



Nutfield Parish Council Minutes

ONLINE

2nd September 2020

Meeting opened at 7:30pm and closed at 9.25pm.

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

Councillors (Cllrs) present:

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

Apologies:

Cllr John Clarke
 Cllr Amanda Earl

Attending:

1 member of public
 Cllr Vickers

Apologies

In attendance: Nicky Chiswick (NC), Clerk

1.	The Chair to open the meeting Cllr Hall opened the meeting.	
2.	Councillor apologies for absence. Cllr Clarke and Cllr Earl.	
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.	
4.	Public Session Parishioner noted the there is a flood spot between entrance to Holmesdale Park and the Stewards House on Coopers Hill Road. There is a dip and whilst there are drains, it floods. The parishioner had been out twice in bad rain. Would a CCTV survey assist? To discuss under Highways Item 14. Parishioner noted the 'appalling' state of the paths – in particular Nutfield Court to Paytons Cottages and Nutfield to Cormongers Lane where the paths are narrow with overhanging branches, nettles and brambles. Cllr Vickers to investigate with Tandridge District Council (TDC).	
5.	Report from County & District Councillors Debbie Vickers – update as follows: <ul style="list-style-type: none"> • Updated Council on application 2020/1255 Swallows End, Crab Hill Lane, South Nutfield RH1 5PG • Kentwyns House resident now registered under TDC – Cllr Vickers is to follow up on this parishioner. • Updated on appeal 2019/13 at committee meeting on the 8th September. • Air Ambulance/Helicopter noise. Cllr Vickers had a response from Mr P Wright (Redhill Aerodrome Manager) which she is to share with the Clerk. 	

6.	<p>Acceptance of Last Minutes</p> <p>The Clerk had prepared, and circulated minutes of the meeting held on the 5th August 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>Planning Applications</p> <p>To discuss and review (including any expenditure) the planning applications and appeals notified by Tandridge District Council (TDC) and Surrey County Council (SCC) since the Parish Council's last meeting:</p> <p><u>2020/1270</u> Blithe House, 32 Morris Road, South Nutfield RH1 5SA Demolition of existing conservatory and store. Erection of single storey rear extension and replacement dormer to rear roof slope. Changes to fenestration including removal/installation of window and doors Comment – No Objection</p> <p><u>2020/1255</u> Swallows End, Crab Hill Lane, South Nutfield RH1 5PG Stationing of a mobile home (Certificate of Lawful Development for a Proposed Use or Development) Comment – Clerk had shared the objection document to the councillors before the meeting. Fully approved by all councillors.</p> <p><u>SCC Ref 2020/0097/TA/</u> Mercers South Quarry, Bletchingley Road, Nutfield, Surrey RH1 4EU Prior approval of the detailed proposals for the siting, design and external appearance of the replacement security building, falling within Schedule 2, Part 17, Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015, pursuant to planning permission ref: TA/2019/34 dated 6 June 2019 Comment – No Objection but to note that the accommodation only to be used by staff not to be rented out.</p> <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> <i>Nothing received from Salfords and Sidlow Parish Council to update on the above.</i></p>	NC NC NC
	Cllr Duggan left the meeting at 7.53pm	
8.	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> External Audit – Clerk advised that she had received approval of external audit 2019/2020 from PKF Littlejohn. On noticeboard and website. Clerk explained the Risk Assessment received from Nutfield Village Hall Limited. Clerk had shared with everyone and approved this document (being aware that this might change due to future government announcements). Firework Working Group advised that the annual Fireworks and Bonfire would be postponed for 2020 due to COVID 19 and the limitations it would bring. All Councillors fully agreed with the recommendation. Other correspondence <ul style="list-style-type: none"> Helicopters correspondence from two parishioners were shared with full council. Discussed in great detail – noted that Cllr Vickers is to take this information to next RACC meeting. Bat found in Parish Office cupboard. Cllr Hall to discuss at next Nutfield Village Hall Limited meeting. Internal 2020/2021 half yearly audit to take place with Mulberry & Co over next couple of months in a remote format (not a face to face meeting). 	NC SH

