Nutfield Parish Council Minutes

Nutfield Memorial Hall
Wednesday 13th November 2024
Meeting opened at **7.30pm** and closed at **9.35pm.**

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

Councillors (Cllrs) present:
Cllr John Clarke (JC)
Cllr John Corlett (JCo)
Cllr Aled Duggan (AD)
Cllr Dean Holborn (DH)
Cllr Duncan Mallison (DM)
Cllr Rigel Mowatt (Chair) (RM)
Cllr Graham Powell (GP)

Apologies:
Cllr Jon Dadswell (JD)
Cllr Sue Ford (SF)

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

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

1.	**Councillor apologies for absence** The minutes of the meeting held on 9 October 2024 were approved as a true record and signed by the Chair.	
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 9 October 2024 were approved as a true record and signed by the Chair.	
4.	**Public Session (a maximum of 20 minutes)** A member of the public spoke in support of a proposed cycle path linking East Surrey Hospital to South Nutfield. The proposal was supported by the County Councillor from a neighbouring ward who has been in discussions with the hospital regarding its green travel plan. SCC are also in talks with the aerodrome and landowners and are keen to gauge what local support there is for the project. An e-petition is planned for the SCC website and the Parish Council confirmed it would be happy to gauge local support early next year after the completion of the current resident survey underway. The members of the public left the meeting at 7.45pm.	
5.	**Reports from other authorities** Cllr Case reported she was pleased she had been able to assist with recent fly-tipping issues and confirmed no further information had been forthcoming on the Nutfield Green Park proposal. Cllr Windsor updated members with the planning appeal details for Red Cottage and thanks the Parish Council for the Remembrance event, stating it had been an honour to place the wreath. The District Councillors left the meeting at 7.50pm.	
6.	**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. • **2024/1036 25 Morris Road, South Nutfield, RH1 5SB – Demolish existing garage and erect ground floor, side and rear extension.** **Comment:** No reason to object unless reasonable comments from neighbours. **RESOLVED:** JC to email TDC to notify them of the Parish Council comments.	JC
7.	**Finance** **To approve the list of payments**	

	The RFO went through the payment list and member agreed except for the Trenchline invoice which is still being investigated in relation to the CCTV project. **To note the Detailed Receipts & Payments Report** The report was noted by members. **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 in the coming weeks and a first draft proposal will be presented to the December council meeting. **To discuss and agree the payment authorisation process** The RFO reminded councillors of the amended process allowing payments to be approved more frequently. The new NALC model Financial Regulations will be reveiwed and updated for adoption by the council early in 2025 to reflect the amended processes. **To note the internal audit date scheduled for 11 December** Members noted the internal audit date. A verbal update will be provided at the December council meeting, with the internal audit report presented to council for review in January 2025.	
8.	**CCTV Project** The RFO provided an update on the efforts to reclaim expenditure relating to the project. The UKPN refund has now been received, although issues continue with Sunstone relating to the company takeover. Sunstone have also requested payment for the CCTV monitoring contract for the next 12 months, and the RFO was asked to investigate the contract details to understand what commitments are in place.	
9.	**Bonfire Event** Cllr Holborn reported on the event, stating the organisation in advance had been a phenomenal success and the event itself ran very smoothly. The evening was very well attended with gross income exceeding £20,000. Unfortunately, there had been one accident on the night involving a member of the firework operative company, and a meeting scheduled later for this week will investigate what happened. Thanks were given to the organisers and all the helpers for a successful event.	
10.	**Consultation and Strategic Plan** Cllr Mallison reported that the questionnaire was now live, with it accessible through Facebook, The Link and Noticeboard. It was agreed that the RFO would make some paper copies available for collection from the shop. To date, around 30 responses have been received with the consultation running until 31 December 2024.	
11.	**Tandridge Toilet Survey** The RFO informed councillors of the survey and councillors agreed responses to be provided to TDC.	
12.	**Parish Noticeboards** The RFO requested clarity on what the noticeboards should be used for. It was agreed that a policy needed to be formulated with suggestions that it should be exclusively for Parish Council information and that any information should be removed after display for a period of a maximum of one month.	
13.	**Playground update** The RFO reported on the outcome of the CMT playground inspection, with some amber risks identified but no red risks. A meeting scheduled for 28 November is taking place regarding the potential refurbishment of the TDC playground through, with invitees to include councillors, parents and teenagers. It has been confirmed that any removed equipment from the playground can be given to the Parish Council to replace older equipment at the CMT playground.	
14.	**Monthly news article** **RESOLVED:** Cllr Mallison to submit articles relating to the bonfire event 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 was authorised to inform the HR consultant of the agreed actions.	
17.	**Items for information or for inclusion on future agendas** Items for next agenda – Appointment of council staff, Village Hall	
18.	**Next meeting date** Cllrs noted that the council's next meeting would take place on Wednesday 11th December 2024 at Nutfield Village Hall at 7.30 pm.	