



## Nutfield Parish Council Minutes

Memorial Hall, High Street, Nutfield, Surrey

8<sup>th</sup> January 2020

Meeting opened at 7:30 pm and closed at 10.15 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 Amanda Earl  
 Cllr Sue Ford  
 Cllr Dean Holborn  
 Cllr Rigel Mowatt (Vice Chair)  
 Cllr Ian Reeve

**Apologies:**

**Attending:**

2 visitors  
 Cllr Black  
 Cllr Vickers

**Apologies**

Cllr Elias

**In attendance:** Nicky Chiswick (NC), Clerk

1.	<b>The Chair to open the meeting</b> Cllr Mowatt opened the meeting.	
2.	<b>Councillor apologies for absence.</b> Advised that Cllr Hall would arrive late to the meeting.	
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>- A representative from Nutfield Conservation Society updated Nutfield Parish Council on a number of Aviation Consultations - Summary as follows:           <ul style="list-style-type: none"> <li>* CAA consultations – Route 4. Noting that in 2012 Route 4 was changed with no consultation, due to revert back to original route subject to this consultation and Gatwick Airport related consultation due at the end of the summer.</li> <li>* Route 3 – potential changes on hold until International review of all departure routes including Heathrow &amp; Gatwick has taken place (this is due in 12 months).</li> <li>* Gatwick Master plan – consultation to take place sometime between April 2020 and June 2020.</li> <li>* Volumes of Controlled Air Space Consultation – Mr S Hanks to report back to NPC once reviewed.</li> <li>* A new Consultation has just come through today from CAA. Mr S Hanks to review and advise accordingly.</li> <li>* Redhill Aerodrome – Taxiway application. Information from R &amp; B case officer. Final documents are expected to be received in the next few weeks and the matter will then move to determination.</li> </ul> </li> </ul>	



		Lane, South Nutfield RH1 5NS	Plans) of planning permission ref: 2018/2308 dated 14/02/2019 to allow various alterations to the approved plans as detailed in the application form (Removal of condition 2 (Approved Plans) of planning permission ref: 2018/1072 dated 14/09/2018 to include further details of the development on the plans (Demolition of existing commercial buildings and the erection of 7 dwellings with associated access and parking) <b>Comment – No objections</b>	NC
	Ref 2019/0188	Mercers South Quarry, Bletchingley Road, Nutfield, Surrey RH1 4EU	The extraction and screening of sand from Mercers South with progressive restoration to agriculture using inert waste materials, together with associated infrastructure, on a site of 52.2ha and the temporary diversion of public footpath 173 for the duration of the operations without compliance with Condition 8 of planning permission ref: TA/2019/34 dated 6 June 2019 so as to allow revision to the numbers of HGV movements  <b>Comment - Planning Working Group reported back to full council on the meeting that took place with JJ Franks: Updated the council on, and discussed:</b> <ul style="list-style-type: none"> <li>- <b>Movements proposed and issue with the figures with no average timeframe set.</b></li> <li>- <b>Inert material harder to obtain and also more dense, so more quantity of the inert material is required to fill the same void.</b></li> <li>- <b>Building trade and the change of working patterns/days</b></li> <li>- <b>Direction of traffic</b></li> <li>- <b>Bletchingley and Godstone</b></li> </ul> <b>Proposed for councillors to vote on: Object, not to object or no comment. 9 out of the 9 councillors all voted for NPC to have 'No Comment' for both applications. Clerk not to action further based on the above.</b>	NC
	Ref 2019/0189	Mercers South Quarry, Bletchingley Road, Nutfield, Surrey RH1 4EU	The extraction and screening of approximately 250,000 tonnes of sand from an area of 1.57ha, as an extension to the phasing within the existing Mercers South Quarry, with progressive restoration to agriculture using inert waste materials without compliance with Condition 8 of planning permission ref: TA/2017/2346 dated 23 April 2018 so as to allow revision to the numbers of HGV movements. Please find attached a copy of our formal consultation/notification letter  <b>See reference 2019/0188 – same response as 2019/0188</b>	NC
	<ul style="list-style-type: none"> <li>• <b>Brownfield Land Register – Clerk advised that the register was already updated, so did not need to resend letter. No action required.</b></li> </ul>			
	<i>Cllr Hall entered at 8.15pm during the planning discussions (after 2019/2089/NC)</i>			
8.	<b>Reports from the Clerk</b> 1. <i>Memorial Hall Correspondence – Nothing to report</i> 2. <i>Communication received from member of Nutfield Green Future Group (NGFG) – Clerk read the letter out. It was discussed and the agreed response is to include: collaboration between NPC and NGFG is welcome, though proposals need to come to NPC to be placed on meeting agenda for discussion and lead by NGFG. Discussed next meeting on the 18<sup>th</sup> February and NPC will attend, but in an observation capacity only as any requirements will need to be placed on March meeting agenda accordingly. Grant Scheme is not suitable for such a group. Hard for NPC to help with such a funding request as sets a precedent for other groups. Advised of other grants and places where funding can be gained from. Clerk to respond to the email with the above.</i> 3. <i>Redhill Aerodrome - Clerk advised that she had not received a reply from a number of emails and a telephone message left asking for public meeting. To ask for it to be brought up at the RACC meeting taking place on the 22<sup>nd</sup> January. Clerk to action.</i> 4. <i>Other correspondence</i> <ul style="list-style-type: none"> <li>- <i>Queens Head Noise email – Clerk read out email from Parishioner in regards to 'noise issues' with The Queens Head public House. Discussed and advised for Clerk to reply stating that they should speak with Police or Tandridge District Council for advice and next steps.</i></li> <li>- <i>RACC meeting to take place on the 22<sup>nd</sup> January. Clerk to Ask John Johnson to attend on behalf of NPC.</i></li> <li>- <i>Snow Angels – The list of Snow Angels has not been updated for a few years. NPC have snow shovels, grit and a gritter. Agreed for an article to go into the link and subsequently onto the website asking for volunteers. If a snow storm were to come, communication could go out via NPC website and Facebook site.</i></li> </ul>			NC NC NC NC SH/NC

