



## Nutfield Parish Council Minutes

Memorial Hall, High Street, Nutfield, Surrey

6<sup>th</sup> November 2019

Meeting opened at 7:30 pm and closed at 9.51 pm.

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

### Councillors (Cllrs) present:

Cllr Stephen Hall (Chairman)  
Cllr John Clarke  
Cllr Jon Dadswell  
Cllr Aled Duggan  
Cllr Sue Ford  
Cllr Rigel Mowatt (Vice Chair)  
Cllr Ian Reeve

### Apologies:

Cllr Amanda Earl  
Cllr Dean Holborn

### Attending:

2 visitors  
Cllr Elias

### Apologies

Cllr Black  
Cllr Vickers

**In attendance:** Nicky Chiswick (NC), Clerk  
Sarah Abellan (SA). Assistant Clerk

1.	<b>The Chair to open the meeting</b> Cllr Hall opened the meeting.	
2.	<b>Councillor apologies for absence.</b> Apologies received from Cllr Holborn and Cllr Earl.	
3.	<b>Code of Members' Conduct</b> The Clerk confirmed that no Cllr had made a change to their Cllrs' Notification of Disclosable Pecuniary & Other Interests form since the last meeting.	
4.	<b>Public Session</b> <ul style="list-style-type: none"> <li>Parishioner asked if Nutfield Parish Council had heard anything in regards to a Redhill Aerodrome Public Meeting. Clerk advised that she had chased in the autumn, and would email the Aerodrome Manager again accordingly.</li> <li>A member of the Conservation Society updated the council on the recent Local Plan review opening day. She advised NPC on certain themes of the meeting (where Redhill Aerodrome was mentioned and in what context, the lack of cooperation between Reigate and Banstead Borough Council and Tandridge District Council, Nutfield as a Tier 3 settlement was questioned by many of the Barristers and employment). The next session has been postponed to w/c 25<sup>th</sup> November due to a family bereavement of the inspector. The Council thanked her for her time and for updating them.</li> </ul>	NC
5.	<b>Report from County &amp; District Councillors</b> Cllr Elias <ul style="list-style-type: none"> <li>Confirmed what had been advised by the conservation society on the Local Plan. Added that the inspector had made it clear at the beginning that he was there to look at the plan, not look at other alternative sites.</li> </ul>	





	<ul style="list-style-type: none"> <li>• <i>Public Aerodrome Meeting – as per public session, Clerk to chase.</i></li> <li>• <i>Transport for South East Consultation – Cllr Hall to check the relevance of this consultation and report back at December meeting as due date is not until January.</i></li> </ul>	NC SH
11.	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. The Clerk confirmed the total reserve bank balance of £109,734.62 and current bank balance £200. CIL money in Lloyds account is £84,591.18. CIL sheet to be updated by Clerk to reflect time left to spend current CIL money that has come in. Clerk presented the bank reconciliation (September 2019) to the Chairman (Cllr Hall) for signing – Cllr Hall signed.</li> <li>2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £20,000, income: £35,902 and expenditure: £13,342.</li> <li>3. CIL – payment to be made in October (£2,636.62 - £749.52 from TA/2018/514 – Kings Cross Lane, plus £1887.10 from TA/2018/1072 – Little Hundith)</li> <li>4. Budget – Clerk shared Budget 2020/2021 with councillors. Timeframe confirmed as Cemetery Budget meeting taking place on 11<sup>th</sup> November, Finance budget meeting taking place on 19<sup>th</sup> November. Either for full approval at December or January meeting depending on questions and queries.</li> </ol>	NC          ALL
12.	<p><b>Police Update</b></p> <ul style="list-style-type: none"> <li>• Date and Agenda confirmed (20<sup>th</sup> January 2020 @ 10am). Clerk to update and send to all relevant parties.</li> <li>• Police Meeting update – Notes on the meeting were shared to all councillors prior to meeting.</li> <li>• CCTV – With increase in crime in the parish of Nutfield, the need for CCTV has increased. Community working group to look into the requirements further. Clerk to contact Smallfield and Bletchingley to speak with them on their experiences. Also Clerk to contact SSLAC for advice. Community Working Group to meet and report back.</li> <li>• DDPO – Cllr Hall had emailed Cllr Vickers in relation to applying for Nutfield Parish to have a Designated Public Place Order. Waiting to hear back. Monitor things in the meantime.</li> </ul>	NC     CWG NC
13.	<p><b>VE Celebrations</b></p> <p>Carry over to December meeting</p> <p>Clerk advised that Cllr Holborn has all the insurance requirements.</p>	DH
14.	<p><b>Grant Applications</b></p> <p>None</p>	
15.	<p><b>Working Groups</b></p> <p>Discussion took place on current working groups and new working groups are set as per Appendix 1.</p> <p><u>Communications</u></p> <ul style="list-style-type: none"> <li>• <i>365 back up options – Clerk investigated in the free back up option, but our 365 package does not allow for this. Clerk spoke with a number of IT consultants and Veeam Back up is the best option. The costs were presented and it was asked for Clerk to find out more information to how many of the email addresses we need back up for and if this will still cover SharePoint. Clerk to investigate more and present at December meeting.</i></li> <li>• <i>Website accessibility regulation – September 2020. Ensuring websites are accessible to all (bigger, smaller, voice recognition, colour can all change). Clerk to find out more to check our current website is compliant.</i></li> </ul>	NC       NC



