



## Nutfield Parish Council Minutes

ONLINE

1<sup>st</sup> July 2020

Meeting opened at 7:30pm and closed at 9.05pm.

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.	<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.  Cllr Clarke declared an interest in planning application 20/00019/E		
4.	<b>Public Session</b> None		
5.	<b>Report from County &amp; District Councillors</b> Cllr Vickers advised that Speed Watch would be reinstated in July		NC
6.	<b>Acceptance of Last Minutes</b> The Clerk had prepared, and circulated minutes of the meeting held on the 3 <sup>rd</sup> June 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 5 applications from TDC since the last Parish Council meeting.		
	2020/806	22 Braes Mead, South Nutfield RH1 4JR Erection of two storey rear infill extension. <b>Comment – No objection</b>	NC
	2020/775	Brookside Cottage Farm, Crab Hill Lane, Erection of a new barn. Change to hardstanding <b>Comment – No objection</b>	NC

	South Nutfield RH1 5PG		
2019/180 5/Cond1	Kentwyns Lodge, Coopers Hill Road, Nutfield RH1 4HX	Details pursuant to the discharge of Condition 4 (Materials) of planning permission ref:2019/1805 dated 3rd March 2020 (New single storey rear orangery type extension) <b>Comment – No objection</b>	NC
PA/2020/ 72	Little Wild, Kings Cross Lane, South Nutfield, Redhill RH1 5NG	New dwelling to replace existing stables & outbuildings <b>Comment – Whilst Nutfield Parish Council do not want to object to this application, we wish to add the following notes.</b> -To ensure that the adjoining paddock is never developed -The Leylandii trees/hedge, which currently shield the outbuildings from the adjoining properties in Bower Hill Lane (NW corner of plot), are replaced with something suitable.	NC
2020/960	Barn Ridge West, Coopers Hill Road, South Nutfield RH1 5PD	Erection of detached garage and studio <b>Comment – Whilst Nutfield Parish Council have no objections on the above application, we wish to ensure that the neighbours are not overlooked by this application.</b>	NC
	<p><u>20/00019/E_EN</u> - Taxiway C/D Redhill Aerodrome Kings Mill Lane Redhill Surrey - Enforcement Appeal - Section 174 - Town &amp; Country Planning Act 1990 <i>Reviewed communication from Salfords and Sidlow Parish Council asking NPC to join them in gaining Rule 6 status. It was agreed to offer £2500 in financial support and to support them in the process. Clerk to respond and ask for us to be involved in the process moving forward.</i></p>		NC
8.	<p><b>Reports from the Clerk</b></p> <p>1. St Peters and St Pauls had sent the summary costs. Whilst we had a budget of £825, the spend request was for £930. It was agreed to support the full amount as the income for the church is lower than usual due to COVID19. Clerk to action.</p> <p>2. Grit Bins – Clerk checked both Kentwyn and Nutts Corner Grit bins. Only Nutts corner one needs refilling. Cost to refill is approximately £100 (to fill with 5Kg bags). Agreed to go ahead and Clerk to action.</p> <p>3. Other correspondence</p> <ul style="list-style-type: none"> <li>- Clerk updated council on communication received on a local footpath that has overgrown and has water on the path. Clerk has spoken with the local footpath monitors who advised who is responsible for footpaths and this issue will need to be logged with SCC. Details here <a href="https://rightsofway.surreycc.gov.uk/StandardMap.aspx">https://rightsofway.surreycc.gov.uk/StandardMap.aspx</a> Clerk to ask Highways assistant to log. Information on how to report these types of things to be added to NPC website and Facebook page.</li> <li>- Clerk updated council with NALC correspondence advising for councils to continue with online meetings in the foreseeable future, but to start thinking about how the meetings may look like in the future. For example – how we can social distance (OK in Memorial Hall, but not OK in committee room of Village Hall, and for the general public to book a place rather than turn up)</li> <li>- Printer required for Assistant Clerk. Agreed for spend of £300.</li> </ul>		NC NC NC
9.	<p><b>Local Transport</b> N/A</p>		

