



## Nutfield Parish Council Minutes

ONLINE

1<sup>st</sup> April 2020

Meeting opened at 7:30 pm and closed at 9.30 pm.

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

**Councillors (Cllrs) present:**

Cllr John Clarke  
 Cllr Jon Dadswell  
 Cllr Amanda Earl  
 Cllr Sue Ford  
 Cllr Stephen Hall (Chairman)  
 Cllr Dean Holborn  
 Cllr Rigel Mowatt (Vice Chair)  
 Cllr Ian Reeve

**Apologies:**

Cllr Aled Duggan

**Attending:**

None

**Apologies**

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

1.	<b>The Chair to open the meeting</b> Cllr Hall opened the meeting.				
2.	<b>Councillor apologies for absence.</b> Cllr Duggan				
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> - Not applicable due to the nature of the meeting which took place during the lockdown period of Coronavirus (COVID19), where meetings were not allowed.				
5.	<b>Report from County &amp; District Councillors</b> - Not applicable due to the nature of the meeting which took place during the lockdown period of Coronavirus (COVID19), where meetings were not allowed.				
6.	<b>Acceptance of Last Minutes</b> The Clerk had prepared, and circulated minutes of the meeting held on the 4 <sup>th</sup> March 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.	<b>Planning Applications</b> There were 4 applications from TDC and 2 from SCC since the last Parish Council meeting.				
	<table border="1"> <tr> <td>2020/380</td> <td>48 Trindles Road, South</td> <td>Erection of rear dormer window and roof lights to front elevation. Conversion of loft to habitable accommodation. (Certificate of Lawfulness for Proposed Use or Development)</td> </tr> </table>	2020/380	48 Trindles Road, South	Erection of rear dormer window and roof lights to front elevation. Conversion of loft to habitable accommodation. (Certificate of Lawfulness for Proposed Use or Development)	
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	Nutfield RH1 4JN	<b>Comment – No Objections</b>	NC
2020/434	North Park Quarry, North Park Lane, Godstone RH9 8ND	Extraction of silica sand from land north west of Brewer street Farm; the continued extraction from land known as Pendell Farm Quarry and North Park Farm Quarry; retention of a silica sand processing plant and ancillary structures at North Park Farm Quarry  <b>No comment from NPC</b>	
Ref 2019/0188	Mercers South Quarry, Bletchingle y Road, Nutfield, Surrey RH1 4EU	Proposal: 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. Please find attached a copy of our formal consultation/notification letter. The application documents and plans are available to view or download from our website: <a href="http://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC%20Ref%202019/0188">http://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC%20Ref%202019/0188</a>  <b>Comment – Amended application, no comment from NPC</b>	
Ref 2020/0007 (SCC)	North Park Farm Quarry, North Park Lane, Bletchingle y, Surrey RH9 8ND	land north east of Pendell Farm, Pendell Road, Bletchingley, RH1 4QH, Mercers East Quarry, Bletchingley Road, Merstham, Redhill; and land north west of Brewerstreet Farm, Brewer Street, Bletchingley, Redhill, RH1 4QP., Proposal: Extraction of silica sand from land north west of Brewerstreet Farm; the continued extraction from land known as Pendell Farm Quarry and North Park Farm Quarry; retention of a silica sand processing plant and ancillary structures at North Park Farm Quarry including stockpiling and storage areas, water and tailings pipelines, water treatment and holding lagoons and the haul road; retention of the conveyor and access tracks; continued temporary diversions of public footpaths 160, 161, 162 and 163 (parts) and public bridleways 142 and 148 (parts) and the continued stopping up of footpath 121 and 143 (parts); diversion of an unnamed brook along the boundary of land known as Pendell Farm Quarry and land north east of Brewerstreet Farm; with associated landscaping and woodland planting; and restoration and aftercare to agriculture and nature conservation. Please find attached a copy of our formal consultation/notification letter. The application documents and plans are available to view or download from our website: <a href="http://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC%20Ref%202020/0007">http://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC%20Ref%202020/0007</a>  <b>Comment – Amended application, no comment from NPC</b>	
2020/461	75 Mid Street,	Erection of single storey rear extension. (Conservatory)	

