



# Nutfield Parish Council Minutes

Nutfield Memorial Hall

1st November 2023

Meeting opened at 7.30pm and closed at 9pm.

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

## Councillors (Cllrs) present:

Cllr Sue Ford  
Cllr Duncan Mallison  
Cllr Rigel Mowatt (Vice Chair)  
Cllr Graham Powell  
Cllr Ian Reeve

## Apologies:

Cllr John Clarke  
Cllr Jon Dadswell (Chairman)  
Cllr Aled Duggan  
Cllr Dean Holborn

## Attending:

Cllr Liam Hammond  
Cllr Helena Windsor

In attendance: Sarah Abellan (SA) – Parish Clerk

1.	<b>The Chair to open the meeting</b> Cllr Rigel Mowatt (Vice Chair) opened the meeting.	
2.	<b>Councillor Apologies for Absence</b> Councillor John Clarke, Councillor Jon Dadswell (Chairman), Councillor Aled Duggan, Councillor Dean Holborn.	
3.	<b>Code of Members' Conduct</b> The Parish Clerk confirmed that no Cllr had made a change to their Cllrs' Notification of Disclosable Pecuniary & Other Interests form since the last meeting.	
4.	<b>Public Session (a maximum of 20 minutes)</b> No public attended	
5.	<b>Report from County &amp; District Councillors (a maximum of 10 minutes)</b> Neither Councillor Hammond nor Councillor Windsor had any updates from TDC. Councillor Hammond requested clarification on the Memorial service which has been moved from 12 <sup>th</sup> November to Saturday 11 <sup>th</sup> November 2023.	
6.	<b>Acceptance of Last Minutes</b> The Parish Clerk had circulated the minutes for the meeting held on 4 <sup>th</sup> October 2023. Cllrs approved these minutes and the Vice Chair signed them on behalf of the Council. The Parish Clerk to arrange circulation of the minutes.	SA
7.	<b>Planning Applications</b> 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: <ul style="list-style-type: none"> <li>2021/0170 <i>Pendell Transit Camp, Land off Merstham Road, Merstham, Surrey.</i> Notice of withdrawal of application - Use of the land as a ten-pitch transit site for the Gypsy, Roma and Traveller community, including the erection of amenity blocks and site manager's office, creation of a vehicular access, landscaping, parking and refuse storage and associated works. <b>Comment:</b> Noted.</li> <li>2023/2 18 <i>High Street, Nutfield, Redhill, Surrey, RH1 4HQ.</i> Appeal - Formation of a vehicular crossover. <b>Comment:</b> No further comment from NPC.</li> <li>SCC_Ref_2023-0113 <i>North Park Quarry, North Park Lane, Bletchingley, Surrey RH9 8ND; land north east of Pendell Farm, Pendell Road, Bletchingley, RH1 4QH, Mercers East Quarry, Bletchingley Road, Merstham, Redhill; and land north west of Brewerstreet Farm, Brewer Street, Bletchingley, Redhill, RH1 4QP.</i> Details of footpath and bridleway specifications pursuant to Conditions 42 and 43 of planning permission ref: TA2020/434 and RE20/00463/CON dated 28 June 2022. Please find attached a copy of our formal consultation/notification letter <b>Comment:</b> No comment from NPC.</li> <li>ENF/2023/310 <i>81 Trindles Road, South Nutfield RH1 4JG.</i> Concern over foundations apparently being dug out. TDC advised to report as a breach. Case reference 00183371.</li> </ul>	