	Cllrs approved the list of payments that had been prepared and circulated by the Clerk prior to the meeting (see Appendix 2: Schedule of Payments) which totalled £11,493.69 (VAT inclusive). Clerk to dispense payments.	NC
21.	<b>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency</b> Nothing	
22.	<b>Notification of business for inclusion on the next agenda</b> Budget 2020/2021 discussion/approval	
23.	<b>Next meeting date(s)</b> Cllrs noted that the Council's next meeting would take place on 4 <sup>th</sup> December 2019 at Nutfield Village Hall, Mid Street, South Nutfield, RH1 4JJ at 7.30 pm.	ALL
24.	<b>Sub-section 2</b> – Public Bodies (Admissions to Meetings) Act 1960:	

## **Appendix 1 – Working Groups**

**(Amended November 6<sup>th</sup> 2019)**

<b><i>Working Group</i></b>	<b><i>Tasks and projects</i></b>	<b><i>Members</i></b> <i>(Heads <u>underlined</u>)</i>
Cemetery	Burial records and customer service	<u>Sue</u> , Stephen, Nicky and Sarah
Communications	Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Local Government Transparency, General Data Protection Regulations	<u>Amanda</u> , Ian, Stephen and Nicky
Community	Fly grazing (Council land), Crime Prevention measures, and support to vulnerable people.	<u>Jon</u> , Ian, and Dean
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	<u>Rigel</u> , John, Jon and Nicky
Highways	Snow Angels, Air Quality, reporting condition of roads, pavements and over-grown vegetation on verges etc. to SCC, 20 mph speed limit projects, Street Lighting.	<u>Stephen</u> , Aled and Sarah
Land	(Play areas), Tree Work, Bus Shelter, Cemetery & WBA sites (Health & Safety), (War Memorial), Jubilee Fields, Village Entry Signs, the Triangle, Village Green, the Pound, Allotments, (Nutfield Marsh).	<u>Ian</u> , Dean, Aled, Sarah and Nicky
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt. Local Plan	<u>John</u> , Rigel and Jon
Staffing	Appraisals, contracts, pensions, well-being issues, HR policies.	<u>Stephen</u> , Jon and Nicky
Transport	All matters relating to airfields and airports including consultations, local railways.	??, Steve Hanks and Duncan Mallison
Charities/Trust/Grant	CMT, MHT, grant opportunities	<u>Rigel</u> and Amanda

