting and Access		
DD*	DD	4320	The Recycling Partnership	6/26/2023	801063483	£ 33.10	20%	£ 41.38	£8.28	Bin emptying Cem 5 for may		
DD*	DD	4350	SES Business Water	6/22/2023	n/a	£ 3.00	0%	£ 3.00	£0.00	Monthly Water Charges cemetery		
DD*	DD	4350	SES Business Water	6/22/2023	n/a	£ 9.00	0%	£ 9.00	£0.00	Monthly Water Charges allotments		
DD*	DD	4110	XLN	6/22/2022	918445212	£ 100.42	20%	£ 120.51	£20.09	Broadband		
DD*	DD	4110	EE	19/06/2023	245719348	£ 35.75	20%	£ 44.69	£8.94	Telephones x 3		
			Total			£10,726.51		£11,023.39	£ 556.22			

* Payment scheduled by Direct Debit

** Use of GL money

*** Use of Members Community Allocation Fund

**** Use of Locality Payment Fund

Signed: Date: JULY 2023

Carla Scott, Interim Responsible Financial Officer to Nutfield Parish Council

Signed: Date:

Parish Councillor Parish Councillor

Working Groups June 2023

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>