Nutfield Parish Council Minutes

Nutfield Memorial Hall
Wednesday 12th June 2024
Meeting opened at **7.30pm** and closed at **10.00pm.**

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

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

Apologies:
Cllr Jon Dadswell (JD)
Cllr Aled Duggan (AD)

Attending:
Cllr Helena Windsor HW)
Cllr Richard Fowler (RF)
Cllr Chris Farr (CF)
Cllr Louise Case (LC)
Apologies:
None

In attendance: Carla Scott (CS) – RFO

1.	**The Chair to open the meeting** Cllr Ian Reeve (Chair) opened the meeting.	
2.	**Councillor Apologies for Absence** Cllr Jon Dadswell, Cllr Aled Duggan	
3.	**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.	
4.	**Public Session (a maximum of 20 minutes)** No public in attendance.	
5.	**Report from County & District Councillors (a maximum of 10 minutes)** CF explained that things are quiet, business as usual but no decisions being taken. There is only enough funding for 1 grit bin for 4 years so his allocation doesn't cover all 6 bins, therefore The Copse is the one that will remain. At present CF cannot confirm whether the remaining bins will be removed or left in situ but unfilled. SF explained that Richard Crutchfield checks the bins as part of his Highways report. IR confirmed that all the bins are used and SF commented that NPC asked for them to be specifically located in their current locations. CF has some localise funding that hasn't been used that we can apply for, and suggested possibly the CCTV project. CS explained that has just been paid, CF advised that the funding cannot be granted retrospectively. DH asked if the basketball court refurb could qualify, CF advised approx. £60-70,000 available so possibly. SF suggested perhaps the Memorial playground. NPC to discuss and contact CF for more information in the first instance. CF advised that Surrey County Council are currently reducing speed limits in the area and although nothing is imminent for Nutfield it may come around. LC introduced herself as a newly elected Councillor and is happy to help. She recently attended the Marsh site meeting so is familiar with that area. RF explained that the cost of mowing and removing the cuttings (to reduce the fertility of the soil) was more than expected. Chris Mile (farmer in Bletchingley) had looked and confirmed that it is not practical to do it for no cost at all. Further discussions need to be had to find something economically viable. IR explained that he was shocked at the cost quoted compared to others he is aware of.	ALL

R K Mowatt

	HW explained that there is allocation for TDC playgrounds in the area and queried why the Memorial Hall playground is not listed. SF explained that it is owned by the Charles Maw Trust of which NPC are sole trustees. HW confirmed that there are no communications regarding Nutfield Green Park as far as she is aware. DH confirmed that Green Pen Consulting had requested a meeting but NPC have advised it is on hold at present. LC is on the housing committee for the Kentwyns development.	
6.	**Acceptance of Last Minutes** The Parish Clerk had previously circulated the minutes for the meeting held on 8th May 2024. Cllrs approved these minutes and the Chair signed them on behalf of the Council. The RFO to arrange circulation of the minutes.	CS
7.	**Annual Governance and Accountability Return** To review and approve the accounts for the Annual Governance and Accountability Return 2023/24 (AGAR) 7.1: the Annual Governance statement (AGAR Section 1) for 2023/24 was approved 7.2: the accounting statements (AGAR Section 2) for 2023/24 was approved CS to publish the Notice for exercise of public rights on website and NVHL noticeboard. CS to submit AGAR and supporting documents to external auditor PKF Littlejohn by 30th June 2024	CS
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. • 2024/425 53 Mid Street, South Nutfield, Redhill, Surrey, RH1 4JJ Erection of single storey rear extension and loft conversion including the addition of a rear dormer and front roof lights (Lawful Development Certificate for a Proposed Use or Development) **Comment:** No Reason to object providing no reasonable objections from neighbours. Note: TDC have already confirmed that the proposal is lawful and does not need planning permission (letter dated 31 May 2024). • 2024/504 27 Kings Mead, RH1 5NN Erection of ancillary residential annex **Comment:** TDC portal only shows plans, with no application form. Plans refer to 'Garden Room' - and show a living room, bedroom and bathroom. No particular issues from NPC, providing no reasonable objections from neighbours. Conditions should be attached to state that room(s) can only be used in conjunction with family dwelling and not rented or let out separately. JC to email TDC to notify them of what was agreed at the meeting.	JC
9.	**Update from the RFO** • Bank accounts update – CS updated council on the current balances. Lloyds Business Account at £58,415.00, which includes £10,848.92 VAT reclaim. £11,190.97 paid out and £19,827.82 paid in. Lloyds BB Inst Online Interest Account at £71,320.03 with £76.12 paid in and nothing paid out. Natwest CIL account at £51,386.60 with £730.47 paid in and nothing paid out and Natwest CMT balance at £3585.15 with no payments in or out. • Cemetery Finance update – Spend currently at £3,225.00 income £7,171.00. • CIL payments update (if any) - £730.47 paid in 26/04/2024 for Commerce House. • List of payments made since last Full Council Meeting – These were shared with the councillors prior to the meeting. • Monthly Reconciliations - The following reconciliations for all 3 bank accounts were checked and approved by RM & GP (outside of and prior to the meeting) o Monthly bank reconciliation for April 2024 for the main NPC Lloyd's account. o Monthly bank reconciliation for April 2024 for the savings Lloyd's account. o Monthly bank reconciliation for April 2024 Natwest CIL account.	

