



Nutfield Parish Council Minutes

Nutfield Village Hall, Mid Street, South Nutfield, RH1 4JJ

5th February 2020

Meeting opened at 7:30 pm and closed at 9.45pm.

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

Councillors (Cllrs) present:

Cllr Stephen Hall (Chairman)
 Cllr Jon Dadswell
 Cllr Aled Duggan
 Cllr Amanda Earl
 Cllr Sue Ford
 Cllr Dean Holborn
 Cllr Rigel Mowatt (Vice Chair)

Apologies:

Cllr John Clarke
 Cllr Ian Reeve

Attending:

1 visitor
 Cllr Vickers

Apologies

Cllr Black

In attendance: Nicky Chiswick (NC), Clerk

1.	The Chair to open the meeting Cllr Hall opened the meeting.	
2.	Councillor apologies for absence. Cllr Clarke and Cllr Reeve	
3.	Code of Members' Conduct 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.	Public Session <ul style="list-style-type: none"> - Parishioner wanted to highlight the Queens Head Application No 2019/2190 and 2019/2191 and endorse the need for wheelchair access but does not feel the need for major changes of the property. Left a book for the Parrish Council to peruse called 'Queens Head 1505 Tudor Wing' - Redhill Aerodrome: Noted that M Garwood is also contacting English Heritage for more information. The Clerk updated all that the document had been given to Salford's and Sidlow Parish Council for their review and hopefully, their endorsement at their February meeting. The Meeting with MP Claire Coutinho was useful and Claire advised that whilst the document was useful, she cannot be involved further in this project. The council are to discuss next steps under the Clerks report (Item 8). 	
5.	Report from County & District Councillors Cllr Vickers <ul style="list-style-type: none"> - Advised of a planning application that will come through in next month at Kings Lodge for a car park (17 parking spaces) at the back. Cllr Vickers gave the Clerk the plans to keep for when the planning application becomes live. - Advised that the Local Plan Inspectors recommendations are to come in soon. - Green Bins – The next 'Bulky Waste' collection will take place on the 25th April (midday to 2.15pm). Cllr Vickers suggests taking any unwanted bins to this collection. 	

6.	Acceptance of Last Minutes The Clerk had prepared, and circulated minutes of the meeting held on the 8 th January 2020. Cllrs approved these minutes' and the Chair signed them on behalf of the Council. The Clerk to arrange the display of these minutes on the Council's notice boards and website.			NC
7.	Planning Applications There were 11 applications from TDC since the last Parish Council meeting.			NC
20	2019/2190	Queens Head, High Street, Nutfield RH1 4HH	New bar servery counter to new position and removal of stud wall behind. New doors to toilets. (Listed Building Consent) Comment - No Objection	NC
21	2019/2191	Queens Head, High Street, Nutfield RH1 4HH	Variation of condition 2 of permission TA/2017/2130 dated 20 Dec 2017 to allow erection of single storey side extension, disabled access, insertion of glazed panel behind side timber doors, replacement of rear doors and window. outside bar and internal elevations Comment - No Objection	NC
22	2019/2121	Oaklands, The Avenue, South Nutfield RH1 5RY	Erection of hip to gable roof extension and single storey rear extension Comment – Note – Cllr Clarke had disclosed an interest as a neighbour. No Objection	NC
23	2019/1921	Swallows End, Crab Hill Lane, South Nutfield RH1 5PG	Stationing of a mobile home on land marked red on the attached 0.5 extract & confirmation of hardstanding for more than 4 yrs (Lawful Development Certificate) Comment – Council had agreed report by Carole Forrest, and this was submitted before deadline. Cost of £40 for report was agreed by all.	NC
24	2019/2180	1 Kings Mead, South Nutfield RH1 5NN	Erection of single storey rear extension. Comment - No Objection	NC
25	2019/2049	Red Cottage, 1 Clay Lane, South Nutfield RH1 4EG	Conversion of outbuilding to granny annexe for ancillary use (Application for a Certificate of Lawful Development for a Proposed Development) Comment – Object based on that it is a retrospective application and is considered unsuitable for the site.	NC
26	2019/2138/TPO	Sandwood, The Avenue, South Nutfield RH1 5RY	Oak (T4,T5) - Removal of deadwood and cut branches back leaving a 2m clearance as branches are encroaching the property. Comment – Note – Cllr Clarke had disclosed an interest as a neighbour. No Objection	NC
27	2019/2206	Hillside Cottage, Coopers Hill Road, Nutfield RH1 4HX	Demolition of existing conservatory. Erection of single storey rear extension, alterations to ground and first floor windows and internal alterations. Comment - No Objection	NC
28	2020/93	142 Mid Street, South Nutfield RH1 5RP	Erection of single storey side extension over existing garage, rear extension, and en-suite extension over existing utility room. Comment - No Objection	NC
29	2020/79	Kentwyns Lodge, Coopers Hill Road, Nutfield RH1 4HX	Erection of conservatory. Removal of existing patio doors from kitchen and formation of new doorway. Comment - No Objection	NC
30	2020/140	12 Bower Hill Close, South Nutfield RH1 5NQ	Proposed Loft Conversion with hip to gable and rear dormer extensions. Erection of single storey rear extension. Comment - No Objection	NC
8.	Reports from the Clerk 1. <i>Memorial Hall Correspondence – Defibrillator handover document shared with the full council prior to the meeting. It was fully agreed by all Councillors and the Clerk to share with the Memorial Hall team, and to arrange official hand over of the equipment as soon as convenient for everyone.</i>			NC