## Appendix 2 – Schedule of Payments

NUTFIELD PARISH COUNCIL											
Schedule of Payments 10th November 2019											
Chq No.	Ref	Supplier	Page	Date of Invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
000045	289	3	U&L Limited	11/10/2019	167413406	£ 80.00	17%	£ 93.60	£ 13.60	Annual Contribution	
000046	292	5	Wick Tompkins	16/10/2019	N/A	£ 48.00	0%	£ 48.00	£ 0.00	Top Soil	
000047	293	4	White Valley Masonry	23/10/2019	825517820	£ 175.00	20%	£ 210.00	£ 35.00	Traverse Island	
000048	292	5	Howard Fire	18/10/2019	N/A	£ 70.00	0%	£ 70.00	£ 0.00	Correcting fire and path work	
000049	293	40	Howard Fire	18/10/2019	N/A	£ 20.00	0%	£ 20.00	£ 0.00	Mid Street Pathway	
000050	294	40	Howard Fire	18/10/2019	N/A	£ 80.00	0%	£ 80.00	£ 0.00	House Road and Motts Corner	
000051	295	5	Howard Fire	18/10/2019	N/A	£ 80.00	0%	£ 80.00	£ 0.00	Correcting work	
000052	298	13	Radford Farm Services	18/10/2019	5875505713	£ 240.00	20%	£ 288.00	£ 48.00	Labour fields out	
000053	297	1	National Abolition Society	26/11/2019	N/A	£ 56.00	0%	£ 56.00	£ 0.00	Memberships	
000054	298	13	101 St A St	26/11/2019	N/A	£ 20.00	0%	£ 20.00	£ 0.00	Grant to St A St	
000055	299	25	Stn C & Crutfield	21/11/2019	N/A	£ 85.00	0%	£ 85.00	£ 0.00	Parsonage 1, 18/2019/180 and 19/2019/184 work	
000056	300	9	The Groundwork Ltd	31/10/2019	267078481	£ 90.00	20%	£ 108.00	£ 18.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (October 2019)	
000057	301	35	U&L Limited	04/11/2019	167413406	£ 110.00	17%	£ 128.70	£ 18.70	Technical Training Day	
000058	302	10	Stacy Charish	N/A	N/A	£ 80.00	0%	£ 80.00	£ 0.00	Clark's salary (October 2019)	
000059	303	10	Stacy Charish	N/A	N/A	£ 81.00	0%	£ 81.00	£ 0.00	Expenses claimed by the Clerk (October 2019)	
000060	304	25	Leah Ashben	N/A	N/A	£ 80.00	0%	£ 80.00	£ 0.00	Assistant Clerk Salary (October 2019)	
000061	305	10	Leah Ashben	N/A	N/A	£ 48.27	0%	£ 48.27	£ 0.00	Expenses claimed by the Assistant Clerk (October 2019)	
000062	306	46	Leah Ashben	N/A	N/A	£ 2.70	0%	£ 2.70	£ 0.00	Nutfield Clerk Salary (October 2019)	
000063	307	10	Leah Ashben	N/A	N/A	£ 80.00	0%	£ 80.00	£ 0.00	Expenses claimed by the Clerk (October 2019)	
000064	308	25	Leah Ashben	N/A	N/A	£ 84.27	0%	£ 84.27	£ 0.00	Highways Salary (October 2019)	
000065	309	30	Leah Ashben and Customs	N/A	N/A	£ 35.00	0%	£ 35.00	£ 0.00	Leah Ashben and Customs (October 2019)	
000066	310	9	The 10th National Employment Savings Trust	N/A	N/A	£ 169.33	0%	£ 169.33	£ 0.00	Pension - Employer and employees contributions (October 2019)	
000067	311	31	NEST	N/A	N/A	£ 7.50	0%	£ 7.50	£ 0.00	Service Charge (October 2019)	
000068	312	31	NEST	N/A	N/A	£ 8.00	0%	£ 8.00	£ 0.00	Service Charge (October 2019)	
000069	313	31	NEST	N/A	N/A	£ 9.00	0%	£ 9.00	£ 0.00	Service Charge (October 2019)	
000070	314	28	Spentfaster Company Limited	05/09/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000071	315	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000072	316	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000073	317	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000074	318	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000075	319	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000076	320	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000077	321	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000078	322	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000079	323	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000080	324	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000081	325	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000082	326	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000083	327	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000084	328	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000085	329	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000086	330	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000087	331	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000088	332	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000089	333	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000090	334	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000091	335	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000092	336	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000093	337	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000094	338	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000095	339	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000096	340	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000097	341	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000098	342	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000099	343	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000100	344	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000101	345	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000102	346	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000103	347	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000104	348	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000105	349	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000106	350	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000107	351	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000108	352	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000109	353	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000110	354	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000111	355	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000112	356	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000113	357	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000114	358	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000115	359	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000116	360	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000117	361	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000118	362	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000119	363	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000120	364	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000121	365	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000122	366	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000123	367	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000124	368	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000125	369	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000126	370	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000127	371	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000128	372	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000129	373	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000130	374	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000131	375	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000132	376	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000133	377	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000134	378	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000135	379	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000136	380	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000137	381	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000138	382	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	
000139	383	28	Spentfaster Company Limited	05/10/2019	201702087	£ 10.00	20%	£ 12.00	£ 2.00	Spentfaster Company Limited	