9.	<p><b>Local Transport</b>  <i>Railway – Recent Landslide – nothing to action from NPC.</i>  <i>Gatwick – S Hanks had updated NPC in public session. Cllr Dadswell to be Aviation contact.</i></p>	NC
10.	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. The Clerk confirmed the total reserve bank balance of £109,230.48 and current bank balance £200. CIL money in Lloyds account is £84,591.18. Clerk presented the bank reconciliation (November 2019) to the Vice-Chairman (Cllr Mowatt) for signing – Cllr Mowatt signed.</li> <li>2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £20,000, income: £48,684 and expenditure: £20,031.44.</li> <li>3. Clerk advised the SCC Members Allocation of £1250.00 has been deposited in to the NPC bank account.</li> <li>4. Precept figure for 2020/2021 agreed to be set as £61,350 as per budget discussion. No increase from 2019/2020. Clerk to send paperwork accordingly.</li> </ol>	NC
11.	<p><b>Police Update</b></p> <ul style="list-style-type: none"> <li>• Date confirmed (20<sup>th</sup> January 2020 @ 10am). Agenda confirmed. Clerk to send out to all attendees.</li> <li>• CCTV – The Clerk had shared with the councillors the survey results from the ‘CCTV survey’ to date. 200 responses (to date), with only 2 advising they were against the idea. Many comments were highlighted on street lighting. NPC will collate this information and forward to the Surrey County Council as Street Lighting is out of Parish Council remit. Noted that the survey finishes on the 17<sup>th</sup> January. Community working group also reported back that Cllr Hall had received a proposal for a CCTV feasibility study for a cost of £2000. This includes checking our requirements are feasible and a study such as this will allow to NPC to have a specialist to advise us and avoid obvious pitfalls. Agreed to come from General Reserves. Lambert &amp; Associates have been recommended to the council, have completed Parish Council CCTV work previously and spent a great deal of time discussing the project with Cllr Hall. It was fully approved by all councillors to proceed with feasibility study. Note - Under section 11.1.a.ii of NPC Financial regulations, the Clerk approved this cost as the feasibility study is a very specialist project for a specialist planning consultant.</li> </ul> <p>Fully agreed that the next steps are to be:</p> <ul style="list-style-type: none"> <li>• Proceed with CCTV feasibility study. Cllr Hall to action.</li> <li>• 50% of feasibility study money is required before survey can take place. Cllr Hall to ask for pro-forma invoice for cheque to be raised at February meeting.</li> <li>• Survey Monkey – Due to the high response rate, Clerk has had to update to premium Survey Monkey – Cost of £99 per month, needed for two months. All agreed that we needed this data, so to proceed. Agreed to come from General Reserves.</li> </ul>	<p>NC</p> <p>NC</p> <p>SH</p> <p>SH</p> <p>NC</p>
12.	<p><b>Nutfield Annual Fireworks Display/Bonfire</b></p> <p>Discussed the annual fireworks and bonfire event possibly being under the parish umbrella. There is an additional bonfire insurance cost (possibility can be covered under NPC insurance), there are issues with current bonfire set up (the pallets used are wet, no governance to what is being put on it, no possibility of setting up event on the day as no access), so discussing the possibility of holding the event at the Jubilee fields. Jubilee fields have good access and the scout hut can give electricity. Main issue is the financial and insurance side. Clerk to find out if a parish council can underwrite, investigate</p>	NC/AD/DH