	<p>2. Redhill Aerodrome – The update during public session was noted. Cllr Mowatt advised that he would contact Historic England’s Website for more guidance.</p> <p>3. Discussed and agreed to share ‘draft minutes’ with district councillors – to add ‘draft version only – not to be shared. This is an unsigned document which is subject to change’</p> <p>4. Business plan – all councillors were excited about a business plan. Clerk to share examples with all in order to progress. A mind mapping session maybe required later this year.</p> <p>5. 2019/2020 year end audit booked in for 19th May – Clerk advised all councillors of the audit date.</p> <p>6. Clerk noted that she had met with Cllr Thorn on the 22nd January 2020 on the following matters. Nothing further to report at the meeting as the Clerk had not heard back. Discussed and agreed to take to TDC local committee and contact cabinet member for Highways Surrey County Council.</p> <ul style="list-style-type: none"> • Kings Cross Lane – between the Avenue and Mid Street – where the road dips away (near new houses) • Trindles Road Potholes • Kings Cross Lane South Nutfield – resurfacing • Grit Bins • A25 Drains • Drains Mid Street – Braes Mead to Sandy lane • Mid Street Unadopted Land – Trees <p>7. Other correspondence</p> <ul style="list-style-type: none"> • Surrey Playing Fields – renew membership at £10 for the year. Clerk to action. • Emergency path clearance at the Triangle – agreed to go ahead at the time under continuity of work and emergency/health and safety work - £325. Clerk to pay. • Updated council on purchase of lock and chain for gate on land next to cemetery. Invoice for recharge has been sent out by the Clerk. • Clerk advised council of allotment communication received, and how she has asked the Assistant Clerk to investigate Allotment regulations for disabilities. 	<p>RM</p> <p>NC</p> <p>NC & SH</p> <p>NC</p> <p>NC</p> <p>SA</p>
9.	<p>Local Transport</p> <ul style="list-style-type: none"> • RACC – update received from John Johnson and shared with councillors prior to the meeting. No further action required at this point. The Councillors wanted to thank John Johnson for his assistance and time. • Biffa movements shared with councillors prior to the meeting. Noted. Cllr Ford to attend the next liaison meeting taking place on the 19th March @5.30pm 	NC
10.	<p>Finance</p> <ol style="list-style-type: none"> 1. The Clerk confirmed the total reserve bank balance of £ 96,912.68 and current bank balance £200. CIL money in Lloyds account is £ 87,220.30. Clerk presented the bank reconciliation (December 2019) to the Chairman (Cllr Hall) for signing – Cllr Hall signed. 2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £20,000, income: £48,684 and expenditure: £22,971.84. 	
11.	<p>Police Update</p> <ul style="list-style-type: none"> • Cllr Dadswell updated all on the meeting that took place on the 20th January 2020 @ 10am. Attendees were Cllr Hall, Cllr Dadswell, Cllr Holborn, PSCO Wells and TDC Micky Blackburn. • Next meeting booked in 20th April 2020 @10.30am • CCTV – Feasibility site meeting to be booked in for early March. Nothing further to report on CCTV at this point. 	SH & JD
12.	<p>Nutfield Annual Fireworks Display/Bonfire</p>	

