Nutfield Parish Council Minutes

Nutfield Memorial Hall
Wednesday 10th July 2024
Meeting opened at **7.30pm** and closed at **8.15pm.**

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

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

Apologies:
Cllr John Clarke

Attending:
Cllr Helena Windsor (HW)
Apologies:
Cllr Louise Case (LC)
Cllr Richard Fowler (RF)

In attendance: Andy Beams (AB) – Locum Clerk, one member of the public

1.	**To appoint the Locum Clerk as Proper Officer for this meeting** **RESOLVED:** That Andy Beams be appointed a Proper Officer for the meeting to oversee the election of the new Chair.	
2.	**The Vice-Chair to open the meeting** Cllr Rigel Mowatt (Vice-Chair) opened the meeting and welcomed those present.	
3.	**To elect a new Chair** **RESOLVED:** Cllr Rigel Mowatt was elected as Chair. The election of a new Vice-Chair will be added to the agenda for the next meeting.	
4.	**Councillor apologies for absence** Apologies were received and accepted from Cllr John Clarke.	
5.	**Code of Members' Conduct** The Locum Clerk confirmed that Cllr Jon Dadswell had completed an updated Register of Members Interest Form and handed it to him prior to the meeting. This will be forwarded to TDC and added to the Parish Council website.	
6.	**Public Session (a maximum of 20 minutes)** There were no questions from the public.	
7.	**Report from County & District Councillors (a maximum of 10 minutes)** HW reminded councillors of the response provided by Cllr Case to questions about the Nutfield Green Park proposal and confirmed that nothing had gone to the Planning Committee at this time. HW had already shared with councillors an email from a concerned resident regarding the lack of police intervention relating to a bike being burnt out behind the Memorial Hall and noted the decline in police interaction with councils in recent years.	
8.	**Acceptance of last minutes** The minutes from the meeting held on 12th June 2024 had been circulated in advance to all councillors. **RESOLVED:** Cllrs approved these minutes, and the Chair signed them on behalf of the Council.	
9.	**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. • **2024/446 22 Braes Mead - Erection of front first floor extension over existing ground floor study and porch** **Comment:** Please also see 2020/806, to which NPC did not object, but was refused by TDC. NPC see no reason to object to this proposal which seeks to address the issues mentioned in the previous application, providing that there are no reasonable	

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	objections from neighbours. However, the Planning Portal is showing that this has already been refused by TDC. • **2024/568 Bywood, Kings Cross Lane, South Nutfield – Erection of single storey side extension.** **Comment:** See also, 2023/504, to which NPC did not object - and was granted by TDC on 6th July 2023. These plans look very similar - and the work looks well underway. No further comments or objections from NPC. **RESOLVED:** JC to email TDC to notify them of what was agreed at the meeting.	JC
10.	**Update from the RFO** • Bank accounts update – the RFO had provided a report to councillors in advance of the meeting confirming bank balances as of 2 July 2024: Lloyds Business Account - £30,316.14 Lloyds BB Inst Online Interest Account - £71,401.32 Nat West CIL - £51,386.60 Nat West CMT - £3,585.15 • Cemetery Finance update – Spend currently at £11,430.11 income £7,171.00. • CIL payments update – no changes since previous meeting • Budget update - The bank reconciliations for all 3 bank accounts were checked and approved by RM & GP (outside of and prior to the meeting)	
11.	**Monthly news article** Councillors agreed to use this months article to advertise the co-option vacancy. The Locum Clerk to provide to DM appropriate wording for the advert, and DM to coordinate with the editor.	AB/DM
12.	**Notification of business for inclusion on the next agenda** • Election of Vice-Chair • Any other suggestions to be provided to the Locum Clerk by Friday 2 August	
13.	**Payment(s)** The RFO has arranged for councillors to authorise and make payments for next month and will be showing the new RFO how to complete this process for future payments.	
14.	**Working Groups** To appoint a third councillor to the Staffing Working Group and other changes as required. **RESOLVED:** After discussion, it was agreed to increase the membership of the Staffing Working Group to four and those councillors to be Cllrs Jon Dadswell, Duncan Mallison, Rigel Mowatt and Graham Powell. The updated Working Group list is appended to the minutes.	
15.	**Councillor Co-option Policy** To adopt the policy for co-opting a Councillor. The Locum Clerk had circulated to councillors a draft policy in advance of the meeting. **RESOLVED:** To adopt the Co-Option Policy and for it to be placed on the council website.	
16.	**Exclusion of press and public** The Chair moved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion of the next items of business. **RESOLVED:** That the press and public be excluded for the next item of business.	
17.	**Appointment of RFO and Locum Clerk** **RESOLVED:** The appointment of the new RFO James Paulett was confirmed with a start date of 23 July and a handover with CS. The Locum Clerk will provide JD with the template contract for completion and circulation to all councillors for agreement prior to the start date. **RESOLVED:** Andy Beams be appointed as the Locum Clerk on an initial two month basis at £40 per hour with a maximum of 20 hours per week. Contract to be sent to RM to sign on behalf of the council.	AB/JD RM

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	RESOLVED: The Chair to contact TDC and advise of the appointment of the Locum Clerk and authorising the Locum Clerk to speak with TDC regarding outstanding matters.	RM
18.	**Next meeting date** Cllrs noted that the council's next meeting would take place on 14th August 2024 at Nutfield Village Hall at 7.30 pm.	

Working Group	***Tasks and projects***	***Members*** *(Heads underlined)*
Cemetery	The management and operations of the cemetery.	Sue, Graham and Sarah
Communications	Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Local Government Transparency, General Data Protection Regulations	Sarah
Community/Environment	Fly grazing (Council land), Crime Prevention measures, and support to vulnerable people, Green parish issues, Climate change, Community Assets	Jon, 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).	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, Duncan, Rigel and Graham
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 Marriott