



## Nutfield Parish Council Minutes

ONLINE

6<sup>th</sup> May 2020

Meeting opened at 7:30 pm and closed at 10.10 pm.

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

**Councillors (Cllrs) present:**

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

**Apologies:**

**Attending:**  
 1 Attendees

**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>	
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.  Clerk had distributed Register of Interest Forms to Councillors prior to the meeting for them to complete and return accordingly.  Cllr Dadswell and Cllr Earl declared an interest in planning application 2020/409 Cllr Mowatt declared an interest in item 13	
4.	<b>Public Session</b> One parishioner attended.	
5.	<b>Report from County &amp; District Councillors</b> None	
6.	<b>Acceptance of Last Minutes</b> The Clerk had prepared, and circulated minutes of the meeting held on the 1 <sup>st</sup> April 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 6 applications from TDC and 1 from R&B since the last Parish Council meeting.	

*Standing orders were suspended for planning application 2020/409 in order for Parishioner to speak. They were resumed after the council moved onto the next application.*

2020/409	Project House, Morris Road, South Nutfield RH1 5SA	Demolition of exiting single storey building comprising factory unit. Erection of detached single storey building comprising of 4 x 2-bedroom sheltered housing and erection of detached two-storey building comprising a commercial unit (Amended description).  <b>Cllr Dadswell and Cllr Earlswood removed themselves from the meeting.</b> <b>A parishioner was in attendance and gave an overview of their view on the application for NPC to consider.</b> <b>Discussed and agreed to ask Carole Forrest to review NPC's response based on previous response, the new application, and neighbours' objections. Agreed on a spend of no more than £100 and to review/approve report via email once received.</b>	NC
2020/622/NC	Kings Mill, Kings Mill Lane, South Nutfield RH1 5NB	Change of use from office (Class B1(a) to residential (Class C3) to form 15 residential units (comprising 1 x studio, 11 x 1 bed and 3 x 2 bed) with associated parking. <b>Councillors had reviewed report from Carole Forrest prior to the meeting and it was fully agreed for the council to use and send the report, and agreed report cost of £20</b>	NC
2020/488	Halfway House, Bletchingley Road, Nutfield RH1 4HN	Mixed use of open storage and parking. (Certificate of Lawfulness for Existing Use or Development) <b>Councillors had reviewed report from Carole Forrest prior to the meeting and it was fully agreed for the council to use and send the report, and agreed report cost of £70</b>	NC
2020/238	160 Mid Street, South Nutfield RH1 5RP	Erection of new mono pitch roof providing first floor accommodation including balcony to rear. Erection of single storey front extension providing additional garage and enlargement of existing raised terrace to rear. (Amended description) <b>Comment – No objections</b>	NC
2016/232/CO ND4	RNIB, Queens House, Philanthropic Road, Redhill, RH1 4DG	Details pursuant to the discharge of Condition 21 (Facilities for cyclists) of planning permission ref: 2016/232 dated 21 July 2016. Full planning application and listed building consent for conversion, extension and refurbishment to Tudor house and garden <b>Comment – No objections</b>	NC

