Nutfield Parish Council Minutes

Nutfield Memorial Hall
Wednesday 3rd March 2024
Meeting opened at **7.30pm** and closed at **9.47pm.**

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

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Councillors (Cllrs) present:
Cllr John Clarke (JC)
Cllr Jon Dadswell (JD)
Cllr Aled Duggan (AD)
Cllr Sue Ford (SF)
Cllr Dean Holborn (DH)
Cllr Duncan Mallison (DM)
Cllr Rigel Mowatt (Vice Chair) (RM)
Cllr Graham Powell (GP)
Cllr Ian Reeve (Chairman) (IR)

Apologies:

Attending:
Cllr Helena Windsor HW)
Cllr Liam Hammond (LH)
Cllr Chris Farr (CF)
3 x Parishioner's (MOP)
Apologies:

In attendance: Sarah Abellan (SA) – Parish Clerk

1.	**The Chair to open the meeting** Cllr Jon Dadswell (Outgoing Chair) opened the meeting. Advised he had resigned 20th February 2024 with immediate effect.	
2.	**To Elect a New Chair.** Cllr Ian Reeve put himself forward, Cllr Sue Ford seconded and full agreement given by the Council. Cllr Ian Reeve proceeded as Chair. Clerk to inform TDC.	SA
3.	**Councillor Apologies for Absence** None.	
4.	**Code of Members' Conduct** 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.	
5.	**Public Session (a maximum of 20 minutes)** 3 MoP attended to discuss 2 separate issues. 2 attended to request that The Station Pub be made a community asset as there's the possibility that it could be redeveloped. They advised that there is a group that have come together in the village that would be happy to donate and run. 1 MoP that lives on Cormongers Farm attended with concerns over the Planning Application for Little Cormongers Farm, recently purchased by a Leatherhead Company who manufacture exhibition signs. They want a change of use from agricultural to commercial. The resident is concerned about traffic movement and HGV's on an area housing residential properties. The neighbours have not received any notification of the planning application nor have any signs been placed and the closing date is 16/03/2024. JC advised that they needed to notify TDC directly of this. JC said that it's a question of what's best use and that NPC could only comment on the application, that TDC make the decision. He suggested that any comments they make include considering noise and movement and attach some conditions should approval be given.	SA
6.	**Report from County & District Councillors (a maximum of 10 minutes)** CF wanted it noting that he wasn't being rude in ignoring the previous discussion by the MoP but declared that as a District Councillor on the planning committee, he was trying to remove himself from the discussion. CF advised the SCC have set their budget and that there had been some staff changes with Joanne Killian, the Chief Executive having moved on to LGA. Lee Whitehouse has stepped in to replace her temporarily. SCC have been granted County Deal Status giving them new abilities on things such as compulsory purchase orders and changes in Adult Services and Childcare. TDC will still currently cover planning.	

	HW went to the planning meeting for the Godstone Quarry development where planning was approved. Those who use Pond Tail Surgery may be interested to know that as part of the Godstone Quarry Development Dorking Health have contracted to run Pondtails Surgery in the new location, with manning levels agreed. This will ensure the continuation of a GP surgery in Godstone as the existing surgery is considered unsuitable in the long term. HW also noted that although it's been approved on Greenbelt, it was important to know, that it doesn't have the same impact as some of the other sites such as NGP so doesn't set a precedent. CF advised also that it wouldn't appear anywhere at the moment as the Secretary of State had yet to give their approval (which could take 6 months) and they could still reject it. HW mentioned the recent planning application of The Shed, Swallows End, Crab Hill Lane and asked if NPC understood the section on solar panels. JC advised NPC had asked for an extension and were taking advice. LH noted that he was waiting for David Ford to come back to him after their meeting, to see if any financial assistance could be offered towards NPC's CCTV project and that he would also be talking to CF after the meeting. He noted that the elections were coming up, that the local plan had been rejected and that any future plans would have issues with Junction 6 and Green Belt.	SA
7.	**Acceptance of Last Minutes** The Parish Clerk had circulated the minutes for the meeting held on 7th February 2024. Cllrs approved these minutes and the Chair signed them on behalf of the Council. The Parish Clerk to arrange circulation of the minutes.	SA
8.	**Planning Applications** 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. • 2023/1281 Nutfield Green Park, The Former Laporte Works, Nutfield Road, Nutfield, Surrey. Outline planning permission for the development of the site for new homes (Use Class C3) and Integrated Retirement Community (Use Classes C2, E(e), F2), creation of new access, landscaping and associated works to facilitate the development, in phases which are severable (Outline with all matters reserved, except for Access). (Additional Information Received 05.02.2024 Re: Highways and Ecology Issues). **Comment:** Discussed and agreed at January meeting. NPC have already objected, as have CMT and Cemetery. This appears to be making people aware of additional information sent in by the developers/applicant's advisers to try to negate and mitigate some of the comments made in relation to traffic, highways impact, 'naturespace', ecology and 'response to objections'. Unless other councillors wish to add any comments, there are no further comments from planning working group. • 2024/118/TPO Barn Ridge Cottage, Kings Cross Lane, South Nutfield, Redhill, Surrey, RH1 5NY. T1) - Ash - Reduce limb over hanging high way by 4m. T2) - Ash - Remove. T3) - Ash - Remove - Over barn. T4) - Cherry – Remove. **Comment:** Surrey Highways have contacted the applicant in relation to a tree hazard on their land, which may fall on the highway. No comment from NPC. • 2023-0102 Land at Patteson Court Landfill, Cormongers Lane, Nutfield, Redhill, Surrey RH1 4ER. The installation of a leachate tank and staff welfare unit (Retrospective). **Comment:** This appears to be a notification, rather than consultation, as the SCC website shows that permission was granted on 7th February 2024. No reason to comment further. • 2023/880 Red Cottage, 1 Clay Lane, South Nutfield, Redhill, Surrey, RH1 4EG. The appeal follows the Council's non-determination of a Certificate of Lawfulness for an Existing Use or Development (CLEUD). **Comment:** Gone to appeal - previous comments: 'No issues from NPC, providing that cabin is only used in conjunction with the main house and is not used for separate accommodation or rented out.' No further comments from NPC.	