	<p>Clerk had investigated the Bonfire sitting under the Parish Council insurance but still organised by a Bonfire Committee. The results were shared with Cllr Holborn and Cllr Duggan prior to the meeting and an update was given to full council.</p> <p>Cllr Duggan feedback that the Scouts hut electricity voltage was limited so might need additional permanent spur.</p> <p>Current receipts of the Bonfire money are: Scouts, Nutfield Parish School PTFA, Nutfield Cricket Club, Nutfield Football Club, Christchurch, Nutfield Judo. Noted that Nutfield Guides would like to be involved moving forward.</p> <p>Highlighted the ticket sales and how this income could sit with the parish council – how would NPC manage the surplus funds, VAT questions, incoming and outgoing of money. Clerk to investigate and report back at the next meeting. Also noted the long-term effect and potential workload on the NPC if we are to take this on.</p>	NC
13.	<p>VE Celebrations</p> <p>Noted that the Marquee deposit will be sent tomorrow (Thursday 6th February) by the Clerk.</p> <p>Noted that the Clerk had spoken to the Treasurer of the event and agreed on a paying in procedure of ticket monies to ensure transparency into the Parish Council bank. Clerk to share the procedure with all. Noted that anything that NPC pays for needs to come with an official invoice. Tickets to go on sale 1st March 2020.</p> <p>Updated budget figures were presented to the council.</p> <p>All councillors agree for NPC to underwrite a running £3000 (at this moment in time). Noted in the budget that there is a potential surplus of £1000. However, it was discussed and agreed by all to guarantee a donation to the Nutfield Royal British Legion after the event. No figure agreed.</p>	NC
14.	<p>Grant Applications</p> <p>None</p>	
15.	<p>Working Groups</p> <p>Working groups are set as per Appendix 1.</p> <p><u>Communications</u></p> <p><i>Clerk highlighted that Windows 7 is no longer backed up by Microsoft so there are security risks on continuing using this package. The older laptop and the Clerks Dell desktop are both on this system. After speaking with Sweethaven, it was noted that the laptop is now defunct, and the desktop is not worth updating to another package due to its age. All agreed to write these two assets off from the Asset list. Clerk to action. Advised for the Clerk to purchase a docking station to utilise the laptop for her sole computer. Cost of £106.98 approved by all for docking station.</i></p> <p><u>Highways</u></p> <p><i>- The interview notes for the Highways Assistant were shared with councillors and discussed. All councillors agreed to offer the role to Richard Crutchfield. Clerk to action. Approved by all and hourly rate as same rate as Assistant Clerk.</i></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"> - Cemetery sunken grave top up project – The Clerk had shared the three quotes as a summary to the council before the meeting. It was discussed in detail and Mick Tamplin was agreed by all to proceed. His occupation is in Grave Preparation, so understands the needs behind the project and although his quote was higher than the other two, it was a clear quote with no hidden costs or extras. Clerk to ask Assistant Clerk to draw up plan for work to commence. To come from Cemetery surplus funds. - Cemetery open morning (16th May and 12th September 2020). Suggested we need all councillors to attend one cemetery open morning. For each councillor to let the Clerk know which day they can help. - Agreed for Pear monthly spend of £34.16 compromising of £25 Citrix, £2 Pear licence, £7.16 Excel. Plus, a one off set up fee of £125.00. Clerk noted that 	<p>NC</p> <p>NC</p> <p>SA</p> <p>ALL</p>

