Nutfield Parish Council Minutes

Nutfield Memorial Hall
Wednesday 11th December 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 John Corlett (JCo)
Cllr Jon Dadswell (JD)
Cllr Dean Holborn (DH)
Cllr Duncan Mallison (DM)
Cllr Rigel Mowatt (Chair) (RM)
Cllr Graham Powell (GP)

Apologies:
Cllr Aled Duggan (JD)
Cllr Sue Ford (SF)

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

In attendance: Andy Beams (AB) – Locum Clerk, Jim Paulett (RFO), Sarah Endersby (Cemetery Manager), one member of the public, by invitation

1.	**Councillor apologies for absence** Apologies were received and accepted for Councillors Duggan and Ford (NPC) and Councillor Farr (TDC).	
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 13 November 2024 were approved as a true record and signed by the Chair.	
4.	**Public Session (a maximum of 20 minutes)** One member of public spoke to the council about obtaining permission to keep poultry at the allotments. It was agreed that this would be an agenda item for January and that the clerk would ascertain any opposition. The idea of a village museum was floated, with Shere being given as inspiration. Council showed interest if a suitable location can be identified.	
5.	**Reports from other authorities** Cllr Case reported that other councils had Christmas initiatives for supporting lonely people during the festive season. Council pointed out that NPC were fortunate enough to have Nutfield Good Neighbours. Cllr Windsor updated members with regard the situation at Deans Lane. Cllr Dadswell asked councillors from TDC whether they were aware of any enforcement action on the HGV's which park on the pavement of the motorway bridge between Nutfield and Bletchingley. Various avenues were explored for how to discourage this, although it was not decided whether this was a police matter, or one for TDC, or indeed whether approaching Franks and BIffa was the best approach. JD reported that there was a little dissatisfaction at the short period of time between playground consultation and construction. Item 11 was moved up the agenda to allow Sarah Endersby to speak and then be allowed to leave.	
11.	**Cemetery.** Sarah Endersby was introduced to council for the benefit of those who had not met her. SE outlined issues with the re-mapping of the cemetery and appealed for knowledge and information from council. It was agreed that, with the exception of being able to give rough dates for various cemetery agreements, councillors were unable to furnish SE with the knowledge she sought and someone would have to trawl back though old minutes and it was agreed that this would be JP to free up precious time for SE. With the exception of Cllr Case, the District Councillors, public and SE left the meeting at 7.55pm.	

		JP
6.	**Planning** • To agree a response to the following planning applications: **No.** | **Address** | **Detail** 2024/1033 | Crabhill Lodge, Nutfield Park | First floor extension Council discussed and decided that it was uncontentious and to be approved. **RESOLVED:** JC to email TDC to notify them of the Parish Council comments.	
7.	**Finance** **To approve the list of payments** The RFO went through the payment list and members agreed payments for Mulberry and CHRGS, along with the bill from St P&P church, even though no supporting documents were received.t. **To note the Detailed Receipts & Payments Report** The report was noted by members and signed by Chair. **To note the bank reconciliation for October 2024** The bank reconciliations were noted including the independent verification completed by a councillor in accordance with the Financial Regulations **To discuss the 2025/26 budget and agree timescales for completion** The Finance Working Group will meet before Christmas in the coming weeks and a final draft proposal will be circulated for vote in January. **To discuss the internal audit** This has been deferred by the auditor. It is now scheduled for Friday 13th December. AB articulated that last year's audit should be formally recorded that council accepts and approves it, and it was noted by council that External Auditor's Certificate and Notice of Conclusion were accepted.	
8.	**CCTV** The RFO reported that all funds expected back had now been received, with the one exception of Sunstone, which is proving to be complicated by the business going into administration. Cllr Corlett offered to assist in whatever way he could.	
9.	**Consultation and Strategic Plan** Cllr Mallison reported that the questionnaire had received 95 responses. Closing date was 31 December 2024.	
10.	**Village Hall** The Chair reported that NVHL is still operating with fewer staff and volunteers than is desirable and that council should bring forward ideas to assist with this..	
11.	See above	
12.	**Licence for Cricket Pitch** Chair proposed accepting a licence from CMT to allow NPC to rent the artificial pitch from CMT for a cost of £1 per annum. This was accepted by council. Documents to be drawn up	RM
13.	**Friendship Benches** JP outlined an initiative from TDC which encourages parish councils to nominate a bench owned by the parish council to be designated a "Friendship Bench" by means of a plaque attached; the idea being that anyone sitting there signals their invitation to be approached and befriended. JP to agree and make arrangements.	JP
14.	**Monthly news article** **RESOLVED:** Cllr Mallison to submit articles relating to the playground project bonfire and the consultation and strategic plan questionnaire.	
15.	**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.	
16.	**Confidential Staffing Matters**	

	Councillors received an update on the ongoing staff matters and agree next steps. The Locum Clerk advised the process for appointing a new clerk and J Paulett was duly appointed.	
17.	**Items for information or for inclusion on future agendas** Items for next agenda – Petition for traffic calming, Projects from questionnaire.	
18.	**Next meeting date** Cllrs noted that the council's next meeting would take place on Wednesday 9th January 2025 at Nutfield Village Hall at 7.30 pm.	