



Nutfield Parish Council Minutes

ONLINE

3rd June 2020

Meeting opened at 7:30pm and closed at 10.35pm.

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 Rigel Mowatt (Vice Chair)
 Cllr Ian Reeve

Apologies:

Attending:

Apologies

In attendance: Nicky Chiswick (NC), Clerk

1.	The Chair to open the meeting Cllr Hall opened the meeting.				
2.	Councillor apologies for absence.				
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. Cllr Clarke declared an interest in planning application 20/00019/E				
4.	Public Session None				
5.	Report from County & District Councillors Cllr Vickers advised that she would ask for Project House (2020/409) to go to committee if Tandridge District Council are minded to approve it. Cllr Vickers had advised that Tandridge District Council had moved to online meetings which were working well to continue the work at the council. Clerk to ask Cllr Vickers for local plan update.	NC			
6.	Acceptance of Last Minutes The Clerk had prepared, and circulated minutes of the meeting held on the 6 th May 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 5 applications from TDC and 1 appeal from R&B since the last Parish Council meeting.				
	<table border="1"> <tr> <td>2020/759</td> <td>140 Mid Street, South Nutfield RH1 5RP</td> <td>Erection of single storey rear extension.</td> </tr> </table>	2020/759	140 Mid Street, South Nutfield RH1 5RP	Erection of single storey rear extension.	
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		Comment – No objection	NC
2018/64/ COND2	Dairy Cottage Barn, Little Cormongers Farm, Mid Street, South Nutfield RH1 4JU	Details pursuant to the discharge of Condition 4 (Soft Landscaping works) of planning permission ref: 2018/64 dated 22nd October 2018. (Demolition of the west bay and rear lean-to: change of use of the remaining 4 bays plus single storey rear extension to Comment – No objection	NC
2020/335	Priory Farm, Sandy Lane, South Nutfield RH1 4EJ	Certificate of Existing Lawful Use or Development for buildings ancillary to D2: Assembly and leisure buildings (cafe, toilet and reception). Comment – No objection	NC
2020/798 /N	South Hale Farm Land, Green Lane, Redhill RH1 5QP	Add 300mm free draining topsoil - then cultivate and sow to permanent pasture. (Prior Approval Agricultural) Comment – similar application to 2019/864/N. Reiterated that top quality soil to be used and land used for pasture. Reiterated NPC's comments from above application.	NC
2020/526	1 Mid Street, South Nutfield RH1 4JY	Demolition of existing aviary and erection of single storey side extension. Comment – No objection	NC
<p><u>20/00019/E_EN - Taxiway C/D Redhill Aerodrome Kings Mill Lane Redhill Surrey - Enforcement Appeal - Section 174 - Town & Country Planning Act 1990</u> Reviewed communication from Salfords and Sidlow Parish Council. Response from NPC was to support and back Salfords and Sidlow Parish Council's response. Clerk uploaded to portal before end of play on the 3rd June. Full approval.</p> <p><u>Nutfield Green Activity Park – FYI - Cllr Reeve and Clerk updated the council that speaking with SCC it was noted that no Ecological report had been carried out to date.</u></p>			
8.	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> 1. <i>Memorial Hall Correspondence – None</i> 2. <i>Due to both the Village and Memorial Hall being closed, the Clerk contacted both management companies to check on the financial status of each. Clerk to provide TDC grant information to the Memorial Hall group. Response from both halls were that at the present time they are financially OK.</i> 3. <i>Clerk updated councillors on website accessibility. Summarized that she is waiting for proposal from agency. To update at next meeting.</i> 4. <i>Advised that village gardener is back working. Nutts corner and Mid Street on the list. Noted and agreed for Village Gardener to carry out work at Memorial Hall playground and for NPC to donate his time to the Charles Maw Trust.</i> 5. <i>Clerk has contacted BT facilities to log the hedge work that is required on their property on Mid Street.</i> 		NC

