# Nutfield Parish Council Minutes

**Nutfield Memorial Hall**
**Wednesday 7th February 2024**
Meeting opened at **7.30pm** and closed at **9.30pm.**

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

**Councillors (Cllrs) present:**
Cllr John Clarke (JC)
Cllr Jon Dadswell (Chairman) (JD)
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 (IR)

**Apologies:**
Cllr Aled Duggan (AD)

**Attending**:
Cllr Helena Windsor HW)
Cllr Liam Hammond (LH)
**Apologies:**
Cllr Chris Farr (CF)

In attendance: Sarah Abellan (SA) – Parish Clerk

| | | |
|---|---|---|
| 1. | **The Chair to open the meeting**<br>Cllr Jon Dadswell (Chair) opened the meeting. | |
| 2. | **Councillor Apologies for Absence**<br>Councillor Aled Duggan. | |
| 3. | **Code of Members' Conduct**<br>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. | **Public Session (a maximum of 20 minutes)**<br>• No members of the public attended | |
| 5. | **Report from County & District Councillors (a maximum of 10 minutes)**<br>• LH noted that a comprehensive report is being put together for the Nutfield Green Park planning application and that it will go to a planning committee.<br>• HW advised that they have their full council meeting tomorrow and will be voting on increasing the council tax. | |
| 6. | **Acceptance of Last Minutes**<br>The Parish Clerk had circulated the minutes for the meeting held on 3rd January 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 |
| 7. | **Planning Applications**<br>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:<br>• 2023/1442 *41 Morris Road, South Nutfield, Redhill, Surrey, RH1 5SB. Erection of two storey side and single storey rear extension.* **Comment:** No issues from NPC providing no reasonable objection from neighbours.<br>• 2024/4 *Land at Mercers South Quarry, Bletchingley Road, Nutfield, Redhill, Surrey, RH1 4EU. 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, pursuant to planning permission Ref: TA/2022/1220 dated 14th April 2023. (Consultation from Surrey County Council).* **Comment:** This states 'prior approval@, of which we are generally not notified. However, this is an (upward) extension to an existing office. The office is well within the site and is not generally visible, nor does it overlook. No issues from NPC.<br>2023-0146 *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. Details of updated badger* | |

| | | |
|---|---|---|
| | *surveys and suitable mitigation measures pursuant to Condition 52 and details of an aftercare scheme pursuant to Condition 63 of planning permission ref: TA2020/434 and RE20/00463/CON dated 28 June 2022.* **Comment:** *No further comments from NPC.*<br>It was also proposed and agreed to put 2 planning advisors on retainer, Colin Smith and Steve Tilbury. | SA |
| 8. | **Update from the Clerk**<br>• Updating of Financial Regulations/standing orders etc – the Clerk advised that this is ongoing and that if council agree, then they would like to amend the pay run to be a set date, preferably the 1st working day of the month as sometimes pay runs can be several weeks apart. It was agreed to proceed with this and SA to amend the relevant policies to reflect this. SA also suggested moving the meetings to a different time in the month if there were no objections. SA to send out how this would look for Councillors to look at and discuss at a further meeting.<br>• Declaration of Acceptance forms – These have been re-signed to include 'summons to attend meetings can be submitted electronically'.<br>• Litter Pick – This year's annual litter pick will be held by the Nutfield Conservation Society (NCS) on 5th, 6th and 7th April. Confirmation came today that our insurance will cover this event, SA to organise Risk Assessment etc with NCS.<br>• Fly Tipping/Rubbish – JD has received an email from a parishioner asking what more can be done to combat fly tipping and littering around the village. One suggestion the MoP made was CCTV and publicity about the CCTV and for TDC to clear verges of litter regularly. SA has spoken with TDC who's resources are limited and they only have one sweeper for the entire District, however had arranged for the roads to be swept this week. JD to respond to the MoP and look into whether a litter pick could be done twice a year rather than just once and find out how people can get involved.<br>• Parish Assembly – It was agreed to do the Parish Assembly at the April meeting and arrange an event for community groups to come together in the village hall on a Saturday in the summer, preferably when the school are having their summer fete. SA to look into. | SA |
| 9. | **Reports from the RFO**<br>• Bank accounts update. – The RFO previously circulated all statements showing Lloyds Current £22129.55 with £40000 having been transferred to the savings account), Lloyd's savings account £ 95949.50 and NW current CIL account £51317.27.<br>• Cemetery Income currently standing at £78075.13.<br>• CIL payments update (if any) – No further CIL payments have been received. SA, RM and CS to meet to discuss CIL allocation.<br>• Bank reconciliations sign off – these have been completed on Rialtas for both Lloyd's current and deposit accounts. RM has checked and signed them off for months Sept 23 – Jan 24 inclusive. GP to check and counter-sign. CIL account still outstanding and will be completed before the March meeting. Once this has been completed, monthly reconciliation's will be completed by CS and submitted to RM and GP for checking/signing off. | RFO |
| 10. | **Audit –** The Clerk updated on the interim audit that took place in December 2023. Recommendations made have been implemented. | CS<br>SA |
| 11. | **CCTV –** The Clerk updated the Councillors on outstanding costs to complete the project as sent over by Stephen Hall and Sunstone. The remaining costs involved in completing the project of the 6 cameras is £44007.24 (£52808.69 including VAT). The breakdown is UK Power £23981 (plus VAT), Trenchline £8512.50 (plus VAT) and Sunstone £11513.74 (plus VAT). A deposit of £15562.50 (plus VAT) has previously been paid for the cameras to Sunstone in February 2021. It was discussed at great length and a vote was taken to decide whether to proceed with 5 Councillor's voting in favour and 3 abstaining. SA to contact Stephen Hall to advise to proceed. | SA |
| 12. | **Artificial Cricket Pitch -** *DM and RM completed a Dispensation Request form and dispensation was granted to remain in the room and be involved in the discussion,* | |