	• 2024/136/NC Little Cormongers Farm, Mid Street, South Nutfield, Surrey. Change of use of Agricultural Building to a flexible use Commercial/Business/Service (Use Class R) of existing 360 sqm Shufflebottom general purpose agricultural barn plus 360 sqm of curtilage. **Comment:** This application proposes to convert the existing barn from agricultural use into light industrial use for making/supplying exhibition stands. Reports detail transport and noise analysis. The biggest issues appear to be the occasional delivery by articulated lorry and the combined use of saws and nail gun. Despite the transport report, NPC are concerned that even occasional access by an articulated lorry may prove problematic as it will be via the steep and narrow Mid St and turning or reversing into the site could be challenging, particularly with cars parked in the vicinity, and cause safety issues. NPC and residents - some of whom were not notified by TDC, have concerns over the access and noise issues. However, if approved, a condition should be put in place concerning noise levels and traffic movements. NPC would not support any further applications on the surrounding farmland for light industrial or housing. • 2024/126 The Shed Swallows End, Crab Hill Lane, South Nutfield, Surrey, RH1 5PG. **Comment:** Extension granted and advice sought. • 2024/69/TPO 1 Ridge Green Close, South Nutfield, Redhill, Surrey, RH1 5RW. T1) - Sycamore, reduce re growth by 3-3.5m leaving the remaining canopy at 20m. T2) - Horse chestnut, reduce re growth by 2-2.5m leaving the remaining canopy at 15.5m. T3) - Horse Chestnut, reduce re growth by 3-3.5m leaving the remaining canopy at 15m. **Comment:** No reason to object. • 2023-0213 (SCC ref) Land at Mercers South Quarry, Bletchingley Road, Nutfield, Redhill, Surrey, RH1 4EU. The prior approval of the detailed proposals for an extension to the existing office building falling within Schedule 2, Part 17, Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015. **Comment:** This appears to refer to TDC ref 2024/4, to which we have already commented and had no issues. No further comment. • 2023-0159 Land at North Park Quarry, North Park Lane, Godstone, Surrey RH9 8ND. Non-material amendment to planning permission ref: TA/2020/434 and RE20/00463/CON dated 28 June 2022 to remove reference to the Pendell Brook diversion from the description of development, delete Condition 19, amend plans and drawings and update the Surface Water drainage scheme. **Comment:** NPC have reviewed this application under 2020/434 (line 45) and 2020/0007 (line 47) above. This refers to a minor amendment - no further comment from NPC.	SA
9.	**Reports from the Clerk** • Station Partner for Nutfield Station – SA advised that NCS and NGS have joined together to become a partner at Nutfield Station with the aim to plant and maintain planters to enhance the look of the station. They requested if any chance of requesting funding assistance as we set our budgets for next year. SA advised our budgets have already been set, however contacted a community rail development officer looking for projects to help, who asked that the group be advised that as an unmanned station these projects are often targeted by mild vandalism and need ongoing maintenance. SA to put the 2 in touch to liaise directly. • Artificial Pitch update – This has now gone to planning. • Station Pub – It was discussed and agreed that the NPC would apply to make the Pub a Community Asset on behalf of a group in the village. SA to look into completing the form. • Confirm Parish Event Date as 6th July – Confirmed, SA to book. • Confirm Parish Meeting dates from 1st May 2024 – 30th April 2025 which will now be held on the second Wednesday of the month – Agreed, SA to send out.	SA