	the insurance and distributing the surplus funds. Cllr Duggan and Cllr Holborn to carry out the feasibility of proceeding with this for it to be discussed further at the February meeting.	
13.	<p><b>VE Celebrations</b></p> <p>1<sup>st</sup> stage budget figures were presented to council and fully discussed.</p> <p>3 marquee quotes were presented and discussed. Fully agreed to proceed with Perfect Pitch as this company has been used before for same type of marquee and their quote was in line with other quotes. Deposit (£1681.00) needs to be paid. Clerk will need an invoice to pay accordingly – Cllr Holborn to action. Ticket price of £40 was approved by council. Clerk to investigate Tax implications of the income for the event. The parish council to be associated with the event, but not to overtake the event, therefore a logo to be included.</p> <p>All councillors agree for NPC to underwrite £3000 (marquee deposit to come from this amount) at this moment in time.</p> <p>Next steps:</p> <p>1 – Stage 2 budget (including crockery, linens, chiller, consumables, souvenirs, marketing etc.) breakdown required to ensure the council are fully aware of all costs and agree to what they are underwriting throughout the process.</p> <p>2 – Clerk to investigate Tax implications</p> <p>3 – Payment of marquee deposit</p> <p>4 – Logo to be sent to correct contact by Clerk</p>	<p>DH</p> <p>NC</p> <p>DH/NC</p> <p>NC</p>
14.	<p><b>Grant Applications</b></p> <p>None</p>	
15.	<p><b>Working Groups</b></p> <p>Working groups are set as per Appendix 1.</p> <p><u>Communications</u> Clerk highlighted that XLN package has increased from £29.95 to £32.99. Noted and agreed by all councillors.</p> <p><u>Highways</u> - Highways Assistant Job Description shared with councillors and approved by all. Four responses received for Highways Assistant. In conjunction with Staffing group, Clerk to respond to each applicant with approved Job Description and ask for a one page covering letter to detail why they would like the Highways Assistant Role. Deadline to be Thursday 16<sup>th</sup> followed by interviews the following two weeks. To propose desired applicant at February meeting, for role to be in place by Mid-February. Approved by all and hourly rate as same rate as Assistant Clerk. - Cllr Hall noted that the bollard on Mid Street outside the village hall has been knocked down and will not to be replaced by SCC. It has been noted that cars are parking on pathway as bollard is not there. Agreed for Cllr Hall to gain a price via Harlequins and present at following meeting.</p> <p><u>Cemetery</u> – Cemetery report was circulated to councillors prior to the meeting and all proposals were agreed.</p> <ul style="list-style-type: none"> <li>- Bench link article approved. Bench policy to go live 1<sup>st</sup> February.</li> <li>- Tender has gone live – three interested parties to date.</li> <li>- Clerk to call UK Power to chase cemetery electricity proposal.</li> </ul>	<p>NC</p> <p>NC/SH</p> <p>NC</p>
16.	<p><b>Groundworks, land and tree management</b> (including burial grounds and allotments)</p> <p>a) Jubilee Fields ‘tree project’ cost – Clerk updated councillors to an email she had received from a tree survey company detailing the tree survey requirements for the possible trees that may be planted in the Jubilee fields. There are limited costs for the first 20 years (note - after 20 years</p>	

