



Nutfield Parish Council Minutes

ONLINE

7th October 2020

Meeting opened at 7:30pm and closed at 9.01pm.

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)

Apologies:

Cllr Ian Reeve

Attending:

Apologies

Cllr Vickers
 Cllr Black

In attendance: Nicky Chiswick (NC), Clerk

1.	The Chair to open the meeting Cllr Hall opened the meeting.	
2.	Councillor apologies for absence. Cllr Reeve	
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 None	
5.	Report from County & District Councillors None	
6.	Acceptance of Last Minutes The Clerk had prepared, and circulated minutes of the meeting held on the 2 nd September 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 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: <i>2020/1478 12 Trindles Road, South Nutfield RH1 4JN. Installation of new window to flank elevation. (Certificate of Lawfulness for Proposed Use or Development)</i> Comment – No Objection if no comments from neighbours <i>20/01430/ 9A Thepps Close, South Nutfield RH1 5NX. Erection of an outbuilding.</i> Comment – No Objection if no comments from neighbours	NC NC

	<p><u>2020/1679 Redhill Aerodrome Kings Mill Lane Redhill Surrey</u>. Retention of widened hard standing on Taxiway C/D, 14m width across the entire 490m stretch</p> <ul style="list-style-type: none"> - Confirmation of same response as per TDC's application for the same planning application (2020/1199) was sent by the Clerk. <p><u>TDC Ref: 2019/13 Appeal Ref No:APP/M3645/W/19/3243184</u>) - Eugene Bann Tennis Centre, Crab Hill Lane, South Nutfield – view and agree Verbal statement for Appeal on the 8th September 2020.</p> <ul style="list-style-type: none"> - Noted that the above planning was approved by the planning inspectorate. <p><u>20/00019/E EN</u> - Taxiway C/D Redhill Aerodrome Kings Mill Lane Redhill Surrey - Enforcement Appeal - Section 174 - Town & Country Planning Act 1990 Nothing received from Salfords and Sidlow Parish Council to update on the above.</p>	
8.	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> 1. Remembrance Days events – Clerk noted that Tandridge District Council had advised that they were not accepting any applications to close roads for Remembrance Sunday. Noted that the cemetery wreath laying was taking place at 10am on Sunday the 8th November. 2. Clerk had shared the 2021 meeting dates, and these were approved. Clerk to add to the website. 3. Clerk had shared the parking review from Surrey County Council for information. Nutfield was not noted in the annual review. No action required. 4. Other correspondence <ul style="list-style-type: none"> - Clerk had shared the Rights of Way Tandridge District Council report (for information only). No action required. - The Chairman attended brief seminar on the proposed changes to council. The County Council plan to ask to become a unitary authority and dissolve borough and district councils. The 11 District and Borough Councils in Surrey have appointed Price Waterhouse Coopers to undertake a survey on the effects. 	NC
9.	<p>Local Transport RACC – no date set for meeting at the time of the council meeting.</p>	
10.	<p>Finance</p> <ol style="list-style-type: none"> 1. The Clerk confirmed the bank balance totals for the following: Lloyds current £32,753.26, Lloyds savings account £43,012.54 and NW current CIL account £88,639.42. Clerk presented the bank reconciliation (August 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: £21,504.00 and expenditure: £15,452 (plus spend from General Cemetery reserves of £19,258). Expenditure detail and reserve details for cemetery were also presented. 3. Allotment and Cemetery SES Water annual direct debit water rates shared with full council and approved. 4. Clerk noted that internal Audit for 2020 2021 is taking place virtually this year. Clerk had sent all the information to Mulberry and Co limited and was waiting for response and any questions. 	
11.	<p>Coronavirus (COVID19)</p> <p>Only items that have changed will be noted here.</p> <p>Received Emergency Assistance Grant of £1500 from Tandridge District Council. The grant is available for use for shopping vouchers, food items, medicines, sanitary items, toiletries and clothes for those parishioners that have been financially affected by Covid 19 only. Clerk had contacted 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. No applicants as yet.</p>	NC