10.	**Reports from the RFO** • Bank accounts update. – The RFO previously circulated all statements showing Lloyds Current £ 16565.01, Lloyd's savings account £ 96055.44 and NW current CIL account £ 51317.27. • List of payments made since last Full Council Meeting – These were circulated prior to the meeting for all councillors to view, GP and SF signed off. RM to release tomorrow. • Cemetery Income £79885.13, outgoings £26536.67, salaries still to be applied. • CIL payments update (if any) – No payments since last meeting, next due is £730.47 at end of April (Commerce House), not aware of any others forthcoming. • Report on reserves - General Reserves = £13,233 (need to check this in more detail with RM) this will be distributed to Ear Marked Reserves after Year End is complete. • Budget update – The RFO is still processing these figures to provide an accurate update. Quarterly updates will begin with the new financial year Year End: Rialtas Year End booked for 18th April 2024, to include annual VAT Return. • Audit: Interim Internal Audit booked for 28th May 2024, ready for Annual Governance and Accountability Return (AGAR) to be submitted by end of June. • Precept: TDC form submitted £72,298 to TDC 17th January. TDC confirmed receipt via email, but no further response.	RFO
11.	**CCTV –** The Clerk updated Council on the latest with camera 6 now not going ahead due to an error by UK networks in locating cables, meaning an additional cost of approx £7k putting it out of reach financially. All the remaining 5 cameras are ANPR. It was noted that residents on the Marsh have concerns with the camera there over the look of the camera, Sunstone have said they could source a black camera instead of grey. Having given the go ahead after last month's meeting, there could now be financial penalties for not going ahead with any of the cameras and the benefit is for the entire village by placing all cameras in locations to place a ring around the village. IR to go back to the residents explaining the reason for continuing.	IR
12.	**Community Events** • Bonfire 2023 update on finances – Income £15,714.83, expenditure (Net of VAT) £6,548.86, surplus for donations = £9165.97. 3 payments still to come in for advertising. DH to get the list of charities over to CS (RFO) ASAP so that the payments can be made before the end of the financial year. It was agreed by full council that this amount (£9165.97) would be paid before the next full council meeting as an extra payment.	DH CS
13.	**Events (public) and Meetings of Outside Bodies (other than transport groups)** Councillors to approve, as appropriate, attendees and any related expenditure in respect of events. • Steering Group Meeting 27th Feb attended by DM, nothing much to report. • Gatwick Community Stakeholder Event – DM attempted to attend but needed to submit his passport and they kept rejecting. • TAG25 Meeting 21st March – SF to attend • Redhill Aerodrome – 11th march – DM to attend	DM SF
14.	**Monthly News Article** • Link/Web monthly news article topics to be discussed and decided upon. Items to be included • Announce new chair and thank outgoing chair. • Announce Bonfire/fireworks total • NGP share letter from Surrey Highways • Parish Event Date	IR

15.	**Training (and conferences)** To consider and, if appropriate, agree participants and approve any related expenditure • RFO/Clerk have attended the preparing for an audit course. • Clerk attended Biodiversity Webinar.	SA
16.	**Working Groups** • Cemetery – St Peter & St Pauls – to discuss and agree how to proceed with proposal to close the remaining part of the cemetery – It was agreed to go with the recommendation of the ICCM. SA to action. SF updated councillors on the approach by NPL to sell 1.7 acres of land to the left of the cemetery to NPC, which includes hardstanding. • Staffing – Clerks overtime – remain as is, Timesheets – remain as is but agreed these would no longer be signed off by councillors, Annual Leave – outstanding leave not allocated after increases to be paid, including back pay. • SA advised that the Highways report was sent out though missed off the agenda. It would be uploaded to the website.	SA
17.	**Groundworks, Land and Tree Management (including cemeteries, allotments, Jubilee Fields, The Triangle and 'village green')** • Jubilee Fields – Fence has been repaired. Gate due to be fixed as soon as the weather allows. It is now also being welded.	SA
18.	**Urgent Items** • None	
19.	**Notification of Business for Inclusion on the Next Agenda** • None	SA
20.	**Staffing Payment(s)** Councillors approved the list of payments that had been prepared and circulated by the Clerk prior to the meeting which totalled £15408.60 (VAT inclusive). RFO to dispense payments via online banking. Salaries/Expenses have already been paid due to the late month at the agreement of the outgoing and incoming Chairs. • Payment approved, with consent from both outgoing and incoming chair JD and IR, to spend £120 on the Jubilee Fields gate repairs to enable the work to go ahead as soon as the weather allowed. Payment approved, with consent from both outgoing and incoming chair JD and IR, to spend £275 on signs to be placed on stakes and cemented in at the cemetery to prevent them being stolen. • Sign off monthly reconciliations. February bank reconciliations have been completed by RFO but not yet passed to RM & GP for sing-off due to illness. This will be done prior to the next meeting.	CS
21.	**Next Meeting Date(s)** Cllrs noted that the Council's next meeting would take place on 3rd April 2024 at Nutfield Village Hall at 7.30 pm. Parishioners to attend by appointment only.	ALL