	<p>the 2 Jubilee field loans will be paid off in full). The main cost would be deer guards, the de-weeding costs and labour costs. Also note to be prepared for approximately 10% of stock to die.</p> <p>b) Village Green Survey – Tree Survey has been carried out and quotes to carry out the work will be gathered in February. Work required is advised to be carried out in 3 months. No disease noted.</p> <p>c) Allotment Top Hedge Cutting – Clerk had shared neighbour proposal with council prior to meeting. Fully agreed. Clerk to finalise and send to relevant people. In theory the proposal equates to NPC and the neighbour taking it in turns to cut top of hedge, which is a sensible and pragmatic approach agreed by all councillors.</p> <p>d) <i>Cllr Reeve left the room for Allotment discussion as he is an allotment holder, so cannot take part in these discussions</i>  Clerk updated on 2020/2021 allotments. Proposed group system (Group 1, plots that are unsold and NPC responsibility (NPC are having annual cut back in next couple of weeks), Group 2 plots that are managed and are in good condition (TA to be sent out asap) and Group 3 – plots that need a reminder of some sort (number replacement, unkempt allotment, compost bin, fire risk etc.)). Letters for group 3 proposed and fully agreed. 2020/2021 Tenancy agreement (with one change) fully agreed. Agreed for fees to remain the same. Assistant Clerk to send out documents within January.  <i>Cllr Reeve returned</i></p> <p>e) Kissing gates. Discussed the request for kissing gate from Mid Street to Coopers Hill Road (Bakers Wood path). Discussed reinstating our gates and agreed to reinstate (Cllr Reeve to action). Clerk to respond to request by asking for more information before final decision can be made.</p>	<p>NC</p> <p>NC</p> <p>NC/SA</p> <p>NC/IR</p>
17.	<p><b>Events (public) and meetings of Outside Bodies (other than transport groups)</b></p> <p>Tag 22 – Cllr Ford – Thursday 16<sup>th</sup> January</p> <p>Gatwick Tour – Clerk – Thursday 16<sup>th</sup> January</p> <p>CIL meeting – Clerk and Cllr Hall – Thursday 30<sup>th</sup> January</p> <p>Redhill Aerodrome Conservation order meeting – Cllr Dadswell – Friday 17<sup>th</sup> January</p> <p>RACC meeting – John Johnson – Wednesday 22<sup>nd</sup> January</p> <p>NVHL meeting took place. Noted that Stephen Hall has stepped down as Chairman and Bill Damen has taken over as Chair.</p>	
18.	<p><b>Councillor surgeries and monthly news article</b></p> <p>Link Article – Snow Angels, Precept, VE Day, cemetery benches update,</p>	SH
19.	<p><b>Training (and conferences).</b></p> <p>Clerk advised that there was a need for Allotment training course for Assistant Clerk. The one on offer it was noted that the location for course is too far so investigating a more local one.</p>	SA
20.	<p><b>Payment(s)</b></p> <p>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 £ 12,464.044 (VAT inclusive). Clerk to dispense payments.</p>	NC
21.	<p><b>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency</b></p> <p>Nothing</p>	
22.	<p><b>Notification of business for inclusion on the next agenda</b></p>	

23.	<p><b>Next meeting date(s)</b>  Cllrs noted that the Council's next meeting would take place on 5<sup>th</sup> February 2020 at Nutfield Village Hall, Mid Street, South Nutfield, RH1 4JJ at 7.30 pm.</p>	ALL
24.	<p><b>Sub-section 2</b> – Public Bodies (Admissions to Meetings) Act 1960:  Nothing</p>	

## Appendix 1 – Working Groups

(Amended December 4<sup>th</sup> 2019)

<b>Working Group</b>	<b>Tasks and projects</b>	<b>Members</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
Environment	Environment, Green Parish Issues, Climate Change	<u>Ian</u> , Amanda and Aled
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  
8th January 2020