9.	<p>Local Transport</p> <p>Reviewing airspace classification consultation – <i>Clerk had shared the Nutfield Conservation Society consultation response. Fully agreed for Clerk to respond with a similar response on behalf of the NPC before deadline of 17th September.</i></p>	NC
10.	<p>Finance</p> <ol style="list-style-type: none"> 1. The Clerk confirmed the bank balance totals for the following: NW current account £98,718.82, Lloyds savings account £10 and Lloyds current £97,080.99. Clerk presented the bank reconciliation (July 2020) to the Chairman (Cllr Hall) for signing – Cllr Hall signed. 2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £25,000, income: £17,211 and expenditure: £13,695. Expenditure detail and reserve details for cemetery were also presented. 3. Allotment SES Water annual direct debit water rates shared with full council and approved. Clerk to chase for Cemetery rates. 4. Final CIL £1887.10 payment to be paid in October for TA/2018/1072 - Little Hundith. 5. Clerk noted that £10,079.40 was moving from NW Current to Lloyds. Lloyds to be current everyday account and NW to be CIL account. Fully agreed to have £20000 in Lloyds current and remainder in Lloyds savings account. Clerk to move money accordingly. 	NC
11.	<p>Coronavirus (COVID19)</p> <p>Only items that have changed will be noted here.</p> <p>Received notification from Tandridge District Council on Emergency Assistance Grant of £1500 available to Parish Councils for use for shopping vouchers, food items, medicines, sanitary items, toiletries and clothes. Fully agreed to apply, but to dedicate this money to the Parishioners in need rather than those shielding and cannot leave the house. Clerk to contact Nutfield Church (C of E) Primary School to ask for their assistance in either getting the message across or if there are families in need at the school. Clerk to apply for grant.</p>	NC
12.	<p>Police Update</p> <ul style="list-style-type: none"> • Date of the 23rd September at 2pm agreed. Clerk to send agenda around for approval prior to the meeting if anything is to be added. • CCTV – Cllr Hall and the Clerk had shared the feedback on the 4 tenders received for phase 1 and phase 2 of CCTV tender. A full discussion took place and it was voted upon and fully agreed to proceed with Sunstone IP Systems Ltd for phase 1 only – the cost would be £8910 plus VAT (plus unknown costs such as groundworks/data connection etc) to come from CIL. Four companies tendered for the work and it was based on compliance to the specification, customer service, response to defects and price. The successful company was Sunstone IP Systems Ltd who also provide CCTV for Bletchingley and Burstow and Smallfield Parish Councils. Their tender was the most innovative and compliant. Cllr Hall to give the go ahead. Clerk noted that she had spoken with the Chair of the Nutfield Village Hall Limited to check on the agreement of Nutfield Parish Council taking over the current CCTV in place at the village hall. Recent meeting notes to be sent to the clerk for clarification, as was agreed at their last meeting. Noted that the CCTV in the location of the Queens Head pub was discussed and suggested to place on the sign post (NPC believe we own the sign post) at the Queens Head, rather than elsewhere. Clerk to mention to new management team when she talks to them this month. Clerk and councillors gave their thanks to Cllr Hall for his hard work on this project. 	NC SH NC
13.	<p>Grant Applications</p> <p><i>None</i></p>	NC
14.	<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"> - Website – Clerk updated council on the website project. Work commenced with Freelancer Rebecca Hislop within the agreed £2000 budget. New text to be approved by councillors via email to facilitate moving forward with the project. <p><u>Highways</u></p> <ul style="list-style-type: none"> - Report shared with councillors – councillors agreed that the report was up to date. - M23 slipway – Response given that barrier will be in place by end of September, so no further action required. - M25 – issue with HGV traffic during the junctions 8 to 9 on the M25 on the nights of 3rd to 9th August 2020. Clerk to send letter to Highways England and SCC. Letter to be approved via email. - Cllr Hall discussed road sweeping/gully clearing. Limited information on timings and schedules from SCC for road cleaning as outsourced to a contractor. Countywide Cleaning Services quote of £1050 a day (8 hours on site for a tanker and jetter to clear the gully's) plus disposal £65 per tonne (first tonne free). To possibly include Mid Street, Coppers Hill Road, High Street and Church Hill. Cllr Hall to check if these roads are feasible to clean in one day. Signs to advise of cleaning to keep roads free of parking prior to work being carried out. Clerk to speak with Highways Assistant to see if they can assist in mapping the drains in the above roads (noted that his hours may increase in him doing this). <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"> - Confirmed that the cemetery tree work is complete £14058.00 plus VAT (from Cemetery reserve). Although one extra tree was found to need work carried out – to discuss at next cemetery meeting. To be paid in this month's payment run. - Fully agreed increase in Clerks hours for September (to allow for ledger and website work). 	<p>NC</p> <p>NC</p> <p>NC & SH</p>
15.	<p>Groundworks, land, and tree management (including burial grounds and allotments)</p> <ul style="list-style-type: none"> a) Jubilee Fields Trees – Nothing to report this month. b) Village Green – Clerk to meet the new management of the Queens Head public house to advise on the NPC ownership of village green, trough, bench and fencing. 	NC
16.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <ul style="list-style-type: none"> - Local Government Reorganisation – September 15th – Cllr Hall - Planning meeting 8th September – Cllr Hall 	
17.	<p>Councillor surgeries and monthly news article</p> <p>Link Article – Noted that the Link is back in print from October. CCTV, Jubilee Fields, Crime, 'what we do', cemetery trees, TDC Grant, Crime Stoppers</p>	SH
18.	<p>Training (and conferences).</p> <ul style="list-style-type: none"> - Planning training – presented the offering from Carole Forrest Limited (£420) for three hours. All approved. Clerk to action and book in dates. - ILCA training Clerk - £90 plus VAT. Approved and Clerk to action. - Allotment – 23rd September - £30 each for Clerk and Assistant Clerk. Approved and Clerk to book. 	<p>NC</p> <p>NC</p> <p>NC</p>
19.	<p>Payment(s)</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 £23,211.37 (VAT inclusive). Clerk to dispense payments via online banking.</p>	NC
20.	<p>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency</p> <p>ENF/2018/49 Appeal APP/M3645/C/19/3239094. Former Mobile Home Swallows End, Crab Hill Lane, South Nutfield, Surrey RH1 5PG</p>	NC