	2020/738	142 Mid Street, South Nutfield RH1 5RP	Erection of first floor side extension incorporating front dormer and part single/part two storey rear extension. Conversion of garage to habitable accommodation. <b>Comment – No objections</b>	
	20/00019/E_ EN	Taxiway C/D Redhill Aerodrome Kings Mill Lane Redhill Surrey	Enforcement Appeal - Section 174 - Town & Country Planning Act 1990 <b>Comment – Reviewed communication from Salfords and Sidlow Parish Council and from a parishioner. Agreed to ask Clerk to send response the council sent to the original application to full council, for discussion at the next meeting.</b>	NC  NC
8.	<b>Reports from the Clerk</b> <ol style="list-style-type: none"> <li>1. <i>Memorial Hall Correspondence – None</i></li> <li>2. <i>Fly Grazing – Clerk updated all councillors to the two sets of fly grazing that took place within April. Under emergency measures a Horse Bailiff had been used on both occasions and both sets of horses had been removed within the set timeframe. Cost for both occasions of £990 plus VAT had been approved. Horse Bailiff was used as they have the legal knowledge, conduct risk assessments, insurance and the experience of working with fly grazing horses. Thanks to Cllr Reeve for his help.</i></li> <li>3. <i>AGAR/AUDIT – Delay to end of September has been advised. NPC will be able to submit information within this time frame</i></li> <li>4. <i>SES water rates for 2020 to 2021 shared with the councillors.</i></li> <li>5. <i>Clerk updated all councillors that she had been in conversations with a web designer who has recommended an agency who specialises in conducting website accessibility tests. A price of £1000 plus VAT was agreed for the Clerk to proceed with this specialist work (further work would then need to be quoted for from a web designer to make the amends and create the website statement). From Earmarked Reserves budget.</i></li> <li>6. <i>NPC and CMT insurance to be renewed 1<sup>st</sup> June. Clerk noted that office equipment increased to £6000 from £5000 due to new printer. Clerk had shared the insurance documents and quotes with councillors prior to the meeting. Full discussion took place on whether to have one year or 3-year contract in place. Full agreed to accept the three-year insurance plan. Clerk to action.</i></li> <li>7. <i>Other correspondence</i> None noted</li> </ol>			NC  NC
9.	<b>Local Transport</b> <i>Redhill Aerodrome – National Designated Heritage Asset (NDHA). Cllr Mowatt updated the council to the conversation he had with a consultant after speaking with English Heritage regarding the Redhill Aerodrome conservation area. They advised a NDHA might be more suitable. Agreed for Cllr Mowatt to speak with Cllr Vickers for TDC's view.</i>			RM
10.	<b>Finance</b> <ol style="list-style-type: none"> <li>1. The Clerk confirmed the total reserve bank balance of £76,801.59 and current bank balance £200. CIL money in Lloyds account is £87,179.30. Clerk presented the bank reconciliation (March 2020) to the Chairman (Cllr Hall) for signing – Cllr Hall signed.</li> <li>2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £25,000, income: £3801.17 and expenditure: £2520.00</li> <li>3. Clerk had shared the 2019 2020 budget vs actuals draft figures with the council before the meeting. Key points were pointed out, and these figures will be used for the audit and end of year accounts.</li> <li>4. CIL Tandridge District Council report approved by all council. Clerk to submit.</li> </ol>			

	<p>5. PWLB loan summary (as of 31<sup>st</sup> March 2020) shared with councillors.</p> <p>6. 1<sup>st</sup> 2020/20221 Precept payment paid.</p> <p>7. Clerk updated councillors to letter received from Lloyds regarding change of bank conditions – noted that the charge remains, but we lose the personal banker we had, and move to a general customer service type facility. Cllr Clarke to prepare letter to challenge this.</p> <p>8. Clerk updated the council that the Lloyds online payment process was work in progress.</p>	<p>NC</p> <p>JC &amp; NC</p>
11.	<p><b>Coronavirus (COVID19)</b></p> <ul style="list-style-type: none"> <li>- Only items that have changed will be noted here (cemetery updates to be included in Cemetery section in item 16)</li> <li>- Tandridge District Council Grant update and plans – Clerk updated the council on the grant that was received last week from TDC for £1000. Cllr Dadswell had previously shared the flyer and proposal for food parcels for those in need, fully approved by all the council and cost of £50 for the flyers approved. Cllr Dadswell working closely with Assistant Clerk. Thanks for all those in the Parish Council that have helped.</li> <li>- Clerk updated all on a request from TDC – clerk to find out more information and for the council to then review to if and how they can help.</li> </ul>	<p>JD</p> <p>NC</p>
12.	<p><b>Police Update</b></p> <ul style="list-style-type: none"> <li>• Online meeting took place on the 16<sup>th</sup> April via Go To Meeting. The meeting notes were summarised by Cllr Dadswell to all council.</li> </ul> <p><i>Cllr Holborn arrived 9pm</i></p> <ul style="list-style-type: none"> <li>• CCTV – Feasibility report was shared by Cllr Hall. A large and comprehensive document. Full costs are unknown at present due to power prices but will need to go to tender and the possibility of a phased approach due to the costs. Cllr Hall to pull tender document together and speak with UK Power to begin a project plan and costing for the electricity aspect of the project. Fully agreed to start the tender process (via a staged phased approach) and the concept, although full costs unknown at this stage.</li> </ul>	<p>SH</p>
13.	<p><b>Nutfield Annual Fireworks Display/Bonfire</b></p> <p>Cllr Mowatt left the meeting for this discussion.</p> <p>2 parts to the proposal</p> <ul style="list-style-type: none"> <li>- 1 - NPC to accept the Fireworks/Bonfire event and adopt a working group and for the event be run by the Parish Council with external people on the working group.</li> <li>- 2 - The location of the fireworks to move to the Jubilee Fields from its current location.</li> </ul> <p>Vote took place on both parts.</p> <p>Part 1 – all council fully agreed for NPC to adopt working group to run the event and underwrite the event.</p> <p>Part 2 – more work is needed on a viability survey on the Jubilee Fields and if they are suitable for the event (both fireworks, bonfire and attendees (general public)). Cllr Reeve and Cllr Holborn to carry out feasibility for the event for health and safety purposes.</p> <p>Cllr Duggan discussed the possible Scout grant application for electricity upgrade, and he would investigate further.</p> <p>Noted – still unsure if the event can take part in 2020 due to Coronavirus (COVID19) restrictions.</p>	<p>IR &amp; DH</p> <p>AD</p>
14.	<p><b>Nutfield Neighbourhood Area</b></p> <p>Cllr Mowatt discussed the need to have more information on Neighbourhood plans as unsure to what they were, the benefits to a parish council and the work needed to put one in place. Clerk to share some information she had received from SLCC.</p>	<p>NC</p>