Chq No.	Ref Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
003628	349	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk's salary (December 2019)	
003629	350	Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (December 2019)	
003630	351	Fairalls (Builders Merchants) Ltd	19/12/2019	528306843	£ 33.08	20%	£ 39.70	£ 6.62	tape measure and key cutting	
003631	352	Pear Technology Services Ltd	10/12/2019	656482115	£ 46.00	20%	£ 55.20	£ 92.00	Mapping system and technical support	
003632	353	Cyan	11/12/2019	495462803	£ 918.73	20%	£ 1,102.48	£ 183.75	3 benches - cemetery	
003633	354	The Groundsman Ltd	04/01/2020	267073491	£ 520.00	20%	£ 624.00	£ 104.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (December 2019)	
003634	355	Information Commissioner	18/12/2019	N/A	£ 40.00	0%	£ 40.00	£ 0.00	Data protection fee	
003635	356	DM Payroll Services Ltd	06/12/2019	N/A	£ 54.00	0%	£ 54.00	£ 0.00	Payroll services (third quarter 2019/2020)	
003636	357	4UH Ltd	21/12/2019	27751114	£ 95.88	20%	£ 115.06	£ 19.18	Website annual hosting	
003637	358	WEL Medical Ltd	12/12/2019	887750270	£ 1,250.00	20%	£ 1,500.00	£ 250.00	Defibrillator via SCC Members Allocation fund***	
003638	359	The Nutfield Link	N/A	N/A	£ 15.00	0%	£ 15.00	£ 0.00	Subscription annual fee	
003639	359a	Advanced Tree Services Limited	31/12/2019	689271386	£ 240.00	20%	£ 288.00	£ 48.00	Village Green Tree Survey	
003641	360	Charles Maw Trust	N/A	N/A	£ 2,220.00	20%	£ 2,664.00	£ 444.00	Grant payment 2019/00012 - Height Restrictor and pot hole	
003642	361	Charles Maw Trust	N/A	N/A	£ 1,300.00	20%	£ 1,560.00	£ 260.00	Grant payment 2019/00013 - Emergency tree felling	
003643	362	Nicky Chiswick	N/A	N/A	£ 317.03	0%	£ 317.03	£ 0.00	Expenses claimed by the Clerk (December 2019)	
003644	363	Sarah Abellan	N/A	N/A	£ 79.41	0%	£ 79.41	£ 0.00	Expenses claimed by the Assistant Clerk (December 2019)	
003645	364	Laura Pollock	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (December 2019)	
003646	365	Laura Pollock	N/A	N/A	£ 2.76	0%	£ 2.76	£ 0.00	Expenses claimed by the NVH Clerk (December 2019)	
003647	366	Jo Gaywood	N/A	N/A	xxx	0%	xxx	xxx	Highways Salary (Holiday payment)	
003648	367	HM Revenue and Customs	N/A	N/A	£ 390.75	0%	£ 390.75	£ 0.00	PAYE and Class 1A NICs (December 2019)	
003649	368	Blue Pixel Design	Dec-19	N/A	£ 60.00	0%	£ 60.00	£ 0.00	Website updates	
003650	369	Mrs CA Crutchfield	Jan-20	N/A	£ 40.00	0%	£ 40.00	£ 0.00	Planning report - 2019/2089/NC	
DD*	370	National Employment Savings Trust (NEST)	N/A	N/A	£ 161.60	0%	£ 161.60	£ 0.00	Pension - Employer and employees contributions (November 2019)	
DD*	371	Lloyds	N/A	N/A	£ 7.50	0%	£ 7.50	£ 0.00	Service Charge	
DD*	372	Public Works Loan Board - capital	N/A	N/A	£ 1,000.00	0%	£ 1,000.00	£ 0.00	Loan repayment PW503604	
DD*	373	Public Works Loan Board - interest	N/A	N/A	£ 633.45	0%	£ 633.45	£ 0.00	Loan interest PW503604	
DD*	374	Sweethaven Company limited	13/12/2019	263782087	£ 79.00	20%	£ 94.80	£ 15.80	365 back up set up one off fee	
DD*	375	Sweethaven Company limited	01/01/2020	263782087	£ 63.80	20%	£ 76.56	£ 12.76	365	
DD*	376	Sweethaven Company limited	13/12/2019	263782087	£ 40.68	20%	£ 48.82	£ 8.14	365 back up	
DD*	377	SES Business Water	N/A	N/A	£ 3.00	0%	£ 3.00	£ 0.00	Monthly water charges - cemetery	
DD*	378	SES Business Water	N/A	N/A	£ 13.00	0%	£ 13.00	£ 0.00	Monthly water charges - allotments	
DD*	379	XLN	08/12/2019	918445212	£ 40.94	20%	£ 49.13	£ 8.19	Roadband	
DD*	380	EE	11/12/2019	245719348	£ 52.59	20%	£ 63.11	£ 10.52	Telephone Bill	
		<b>Total</b>			<b>£ 11,001.10</b>		<b>£ 12,464.04</b>	<b>£ 1,462.94</b>		

\*\* Use of CL money      \*\*\* Use of Members Community Allocation Fund      \*\*\*\* Use of Tourism Payment Fund

Signed: .....  
Date: 8th January 2020

Nicky Chiswick, Clerk to Nutfield Parish Council

Signed: .....  
Parish Councillor Parish Councillor 2

Signed: .....  
Parish Councillor Parish Councillor 1