	<p><i>Pear is a Cemetery cost, but there are elements on Pear that can be used for other NPC assets i.e. Land Registry, mapping. Clerk to pay.</i></p> <ul style="list-style-type: none"> - <i>Electricity submission has been rejected by UK Power. To rethink electricity point. Clerk to meet with Cllr Hall to look at alternative routes.</i> 	NC NC SH
16.	<p>Groundworks, land and tree management (including burial grounds and allotments)</p> <ul style="list-style-type: none"> a) Tree proposal – For NPC to have a Tree Surgeon on our supplier list, it was proposed to utilise the Queens Head Tree as a base/quote to compare and then decide. Brief has gone out to several recommended tree surgeons. Clerk and Land working group to pull together final list and propose at March meeting. Agreed by all councillors as a good way forward. b) Village Green Tree – to carry forward to next month based on item 16.a. c) Kissing gates. The Nutfield Parish Council are happy to purchase a kissing gate from our CIL money for East Surrey Walkers. Agreed by all at a cost of no more than £500 plus VAT. Clerk to contact the relevant people to proceed. 	NC NC
17.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <ul style="list-style-type: none"> - Nutfield Green Future Meeting – 18th February – Cllr Reeve - Biffa Liaison meeting – 19th March 5.30pm - Cllr Ford 	
18.	<p>Councillor surgeries and monthly news article</p> <p>Link Article – Open day, bulk collection, VE Celebrations, Highways Assistant Parish Assembly 4th April from 10am onwards. Stephen to contact the new Inspector for Tandridge to invite them to talk at the Assembly.</p>	SH SH
19.	<p>Training (and conferences).</p> <p>Approved the following training:</p> <p>Clerks Legal & Finance Networking Day – 26th March 20 £120 plus VAT</p> <p>Surrey Spring Conference – 23rd April 2020 - £40 + VAT</p> <p>Regional Training Seminar – East Grinstead 2020 – 24th June - £75 plus VAT</p> <p>Website Accessibility Guidelines Webinar 10th & 13th Feb - £120 – 10th and 13th February</p>	NC
20.	<p>Payment(s)</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 £11,006.07 (VAT inclusive). Clerk to dispense payments.</p>	NC
21.	<p>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency</p> <p>Nothing</p>	
22.	<p>Notification of business for inclusion on the next agenda</p>	
23.	<p>Next meeting date(s)</p> <p>Cllrs noted that the Council's next meeting would take place on 4th March 2020 at Memorial Hall, High Street, Nutfield, Surrey at 7.30 pm.</p>	ALL
24.	<p>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</p> <p>One Item discussed</p>	

Appendix 1 – Working Groups

(Amended December 4th 2019)

Working Group	Tasks and projects	Members <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
5th February 2020