		South Nutfield RH1 4JJ	<b>Comment – No Objections</b>	NC
	2020/557/T PO	Nutfield Memorial Hall, High Street, Nutfield RH1 4HE	London Plane (T4) reduce back all branches encroaching onto memorial hall by 2.5metres retaining healthy growth. Encroaching onto hall cause and concern to council. Silver Birch (T6) remove x3 small branches encroaching onto camera, crown clean removing defects within tree and thin canopy by 20%.  <b>Comment – No comment as NPC tree</b>	
	<p><b>Appeal APP/M3645/W/19/324318</b>  24<sup>th</sup> March appeal postponed due to Coronavirus (COVID19). Statement to be prepared at cost of £55 by Carole Forrest for the new date (to be confirmed) – agreed by all.</p>			
8.	<p><b>Reports from the Clerk</b></p> <ol style="list-style-type: none"> <li>1. <i>Memorial Hall Correspondence – Legionella Request – no further information received, so no discussion required.</i></li> <li>2. <i>Nutfield Litter Pick – 3/4/5<sup>th</sup> April – Clerk advised that litter pick has been cancelled due to Coronavirus (COVID19).</i></li> <li>3. <i>AGAR/AUDIT – advised all councillors that date postponed due to Coronavirus (COVID19). Clerk awaiting further information.</i></li> <li>4. <i>Clerk updated all councillors on the Website Accessibility training she had attended and her next steps. To be actioned over the coming months.</i></li> <li>5. <i>NPC and CMT insurance to be renewed 1<sup>st</sup> June. Clerk to review with Cllr Clarke.</i></li> <li>6. <i>Showtimers – joint usage of NPC office agreed for dates asked for, and NPC to move meeting date to the 9<sup>th</sup> December in order to accommodate the Showtimers request for use of the committee room on the 2<sup>nd</sup> December. Clerk to advise NVHL.</i></li> <li>7. <i>Noted that the Parish Assembly is cancelled for 2019/2020 due to Coronavirus (COVID19). The Clerk noted that we do not legally have to hold a Parish Assembly (unless requested for by electors).</i></li> <li>8. <i>Other correspondence</i> None noted</li> </ol>			NC NC & JC NC
9.	<p><b>Local Transport</b></p> <ul style="list-style-type: none"> <li>• <i>RACC public meeting – 20<sup>th</sup> June postponement noted by all councillors.</i></li> </ul>			
10.	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. The Clerk confirmed the total reserve bank balance of £ 82,630.68 and current bank balance £200. CIL money in Lloyds account is £ 87,204.80. Clerk presented the bank reconciliation (February 2020) to the Chairman (Cllr Hall) for signing – Cllr Hall signed. Cllr Mowatt advised that we should review the general reserves level. Clerk advised that she will collate an updated list together for the Finance Working Group over the next two weeks as she will then be preparing for the AGAR/Audit.</li> <li>2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £20,000, income: £53,002.00 and expenditure: £27,571.65.</li> <li>3. Discussed in detail the proposal of moving payments for Nutfield Parish Council from cheques to online payments. The proposed procedure had been circulated to councillors prior to the meeting. Online payments will still have two approvals, payments will be set to be paid the day after the council meeting, and a form will still need to be signed for payment to be made. The payment list will remain the same. Noted: to include invoices to be scanned into SharePoint shared drive.</li> </ol>			