| | | |
|---|---|---|
| | *however they would not be able to take part in any vote. Both Councillors have an interest in South Nutfield Cricket Club who would be the main users of the pitch.*<br>SA has been communicating with Peter Lee (PL), Principal Planner at TDC. PL has advised that the managers have had a meeting and believe that NPC can apply to place a pitch on CMT land under Permitted Development laws, however NPC need to submit a Certificate of Lawfulness for a Proposed Use or Development in order for a thorough legal check to be carried out. Form to be completed and sent asap. A map also needs to be submitted with the application. SA to investigate obtaining one through the pear system. SA to contact LH to see if there is any possibility of receiving some CIL funding for the project. It was clarified that the rent to SNCC would be £1000 per year (at their suggestion), reducing by £100 per year for every £1000 that they can donate. To be reviewed when the contract is drawn up. | SA |
| 13. | **Projects –** It was agreed to put a survey out to see what projects the community would like to see completed. Some projects are already underway, including obtaining quotes to fill the potholes in Scout Hut Lane. DM to put a list together and send to SA to put out a survey monkey. One suggestion that came in via email from a MoP was to look at the paths in the Jubilee Fields. | DM<br>SA |
| 14. | **Community Events**<br>• DH updated Council on the current figures for the bonfire. There are 3 payments still to come in and one invoice from Holborn's with an estimate of between £9-£9.5k to be distributed between village groups. Final payments to be completed before 31st March 2023. | CS |
| 15. | **Events (public) and Meetings of Outside Bodies (other than transport groups)**<br>Councillors to approve, as appropriate, attendees and any related expenditure in respect of events.<br>• None | |
| 16. | **Monthly News Article**<br>• Link/Web monthly news article topics to be discussed and decided upon.<br>Items to be included<br>• Dog Mess<br>• Litter Pick<br>• CCTV<br>• No date set for NGP planning meeting<br>• Next meeting date<br>• Parish Clerk email | IR |
| 17. | **Training (and conferences)**<br>To consider and, if appropriate, agree participants and approve any related expenditure<br>• JC attended a planning training course at a cost of £35 plus VAT. | SA |
| 18. | **Grant Applications**<br>• None | |
| 19. | **Working Groups**<br>• Cemetery Update – It was proposed by the Cemetery Working Group that prices increase by 10% for 2024 to cover escalating costs. It was also proposed that parishioner's prices are increased in a 2-step plan, with the discount in 2024 changing from 70% to 60% and in 2025 to 50%. This is to cover the amount of work involved in interments and plot purchases and to ensure all costs are covered. It was agreed to proceed. DM queried if plot purchases for children up to the age of 18 could be charged at a parishioner's rate for non-parishioners. SF explained that our plots can take 2 full burials and 6 ashes in the cemetery so can be used for more than just one person, also that the distinction needs to remain between parishioners and non-parishioners as parishioners pay towards it in their precept. RM questioned whether our prices are too low. It was agreed to continue with the current proposal.<br>• Highways Update – Councillors reviewed and agreed that the highways report previously circulated was accurate and up to date.<br>• Finance – Mulberry – it was agreed to engage in a 3-year plan with Mulberry to receive the discounted rate and benefits attached. Rialtas – 3 plans are on offer, it was agreed to go with the silver plan at a cost of £559 (excl VAT) for 2 years to receive a discounted price and additional benefits. | CS<br>SA |