Chq No.	Ref	Supplier code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
003651	381	39	Fairalls (Builders Merchants) Ltd	22/01/2020	538306843	£ 94.22	20%	£ 113.06	£ 18.84	Lock and chain (cross charge back to landowner), vice and WD40	
003652	382	0	Lambert & Associates	14/01/2020	709029931	£ 1,000.00	20%	£ 1,200.00	£ 200.00	Part payment of CCTV Feasibility report	
003653	383	8	Microshade Business Consultants Ltd	10/01/2020	639591007	£ 159.16	20%	£ 190.99	£ 31.83	Citrix installation and monthly fee	
003654	384	19	Nutfield Memorial Hall	27/01/2020	N/A	£ 39.00	0%	£ 39.00	£ 0.00	January meeting room booking	
003655	385	5	The Groundsmen Ltd	31/01/2020	267073491	£ 530.00	20%	£ 634.00	£ 104.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (January 2019)	
003656	386	4	Pets Remembered	29/01/2020	245422634	£ 44.50	20%	£ 53.40	£ 8.90	Rutterford Tablet engraving	
003657	387	41	Mrs CA Crouchfield	27/01/2020	N/A	£ 40.00	0%	£ 40.00	£ 0.00	planning report - 2019/1921	
003658	388	5	Howard Fine	29/01/2020	N/A	£ 30.00	0%	£ 30.00	£ 0.00	Bench installation	
003659	389	0	Nick Dance	30/01/2020	425229367	£ 1,460.00	20%	£ 1,752.00	£ 292.00	Allotment 2019/2020 cut back and side hedge	
003660	390	9	Surrey Playing Fields	N/A	N/A	£ 10.00	0%	£ 10.00	£ 0.00	Subscription annual fee	
003661	391	39	Nick Tampion	N/A	N/A	£ 325.00	0%	£ 325.00	£ 0.00	Triangle Path Clearance	
003662	392	0	Perfect Pitch Marquies Limited	04/02/2020	967404285	£ 1,895.04	20%	£ 1,895.04	£ 315.84	VE Celebration Marquee deposit	
003663	393	28	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (January 2020)	
003664	394	Nicky Chiswick	N/A	N/A	N/A	£ 345.87	0%	£ 345.87	£ 0.00	Expenses claimed by the Clerk (January 2020)	
003665	395	29	Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (January 2020)	
003666	396	44	Sarah Abellan	N/A	N/A	£ 101.34	0%	£ 101.34	£ 0.00	Expenses claimed by the Assistant Clerk (January 2020)	
003667	397	44	Laura Pollock	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (January 2020)	
003668	398	30	HM Revenue and Customs	N/A	N/A	£ 556.48	0%	£ 556.48	£ 0.00	PAVE and Class 1A NICs (January 2020)	
DD*	399	31	National Employment Savings Trust (NEST)	N/A	N/A	£ 157.12	0%	£ 157.12	£ 0.00	Pension – Employer and employees contributions (January 2020)	
DD*	400	0	Lloyds	10/12/2019	N/A	£ 7.50	0%	£ 7.50	£ 0.00	Service Charge	
DD*	401	23	Sweethaven Company limited	24/01/2020	263782087	£ 106.98	20%	£ 128.38	£ 21.40	Docking station	
DD*	402	23	Sweethaven Company limited	01/02/2020	263782087	£ 40.68	20%	£ 48.82	£ 8.14	365 back up	
DD*	403	23	Sweethaven Company limited	01/02/2020	263782087	£ 63.80	20%	£ 76.56	£ 12.76	365	
DD*	404	23	Sweethaven Company limited	01/01/2020	263782087	£ 40.68	20%	£ 48.82	£ 8.14	365 back up	
DD*	405	5	SES Business Water	N/A	N/A	£ 3.00	0%	£ 3.00	£ 0.00	Monthly water charges - cemetery	
DD*	406	1	SES Business Water	N/A	N/A	£ 13.00	0%	£ 13.00	£ 0.00	Monthly water charges - allotments	
DD*	407	23	XLN	08/01/2020	918445212	£ 40.94	20%	£ 49.13	£ 8.19	Broadband	
DD*	408	23	EE	11/01/2020	245719348	£ 62.52	20%	£ 75.02	£ 12.50	Telephone Bill	
			Total			£ 9,963.53		£ 11,006.07	£ 1,042.54		

***Use of custom figures/ fund

***Use of Members Community Allocation fund

***Use of CIL money

***Payment allocated by Direct debit

Signed: Date: 8th January 2020

Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:
Parish Councillor Parish Councillor 1

Signed:
Parish Councillor Parish Councillor 2