	Comment – Agreed for Carole Forrest to review and prepare a response for Nutfield Parish Council. Agreed for cost of up to £50 and documents to be approved by email.	
21.	Notification of business for inclusion on the next agenda None	
22.	Next meeting date(s) Cllrs noted that the Council's next meeting would take place on 7 th October 2020 via 'Zoom' online. at 7.30 pm.	ALL
23.	Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960: None	

Appendix 1 – Working Groups

(Amended December 4th 2019)

Working Group	Tasks and projects	Members (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

NUTFIELD PARISH COUNCIL

Schedule of Payments
2nd September 2020

Chq No.	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
587	5	The Groundsman Ltd	31/08/2020	267073491	£ 747.92	20%	£ 897.50	£149.58	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (August 2020)		
588	49	DH Trees	25/08/2020	267073491	£ 14,058.00	20%	£ 16,869.60	£2,811.60	Cemetery trees		
589	1	Mr P D Grady	N/A	N/A	£ 10.00	0%	£ 10.00	£0.00	Allotment refund		
590	12	Royal British Legion	N/A	N/A	£ 350.00	0%	£ 350.00	£0.00	Wreaths		
591	3	PKF Littlejohn LLP	06/08/2020	4400498250	£ 480.00	0%	£ 480.00	£0.00	2019 2020 External annual audit		
592	25	Mrs R Crutchfield	02/08/2020	N/A	£ 55.00	0%	£ 55.00	£0.00	TA2019/13 a		
593	1	Mick Tamplin	19/08/2020	N/A	£ 150.00	0%	£ 150.00	£0.00	Allotment clearance		
594	8	Microshade Business Consultants Ltd	10/08/2020	639591007	£ 102.48	20%	£ 122.98	£20.50	Pear hosting		
595	28	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (August 2020)		
596		Nicky Chiswick	N/A	N/A	£ 254.60	0%	£ 254.60	£0.00	Expenses claimed by the Clerk (August 2020)		
597	27	Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (August 2020)		
598		Sarah Abellan	N/A	N/A	£ 81.74	0%	£ 81.74	£0.00	Expenses claimed by the Assistant Clerk (August 2020)		
599	44	Laura Pollock	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (August 2020)		
600	44	Laura Pollock	N/A	N/A	£ 2.76	0%	£ 2.76	£0.00	Expenses claimed by the NVH Clerk (August 2020)		
601	47	Mr R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (August 2020)		
602	30	HM Revenue and Customs	N/A	N/A	£ 467.87	0%	£ 467.87	£0.00	PAYE and Class 1A NICs (August 2020)		
DD*	603	National Employment Savings Trust (NEST)	N/A	N/A	£ 205.37	0%	£ 205.37	£0.00	Pension – Employer and employees contributions(August 2020)		
DD*	604	Lloyds	10/07/2020	N/A	£ 6.50	0%	£ 6.50	£0.00	Service Charge		
DD*	605	Sweethaven Company	01/09/2020	263782087	£ 40.68	20%	£ 48.82	£8.14	365 back up		
DD*	606	Sweethaven Company	01/09/2020	263782087	£ 63.80	20%	£ 76.56	£12.76	365 hosting		
DD*	607	SES Business Water	N/A	N/A	£ 2.00	0%	£ 2.00	£0.00	Monthly water charges - cemetery		
DD*	608	SES Business Water	N/A	N/A	£ 30.00	0%	£ 30.00	£0.00	Monthly water charges - allotments		
DD*	609	XLN	08/08/2020	918445212	£ 49.13	20%	£ 58.91	£8.19	Broadband		
DD*	610	EE	11/08/2020	245719348	£ 53.14	20%	£ 63.77	£10.63	Telephone Bill		
0037	611	Nutfield Parish Council	N/A	N/A	£ 150.00	0%	£ 150.00	£0.00	NOTE transfer of money via cheque from		
49		Total			£ 20,189.98		£ 23,211.37	£3,021.39			

Date: 2nd September 2020

Signed:
Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:
Parish Councillor Parish Councillor 2

Signed:
Parish Councillor Parish Councillor 1