



## Nutfield Parish Council Minutes

ONLINE

5<sup>th</sup> August 2020

Meeting opened at 7:30pm and closed at 9.20pm.

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

### Councillors (Cllrs) present:

Cllr John Clarke  
Cllr Sue Ford  
Cllr Stephen Hall (Chairman)  
Cllr Rigel Mowatt (Vice Chair)  
Cllr Ian Reeve

### Apologies:

Cllr Jon Dadswell  
Cllr Aled Duggan  
Cllr Amanda Earl  
Cllr Dean Holborn

### Attending:

3 members of public

### 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 Dadswell, Cllr Duggan, Cllr Earl and Cllr Holborn	
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 Hall declared an interest in item 8.1 Cllr Ford declared an interest in planning application 2020/1085	
4.	<b>Public Session</b> Member of Tree Warden attended to discuss item 15d. Council agreed to pull this item forward in the agenda  2 other attendees listened to planning applications.	
15d	<b>Groundworks, land, and tree management</b> Confirmed that 420 young trees were to be delivered in late Autumn to Ms Ramsey and planting to be end of February/March 2021. Map of the field to be given to Tree Wardens for them to plan out the tree planting. There is a need for mulch for weed suppressant and it was asked for bales of hay to be left on site after grass cut. The grass cutting was then discussed in detail. It was fully agreed that the area by the railway to leave a 5 meters field margin and rest to have a 2 meters field margin. Clerk to discuss with Redhill Farm Services.	NC
5.	<b>Report from County &amp; District Councillors</b> Debbie Vickers – emailed update as follows: <ul style="list-style-type: none"> <li>Devolution – There has been a single unit authority proposal sent to the Secretary of State from Surrey County Council (detailing to have just the County Council and Parish Council level to remain). 11 District Borough leaders within SCC have responded accordingly believing a multiunit set up would be more suitable (where several District Councils merge).</li> </ul>	

	<ul style="list-style-type: none"> <li>No overall control of TDC – as there as many independents/liberal democrats as there are conservatives, so TDC has brought in the Local Governance Association to provide guidance and assistance.</li> <li>Advised that appeal Appeal 2019/13 will go to committee/meeting on the 8<sup>th</sup> September.</li> </ul>	
6.	<p><b>Acceptance of Last Minutes</b> The Clerk had prepared, and circulated minutes of the meeting held on the 1<sup>st</sup> July 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.</p>	NC
7.	<p><b>Planning Applications</b> To discuss and review (including any expenditure) the planning applications and appeals notified by Tandridge District Council (TDC) since the Parish Council's last meeting:</p> <p><u>2020/966</u> Black Barn, Crab Hill Lane, South Nutfield RH1 5PG. Demolition of existing outbuilding. Erection of single storey side extension and roof alterations to existing single storey front projection of building to include gable ended design adjoining to the proposed extension. <b>Comment – No objection</b></p> <p><u>2020/1050</u> Henhaw Farm House, Coopers Hill Road, South Nutfield RH1 5PD. Erection of a detached garage. <b>Comment – No objection</b></p> <p><u>2020/1126/TPO</u> 1 Oakwood Close, South Nutfield RH1 5RX. T1 (Oak) Reduce by 1.5m all round. Reduce Crown from 15m to healthy growth points leaving a residual 12m. T2 (Oak) Reduce by 1.5m all round. Reduce crown from 15m to healthy growth points leaving a residual 12m. <b>Comment – No objection</b></p> <p><u>2020/1082</u> Little Acre, Coopers Hill Road, Nutfield RH1 4HS Little Acre, Coopers Hill Road, Nutfield RH1 4HS <b>Comment – No objection</b></p> <p><u>2020/1085</u> Queens Head, High Street, Nutfield RH1 4HH. Formation of roof over part of existing outbuilding and alterations to re-instate original building. <b>Comment – No objection</b></p> <p><u>2020/560</u> Glebe Cottage Cattery, Glebe Cottage, Bletchingley Road, Nutfield RH1 4HP. Erection of additional detached cattery block building. <b>Comment – No objection</b></p> <p><u>TA/2019/961</u> Appeal - APP/M3645/W/20/3251147.34 Kings Cross Lane, South Nutfield RH1 5NU 7 x two storey, 3-bed detached and semi-detached dwellings with associated parking and amenity space involving demolition of stable buildings (Outline). Appeal <i>To review Carole Forrest's Report and agree spend</i> <b>Comment – Clerk had shared the document to the councillors before the meeting. Fully approved by all councillors. Cost of approved of £35.</b></p> <p><u>ENF/2018/49</u> Appeal APP/M3645/C/19/3239288. - Former Mobile Home Swallows End, Crab Hill Lane, South Nutfield, Surrey RH1 5PG" <i>To review Carole Forrest's Report and agree spend</i> <b>Comment – Clerk read out summary (prepared by Carole Forrest Ltd) of the above appeal and additional planning application 2020/1255 that relates to this appeal. Fully agreed to ask Carole Forrest to prepare two statements – one for</b></p>	NC NC NC NC NC NC NC