	<p><b>Comment:</b> NPC awaiting a response.</p> <ul style="list-style-type: none"> <li>• <i>137 Mid Street, South Nutfield.</i> TDC Planning officer has attended site and made contact with the owners. They said they were unaware they needed planning permission and are now working with the planning officer to submit an application. <b>Comment:</b> No application yet received.</li> <li>• <i>2022/0186 North Park Quarry, North Park Lane, Bletchingley, Surrey RH9 8ND; land north east of Pendell Farm, Pendell Road, Bletchingley, RH1 4QH, Mercers East Quarry, Bletchingley Road, Merstham, Redhill; and land north west of Brewerstreet Farm, Brewer Street, Bletchingley, Redhill, RH1 4QP.</i> Details of a management and monitoring plan for the handling and deposition of silt at Mercers West pursuant to Condition 9, details of the management of soil stockpile and screening bunds in relation to reptiles pursuant to Condition 51, details of a scheme of restoration pursuant to Condition 62 and details of the seed mixture for all stockpiles and bunds pursuant to Condition 66 of planning permission ref: TA2020/434 and RE20/00463/CON dated 28 June 2022 <b>Comment:</b> Fulfilling conditions. No further comments from NPC</li> <li>• <i>2023-0102 Land at Patteson Court Landfill, Cormongers Lane, Nutfield, Redhill, Surrey RH1 4ER</i> The installation of a leachate tank and staff welfare unit (Retrospective). <b>Comment:</b> This relates to conditions in a previous application. No further comments from NPC.</li> </ul> <p><b>Morris Road CIL Update</b> Morris Road is not liable to a CIL charge because regulation 40 of The Community Infrastructure Levy (Amendment) Regulations 2014 allows for existing floorspace; which has been in continuous lawful use for at least 6 months in the last 3 years on the day planning permission is granted, to be used as deductible floorspace against the CIL charge for the development.</p> <p>Councillor Mallison commented on a barn conversion that has recently gone up for sale within the parish and questioned whether it would have needed planning permission as none has been submitted. The Clerk to look into.</p>	SA
8.	<p><b>Reports from the Clerk</b></p> <ul style="list-style-type: none"> <li>• CCTV – The clerk updated the Councillors on recent communications from a parishioner, wanting access to the footage outside the village hall to pursue a civil case against somebody who had damaged his vehicle. Clarification was sought from the ICO after the Parishioner was advised we weren't permitted to share the footage and it could only be produced to the Police if they requested it, or his insurance company. The parishioner was unhappy with this, however the ICO confirmed this was the correct procedure. The only footage NPC can provide to the parishioner, is of themselves and any other person or vehicle not belonging to him would have to be redacted. The parishioner was advised that should this be the route they wanted to proceed with, it would be at their cost. NPC's CCTV policy had previously been circulated to all councillors and it was formally approved at the meeting by all councillors in attendance.</li> <li>• CCTV – Stephen Hall sent an email explaining that he has been unable to get a response from any of the TDC approved contractors to give a quote for the installation of CCTV posts. He has also not received a reply from TDC with an update on the planning applications. He advised to either give up on the project or accept it will take a long time to complete. It was agreed to move to the next council meeting when more councillors were present, for further discussion. The Clerk is to also email Councillors Farr, Hammond and Windsor to ask for their assistance.</li> <li>• Link – 50 Year Edition. It was agreed to provide an exert for the Link's 50 Year edition. Councillor Reeve to put together and it was agreed to include the following under the theme, What has your council done for you. Included will be the</li> </ul>	SA

