Nutfield Parish Council Minutes

Nutfield Memorial Hall
Wednesday 11th September 2024
Meeting opened at **7.30pm** and closed at **9.50pm.**

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 (Chair) (RM)
Cllr Graham Powell (GP)

Apologies:
Cllr John Clarke
Cllr Sue Ford

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

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

1.	**Councillor apologies for absence** Apologies were received and accepted from Cllrs John Clarke and Sue Ford, and District Councillor Helena Windsor.	
2.	**Declarations of interest** No declarations of interest were made at this point in the meeting.	
3.	**Minutes of previous meeting** The minutes of the meeting held on 14 August 2024 were approved as a true record and signed by the Chair.	
4.	**Public Session (a maximum of 20 minutes)** The member of the public raised concerns about overhanging foliage in two locations in the village. The RFO requested details of locations be sent to him and he would report the matter.	
5.	**Reports from other authorities** The District Councillors provided an update on the new TDC corporate plan for 2024-26, with key priorities relating to the environment, sustainability and the financial performance of the council. Councillors were reminded that if they have any concerns or issues relating to TDC matters, they are welcome to raise them with the District Councillors. Councillors asked for any update on Nutfield Green Park and whether TDC had any plans to introduce by laws relating to multiple dogs on leads (as in Reigate & Banstead). There was no further update on Nutfield Green Park and the District Councillors were not aware of any proposed changes to the dog by laws at this time.	
6.	**Election of Vice-Chair** On a proposal from Cllr Mowatt, seconded by Cllr Mallison, Cllr Dadswell was proposed as the Vice-Chair. **RESOLVED:** Cllrs approved the appointment of Cllr Dadswell as Vice-Chair of council until the next annual meeting in May 2025	
7.	**Report from RFO** The Locum Clerk and RFO provided councillors with the reporting data produced by the accounting software package in use by the council. These reports will form the basis of information provided to councillors for future meetings, and councillors agreed this was more informative in terms of assessing the council's overall financial performance. Cllr Rowatt raised a question regarding the reported earmarked reserve levels, as these were not the same as he recalled being agreed at budget setting. Cllr Rowatt agreed to check his files and provide the comparison figures to the Locum Clerk and RFO.	
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.	

R K Mowatt

	• **2024/670 4 Netherleigh Park, RH1 5NH - First floor extension** **Comment:** No reason to object unless reasonable comments from neighbours. • **2024/850 117 Mid Street, RH1 5RP – Erection of replacement dwelling and demolition of carport and outbuildings** **Comment:** See also 2023/491 (approved). Although the overall footprint and height of the proposed new dwelling are not significantly different from the existing property, the volume and appearance from the front appears greater. However, providing there are no reasonable comments from neighbours concerning the size being overbearing, NPC have no objections. • **2024/831 Evelyns, Church Hill, RH1 4JA – Variation of condition 6 (occupation) of planning permission ref:2012/657 (Change of use of two ground floor rooms from residential (Class C3) to provide additional nursery school accommodation (Class D1) with access ramp and revisions to vehicular access) to enable a person/persons or business entity that has ownership and use of the entire building including the residential accommodation to operate the extended nursery** **Comment:** No reason to object unless reasonable comments from neighbours. **RESOLVED:** JC to email TDC to notify them of what was agreed at the meeting.	JC
9.	**CCTV Project** The report from the consultant had been circulated to councillors prior to the meeting. The RFO provided an update on the expenditure relating to the project to date, and efforts made regarding receiving refunds if the project was cancelled. Councillor expressed their disappointment and frustration with the lack of support received from the District and County Council with the project, and the change of guidance given by SCC at the outset regarding the use of the streetlights for the electrical supply. **RESOLVED:** Cllrs agreed that given the inability to secure an energy supply and the ongoing delays with the project, the project was to be abandoned and the RFO was requested to attempt to secure the return of the expenditure wherever possible.	
10.	**Bonfire Event** Councillors received an update on progress with this year's event. Previous issues of concern raised last year have all been resolved, and the arrangements are progressing. Councillors discussed the anticipated costs and how the final details of the event will be approved by council. **RESOLVED:** Cllrs agreed (a) a Working Group comprising Cllrs Dadswell, Duggan and Holborn will continue with the arrangement, bringing any decisions required to council meetings (b) a budget of £10,000 was agreed to cover the expenditure for the event (c) the requirement to secure alternate quotes within the councils Standing Orders and Financial Regulations will be waived to secure the fireworks for this year's event, although a full tender/quotation exercise will be completed prior to the 2025 event.	
11.	**Working group updates** It was agreed that Cllr Corlett would take away the working group list to review and suggestions for changes would be approved at the next council meeting.	
12.	**Payments** The RFO explained to councillors the changed arrangements for the authorisation and subsequent setting up and release of payments. **RESOLVED:** The payment list presented to council was approved.	
13.	**Works around the Parish** Councillors discussed the need to arrange grass cutting at Jubilee Fields and the surface in Scout Hut Lane. The RFO was provided with the contact information for the grass cutting company used previously and asked to contact them to make arrangements. It was agreed to defer any decision on resurfacing of Scout Hut Lane until Spring 2025.	

14.	**Strategic Plan and Questionnaire** Cllr Mallison had recirculated the questionnaire and councillors confirmed they were happy with the content. Councillors agreed to use the council website and The Link to advertise the questionnaire.	
15.	**Monthly news article** Councillors agreed to use this months article to advertise the questionnaire as per item 14.	
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.	**Confidential Staffing Matters** Councillors received an update on the ongoing staff matters and agree next steps. The Locum Clerk was authorised to inform the HR consultant of the agreed actions.	
18.	**Next meeting date** Cllrs noted that the council's next meeting would take place on 9th October 2024 at Nutfield Village Hall at 7.30 pm.	