R K Mawdsley

	• VAT return – Completed as part of year-end, £10848.92 received 14/05/2024. • Audit – Interim internal audit completed 23rd May 2024. AGAR checked through and signed off by IR in item 7 above. • VAT registration – RFO looking into.	CS
10.	**Grant Applications** The Grant application ref 2024/0039 for £450 from Nutfield Good Neighbours to replace their mobile phone was discussed and approved unanimously. CS to inform NGN and send out formal letter. DM suggested that perhaps some of Chris Farr's funding could be used for this, but it was agreed that NPC will fund it from our grant budget.	CS
11.	**Parish Assembly** CS explained that this event cannot be held without a Parish Clerk and we do not have the capacity to do this at present. It was agreed that with regret it will be postponed until further notice. CS to cancel the Village Hall booking and inform the 3 groups that have booked tables at the event. Any flyers on display in noticeboards etc to have 'Postponed' written on them.	CS
12.	**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. • DM will attend the Redhill Aerodrome Community Consultation on 15th July at the Village Hall. IR agreed that DM will represent and speak on behalf of NPC. RM will also try to attend.	DM
13.	**Monthly News Article** JC queried whether to introduce the new district councillors, but it was agreed that they have a space in the Link to do that themselves.	
14.	**Urgent Items** • DM confirmed that the intention is still to go ahead with the cricket pitch installation but he has not been able to get hold of the contractors to get a date. DM to inform CS as soon as there is more news.	DM
15.	**Notification of Business for Inclusion on the Next Agenda** • EV Chargers, Bonfire, other 'standard' items that were removed for the June agenda.	CS
16.	**Payment(s)** Councillors have previously approved the list of payments that had been prepared and circulated by the RFO prior to the meeting which totalled £8,142.13 (VAT inclusive) as well as the CCTV payments totalling £20,089.20 (VAT inclusive). RFO dispensed payments 3rd June as per NPC's new policy, via online banking with DH releasing all payments.	NONE
17.	**Next Meeting Date(s)** Cllrs noted that the Council's next meeting would take place on 10th July 2024 at Nutfield Village Hall at 7.30 pm. Parishioners to attend by appointment only.	ALL
18.	**Confidential Items (not open to the public: Sub Section 2 Public Bodies (Admissions to meetings) Act 1960)** • Staffing Matters and associated costs • IR resigned with immediate effect as Chair and as a Councillor	

R K Monk

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, Community Assets	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
Bonfire	Bonfire/Firework Event.	Aled, Dean and Jon

R K Marratt

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
CIL	1723			UK Power Networks	4/30/2024	8700129903 / 3700026867		£ 3,094.00	20%	£ 3,712.80	£618.80	CCTV Camera 4. Coopers Hill Road j/w Moat Lane. RH1 5PL		
CIL	1724			UK Power Networks	5/20/2024	8700133395/ 3700027912		£ 4,868.00	20%	£ 5,841.60	£973.60	CCTV Camera 2. Nutfeld Rd j/w Parkwood Road. RH1 4HD		
CIL	1725			UK Power Networks	4/30/2024	8700129896 / 3700026865		£ 3,453.00	20%	£ 4,143.60	£690.60	CCTV Camera 3. Kings Cross Lane j/w Bower Hill Lane. RH1 5NG		
CIL	1726			UK Power Networks	4/30/2024	3700026892		£ 5,326.00	20%	£ 6,391.20	£ 1,065.20	CCTV Camera 6. A25 RH1 4HN. Is this the Nest?		
							Total	£ 16,741.00		£ 20,089.20	£ 3,348.20			