| | | |
|---|---|---|
| 20. | **Groundworks, Land and Tree Management (including cemeteries, allotments, Jubilee Fields, The Triangle and 'village green')**<br>• Allotment – Annual hedge cut has taken place as previously approved. | |
| 21. | **Urgent Items**<br>• JD explained that having previously expressed his intention to step down as chair in the May meeting, he would like to do so immediately and make this his last meeting as chair. He will be staying on as a Councillor. Everybody thanked JD for all his hard work and commitment in seeing the Council through a difficult time. IR was the only Councillor to put himself forward to be chair and was agreed by all. SA to inform TDC and do the necessary admin. | SA |
| 22. | **Notification of Business for Inclusion on the Next Agenda**<br>• None | |
| 23. | **Staffing Payment(s)**<br>• Councillors approved the list of payments that had been prepared and circulated by the Clerk prior to the meeting which totalled £8540.25 (VAT inclusive). DM and AD signed off. JC to release. RFO to dispense payments via online banking. | RFO |
| 24. | **Next Meeting Date(s)**<br>Cllrs noted that the Council's next meeting would take place on 6th March 2024 at Nutfield Memorial Hall at 7.30 pm. Parishioners to attend by appointment only. | ALL |

| Payee | Date of invoice | Invoice Number | VAT Number | Net (£) | VAT (%) | Gross (£) | VAT Amount (£) | Comments | Signature one | Signature two |
|---|---|---|---|---|---|---|---|---|---|---|
| Southern Tree Care | 17/01/2024 | 2024/0021 | n/a | £ 270.00 | 0% | £ 270.00 | £0.00 | Allotments: Fell Ash Tree | | |
| Pear Technology | 31/12/2023 | 140301 | 656 4821 15 | £ 160.00 | 20% | £ 192.00 | £32.00 | Annual Tech Support and Software Updates charge to 31/12/24 | | |
| Mulberry and Co | 10/01/2024 | 51350 | 899727928 | £ 135.00 | 20% | £ 162.00 | £27.00 | Training Course x3: CS Finance Mgmt, GP & DM Councillors training | | |
| Mulberry and Co | 19/01/2024 | 51369 | 899727928 | £ 140.00 | 20% | £ 168.00 | £28.00 | Training Course x3: CS & SA AGAR, JC Planning Rep | | |
| Ian Reeve | 20/01/2024 | n/a | n/a | £ 1.50 | 0% | £ 1.50 | £0.00 | Reimbursement for underpaid postage on bank forms. | | |
| Lambeth Scientific Services | 24/01/2024 | 39398 | 707627821 | £ 228.00 | 20% | £ 273.60 | £45.60 | Annual Nox tube x4 monthly supply/anaylsis/reporting Dec 22 - Nov 23 | | |
| All Things Gardening | 29/01/2024 | 0985 | n/a | £ 1,036.01 | 0% | £ 1,036.01 | £0.00 | Cemetery Monthly Grounds Maintenance Contract | | |
| Nick Dance | 29/01/2024 | 2835 | 425 2293 67 | £ 910.00 | 20% | £ 1,092.00 | £182.00 | Allotments: Boundary hedge trim, bramble clear, tree face clear | | |
| Nutfield Memorial Hall | 29/01/2024 | 534 | n/a | £ 50.00 | 0% | £ 50.00 | £0.00 | Hall hire for FC meeting 3/1/2024 | | |
| Rebecca Hislop | 29/01/2024 | 398 | n/a | £ 44.16 | 0% | £ 44.16 | £0.00 | Website updates & SSL cert/hosting queries. | | |
| Rebecca Hislop | 29/01/2024 | 399 | n/a | £ 15.00 | 0% | £ 15.00 | £0.00 | Website: Wordpress quarterly updates and back ups. | | |
| Rebecca Hislop | 29/01/2024 | 401 | n/a | £ 35.00 | 0% | £ 35.00 | £0.00 | Website: Changes for audit re agenda & minutes access | | |
| Sarah Abellan | | | N/A | [redacted] | 0% | [redacted] | £0.00 | Parish Clerk Salary (Jan 2024). | | |