10.	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>The Clerk confirmed the total reserve bank balance of £96,224.21 and current bank balance £200. CIL money in Lloyds account is £87,182.30. Clerk presented the bank reconciliation (May 2020) to the Chairman (Cllr Hall) for signing – Cllr Hall signed Noted that the un-presented cheques will be written back later in the year once clerk has checked that the cheques will not be presented.</li> <li>Cemetery finances had been circulated previously to councillors. Summary: Budget: £25,000, income: £8,956.00 and expenditure: £9,405. Expenditure detail and reserve details for cemetery were also presented.</li> <li>Clerk had shared with the council the payment proposal for online payments. July had been the first month of online payments and whilst it was noted that the process worked, there was still a need for a lot of paper with the new NPS sheet. It was discussed if electronic signatories are sufficient for audit purposes, if invoices can be sat on SharePoint and if the summary payment sheet can be signed by two councillors rather than each invoice. Online process was approved with the view to amend with the answers to questions stated in previous sentence. To be updated at August meeting.</li> <li>Clerk has submitted VAT return for 19/20 – for NPC (£5,323.32) and CMT (£713.70).</li> </ol>	NC NC
11.	<p><b>Coronavirus (COVID19)</b></p> <ul style="list-style-type: none"> <li>Only items that have changed will be noted here.</li> <li>Cllr Dadswell updated all the council on the food boxes. Cllr Hall wanted to thank Cllr Dadswell for taking the lead on this important project.</li> <li>Basketball courts have opened since last meeting with relevant signage.</li> <li>All staff have PPE that they require and know the process if they need more.</li> </ul>	
	<p><b>Police Update</b></p> <ul style="list-style-type: none"> <li>Clerk to chase for meeting date.</li> <li>Clerk updated councillors on the issues with groups risking their lives with swimming at Mercers Country Park lake/Aquasports. Have added communication to Noticeboards, NPC website and Facebook site.</li> <li>CCTV – Cllr Hall updated the full council on the next steps that were presented in a phased approach. Lambert and Associates are preparing the CCTV tender to be published during July. Includes Phase 1a (centred at the Village Hall and Mid Street) and phase 2 (centred by the station). At the August meeting we should see some tender responses for the council to review.</li> </ul>	SH
12.	<p><b>Grant Applications</b></p> <p>None</p>	NC
13.	<p><b>Working Groups</b></p> <p>Working groups are set as per Appendix 1.</p> <p><u>Communication</u></p> <ul style="list-style-type: none"> <li>Clerk summarised that the website accessibility review is now taking place as per agreed. Once the report is received on the requirements/changes that NPC need to make, the clerk can gain quotes for this work. Other tweaks and amends need to be made on the NPC website. It was agreed for Clerk to pull together a 'Website' brief to share with councillors via email between this meeting and August meeting.</li> </ul> <p><u>Highways</u></p> <ul style="list-style-type: none"> <li>Report shared with councillors – councillors agreed that the report was up to date and all are happy with the report format.</li> <li>Cllr Hall discussed road sweeping/gully clearing. Cllr Hall to get a quote to discuss at next meeting and if we are to carry this out it would be around the February 2021 period.</li> </ul> <p><u>Cemetery</u></p> <p>Cemetery report was circulated to councillors prior to the meeting and all proposals were agreed. Clerk to work with Assistant Clerk on actions.</p>	NC SH NC & SA