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

Date: JUNE 2024

Signed: .....
Parish Councillor 1

Signed: .....
Parish Councillor 2

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
	1731			Rebecca Hislop	5/7/2024	413	n/a	£ 110.00	0	£ 110.00	£ -	Website changes for JotForms, fix error, update blurb & add meeting dates		
	1732			Microshade Business Consultants Ltd	5/10/2024	19262	639591007	£ 110.75	20%	£ 132.88	£ 22.13	Quarterly Pear Hosting, Support, Back Ups & Access		
	1733	Cem		Etsy - Botanic Labels	5/14/2024	Debit Card	n/a	£ 4.94	0%	£ 4.94	£ -	Purchased 14/5/24 on SA debit card: Woodland Burial Number Tag to replace stolen/vandalised one.		
	1734			Nutfield Memorial Hall	4/6/2024	INV585	n/a	£ 50.00	0%	£ 50.00	£ -	Hall hire for PC meeting 6/3/2024		
	1735			Natwest CIL Account		CIL	n/a	£ 730.47	0%	£ 730.47	£ -	Last CIL payment received from TDC for 2018/796 on 26th April 2024, paid into NPC account so needs transferring to Natwest CIL account.		
	1736			Rebecca Hislop	5/21/2024	416	n/a	£ 300.42	0%	£ 300.42	£ -	Updates to website policies x 9		
	1737			Rebecca Hislop	2/20/2024	415	n/a	£ 85.82	0%	£ 85.82	£ -	Updates to website contact details and policies x2 plus Cem forms x3		
	1738			All Things Gardening	5/24/2024	1059	n/a	£ 1,036.01	0%	£ 1,036.01	£ -	Monthly Cemetary Maintenance Contract		
	1739			Nutfield Village Hall Ltd	5/27/2024	NPC2024	n/a	£ 128.00	0%	£ 128.00	£0.00	Extra Committee Room Hire dates May, July, Sept and Nov 2024		
		4010	200	Sarah Abellan	Payroll	Payslip	N/A	[redacted]	0%	[redacted]	£0.00	Parish Clerk Salary (May 2024).		
		4055	200	Sarah Abellan - Mileage	Payroll	Payslip	n/a	£ 183.69	0%	£ 183.69	£0.00	Mileage claimed by Parish Clerk (May 2024)		
		4100	120	Sarah Abellan - Consumables	Payroll	Payslip	N/A	£ 7.95	0%	£ 7.95	£0.00	Expenses (consumables) claimed by Parish Clerk (May 2024): Postage costs		
		4000/ 4015	120	Carla Scott - RFO Salary	Payroll	Payslip	N/A	[redacted]	0%	[redacted]	£0.00	RFO Salary (May 2024)		
		4055	120	Carla Scott - RFO Mileage	Payroll	Payslip	N/A	£ 12.51	0%	£ 12.51	£0.00	Mileage claimed by RFO (May 2024)		
		4055	120	Carla Scott - RFO Consumables	Payroll	Payslip	n/a	£ 12.90	0%	£ 12.90	£0.00	Expenses (consumables) claimed by RFO (May 2024): Postage costs		
		4005	120	Richard Crutchfield	Payroll	Payslip	N/A	[redacted]		[redacted]	£0.00	Highways Assistant Salary (May 2024)		
		4015	120	Alison Dagswell	Payroll	Payslip	n/a	[redacted]	0%	[redacted]	£0.00	NVHL Coordinator Salary (May 2024 - recharged to NVHL)		
*	DD	4010		National Employment Savings Trust (NEST) - SA & CS	April	n/a	n/a	[redacted]	0%	[redacted]	£0.00	Pension - Employer and employees contribution for SA & CS May 2024. DD due 29/05/24.		
	1740	4010/ 4009		HM Revenue and Customs - SA, CS, RC	March	n/a	n/a	[redacted]	0%	[redacted]	£0.00	PAYE and Class 1A NICS (May 2024)		
*	DD			CF Corporate Finance	4/2/2024	V/0668238	480 9126 39	£ 111.87	20%	£ 134.24	£ 22.37	Quarterly DD (pre-approved on April DDs list)		
*	DD	4320	200	The Recycling Partnership	4/30/2024	RP497966	801063463	£ 37.80	20%	£ 45.36	£7.56	Cemetery General Waste Charge 1/05/24 - 31/05/24. DD taken 28/5/24.		
*	DD	4095	120	Lloyds Bank	5/1/2024	426027968	n/a	£ 14.65	0%	£ 14.65	£0.00	Monthly Service Charge Lloyds taken 15/5/24		
*	DD	4113	120	Sweethaven Company	Too early for inv		263782087	£ 54.24	20%	£ 65.09	£10.85	365 Back up June - Invoice No TBC - DD due 4/6/24		
*	DD	4113	120	Sweethaven Company	5/28/2024	25905	263782087	£ 114.64	20%	£ 137.57	£22.93	365 Hosting and Access for June - Invoice No 25905 - DD due 4/6/24		
*	DD	4350	200	SES Business Water	2/26/2024	75	n/a	£ 6.00	0%	£ 6.00	£0.00	Monthly Water Charges cemetery taken 22/5/24		
*	DD	4350	240	SES Business Water	2/26/2024	81	n/a	£ 36.00	0%	£ 36.00	£0.00	Monthly Water Charges allotments taken 22/5/24		
*	DD	4110	120	XLN	4/8/2024	90477591	918445212	£ 107.97	20%	£ 129.57	£21.60	Broadband taken 23/04/2024 (for period 1st - 30th June 2024)		
*	DD	4110	120	EE	4/11/2024	V02215435240	745719948	£ 53.64	20%	£ 64.37	£10.73	Telephones x 3 taken 20/04/24 by DD For 11 April - 10 May		
				Total				£ 8,023.94		£ 8,142.13	£ 118.19			

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

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

Date: JUNE 2024

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

Signed: .....
Parish Councillor Parish Councillor 2
Print Name:.....