	Allotments, Jubilee Fields, Basketball Court, Fundraising for the playground, Cemetery/Woodland burial and grants.	IR
9.	<b>Reports from the RFO</b> <ul style="list-style-type: none"> <li>Bank Accounts – The RFO had previously circulated the bank account totals.</li> <li>List of payments made since last minutes – these were circulated by the RFO prior to the meeting for everybody to view.</li> <li>CIL Payment update – Since the RFO report, 2 payments have been made by TDC. £902.86 for Thepps Close and £1,460.94 for Commerce House.</li> </ul> <p>The Budget is still not ready and will be circulated within the next couple of weeks. To move to the December meeting.</p>	RFO RM SA
10.	<b>Community Events</b> <ul style="list-style-type: none"> <li><b>Bonfire</b> – The clerk had previously circulated emails from a parishioner with concerns over the close proximity of 2 horses and sheep in fields next to the Jubilee Fields where the bonfire/fireworks are being held Saturday 4<sup>th</sup> November 2023. Councillor Holborn has spoken to the owner of the horses who has agreed to move them before the event. Councillor Holborn to check this has happened. Councillor Holborn has also spoken to the farmer who owns the sheep who intends to leave them in the field but will be in the field with them. The Clerk has gone back to the parishioner to advise. The Clerk updated the councillors that a change of insurers has meant that much more information has been needed to fulfil our insurance obligations. This is now all up to date with just the photographs required of the fire extinguishers on the night to show they are intact and in date. In addition, as the bonfire/fireworks is a Nutfield Parish Council event, further information has been required to cover liability for the council. The Clerk and RFO will ensure checklists and paperwork are available to the working party for next years event to make it easier for them and to cover the information NPC needs. Much of the information provided this year will cover further years so it will be easier moving forward. It was discussed having a separate bank account solely for events. Councillor Mowatt to discuss with the Clerk and RFO at their next budget meeting.</li> <li><b>Remembrance Day</b> – Since the last meeting, the date of the Remembrance service has changed from Sunday 12<sup>th</sup> to Saturday 11<sup>th</sup> November. Councillor Mowatt and Councillor Ford have both agreed to attend with Councillor Ford to lay the wreath at the memorial on behalf of NPC. Councillor Mowatt will collect the wreaths from the Clerk on Friday 10<sup>th</sup> November.</li> </ul>	SA RM CS SF
11.	<b>Events (public) and Meetings of Outside Bodies (other than transport groups)</b> Councillors to approve, as appropriate, attendees and any related expenditure in respect of events. <ul style="list-style-type: none"> <li>A Gatcom zoom meeting came in after the agenda was published. Councillor Mallison to attend, 2<sup>nd</sup> November.</li> </ul>	DM
12.	<b>Monthly News Article</b> <ul style="list-style-type: none"> <li>Link/Web monthly news article topics to be discussed and decided upon.</li> </ul> Items to be included <ul style="list-style-type: none"> <li>Christmas light switch on – The Clerk to contact Councillor Holborn for the date.</li> <li>Memorial clean up – The Clerk to ask those that attended if they are happy to be named.</li> <li>Crime over Christmas</li> </ul>	IR SA
13.	<b>Training (and conferences)</b> <ul style="list-style-type: none"> <li>None to add, however the Clerk advised that some councillors needed to attend a new councillor's course. Councillor Ford asked if there were refresher courses too as it would be of a benefit. The Clerk to look into and establish which councillors need to attend.</li> </ul>	SA
14.	<b>Grant Applications</b> Councillor Mowatt noted that NPC had already exceeded their budget for grants for this year by some amount. Councillor Ford mentioned that our policy states that any organisation can only apply for 1 grant per year and that perhaps our policy needs reviewing.	

	<ul style="list-style-type: none"> <li>NVH Grant Application for £50 for a Christmas Tree. – Councillor Mowatt has offered to make a personal donation to pay for this.</li> <li>NVH Grant Application for £100 for a new flag. Councillor Mowatt has offered to make a personal donation to pay for this.</li> <li>Nutfield Memorial Hall for £2676 for a new roller shutter. It was noted that the balance sheet was missing from supported documents. The Clerk to request these and move to the next meeting.</li> </ul>	SA
15.	<p><b>Working Groups</b></p> <ul style="list-style-type: none"> <li><b>Highways:</b> Highways Report was circulated and reviewed and is up to date. Grit bins have been checked, some are TDC and some are NPC. Once of NPC's is low. The Clerk to contact TDC to find out when they are likely to be filled. Councillor Reeve asked if anybody had contacted NPC with regards to becoming a snow angel after his last Link entry but so far nobody has.</li> <li><b>Cemetery:</b> A letter was previously circulated regarding a parishioner in the cemetery, requesting that a tablet be laid for his brother on their family grave in section E, if he was interred in the woodland burial. It was agreed to give permission. The Clerk updated on current income being at £51819.13. However several plot purchases and interments have come in during the last week. A fence quote for £220 plus vat was presented from Redhill Farm Fencing to repair the cemetery fence at the layby end, where somebody has cut the fence down. It was given full approval by all councillors. Once the fence is in place, a quote will be sought for hedging to discourage further damage. Councillor Reeve recommended Blackthorn.</li> </ul>	SA
16.	<p><b>Groundworks, Land and Tree Management (including cemeteries, allotments, Jubilee Fields, The Triangle and 'village green')</b></p> <ul style="list-style-type: none"> <li>Village Gardener Update – The Clerk updated the councillors on work that had been carried out by the village gardener. It included a lowered path at the top of Mid Street for people to cross. This hadn't been cut by TDC and was completely overgrown causing a danger. The basketball court was also weeded. A footpath along Mid Street should be cut by the owner but the Clerk has been unable to obtain contact details as it's a field. It was agreed to get the village gardener to do this as it was impassable. Councillor Mowatt recommended contacting BT to clear their path too. The Clerk to action.</li> <li>Jubilee Fields – The bridge work scheduled for October was postponed and is now provisionally down to be done 19<sup>th</sup> November.</li> </ul>	SA
17.	<p><b>CMT</b></p> <p>Nutfield Memorial Hall Grounds – discuss, approve and agree where necessary.</p> <ul style="list-style-type: none"> <li>Additional container</li> <li>Artificial Pitch</li> </ul> <p>It was agreed to add to the NPC meeting at the request of Councillor Mallison. This will be minuted separately as a CMT Extra Meeting and added to the CMT file.</p>	SA
18.	<p><b>Any other business the chairman is of the opinion should be considered at the meeting as a matter of urgency</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>	
19.	<p><b>Notification of Business for Inclusion on the Next Agenda</b></p> <p><i>Councillors to consider and nominate items for the agenda of the next meeting</i></p> <ul style="list-style-type: none"> <li>Nutfield Memorial Hall Grant</li> <li>CCTV</li> <li>Budget</li> </ul>	SA
20.	<p><b>Staffing Payment(s)</b></p> <p><i>Council to, if appropriate, approve the list of Staffing payments (including any funded using Community Infrastructure Levy Funds).</i></p> <p>Councillors Ford and Reeve approved and signed the staffing payments and Councillor Mowatt to release the funds tomorrow. Net £11,331.52 Gross 12,148.95.</p>	
21.	<p><b>Next Meeting Date(s)</b></p> <p>6<sup>th</sup> December, 2023 at Nutfield Village Hall, 7.30pm</p>	