	<p>Next steps – 1) Move money in order to have the correct CIL money in one NatWest Reserve account. Close the current NatWest account. 2) update Standing Orders and Financial Regulations to reflect the changes 3) The online banking paperwork has been submitted to Lloyds in order to move the process forward as soon as possible. 4) Can open a Lloyds savings account once steps 1 to 3 have been fully completed and they are up and running.</p> <p>Voted upon and fully agreed to move to online payments based on the above notes and next steps. Clerk will investigate further to how the approvals for the councillor’s work.</p> <p>4. Clerk advised the council that the next CIL payment is due in April for £3774.19 (TA/2018/1072 – Little Hundith)</p> <p>5. Clerk updated the council on the recent issue NPC has had with NatWest. Received £500 in compensation, and the error is still being rectified. Noted that the NatWest complaints team agreed that the issues raised were unacceptable.</p>	NC
11.	<p><b>Scheme of Delegation</b></p> <p>Clerk advised the councillors that Nutfield Parish Council does not have a scheme of delegation in place. Clerk had created a ‘Scheme of Delegation’ based on information received from SSALC and had shared this with the councillors prior to the meeting. The document was discussed and fully agreed by all councillors to adopt this ‘Scheme of Delegation’ which gives the Clerk powers to keep the council running lawfully in a crisis or emergency.</p>	NC
12.	<p><b>Coronavirus (COVID19)</b></p> <ul style="list-style-type: none"> <li>- Road Monitor update – Assistant Clerk has the system up and running. GDPR has been a challenge as need to manage how we keep and share people’s details. GDPR form currently being circulated to ensure we are compliant. All monitors have been issued with a flyer template for them to utilise.</li> <li>- Allotment update – At the time of the meeting and following the Government advice NPC allotments are still open. NPC have placed signs to remind plot owners to adhere to the social distancing rules. All councilors agreed and were happy with this.</li> <li>- Cemetery update – Clerk presented the ‘Cemetery Update’ that was put in place on the 18<sup>th</sup> March under emergency Health and Safety reasons. This was fully supported by all councilors who agreed the measures were the correct action to have been put in place. Also noted that TDC had requested from NPC how many burial spaces we had available. This request was answered accordingly.</li> <li>- Contractors update – Groundsman – working as per usual with Coronavirus (COVID19) procedures in place and will be visiting the cemetery to carry out the work every Friday. DH Trees have Coronavirus (COVID19) procedures in place and are proceeding with work at the time of the meeting. If Government rules change with outside workers, a discussion will have to take place on how to manage the cemetery and contractors accordingly. Cannot preempt this at the moment.</li> <li>- Open spaces update – Charles Maw Trust playground and NPC basketball court have been closed on advice from the Government.</li> <li>- Staff update – To discuss Highways Assistant under Item 17 – staffing. Noted that Clerk is in regular discussion with Assistant Clerk to check she is OK, and we are both adhering to Government rules. Only out for essential work which has recently been the allotments and moving forward Cemetery. Clerk to follow Government advice.</li> <li>- Postponed training – noted that all training that is due to take place over next two months have been postponed</li> </ul> <p>Other – waiting for official NALC advice on carrying out meetings via an online system. Online minutes will be ratified at next ‘real’ meeting.</p>	
	8.34 – Cllr Holborn arrived	
13.	<b>Police Update</b>	



	<ul style="list-style-type: none"> <li>- Pricing is due to increase (going to year 2) on 1<sup>st</sup> April 2020 as per agreed 10-year schedule. Cllr Ford explained the 10-year plan to bring the cemetery pricing into a logistical framework. A big discussion took place and the proposal, due to the current Coronavirus (COVID19) situation, was to either hold the current prices, or to continue with price increase as per schedule. Vote was 6 to hold, and 2 to carry on with increase. Clerk to hold the pricing for this year, and to implement price increase from April 2021.</li> </ul>	
18.	<p><b>Groundworks, land and tree management</b> (including burial grounds and allotments)</p> <ul style="list-style-type: none"> <li>a) Fully agreed to offer plot 37 at a 30% discount as the plot has been left in disarray. Assistant Clerk to action. Noted we now only have 2 plots available.</li> <li>b) Village Green Tree – work has been completed and invoice to be paid at tonight’s meeting.</li> </ul>	SA
19.	<p><b>Events (public) and meetings of Outside Bodies</b> (other than transport groups)</p> <ul style="list-style-type: none"> <li>- None</li> </ul>	
20.	<p><b>Councillor surgeries and monthly news article</b></p> <p>Link Article – CCTV, Road Monitors, Crime update, Cemetery, Parish Assembly update and council meeting update for May.</p>	SH
21.	<p><b>Training</b> (and conferences).</p> <p>17<sup>th</sup> April - 10.30am - Planning webinar - Cllr Clarke and Cllr Dadswell to attend.</p>	
22.	<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 £13,716.06 (VAT inclusive). Clerk to dispense payments.</p>	NC
23.	<p><b>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul>	
24.	<p><b>Notification of business for inclusion on the next agenda</b></p>	
25.	<p><b>Next meeting date(s)</b></p> <p>Cllrs noted that the Council’s next meeting would take place on 6<sup>th</sup> May 2020 via ‘Go to Meeting’ online. at 7.30 pm.</p>	ALL
26.	<p><b>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</b></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  
1st April 2020