	<p><b>appeal, and one for planning application 2020/1255. Agreed for cost of up to £100 and documents to be approved by email.</b></p> <p><u>2020/1207</u> Barn Ridge Cottage, Kings Cross Lane, South Nutfield RH1 5NY Erection of first floor side extension and changes to fenestration. <b>Comment – No objection</b></p> <p><u>2020/1329/TPO</u> Nutfield Park Farm, Nutfield Park, South Nutfield RH1 5PA Ash - (T1) - Fell to 1m stump. T2 Ash by pond. Fell to ground level. Ash - (T2) - Fell to ground level. Ash - (T3) - Fell to ground level <b>Comment – No objection, but to note if they can be cut back rather than removed (but understand the need to be removed if diseased)</b></p> <p><u>2020/1199</u> Redhill Aerodrome, Taxiway C/D, South Nutfield RH1 5YP Widening of existing hard standing on Taxiway C/D to form a 14m width across the entire 490m taxiway stretch (retrospective). <b>Comment – to work with Salfords and Sidlow Parish Council on our objection.</b></p> <p><u>20/00019/E_EN - Taxiway C/D Redhill Aerodrome Kings Mill Lane Redhill Surrey - Enforcement Appeal - Section 174 - Town &amp; Country Planning Act 1990</u> <i>Updated council on Salfords and Sidlow's next steps.</i></p>	NC
8.	<p><b>Reports from the Clerk</b></p> <ol style="list-style-type: none"> <li>1. Wreath Spend RBL – fully agreed for £350 (in budget). Clerk to arrange payment on the September payment run.</li> <li>2. Code of Conduct questions – Clerk shared with the councillors the consultation received of 'The Members of Code of Conduct' for councillors. Noted by all that this is needed and how important this document is as it details how councillors should act. Clerk noted that our code of conduct will need to be updated once the blueprint is published.</li> <li>3. Open Space Strategy – Clerk shared with the councillors the first proposal for open space strategy for Nutfield Parish. First action is to check the data – Clerk to respond with corrections.</li> <li>4. September meeting – discussed and voted to have meeting still online. NALC advise Parish Council to remain as online for the moment.</li> <li>5. Other correspondence <ul style="list-style-type: none"> <li>- Office furniture on order (from CIL).</li> <li>- VAT claim received (CMT amount of £717.70 to be moved to CMT in this month's payment run)</li> <li>- Grit bin work completed.</li> </ul> </li> </ol>	NC
9.	<p><b>Local Transport</b></p> <p>Reviewing airspace classification consultation – <i>Nutfield Conservation Society made NPC aware of consultation – response due on 17<sup>th</sup> September. Clerk to work with NCS to review their response at September meeting.</i></p>	NC
10.	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. The Clerk confirmed the total reserve bank balance of £95,350.09 and current bank balance £200. Money in Lloyds account is £95,488.36. Clerk presented the bank reconciliation (June 2020) to the Chairman (Cllr Hall) for signing – Cllr Hall signed. For September meeting CIL account to be NatWest and the money will be moved accordingly via Cheque.</li> <li>2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £25,000, income: £11,985 and expenditure: £13,271. Expenditure detail and reserve details for cemetery were also presented.</li> <li>3. First quarter budget 2020/2021 sheet review shared with councillors.</li> <li>4. Timeframe for 2021/2022 budget – to work on same principle as 2019/2020 as this worked well. Clerk to start on budget in September.</li> </ol>	NC

