# Nutfield Parish Council

Clerk to the Parish Council: Mr Jim Paulett
Telephone: 07494 366074

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

Members of Nutfield Parish Council are summoned to attend the meeting to be held on
Wednesday 13th August 2025 at 7:30pm – Committee Room, Nutfield Village Hall

***Signed: Jim Paulett, Parish Clerk to Nutfield Parish Council, 8th August 2025***

## AGENDA

Meeting to be opened by the Chair of Council

| | |
|---|---|
| **1.** | **Apologies for absence**<br>To receive and accept any councillor apologies for absence. |
| **2.** | **Declarations of interest**<br>To receive any declarations of interest from councillors regarding items on the agenda. Councillor forms to be distributed for completion |
| **3.** | **Minutes of previous meetings**<br>To approve and sign the minutes of the council meetings held on 9th July 2025. |
| **4.** | **Public session**<br>In accordance with Standing Orders 3(f) and 3(g), members of the public may ask questions, make representations, or give evidence in respect of the business on the agenda |
| **5.** | **Reports from other authorities**<br>To receive a report from the County and District Councillors. |
| **6.** | **Planning**<br>To agree a response to the following planning applications: |

| No. | Address | Detail |
|---|---|---|
| 2025/604 | Day Nursery, Church Hill. RH1 4JA | Use of first floor as children's nursery (Use Class E (f)) in conjunction with the ground floor and installation of cycle storage |
| 2025/621 | 10 Bower Hill Close, RH1 5NQ | Loft conversion, 2x dormer windows, 2x roof lights plus ground floor alterations |

| | |
|---|---|
| **7.** | **Finance**<br>• To approve the list of payments<br>• To note the Detailed Receipts & Payments Report<br>• To note the bank reconciliation for July 2025<br>• To review budget vs actual for the year to date<br>• To agree mid-month and month-end payment release<br>• To agree system for speeding up payments to grave-digger |
| **8.** | **Link Magazine**<br>To agree authorship and content for September Link magazine. |
| **9.** | **Bonfire**<br>Clerk to read report from Cllr Holborn (apologies given) to outline updates for annual bonfire and fireworks for 8th November 2025. |
| **10.** | **Parish Council Asset Register**<br>To review, discuss and adopt the Asset Register dated 15th July 2025. |

| | |
|---|---|
| **11.** | **Financial Risk Assessment**<br>To review, discuss and adopt the Financial Risk assessment and management for the period 1st April 2025 – 31st March 2026. |
| **12.** | **Clerk's exchange.**<br>5m mowing boundary at JF. ICO guidance to publish supporting docs; practical issues with noticeboards. Statutory register of interests (x9). Henry Smith Charity endorsement. Museum request for grant for photos and frames. Nutt's corner benches and working party. NVHL approach for grants for renewal plans at the village hall. Suggest use of CIL money for bench replacement at Memorial Hall |
| **13.** | **Items for information or for inclusion on future agendas**<br>To provide any updates on matters since publication of the agenda (no decisions to be made) and consider items for inclusion at next meeting. |
| **14.** | **Next meeting date**<br>To confirm the date of the next council meeting (10th September). |
| **15.** | **Exclusion of press and public**<br>The Chair will move that in accordance with the Public Bodies (admission to meetings) Act 1960 the Press and Public be excluded from the meeting during the discussion on the next items of business:<br>• Staff appraisals |