	<p><b>Groundworks, land, and tree management</b> (including burial grounds and allotments)</p> <p>a) Jubilee Field Survey – There were approximately 80 responses to the survey, with over 90% of responses in favour of the tree planting and associated costs. There was a handful of comments on whether there could be a wildlife meadow within the fields and whilst this is interesting, it was discussed and noted that to establish a wildlife meadow is a long and costly process, and would be examined in due course. In principle it was proposed that Nutfield Parish Council are happy to proceed with the tree planting at the Jubilee Fields based on the positive survey results. All councillors approved of this proposal.</p> <p>b) The Triangle Tree Survey. Clerk to get a quote for the work this month.</p> <p>c) Allotment Tree quote shared – fully agreed for spend of £2800 plus VAT. Clerk to book in. Clerk summarised the spend verses budget for trees excluding the Cemetery tree work for 2020 2021 and noted that we will be over budget on this work.</p> <table> <tr> <td>Triangle</td> <td>TBC</td> </tr> <tr> <td>Jubilee fields</td> <td>£920 – Work taking place end July</td> </tr> <tr> <td>Allotment</td> <td>£2800 – Agreed and will be booked in</td> </tr> <tr> <td>Queens Head</td> <td>£300 – Work completed</td> </tr> <tr> <td>TOTAL</td> <td>£4020</td> </tr> </table> <p>d) Clerk updated council on Village Green and the requirement for the council to take on the upkeep of the village green and trough for the time being. Agreed for spend of £112 for plants and compost for trough. Village gardener to maintain. Barrel planter to be removed – Clerk to arrange for its removal.</p> <p>e) Clerk advised that she had received a request from Dr Clark to conduct a survey on the Heart Moth which is an endangered moth which can be found in Nutfield and Outwood. Insurance is in place and permission has been granted for him to conduct surveys on our Allotments and Jubilee fields. Signs will be placed accordingly. Clerk to ask for survey results for us to share.</p>	Triangle	TBC	Jubilee fields	£920 – Work taking place end July	Allotment	£2800 – Agreed and will be booked in	Queens Head	£300 – Work completed	TOTAL	£4020	<p>NC &amp; IR</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>
Triangle	TBC											
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TOTAL	£4020											
14.	<p><b>Events (public) and meetings of Outside Bodies</b> (other than transport groups)</p> <p>- None</p>											
15.	<p><b>Councillor surgeries and monthly news article</b></p> <p>Link Article – CCTV, Crime update, Jubilee fields, moths, footpaths and council meeting update for August.</p>	SH										
16.	<p><b>Training</b> (and conferences).</p> <p>None</p>											
17.	<p><b>Payment(s)</b></p> <p>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 £10,074.69 (VAT inclusive). Clerk to dispense payments via online banking.</p>	NC										
18.	<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>- None</p>											
19.	<p><b>Notification of business for inclusion on the next agenda</b></p> <p>None</p>											
20.	<p><b>Next meeting date(s)</b></p> <p>Cllrs noted that the Council's next meeting would take place on 4<sup>th</sup> August 2020 via 'Zoom' online. at 7.30 pm.</p>	ALL										
21.	<p><b>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</b></p> <p>One Item</p>											

## Appendix 1 – Working Groups

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

<b>Working Group</b>	<b>Tasks and projects</b>	<b>Members</b> (Heads <u>underlined</u> )
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