Working Group	***Tasks and projects***	***Members*** *(Heads underlined)*
Cemetery	The management and operations of the cemetery.	Sue, Ian, Graham and Sarah
Communications	Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Local Government Transparency, General Data Protection Regulations	Ian and Sarah
Community/Environment	Fly grazing (Council land), Crime Prevention measures, and support to vulnerable people, Green parish issues, Climate change	Jon, Ian, Aled and Dean
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	Rigel, John, Jon Graham 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.	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).	Ian, Dean, Aled and Sarah
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt. Local Plan	John and Rigel
Staffing	Appraisals, contracts, pensions, well-being issues, HR policies.	Ian, Rigel and Sarah
Transport	All matters relating to airfields and airports including consultations, local railways.	Rigel, and Duncan
Charities/Trust/Grant	CMT, MHT, grant opportunities	Rigel

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
	1685			Promax/Pets Remembered	2/13/2024	Inv5687	245122634	£ 44.50	20%	£ 53.40	£8.90	Stone Masonry Engraving Andrea Gay		
	1685a			Promax/Pets Remembered	2/13/2024	Inv5687	245122634	-£ 5.00	0%	-£ 5.00	£0.00	£5 credit applied to invoice 1685 for Engraving so total = £48.40		
	1686			Redhill Farm Services	2/8/2024	8430	367 5557 12	£ 214.60	20%	£ 257.52	£42.92	Supply & Repair broken fence Scout Hut Lane - Jubilee Fields		
	1687a			Nutfield Village Hall	2/18/2024	NPC2024	n/a	£ 3,504.00	0%	£ 3,504.00	£0.00	NPC Office Hire (Jan-Dec 2024) (total invoice = £3696 but I have requested office hire and meeting hire to be invoiced separately).		
	1687b			Nutfield Village Hall	2/18/2024	NPC2024	n/a	£ 192.00	0%	£ 192.00	£0.00	NVHL Committee Room meeting hire x 6 for Jan-Dec 2024 (total invoice = £3696 but I have requested office hire and meeting hire to be invoiced separately).		
	1688			Microshade	2/10/2024	18863	639 5910 07	£ 110.73	20%	£ 132.88	£22.15	Quarterly Pear Hosting and Access charge		
	1689			Key Digital	12/22/2023	SI-15934	988801954	£ 80.98	20%	£ 97.18	£16.20	Quarterly Service & Printing Charge 27/9/23 - 26/12/23		
	1690			Pear Technology	2/7/2024	140659	656 4821 15	£ 1,320.00	20%	£ 1,584.00	£264.00	Pear site visit & survey & mapping update		
	1691			Tandridge DC	2/19/2024	000003	n/a	£ 73.25	0%	£ 73.25	£0.00	TDC Cricket Pitch Application. Paid by cheque 19/02/24		
	1692			Rebecca Hislop	2/26/2024	405	n/a	£ 14.58	0%	£ 14.58	£0.00	Website updates for Agendas & Minutes		
	1693			All Things Gardening	2/25/2024	1000	n/a	£ 1,036.01	0%	£ 1,036.01	£0.00	Cemetery Monthly Grounds Maintenance Contract for February		
	1694			Pear Technology	2/26/2024	140733	656 4821 15	£ 95.00	20%	£ 114.00	£19.00	Remapping Wicket Location - Cricket Pitch Map on Memorial Hall Fields		
	1695			Southern Tree Care	2/29/2024	2024/0073	n/a	£ 360.00	0%	£ 360.00	£0.00	Memorial Hall Uplift of oak tree		