Chq No.	Ref	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
003695	442	37	DH Tree Services Limited	17/03/2020	258007215	£ 300.00	20%	£ 360.00	£60.00	Village Green Tree work	
003696	443	45	DH Tree Services Limited	26/03/2020	258007215	£ 1,344.00	20%	£ 1,612.80	£268.80	Cemetery emergency tree felling	
003697	444	5	The Groundsman Ltd	29/03/2020	267073491	£ 520.00	20%	£ 624.00	£104.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (March 2020)	
003698	445	CIL	National Office Furniture Supplies	24/02/2020	N/A	£ 233.03	20%	£ 279.64	£46.61	Office desks - pro forma	
003699	446	4	Promax Ltd	18/03/2020	245122634	£ 44.50	20%	£ 53.40	£8.90	Tablet engraving	
003700	447	9	Marler Hayley Ltd	10/03/2020	972746383	£ 261.15	20%	£ 313.38	£52.23	Banner stands - Pro forma	
003701	448	50	Charles Maw Trust	06/03/2020	N/A	£ 1,750.00	0%	£ 1,750.00	£0.00	Grant donation to CMT for Tree work	
003702	449	28	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (March 2020)	
003703	450		Nicky Chiswick	N/A	N/A	£ 491.24	0%	£ 491.24	£0.00	Expenses claimed by the Clerk (March 2020)	
003704	451	27	Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (March 2020)	
003705	452		Sarah Abellan	N/A	N/A	£ 40.07	0%	£ 40.07	£0.00	Expenses claimed by the Assistant Clerk (March 2020)	
003706	453	44	Laura Pollock	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (March 2020)	
003707	454		Laura Pollock	N/A	N/A	£ 2.76	0%	£ 2.76	£0.00	Expenses claimed by the NVH Clerk (March 2020)	
003708	455	47	Mir R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (March 2020)	
003709	456	30	HM Revenue and Customs	N/A	N/A	£ 570.14	0%	£ 570.14	£0.00	PAYE and Class 1A NICs (March 2020)	
DD*	457	31	National Employment Savings Trust (NEST)	N/A	N/A	£ 158.86	0%	£ 158.86	£0.00	Pension – Employer and employees contributions (March 2020)	
DD*	458	46	Lloyds	10/02/2020	N/A	£ 7.50	0%	£ 7.50	£0.00	Service Charge	
DD*	459	23	Sweethaven Company limited	01/04/2020	263782087	£ 40.68	20%	£ 48.82	£8.14	365 back up	
DD*	460	23	Sweethaven Company limited	01/04/2020	263782087	£ 63.80	20%	£ 76.56	£12.76	365 hosting	
DD*	461	18	Public Works Loan	10/03/2020		£ 760.00	0%	£ 760.00	£0.00	Loan repayment - 502929 - Repayment	
DD*	462	17	Public Works Loan	10/03/2020		£ 609.10	0%	£ 609.10	£0.00	Loan repayment - 502929 - Interest	
DD*	463	18	Public Works Loan	17/03/2020		£ 1,600.00	0%	£ 1,600.00	£0.00	Loan repayment - 499350 - Repayment	
DD*	464	17	Public Works Loan	17/03/2020		£ 1,006.40	0%	£ 1,006.40	£0.00	Loan repayment - 499350 - Interest	
DD*	465	5	SES Business Water	N/A	N/A	£ 2.00	0%	£ 2.00	£0.00	Monthly water charges - cemetery	
DD*	466	1	SES Business Water	N/A	N/A	£ 30.00	0%	£ 30.00	£0.00	Monthly water charges - allotments	
DD*	467	23	XLN	24/03/2020	918445212	£ 40.94	20%	£ 49.13	£8.19	Broadband	
DD*	468	23	EE	11/03/2020	245719348	£ 52.92	20%	£ 63.50	£10.58	Telephone Bill	
			<b>Total</b>			<b>£ 13,135.85</b>		<b>£ 13,135.85</b>	<b>£ 580.21</b>	****Use of Localism Payment Fund	

\* Payment scheduled by Direct debit

\*\* Use of CIL money

\*\*\* Use of Members Community Allocation fund

Signed: .....  
Date: 1st April 2020

Nicky Chiswick, Clerk to Nutfield Parish Council

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

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