Nutfield Parish Council Minutes
Nutfield Memorial Hall
Wednesday 13th August 2025
Meeting opened at **7.30pm** and closed at **9.00pm.**

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

Councillors (Cllrs) present:
Cllr Rigel Mowatt (Chair) (RM)
Cllr Graham Powell (GP)
Cllr Sue Ford (SF)
Cllr John Clarke (JC)

Apologies:
Cllr Dean Holborn (DH)
Cllr John Corlett (JCo)
Cllr Jon Dadswell (JD)
Cllr Aled Duggan (AD)
Cllr Duncan Mallison (DM)

Attending:
Cllr Helena Windsor (HW)

Apologies:
Cllr Chris Farr (CF)
Cllr Richard Fowler (RF)
Cllr Louise Case (LC)

In attendance: Jim Paulett (Clerk & RFO)

1	**Councillor apologies for absence** Apologies were received and accepted for Parish Councillors Holborn, Corlett, Dadswell, Duggan and Mallison from District Councillors Fowler and Case and from Councillor Farr (Surrey). Councillor Farr will continue to offer apologies unless council meets at a venue without steps or stairs.	
2	**Declarations of interest** Declarations of interest were discussed at this point in the meeting. Annual declaration forms were distributed to parish councillors and the Chairman reminded all present of the need for councillors to remove themselves from discussions where they have a personal or connected interest to issues being discussed.	
3	**Minutes of Previous Meeting** The minutes of the meeting held on 9th July 2025 were approved as a true record and signed by the Chair.	
4.	**Public Session** No public presented themselves.	
5.	**Reports from other authorities** HW questioned whether NPC had received comments about parking issues at Mercer's Park. Not to the best of anyone's knowledge. Fuller's Wood fly-tip: TDC had not cleared the last one, and so the assumption was that RBBC had done it. Regardless, and predictably, the site had barely been cleared when another fly-tip took place. Councillors agreed that the best solution to the problem is to move the fence and gate to the roadside. However, in the absence of a responsible land-owner, none of the parties contacted by the clerk (Uk Power Networks, Tandridge DC, Surrey Highways) is prepared to carry this our; nor are they taking responsibility for the fly-tip. The clerk was instructed to write to UK Power Networks again and to ask them to move the fence, regardless of their assertion that it is not their land. HW informed NPC that an application had been submitted to TDC to build a number of houses at the Eugene Bann Tennis Centre, although this has not reached planning stage yet. Nutfield Green Park update: TDC had cancelled a planning meeting where this application was to be discussed. No reason was given for its cancellation. Blockade on Nutfield RD. The clerk was instructed to establish whether they have permission to remain indefinitely and how many vehicle movements are permitted per day/week. HW left the meeting at 7.50pm.	clerk
6.	**Planning** To agree a response to the following planning applications:	JC

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.

JC outlined recommended responses to both applications for this month. JC to send responses back to Tandridge.

7.	**Finance** • The list of payments was approved – SF to release payments • Detailed Receipts & Payments Report was approved and signed • Bank reconciliation for July 2025 was noted and signed • Mid-month and month-end payment release were discussed and agreed Council requested a breakdown of budget vs actual figures for the current year and this was discussed in full. The RFO and chair were able to answer all questions that the wider council had to ask. The document will be posted on the council website for parishioners to inspect. The RFO will repeat the exercise after month-end of September, and a half-year snapshot will be presented to council in October.	clerk RM
8	**Link Magazine** The clerk was instructed to contact Claire Coutinho's office for a script for the Link.	clerk
9	**Bonfire** DH was not present to present an update, and so the Chair moved on.	clerk
10.	**Parish Council Asset Register** The Asset Register dated 15th July 2025 was reviewed and discussed. The clerk was instructed which changes to be made and this will be re-presented in September. Following this, the clerk will update the register as and when acquisitions and disposals are made.	clerk
11	**Financial Risk Assessment** The Financial Risk assessment and management for the period 1st April 2025 – 31st March 2026 was reviewed and discussed. The clerk was instructed which changes to be made and this will be re-presented in September.	clerk
12	**Clerk's exchange.** NPC had been approached with a request to keep 5-metre mowing boundary at Jubilee Fields for ecological reasons. Approved. The clerk was instructed to ensure that this was followed when contracting mowing. ICO guidance was discussed where publishing supporting docs for parish council meetings are required. Given the number of documents involved and the difficulty with the practicality of displaying hard copies, it was resolved that all documents would be published along with the agenda online, and a notice explaining this to be placed on the parish noticeboards. The exception will be where GDPR does not allow publication of confidential documents. Henry Smith Charity asked for NPC endorsement of their change of chair and this was granted. Museum request for grant for photos and frames will need to follow the grant process. Nutt's corner benches was discussed and the clerk was instructed to liaise with the MP's office.	clerk
17	**Items for information or for inclusion on future agendas** NVHL approach for grants for renewal plans at the village hall. Budget monitoring.	clerk
16	**Next meeting date** Date of the next council meeting confirmed as 10th September	
17	**Exclusion of press and public** The council discussed staffing matters and ratified that staff appraisals as carried out by the staffing group. The chair closed the meeting at 9 pm	