	<p>5. SCC Community Grant ideas – councillors to have a think and let Clerk know if they have any ideas.</p> <p>6. Clerk had updated the online procedure (following a discussion with the auditor to what we can and cannot do). Updated procedure (removing a lot of paperwork) and proposed changes to Financial Regulations had been shared with council prior to meeting. The procedures and financial regulations change were fully approved. Noted that the payment sheet (plus Clerk and Assistant Clerk expense sheet) are the most important documents that needs two council signatories and online payments need RFO and one councillor sign off. Clerk to action.</p>	NC
11.	<p><b>Coronavirus (COVID19)</b></p> <p>Only items that have changed will be noted here.</p> <p>Last box delivery to be in mid-August. Letter to go out with each box to advise that this is now stopping and if help is still required to contact the Parish Council.</p> <p>The Cemetery temporary rules amended this month to increase numbers from 10 to 30 people as per Government advice.</p>	JD
12.	<p><b>Police Update</b></p> <p>Date of the 19<sup>th</sup> August agreed – Clerk to confirm and set up zoom meeting. Clerk to send agenda around for approval prior to the meeting.</p> <p>CCTV – Cllr Hall updated the full council on the next steps. Lambert and Associates have prepared the CCTV draft tender to be published during August. Includes Phase 1a (centred at the Village Hall and Mid Street) and possible phase 2 (centred by the station). Tender document approved by all.</p>	NC SH
13.	<p><b>Grant Applications</b></p> <p>None</p>	NC
14.	<p><b>Working Groups</b></p> <p>Working groups are set as per Appendix 1.</p> <p><u>Staff Working Group</u></p> <ul style="list-style-type: none"> <li>- Clerks appraisal and pay review agreed – Clerk to move up one band accordingly. Clerk to action with payroll and back date to 1<sup>st</sup> July.</li> </ul> <p><u>Communication</u></p> <ul style="list-style-type: none"> <li>- Website plan (three different areas: - Website accessibility, website amends, pdfs (updated from September 2018)). Report completed. Website brief sent out to 2 web developers. Fully agreed for Clerk to action and go ahead with the work in August with most suitable designer (under £2000).</li> <li>- Clerk updated council that printer was broken in the office and waiting for a new part.</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 with a couple of amends required from Cllr Hall. Clerk to action with Cllr Hall.</li> <li>- M23 slipway – response received by Clerk to advise that a barrier will be put in place. No further detail given in the email. Clerk to chase to get an installation date for the barrier.</li> <li>- Cllr Hall discussed road sweeping/gully clearing. Cllr Hall gaining more information from Surrey Country council.</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> <ul style="list-style-type: none"> <li>- Updated the full council on the layby issue and communication sent. Copied in MP, SCC, Councillors and TDC. Clerk highlighted the need for a long-term plan for the cemetery and Cemetery working group working on this.</li> </ul>	NC NC NC & SH NC SH CWG
15.	<p><b>Groundworks, land, and tree management</b> (including burial grounds and allotments)</p> <ul style="list-style-type: none"> <li>a) The Triangle Tree Survey. Clerk to get a quote for the work this month.</li> <li>b) Queens Head post replacement - fully agreed for £100 to get this work completed.</li> </ul>	NC NC

	c) Allotment post and pond clearance – fully agreed for £100 to get this work completed	NC
16.	<b>Events (public) and meetings of Outside Bodies</b> (other than transport groups) - None	
17.	<b>Councillor surgeries and monthly news article</b> Link Article – The Link publishes on Facebook and has not updated since 24th March.	SH
18.	<b>Training</b> (and conferences). Planning – consolidated training proposal. To ask Carole Forrest if this is something she could deliver.	NC
19.	<b>Payment(s)</b> 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 £15,756.86 (VAT inclusive). Clerk to dispense payments via online banking.	NC
20.	<b>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency</b> - None	
21.	<b>Notification of business for inclusion on the next agenda</b> None	
22.	<b>Next meeting date(s)</b> Cllrs noted that the Council's next meeting would take place on 2 <sup>nd</sup> September 2020 via 'Zoom' online. at 7.30 pm.	ALL
23.	<b>Sub-section 2</b> – Public Bodies (Admissions to Meetings) Act 1960: None	