15.	<b>Grant Applications</b> <i>Grant received from 1st Burstow Scout Group for Coronavirus (COVID19) food parcel for £1000. It was discussed in detail and approved (Budget from General Reserves). Clerk to action and advise accordingly.</i>	NC
16.	<b>Working Groups</b> Working groups are set as per Appendix 1.  <u>Staffing</u> - <i>Proposed to ask the Highways Assistant to return to work with him adhering to all government guidelines and for NPC to offer relevant PPE. All agreed. Clerk to action.</i>  <u>Highways</u> - <i>Report shared with councillors – councillors agreed that the report was up to date.</i> <u>Cemetery</u> – <i>Cemetery report was circulated to councillors prior to the meeting and all proposals were agreed.</i> - <i>Foot scraper agreed for cost of up to £100. Assistant Clerk to action.</i> - <i>Clerk updated all councillors on the three interments that are happening within May.</i> - <i>Clerk had shared and adopted (under the scheme of delegation) updated Cemetery temporary rules and disclaimer in line with government updates. Shared with full council and fully approved.</i>	NC      SA
17.	<b>Groundworks, land, and tree management</b> (including burial grounds and allotments) a) Quote to be gained from Nick Dance for both Village Green fence and Triangle fence. b) Jubilee Field plan – to be carried over to June meeting	NC NC & IR
18.	<b>Events (public) and meetings of Outside Bodies</b> (other than transport groups) - None	
19.	<b>Councillor surgeries and monthly news article</b> Link Article – COVID update, CCTV, Crime update, Cemetery, and council meeting update for June.	SH
20.	<b>Training</b> (and conferences). June – Accessible PDFs – Clerk - £30 plus VAT	
21.	<b>Payment(s)</b> 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 £10,208.54 (VAT inclusive). Clerk to dispense payments.	NC
22.	<b>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency</b> - None	
23.	<b>Notification of business for inclusion on the next agenda</b>	
24.	<b>Next meeting date(s)</b> Cllrs noted that the Council's next meeting would take place on 3 <sup>rd</sup> June 2020 via 'Go to Meeting' online. at 7.30 pm.	ALL
25.	<b>Sub-section 2</b> – Public Bodies (Admissions to Meetings) Act 1960: One Item	