	1696			Holborn's	3/1/2024	Bonfire 2023	211120937	£ 1,484.70	20%	£ 1,737.24	£252.54	Bonfire: Drinks & Sweets at £1262.70 + 252.54 VAT, plus non-VATable Bread Rolls £222 = £1737.24 total		
		4010	200	Sarah Abellan			N/A		0%		£0.00	Parish Clerk Salary (Feb 2024).		
		4055	200	Sarah Abellan - Mileage			n/a	£ 168.75	0%	£ 168.75	£0.00	Mileage claimed by Sarah Abellan (Feb 2024)		
		4100	120	Sarah Abellan - Consumables			N/A	£ 245.44	0%	£ 245.44	£0.00	Expenses (consumables) claimed by Sarah Abellan (Feb 2024). £47.95 for Frames to allocate to CMT.		
		4000/ 4015	120	Carla Scott - RFO Salary			N/A		0%		£0.00	RFO Salary (Feb 2024)		
		4055	120	Carla Scott - RFO Mileage			N/A	£ 22.82	0%	£ 22.82	£0.00	Mileage claimed by RFO (Feb 2024)		
		4055	120	Carla Scott - RFO Consumables			n/a	£ 4.05	0%	£ 4.05	£0.00	Expenses (consumables) claimed by Carla Scott (Feb 2024)		
		4005	120	Richard Crutchfield			N/A				£0.00	Highways Assistant Salary (Feb 2024)		
		4015	120	Alison Dadswell			n/a		0%		£0.00	NVHL Coordinator Salary (Feb 2024 - recharged to NVHL)		
*	DD	4010		National Employment Savings Trust (NEST) - SA & CS	January	n/a	n/a		0%		£0.00	Pension - Employer and employees contribution for SA & CS Feb 2024. DD due 29/02/24.		
	1684	4010/ 4000		HM Revenue and Customs - SA, CS, RC	February	n/a	n/a	£ 1,061.35	0%	£ 1,061.35	£0.00	PAYE and Class 1A NICS (Feb 2024)		
*	DD	4320	200	The Recycling Partnership	1/31/2024	RP485392	801063483	£ 0.76	20%	£ 0.91	£0.15	Cemetery General Waste Charge Excess 15/01/2024. DD taken 26/2/24.		
*	DD	4320	200	The Recycling Partnership	1/31/2024	RP482806	801063483	£ 37.80	20%	£ 45.36	£7.56	Cemetery General Waste Charge 1/02/24 - 29/02/24. DD taken 26/2/24.		
*	DD	4095	120	Lloyds Bank	2/16/2024			£ 7.00	0%	£ 7.00	£0.00	Monthly Service Charge Lloyds taken 19/2/24		
*	DD	4113	120	Sweethaven Company	2/23/2024	24916	263782087	£ 54.24	20%	£ 65.09	£10.85	365 Back up March - Invoice 24916 DD due 1/3/24		
*	DD	4113	120	Sweethaven Company	2/23/2024	24801	263782087	£ 114.64	20%	£ 137.57	£22.93	365 Hosting and Access for March - Invoice 24801 DD due 1/3/24		
*	DD	4350	200	SES Business Water	2/22/2024		n/a	£ 7.00	0%	£ 7.00	£0.00	Monthly Water Charges cemetery taken 22/2/24		
*	DD	4350	240	SES Business Water	2/22/2024		n/a	£ 21.00	0%	£ 21.00	£0.00	Monthly Water Charges allotments taken 22/2/24		
*	DD	4110	120	XLN	2/8/2024	90307378	918445212	£ 100.42	20%	£ 120.51	£20.09	Broadband taken 22/02/2024 (for period 1st - 31st March 2024)		
*	DD	4110	120	EE	2/11/2024	V02195671782	245719348	£ 53.72	20%	£ 63.66	£9.94	Telephones x 3 taken 19/02/24 by DD **VAT charged on £53.72 as additional £4 of NVHL calls are outside of VAT.		
				Total				**£ 14,711.38**		**£ 15,408.60**	**£ 697.22**			

** Payment scheduled by Direct Debit* *** Use of CIL money* ***Use of Members Community Allocation fund* *****Use of Localism Payment fund*

Signed: .....
Carla Scott, Responsible Financial Officer to Nutfield Parish Council

Date: MARCH 2024

Signed: .....
Parish Councillor Parish Councillor 1
Print Name:.....

Signed: .....
Parish Councillor Parish Councillor
Print Name:.....