CONFIDENTIAL

NUTFIELD PARISH COUNCIL

Schedule of Payments  
1st July 2020

Chq No.	Ref	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
523	47	Holborns	Holborns	03/05/2020	N/A	£ 607.30	0%	£ 607.30	£0.00	Food boxes	10/06/2020
524	39	Holborns	Holborns	30/06/2020	N/A	£ 112.00	0%	£ 112.00	£0.00	Trough flowers and compost	
525	50	Lambert & Associates	Lambert & Associates	08/06/2020	709029931	£ 1,200.00	20%	£ 1,440.00	£200.00	CCTV Project management	
526	5	The Groundsman Ltd	The Groundsman Ltd	29/06/2020	267073491	£ 747.92	20%	£ 897.50	£149.58	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (June 2020)	
527	6	Howard Fine	Howard Fine	04/06/2020	N/A	£ 120.00	0%	£ 120.00	£0.00	Storage Unit Assembly	
528	6	Howard Fine	Howard Fine	28/06/2020	N/A	£ 30.00	0%	£ 30.00	£0.00	Storage Unit disposal	
529	40	Howard Fine	Howard Fine	04/06/2020	N/A	£ 70.00	0%	£ 70.00	£0.00	Memorial Hall Playground clearance	
530	6	Howard Fine	Howard Fine	04/06/2020	N/A	£ 10.00	0%	£ 10.00	£0.00	Cemetery tablet work	
531	40	Howard Fine	Howard Fine	28/06/2020	N/A	£ 25.00	0%	£ 25.00	£0.00	Nutts Corner clearance	
532	40	Howard Fine	Howard Fine	28/06/2020	N/A	£ 40.00	0%	£ 40.00	£0.00	Mid Street clearance	
533	40	Howard Fine	Howard Fine	28/06/2020	N/A	£ 50.00	0%	£ 50.00	£0.00	Queens Head lawn and trough	
534	6	Howard Fine	Howard Fine	29/06/2020	N/A	£ 70.00	0%	£ 70.00	£0.00	Cemetery stump clearance	
535	40	Howard Fine	Howard Fine	29/06/2020	N/A	£ 30.00	0%	£ 30.00	£0.00	Mid Street clearance (horse field)	
536	28	Nicky Chiswick	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (June 2020)	
537	28	Nicky Chiswick	Nicky Chiswick	N/A	N/A	£ 177.07	0%	£ 177.07	£0.00	Expenses claimed by the Clerk (June 2020)	
538	27	Sarah Abellan	Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (June 2020)	
539	44	Sarah Abellan	Sarah Abellan	N/A	N/A	£ 107.93	0%	£ 107.93	£0.00	Expenses claimed by the Assistant Clerk (June 2020)	
540	44	Laura Pollock	Laura Pollock	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (June 2020)	
541	45	Laura Pollock	Laura Pollock	N/A	N/A	£ 2.76	0%	£ 2.76	£0.00	Expenses claimed by the NVH Clerk (June 2020)	
542	45	Mir R Crutchfield	Mir R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (June 2020)	
543	30	HM Revenue and Customs	HM Revenue and Customs	N/A	N/A	£ 655.02	0%	£ 655.02	£0.00	PAYE and Class 1A NICs (June 2020)	
DD*	544	31	National Employment Savings Trust (NEST)	N/A	N/A	£ 170.92	0%	£ 170.92	£0.00	Pension – Employer and employees contributions (June 2020)	
DD*	545	46	Lloyds	14/05/2020	N/A	£ 7.50	0%	£ 7.50	£0.00	Service Charge	
DD*	546	23	Sweethaven Company limited	01/06/2020	263782087	£ 40.68	20%	£ 48.82	£8.14	365 back up	
DD*	547	23	Sweethaven Company limited	01/06/2020	263782087	£ 63.80	20%	£ 76.56	£12.76	365 hosting	
DD*	548	18	Public Works Loan Board (503604) - repayment	N/A	N/A	£ 1,000.00	0%	£ 1,000.00	£0.00	Repayment instalment (Memorial Hall)	
DD*	549	17	Public Works Loan Board (503604) - interest	N/A	N/A	£ 618.00	0%	£ 618.00	£0.00	Interest instalment (Memorial Hall)	
DD*	550	6	SES Business Water	N/A	N/A	£ 2.00	0%	£ 2.00	£0.00	Monthly water charges - cemetery	
DD*	551	1	SES Business Water	N/A	N/A	£ 30.00	0%	£ 30.00	£0.00	Monthly water charges - allotments	
DD*	552	23	XLIN	22/05/2020	918445212	£ 40.94	20%	£ 49.13	£8.19	Broadband	
DD*	553	23	EE	11/05/2020	245719348	£ 55.44	20%	£ 66.53	£11.09	Telephone Bill	
DD*	554	49	Signscape and Signconex	30/06/2020	880123150	£ 661.50	20%	£ 793.80	£132.30	Allotment noticeboard	
			<b>Total</b>			<b>£ 9,532.63</b>		<b>£ 10,074.69</b>	<b>£ 522.06</b>		

\*\*\*Use of CL money

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

Signed: .....

Nicky Chiswick, Clerk to Nutfield Parish Council

Date: 1st July 2020

Signed: .....

Parish Councillor Parish Councillor 1

Signed: .....

Parish Councillor Parish Councillor 2