	<p>6. <i>Nutfield Marsh Road – Sadly, the parking problems along the Marsh is something that NPC has no powers over, but agree that the parking is an issue whilst the car park is closed. Clerk to pass to the police and respond to the letter accordingly.</i></p> <p>7. <i>Clerk updated councillors that desks and blinds to be ordered this month.</i></p> <p>8. <i>Clerk explained the history of the ancient closed graveyard for St Peters and St Pauls. NPC have budget set aside for this, but awaiting more information from the church to their requirements.</i></p> <p>9. <i>Other correspondence</i> None noted</p>	NC
9.	<p>Local Transport</p> <ul style="list-style-type: none"> - <i>Redhill Aerodrome – National Designated Heritage Asset (NDHA). Cllr Mowatt updated the council to the communication he had received from TDC and their advice. It was agreed to send this information to both M Garwood for his comments and to the consultant to see what the best steps are from this. It was referred that the council would benefit from a neighbourhood plan, but that is a few years work and is resource heavy.</i> - <i>GTR Passenger Benefit Fund – Clerk to contact to gain an update. Propose to ask if assistance can be had for CCTV in the station area.</i> 	RM & NC NC
10.	<p>Finance</p> <ol style="list-style-type: none"> 1. The Clerk confirmed the total reserve bank balance of £103,917.98 and current bank balance £200. CIL money in Lloyds account is £87,189.80. Clerk presented the bank reconciliation (April 2020) to the Chairman (Cllr Hall) for signing – Cllr Hall signed. Noted that the 1st 2020 2021 precept had been paid in April. 2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £25,000, income: £8956.00 and expenditure: £6084.67. It was discussed to have a cemetery expenditure split at future meetings. To be discussed further at the June Cemetery meeting. Highlighted the reserve fund from 2019 2020 will be used for some work that will take place this financial year. 3. Internal Audit report (2019 2020) had been shared with the council and fully approved. Clerk to sign off paperwork with Mulberry & Co. 4. Clerk updated the council that the Lloyds online payment process was work in progress (updated where each councillor was in the process) and should be ready for July payment run. Agreed to test run a selected payment. Clerk to then update the bank accounts with the correct amounts to reflect CIL, and close one NatWest account. To be updated at July meeting. 5. Clerk to run VAT reclaim within June for 2019 2020. To include CMT reclaim. 	NC NC NC NC
11.	<p>External Audit – Section 1 annual Governance Statement 2019/20 Councillors reviewed and approved. Cllr Hall signed</p>	
12.	<p>External Audit – Section 2 Accounting Statements 2019/20 Councillors reviewed and approved. Cllr Hall signed</p> <p>Clerk to submit AGAR, and place relevant paperwork on noticeboards/Website within June.</p>	NC
13.	<p>Coronavirus (COVID19)</p> <ul style="list-style-type: none"> - Only items that have changed will be noted here. - Cllr Dadswell updated that 28 food boxes had been distributed since the last meeting (14 households receiving boxes on a twice monthly basis). Thanks to those Councillors that have delivered the boxes. Cllr Dadswell to provide spreadsheet for invoice reconciliation. Clerk to send Henry Smith Charity details to Councillors. - Basketball court – it was discussed in detail to whether NPC should open the court. Clerk noted to Councillors that the general public had been climbing over the fences to use the courts whilst the gates were closed and closed signs were 	JD & NC

	placed in clear view at the gates. It was fully agreed for the Clerk to open the courts on Friday the 7 th June with clear signage in place.	NC
	<p>Police Update</p> <ul style="list-style-type: none"> • Clerk to chase for meeting date • CCTV – Cllr Hall updated the full council on the next steps that were presented in a phased approach. Phase 1a to be centred at the Village Hall and Mid Street. It was noted by the Clerk and agreed by all that the need to fully cost the project out at the tender stage was very important. It was agreed that a phased approach would work very well to allow for this, with an indicated overall estimate of £120,000 for the CCTV system subject to tenders to different phases, as and when funds and logistic are available). It would also allow the council to review and manage their resources and finances. A local and similar parish has completed a similar CCTV project and started with 6 cameras and this parish now has 19 cameras over 6 years. This parish worked on a successful phase approach. <p>Cllr Hall proposed to the council to utilise Lambert and Associates to project manage the tender document creation, issue, and collation of results for phase 1a (projected costs of between £8000 to £13000 - Budget would be from CIL). They would advise the council of the results for NPC to review. Lambert and Associates to also oversee CCTV installation. Cost of £2000. As this is a specialist project, the use of a project manager for this project was deemed necessary. Voted and all councillors agreed to proceed. NPC would manage and discuss further the next phases and the following phase grouping would need careful consideration. Cllr Hall to proceed and liaise with Lambert and Associates.</p>	SH
14.	<p>Asset List</p> <p>Clerk presented the asset list. This was fully approved as it is, but with the view for the Clerk to work through the list this year to ensure that everything is in place and highlight any work that is required.</p>	NC
15.	<p>Standing Orders and Financial Regulations</p> <p>Clerk to update the Standing Orders/Financial Regulations with the following ‘These Financial Regulations/Standing orders are to be read in conjunction with the ‘Scheme of Delegation’ which includes amendments to policies with updates from ‘The Coronavirus Act 2020’’. All approved and regulations adopted.</p>	NC
16.	<p>Grant Applications</p> <p>None</p>	NC
17.	<p>Working Groups</p> <p>Working groups are set as per Appendix 1.</p> <p><u>Communication</u></p> <ul style="list-style-type: none"> - Clerk to purchase <i>nutfieldpc.co.uk</i>, <i>nutfieldcemetery.com</i> and <i>nutfieldcemetery.co.uk</i>. Cost of no more than £30. Clerk to advise Memorial Hall that NPC hold their domain name until 2025. The long-term aim is to get all domain names for approval in same year moving forward. <p><u>Highways</u></p> <ul style="list-style-type: none"> - Report shared with councillors – councillors agreed that the report was up to date. - Cllr Hall discussed road sweeping/gully clearing. Cllr Hall to get a quote to discuss at next meeting. - M23 slip road discussed. Letter received from Parishioner regarding our agenda point. Clerk to write to MP and highways. <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"> - Clerk had shared the Tree Quote and summary to the full council prior to the meeting. A summary was presented where it was noted that the majority of the work is in category 2, so urgent work. The group proposed to the council that 	NC SH NC