<b>Working Group</b>	<b>Tasks and projects</b>	<b>Members (Heads <u>underlined</u>)</b>
Cemetery	The management and operations of the cemetery.	<u>Sue</u> , Ian and Sarah
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 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>

Chq No.	Ref	Budget code	Cost Centre	Payee	Date of Invoice	Invoice Number	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
1621	TBC	4005	120	OH Trees Ltd	26/09/2023	2896	25007215	£ 750.00	20%	£ 900.00	£ 150.00	Trees Works - Job no 13092/NMH		
1622	4005	120	Nuffield Memorial Hall		02/10/2023	467	n/a	£ 50.00	0%	£ 50.00	£ 0.00	Hall hire for Full Council meeting 6/9/23		
1623	4300	200	Pest Removers/Promax		02/10/2023	5138	24512634	£ 89.00	20%	£ 106.80	£ 17.90	Rolland and Granger engraving		
1624	4130	120	Rebecca Hislop		03/10/2023	393	n/a	£ 15.00	0%	£ 15.00	£ 0.00	Invoice 393 WP Site Maintenance		
1625	4310	200	Stonemans		09/10/2023	11436	724965000	£ 894.15	20%	£ 1,072.98	£ 178.83	Memorial for 8408 Thornhill/Shepherd		
1626	4350	260	Sunstone (authorised as emergency payment)		06/01/2023	2247	110671647	£ 1,050.62	20%	£ 1,260.74	£ 210.12	CCTV Annual Maintenance 1/11/23-31/10/24 MA827 **Paid 19/10/23 as per email authorisation.		
1627	4130	120	Rebecca Hislop		12/10/2023	395	n/a	£ 16.67	0%	£ 16.67	£ 0.00	Invoice 395 Annual Return update on website		
1628	4330	200	Nuffield Link		19/10/2023	email	n/a	£ 330.00	0%	£ 330.00	£ 0.00	2 x £115 for 2 1/4 page colour adverts for Cemetery		
1629	4310	200	Mick Tamplin		13/10/2023	16995	610415590	£ 100.00	0%	£ 100.00	£ 0.00	James interments x13/10/23		
1630	4310	200	ICOM		18/10/2023	16995	610415590	£ 300.00	20%	£ 360.00	£ 60.00	SA & IR Management of Memorials Course for Cemetery		
1631	4040	120	DM Payroll Services		19/10/2023	3128	n/a	£ 60.00	0%	£ 60.00	£ 0.00	Quarterly payroll charge		
1632	TBC			The Glow Company (authorised as emergency payment)	16/10/2023	Pro Forma 525964	817562900	£ 468.85	20%	£ 562.62	£ 93.77	Proforma invoice for Bonfire Glow items **Paid 23/10/23 as per email authorisation		
1633	TBC			Coppard Plant Hire (authorised as emergency payment)	17/10/2023	Pro Forma only 210556604	n/a	£ 170.00	20%	£ 204.00	£ 34.00	Proforma invoice for Bonfire Lighting Tower hire **Paid 23/10/23 as per email authorisation		
1634	4305	160	All Things Gardening		28/09/2023	Inv0925	n/a	£ 540.00	0%	£ 540.00	£ 0.00	Memorial Hall hedge cutting, car park bank and fence clearance.		
1635	4305	200	All Things Gardening		26/10/2023	Inv0945	n/a	£ 1,036.01	0%	£ 1,036.01	£ 0.00	Inv0945 Monthly Nuffield Cemetery Grounds Maintenance		
4010	200		Sarah Abellan				N/A		0%		£ 0.00	Parish Clerk Salary (Oct 2023)		