## 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  
5th August 2020

Chq No.	Ref	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
555	33	SLCC ENTERPRISES LTD	891/7527	02/03/2020	83	£ 120.00	20%	£ 144.00	£24.00	IVA Training		
556	6	Mutton Chop Forge	N/A	21/04/2020	N/A	£ 90.00	0%	£ 90.00	£0.00	Foot scraper (cheque not submitted and cancelled)		
557	4	Downsview Monumental	838547782	24/07/2020		£ 230.00	20%	£ 276.00	£46.00	Headstone repair		
558	5	The Groundsman Ltd	267073491	29/06/2020		£ 747.92	20%	£ 897.50	£149.58	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (July 2020)		
559	37	DH Trees	267073491	27/07/2020		£ 920.00	20%	£ 1,104.00	£184.00	Lubilee fields trees		
560	10	Nutfield Parochial Church Council St Peter & St Paul's Church Nutfield	N/A	02/07/2020	N/A	£ 930.00	0%	£ 930.00	£0.00	Annual Grave maintenance		
561	0	Holborns	N/A	01/07/2020	N/A	£ 392.70	0%	£ 392.70	£0.00	Food boxes (2)		
562	41	Blue Pixel Design	N/A	01/06/2020	N/A	£ 60.00	0%	£ 60.00	£0.00	Website maintenance		
563	4	Cyan	495462803	08/06/2020		£ 56.67	20%	£ 68.00	£11.33	Bench plaque		
564	49	Mick Tamplin	N/A	17/07/2020	N/A	£ 5,200.00	0%	£ 5,200.00	£0.00	Grave topping up H & S project		
565	49	Test Partners	781756394	28/07/2020		£ 1,000.00	20%	£ 1,200.00	£200.00	Website accessibility test report		
**	566	51	Furniture Work	11/03/2020	774887069	£ 547.20	20%	£ 656.64	£109.44	Office furniture		
567	40	Howard Fine	N/A	15/07/2020	N/A	£ 40.00	0%	£ 40.00	£0.00	Queens Head planter		
568	28	Nicky Chiswick	N/A	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (July 2020)		
569	28	Nicky Chiswick	N/A	N/A	N/A	£ 410.88	0%	£ 410.88	£0.00	Expenses claimed by the Clerk (July 2020)		
570	27	Sarah Abellan	N/A	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (July 2020)		
571	27	Sarah Abellan	N/A	N/A	N/A	£ 38.56	0%	£ 38.56	£0.00	Expenses claimed by the Assistant Clerk (July 2020)		
572	44	Laura Pollock	N/A	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (July 2020)		
573	44	Laura Pollock	N/A	N/A	N/A	£ 2.76	0%	£ 2.76	£0.00	Expenses claimed by the NVH Clerk (July 2020)		
574	47	Mr R Crutchfield	N/A	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (July 2020)		
575	30	HM Revenue and Customs	N/A	N/A	N/A	£ 417.86	0%	£ 417.86	£0.00	PAYE and Class 1A NICs (July 2020)		
DD*	576	31	National Employment Savings Trust (NEST)	N/A	N/A	£ 307.37	0%	£ 307.37	£0.00	Pension – Employer and employees contributions (July 2020)		
DD*	577	46	Lloyds	10/06/2020	N/A	£ 6.50	0%	£ 6.50	£0.00	Service Charge		
DD*	578	23	Sweethaven Company	01/08/2020	263782087	£ 48.82	20%	£ 58.58	£9.76	£8.14 back up		
DD*	579	23	Sweethaven Company	01/08/2020	263782087	£ 63.80	20%	£ 76.56	£12.76	£65 hosting		
DD*	580	6	SES Business Water	N/A	N/A	£ 2.00	0%	£ 2.00	£0.00	Monthly water charges - cemetery		
DD*	581	1	SES Business Water	N/A	N/A	£ 30.00	0%	£ 30.00	£0.00	Monthly water charges - allotments		
DD*	582	23	XLIN	08/07/2020	918445212	£ 49.13	20%	£ 58.96	£9.83	Broadband		
DD*	583	23	EE	11/07/2020	245719348	£ 53.14	20%	£ 63.77	£10.63	Telephone Bill		
584	48	Charles Maw Trust	N/A	11/07/2020	N/A	£ 713.70	0%	£ 713.70	£0.00	VAT Transfer		
585	25	Mrs R Crutchfield	N/A	02/08/2020	N/A	£ 35.00	0%	£ 35.00	£0.00	2019/961 Appeal Ref No: APP/M3645/N/20/3251147		
586	49	Howard Fine	N/A	04/08/2020	N/A	£ 30.00	0%	£ 30.00	£0.00	Noticeboard installation		
		<b>Total</b>				<b>£ 15,011.03</b>		<b>£ 15,756.86</b>	<b>£ 745.83</b>	***Use of Members Community Allocation fund		
										***Use of Location Payment fund		

Date: 5th August 2020

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

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

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