	<p><i>under financial regulation (11.1.aiv and 11.1.c), that the full works are completed by DH Trees Limited. Current quote is approximately £12,000. The work is a health and safety risk and must be actioned to mitigate any issues. Budget – Cemetery reserve fund. Fully approved for spend of no more than £14,000.</i></p> <ul style="list-style-type: none"> - <i>Ash interments were discussed, and fully agreed to allow these to proceed as long as the Grave Worker and NPC personnel have the capacity to carry the work out. The other rules (i.e. graveside attendees (10) and time spent in cemetery (30mins)) to remain the same.</i> - <i>The Clerk to contact Cllr Vickers to enquire about the bin project – in particular for the cemetery layby including a dog bin and covered rubbish bins.</i> - <i>The council wanted to say thank you to the Assistant Clerk and Clerk for their work over the last month at the cemetery to keep it running with the increased interments which have all had their own complications.</i> 	NC
	<p>Groundworks, land, and tree management (including burial grounds and allotments)</p> <ul style="list-style-type: none"> a) Jubilee Field plan – the full costings and plan were shared with the council from the Tree Wardens. Noted the concern of tree survey costs which would be needed at least every three years once the trees reached a certain age (which NPC would be responsible for in order to adhere to their insurance stipulations). It was noted that this year the council have carried out their three yearly tree surveys for the numerous tree sites that they own. The cost of tree work is a substantial one and one that the council must cover under their insurance and health and safety duties. NPC note that they appreciate the need for more trees, but just need the ongoing costs to be highlighted by the parishioners. It was fully agreed to conduct a survey monkey to get the opinions of the parishioners. Clerk to pull together and gain full council approval via email. Agreed that if there was a ‘Survey Monkey’ cost then this was approved. b) Jubilee fencing quote was received and agreed to proceed. Some additional work had not been included, so Clerk to check before proceeding. £2000 was agreed to proceed – to come from CIL. c) Jubilee fields – Tree quote shared with councillors prior to meeting. Fully agreed to proceed with tree work (£1000) d) Allotment Plot 48 trees – Discussed and agreed that the two trees can be removed by plot holder. Clerk to advise plot holder. e) Allotment Tree Survey shared – Clerk to meet Tree Surgeon to give access in order to gain a quote. f) Clerk advised that the allotments are now full with a very small waiting list. It was noted by the allotment holders that the allotments have a great feel to them now. The council wanted to thank the Assistant Clerk and Clerk for her work on the allotments over the last couple of years to get things working. Noted that Earmarked Reserves have had a noticeboard (for both our and plot holders usage) for the allotments noted. Assistant Clerk to investigate. Also noted that a skip maybe required again later in the year. g) Clerk advised that Allotment Plot 27b had given up plot in April, but not returned the key. Communication has since been received that they will pay the lost key fee asap. Clerk to check. h) The Triangle Tree Survey. Clerk to get a quote for the tree work over the next month. 	NC & IR
18.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <ul style="list-style-type: none"> - None 	
19.	<p>Councillor surgeries and monthly news article</p> <p>Link Article – CCTV, Crime update, Jubilee fields, Tree Surveys and council meeting update for July.</p>	SH
20.	<p>Training (and conferences).</p> <p>None</p>	