## 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  
6th May 2020

Chq No.	Ref	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
3711	469	19	Nutfield Memorial Hall	31/05/2020	N/A	£ 39.00	0%	£ 39.00	£0.00	Meeting room hire	
3712	470	36	ATS	17/04/2020	689271386	£ 680.00	20%	£ 816.00	£136.00	Allotment and Jubilee fields Survey	
3713	471	5	The Groundsman Ltd	28/04/2020	267079491	£ 747.92	20%	£ 897.50	£149.58	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (April 2020)	
3714	472	8	Microshade Business Consultants Ltd	10/02/2020	369591007	£ 102.48	20%	£ 122.98	£20.50	Hosting Pear (Feb., march , April)	
3715	473	8	Microshade Business Consultants Ltd	10/05/2020	369591007	£ 102.48	20%	£ 122.98	£20.50	Hosting Pear may, June , July)	
3716	474	49	Specialist & Equine Bailiffs Ltd	24/04/2020	369591007	£ 495.00	20%	£ 594.00	£99.00	Fly grazing	
3717	475	49	Specialist & Equine Bailiffs Ltd	01/05/2020	369591007	£ 495.00	20%	£ 594.00	£99.00	Fly grazing	
3718	476	25	Mrs C A Crutchfield	30/04/2020	N/A	£ 78.00	0%	£ 78.00	£0.00	TA2020/488 and ta2020/622 - planning	
3719	477	28	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (April 2020)	
3720	478		Nicky Chiswick	N/A	N/A	£ 550.97	0%	£ 550.97	£0.00	Expenses claimed by the Clerk (April 2020)	
3721	479	27	Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (April 2020)	
3722	480		Sarah Abellan	N/A	N/A	£ 86.75	0%	£ 86.75	£0.00	Expenses claimed by the Assistant Clerk (April 2020)	
3723	481	44	Laura Pollock	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (April 2020)	
3724	482		Laura Pollock	N/A	N/A	£ 2.76	0%	£ 2.76	£0.00	Expenses claimed by the NVH Clerk (April 2020)	
3725	483	45	M/R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (April 2020)	
3726	484	30	HM Revenue and Customs	N/A	N/A	£ 664.04	0%	£ 664.04	£0.00	PAYE and Class 1A NICs (April 2020)	
3727	485	32	Surrey ALC Limited	01/04/2020	N/A	£ 837.48	0%	£ 837.48	£0.00	Surrey ALC and NALC Subscription	
3728	486	47	Mr J Daddswell	04/05/2020	N/A	£ 49.80	0%	£ 49.80	£0.00	Flyer printing	
3729	487	14	Insurance	04/05/2020	N/A	£ 1,329.72	0%	£ 1,329.72	£0.00	Insurance (1 year plan)	
DD*	488	31	National Employment Savings Trust (NEST)	N/A	N/A	£ 169.60	0%	£ 169.60	£0.00	Pension – Employer and employees contributions(April 2020)	
DD*	489	46	Lloyds	10/03/2020	N/A	£ 7.50	0%	£ 7.50	£0.00	Service Charge	
DD*	490	23	Sweethaven Company limited	01/05/2020	263782087	£ 40.68	20%	£ 48.82	£8.14	365 back up	
DD*	491	23	Sweethaven Company limited	01/05/2020	263782087	£ 63.80	20%	£ 76.56	£12.76	365 hosting	
DD*	492	5	SES Business Water	N/A	N/A	£ 2.00	0%	£ 2.00	£0.00	Monthly water charges - cemetery	
DD*	493	1	SES Business Water	N/A	N/A	£ 30.00	0%	£ 30.00	£0.00	Monthly water charges - allotments	
DD*	494	23	XLIN	22/04/2020	918445212	£ 40.94	20%	£ 49.13	£8.19	Broadband	
DD*	495	23	EE	11/04/2020	245719348	£ 53.14	20%	£ 63.77	£10.63	Telephone Bill	
			<b>Total</b>			<b>£ 9,644.25</b>		<b>£ 10,208.54</b>	<b>£ 564.29</b>		

\* Use of CL money

\*\* Use of Members Community allocation fund

\*\*\* Use of Localism Payment fund

Date: 6th May 2020

Signed: .....  
Nicky Chiswick, Clerk to Nutfield Parish Council

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

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