| Sarah Abellan - Mileage | | | n/a | £ 85.46 | 0% | £ 85.46 | £0.00 | Mileage claimed by Sarah Abellan (Jan 2024) | | |
| Sarah Abellan - Consumables | | | N/A | £ 80.74 | 0% | £ 80.74 | £0.00 | Expenses (consumables) claimed by Sarah Abellan (Jan 2024) | | |
| Carla Scott - RFO Salary | | | N/A | [redacted] | 0% | [redacted] | £0.00 | RFO Salary (Jan 2024) | | |
| Carla Scott - RFO Mileage | | | N/A | £ 16.11 | 0% | £ 16.11 | £0.00 | Mileage claimed by RFO (Jan 2024) | | |
| Carla Scott - RFO Consumables | | | n/a | £ 29.99 | 0% | £ 29.99 | £0.00 | Expenses (consumables) claimed by Carla Scott (Jan 2024) | | |
| Richard Crutchfield | | | N/A | [redacted] | 0% | [redacted] | £0.00 | Highways Assistant Salary (Jan 2024) | | |
| Alison Dadswell | | | n/a | [redacted] | 0% | [redacted] | £0.00 | NVHL Coordinator Salary (Jan 2024 - recharged to NVHL) | | |
| Alison Dadswell | | | N/A | £ - | 0% | £ - | £0.00 | NVHL Coordinator Expenses (Jan 2024 - recharged to NVHL) | | |
| National Employment Savings Trust (NEST) - SA & CS | January | n/a | n/a | £ 244.90 | 0% | £ 244.90 | £0.00 | Pension - Employer and employees contribution for SA & CS Jan 2023. DD due 31/1/24. | | |
| HM Revenue and Customs - SA, CS, RC | January | n/a | n/a | £ 606.97 | 0% | £ 606.97 | £0.00 | PAYE and Class 1A NICS (Jan 2024) HMRC P30 report states £723.99 due (£310.20 PAYE £413.79 NI), this has been adjusted to £606.97 to account for £117.02 overpayment on previous month. | | |
| The Recycling Partnership | 31/12/2023 | RP480345 | 801063483 | £ 8.62 | 20% | £ 10.34 | £1.72 | Cemetery General Waste Charge 1/12/23 - 31/12/23 additional 5th load added on to previous 4 loads. DD taken 26/1/24. | | |
| The Recycling Partnership | 31/12/2023 | RP477067 | 801063483 | £ 37.80 | 20% | £ 45.36 | £7.56 | Cemetery General Waste Charge 1/01/24 - 31/01/24. DD Taken 26/1/24. | | |
| Lloyds Bank | 16/01/2024 | | | £ 7.85 | 0% | £ 7.85 | £0.00 | Monthly Service Charge Lloyds taken 16/1/24 | | |
| Sweethaven Company | 01/02/2024 | 24419 | 263782087 | £ 54.24 | 20% | £ 65.09 | £10.85 | 365 Back up September - Invoice taken ?? DD due 1/2/24 | | |
| Sweethaven Company | 01/02/2024 | 24573 | 263782087 | £ 114.64 | 20% | £ 137.57 | £22.93 | 365 Hosting and Access for February - Invoice 24573 DD due 1/2/24 | | |
| SES Business Water | 22/01/2024 | | n/a | £ 7.00 | 0% | £ 7.00 | £0.00 | Monthly Water Charges cemetery taken 22/1/24 | | |
| SES Business Water | 22/01/2024 | | n/a | £ 21.00 | 0% | £ 21.00 | £0.00 | Monthly Water Charges allotments taken 22/1/24 | | |
| XLN | 08/01/2024 | 90221440 | 918445212 | £ 100.42 | 20% | £ 120.51 | £20.09 | Broadband taken 22/01/2024 (for period 1st - 29th Feb 2024) | | |
| EE | 11/01/2024 | V02185857259 | 245719348 | £ 52.87 | 20% | £ 63.44 | £10.57 | Telephones x 3 taken 19/01/24 by DD | | |
| Total | | | | £ 8,151.93 | | £ 8,540.25 | £ 388.32 | | | |

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

Date: FEBRUARY 2024

l Officer to Nutfield Parish Council

Signed: .....

or 1 Parish Councillor Parish Councillor

Print Name:.....

| ***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, Rigel 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. | Jon, 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 |