4055	200		Sarah Abellan - Mileage				N/A	£ 206.24	0%	£ 206.24	£ 0.00	Mileage claimed by Sarah Abellan (Oct 2023)		
4100	120		Sarah Abellan - Consumables				N/A	£ 123.68	0%	£ 123.68	£ 0.00	Expenses (consumables) claimed by Sarah Abellan (Oct 2023)		
4015	120		Carla Scott - Village Hall Mileage				N/A	£ 11.52	0%	£ 11.52	£ 0.00	Mileage claimed by NVHL Coordinator (Oct 23)		
4000/4001	120		Carla Scott - RFO and NVHL Salary				N/A		0%		£ 0.00	RFO Salary (80hrs @ £14.00 Oct 2023) and NVHL Salary (30 Shrs @ £14.00 Oct 2023)		
4055	120		Carla Scott - RFO Mileage				N/A	£ 28.62	0%	£ 28.62	£ 0.00	Mileage claimed by RFO (Oct 2023)		
4100	120		Carla Scott - RFO Consumables				N/A	£ 13.20	0%	£ 13.20	£ 0.00	Expenses (consumables) claimed by RFO Carla Scott (Oct 23)		
4015	120		Allison Daiswell - Village Hall Coordinator				N/A		0%		£ 0.00	Village Hall Coordinator Salary (Oct 2023)		
4005	120		Richard Cutchfield				N/A		0%		£ 0.00	Highways Assistant Salary (Oct 2023)		
4010			National Employment Savings Trust (NEST) - SA & CS		October		n/a	£ 264.71	0%	£ 264.71	£ 0.00	Pension - Employer and employees contribution for SA & CS Oct 2023		
4010/4000	120		HM Revenue and Customs - SA, CS, RC		October		n/a	£ 931.25	0%	£ 931.25	£ 0.00	PAYE and Class 1A NICs (Oct 2023)		
40	4320	200	The Rectory Partnership		30/09/2023	RP461794	501063483	£ 43.10	20%	£ 51.72	£ 8.62	Cemetery General Waste Charge 1/10/23 - 31/10/23		
4095	120		Lloyds Bank		19/09/2023		n/a	£ 8.70	0%	£ 8.70	£ 0.00	Service Charge Lloyd taken 17/10/23		
4113	120		Sweethaven Company		01/11/2023	26782067	n/a	£ 54.24	20%	£ 65.09	£ 10.85	Service Charge Lloyd taken 17/10/23		
4113	120		Sweethaven Company		01/11/2023	26782067	n/a	£ 114.64	20%	£ 137.57	£ 22.93	365 Back up October		
4350	200		SES Business Water		23/10/2023		n/a	£ 7.00	0%	£ 7.00	£ 0.00	Monthly Water Charges cemetery taken 23/10/23 (up to £4 from £3.00)		
4350	240		SES Business Water		23/10/2023		n/a	£ 21.00	0%	£ 21.00	£ 0.00	Monthly Water Charges allotments taken 23/10/23 (up to £12 from £9.00)		
4110	120		XLN		08/10/2023	89872021	918445212	£ 100.42	20%	£ 120.51	£ 20.09	Broadband taken 19/10/23 (for period 1st - 31st Nov)		
4110	120		EE		11/10/2023	245719348	245719348	£ 52.03	20%	£ 62.50	£ 10.47	Telephones x 3 taken 19/10/23		
			Total					£ 11,331.52		£ 12,148.95	£ 817.43	***Use of Location Payment Fund		

Signed: ..... Date: NOVEMBER 2023

Carla Scott, Responsible Financial Officer to Nuffield Parish Council

Signed: ..... Date: NOVEMBER 2023

Parish Councillor Parish Councillor 1

Payments previously approved to be added to these payments:

\*\* Key Digital £134.24 and £153.72

\*\* RBL Wreath donation of £400 - just awaiting bank details

\*\* Ukraine Fund £250 - was awaiting bank details