21.	<p>Payment(s) Councillors 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 £8984.31 (VAT inclusive). Clerk to dispense payments. Noted to test a payment on the new online payment system.</p>	NC
22.	<p>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency - None</p>	
23.	<p>Notification of business for inclusion on the next agenda None</p>	
24.	<p>Next meeting date(s) Cllrs noted that the Council's next meeting would take place on 1st July 2020 via 'Go to Meeting' online. at 7.30 pm.</p>	ALL
25.	<p>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960: One Item</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 3rd June 2020

Chq No.	Ref Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
3730	497	Mulberry & Co	19/05/2020	899727928	£ 120.00	20%	£ 144.00	£24.00	2019 2020 internal end year audit	
3731	496	ATS	13/05/2020	689271386	£ 560.00	20%	£ 672.00	£112.00	Triangle fields Survey	
3732	498	The Groundsman Ltd	31/05/2020	267073491	£ 747.92	20%	£ 897.50	£149.58	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (May 2020)	
3733	499	Carl Wise	21/04/2020	N/A	£ 90.00	0%	£ 90.00	£0.00	Cemetery foot scrapper (Mutton Chop Forge)	
3734	500	Promax Limited	07/05/2020	245122634	£ 44.50	20%	£ 53.40	£8.90	WBA tablet	
3735	501	Howard Fine	20/05/2020	N/A	£ 100.00	0%	£ 100.00	£0.00	Cemetery bramble clearance	
3736	502	1st Burstow Scout Group	13/05/2020	N/A	£ 1,000.00	0%	£ 1,000.00	£0.00	Grant 2020/000215	
3737	503	SLCC Enterprises Ltd	19/05/2020	891752783	£ 36.00	20%	£ 43.20	£6.00	PDF Training	
3738	504	DH Tree Services Limited	19/05/2020	259007215	£ 1,260.00	20%	£ 1,512.00	£210.00	Cemetery laurel and stump work	
3739	505	Mrs CA Crutchfield	29/05/2020	N/A	£ 45.00	0%	£ 45.00	£0.00	Planning T/A2020/409	
3740	506	Marler Hayley Ltd	10/03/2020	972746383	£ 261.15	20%	£ 313.38	£52.23	Banner stands - Pro forma - Resent as 1st Cheque lost in post	
3741	507	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (May 2020)	
3742	508	Nicky Chiswick	N/A	N/A	£ 720.61	0%	£ 720.61	£0.00	Expenses claimed by the Clerk (May 2020)	
3743	509	Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (May 2020)	
3744	510	Sarah Abellan	N/A	N/A	£ 52.42	0%	£ 52.42	£0.00	Expenses claimed by the Assistant Clerk (May 2020)	
3745	511	Laura Pollock	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (May 2020)	
3746	512	Laura Pollock	N/A	N/A	£ 2.76	0%	£ 2.76	£0.00	Expenses claimed by the NVH Clerk (May 2020)	
3747	513	M/r R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (May 2020)	
3748	514	HM Revenue and Customs	N/A	N/A	£ 491.83	0%	£ 491.83	£0.00	PAYE and Class 1A NICs (May 2020)	
DD*	515	National Employment Savings Trust (NEST)	N/A	N/A	£ 148.58	0%	£ 148.58	£0.00	Pension – Employer and employees contributions (May 2020)	
DD*	516	Lloyds	14/05/2020	N/A	£ 7.50	0%	£ 7.50	£0.00	Service Charge	
DD*	517	Sveethaven Company limited	01/06/2020	263782087	£ 40.68	20%	£ 48.82	£8.14	365 back up	
DD*	518	Sveethaven Company limited	01/06/2020	263782087	£ 63.80	20%	£ 76.56	£12.76	365 hosting	
DD*	519	SES Business Water	N/A	N/A	£ 2.00	0%	£ 2.00	£0.00	Monthly water charges - cemetery	
DD*	520	SES Business Water	N/A	N/A	£ 30.00	0%	£ 30.00	£0.00	Monthly water charges - allotments	
DD*	521	XLN	22/05/2020	919445212	£ 40.94	20%	£ 49.13	£8.19	Broadband	
DD*	522	EE	11/05/2020	245719348	£ 53.14	20%	£ 63.77	£10.63	Telephone Bill	
		Total			£ 8,381.88		£ 8,984.31	£ 602.43		

* Payment received by Direct Debit
** Use of VAT money
*** Use of Members Community Allocation Fund

Signed:
Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:
Parish Councillor Parish Councillor 1

Signed:
Parish Councillor Parish Councillor 2

Date: 3rd June 2020