	<p>b) Jubilee Field fence – Clerk confirmed that the work on the Jubilee Fields had been completed (trench unblocked, gate fixed and secure gates at corner installed). It was noted that the secure gates were added to deter any further fly grazing and trespassing in the fields as this incurs large costs to the Parish Council. Clerk noted the comment in regards to the new fencing that was placed on Nutfield Noticeboard Facebook site. NPC will try and source free hedging/plants to plant by the fencing.</p> <p>c) Jubilee Tree Quote – quote of £5200 plus VAT. Fully agreed to progress. Clerk to book in.</p> <p>d) Tree Summary for 2020 and learnings. The Clerk updated the council to their learnings from the tree work that has taken place this year. i) We have the right trees now included in our tree surveys (triangle correct trees now and Memorial hall includes both front and woodland area) – this was a big job to get right ii) Tree survey work – proposed that we do not have to tender for this work again as ATS have our trees mapped and provide the documents that are linked to pear. Fully approved that ATS is our tree surveyor of choice for another 5 years. iii) Plan for the tree contractors – use one NPC site first to get at least three quotes and use this for the tender for the whole tree work (for that year/round of work). To note that this quote will lead to the full parish's tree work for the year/tree work round. DH Trees to remain our emergency tree surgeon until the tender comes up. iv) Plan for work to take place from August onwards, so get surveys completed from March onwards. v) Plan it into Clerks workload, as time heavy, vi) if possible, space out over two financial years or accrue. It was noted that spend for trees this year (including cemetery and Memorial Hall) was £30,000. Finance working group to look at it further.</p> <p>e) Allotment disabled access – Clerk confirmed that at the allotment training attended last month, that as Allotment owners, we need to ensure if someone with a disability approaches the council for an allotment, we need to ensure we work with the individual to provide equal opportunity where possible for them to access a plot and make reasonable adjustments to the plot for them. No further action required at this time.</p>	<p>NC SH</p> <p>NC</p> <p>FWG NC</p>
16.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>-</p>	
17.	<p>Councillor surgeries and monthly news article</p> <p>Link Article – CCTV, Cemetery update, Flooding and drains, how to report things, Remembrance Day, Covid 19 grant and website.</p>	SH
18.	<p>Training (and conferences).</p> <ul style="list-style-type: none"> - Planning training booked for October, November and December. - WA Excel course (November) - £30 - Clerk 	
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 £24,044.62 (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>	
21.	<p>Notification of business for inclusion on the next agenda</p> <p>None</p>	
22.	<p>Next meeting date(s)</p> <p>Cllrs noted that the Council's next meeting would take place on 4th November 2020 via 'Zoom' online. at 7.30 pm.</p>	ALL
23.	<p>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</p> <p>None</p>	

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
7th October 2020

Chq No.	Budget code	Payee	Date of Invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
612	5	The Groundsman Ltd	31/08/2020	267073491	£ 747.92	20%	£ 897.50	£149.58	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (September 2020)		
613	26	DM Payroll Services	23/09/2020	N/A	£ 60.00	0%	£ 60.00	£0.00	20/21 2nd quarter		
614	26	DM Payroll Services	02/07/2020	N/A	£ 60.00	0%	£ 60.00	£0.00	20/21 1st quarter		
615	12	Royal British Legion	N/A	N/A	£ 350.00	0%	£ 350.00	£0.00	Wreaths (from September payment run - had incorrect bank details)		
616	4	Cyan	07/09/2020	495462803	£ 30.42	20%	£ 36.50	£6.08	Bench plaque		
617	25	Mrs R Crutchfield	21/08/2020	N/A	£ 125.00	0%	£ 125.00	£0.00	PP/M3645/C/19/3239288		
618	6	VKF Renzel	23/09/2020	655126344	£ 65.00	20%	£ 78.00	£13.00	Cemetery stand		
619	4	PROMAX LIMITED	21/09/2020	245122634	£ 480.00	20%	£ 576.00	£96.00	Tablet slab		
620	4	PROMAX LIMITED	21/09/2020	245122634	£ 44.50	20%	£ 53.40	£8.90	Tablet slab		
621	33	SLCC	17/09/2020	891752783	£ 99.00	20%	£ 118.80	£19.80	ILCA training fee		
**	622	CIL	04/09/2020	425229367	£ 130.00	20%	£ 156.00	£26.00	Grit bin		
**	623	CIL	04/09/2020	425229367	£ 95.00	20%	£ 114.00	£19.00	Queens head post replacement		
**	624	CIL	28/09/2020	425229367	£ 1,234.30	20%	£ 1,481.16	£246.86	Jubilee Fields		
**	625	CIL	23/09/2020	110671847	£ 3,680.00	20%	£ 4,416.00	£736.00	50% CCTV payment		
626	9	The Nutfield Link	25/09/2020	N/A	£ 47.50	0%	£ 47.50	£0.00	Link advertising		
627	25	Mrs R Crutchfield	25/09/2020	N/A	£ 80.00	0%	£ 80.00	£0.00	APP/M3645/C/19/3239094 & TA2020/1255 -		
628	50	Lambert & associates	01/09/2020	709029931	£ 1,000.00	20%	£ 1,200.00	£200.00	CCTV tender creation		
629	33	SSALC Limited	18/09/2020	167413406	£ 60.00	20%	£ 72.00	£12.00	Allotment training		
630	15	Redhill Farm Services	04/10/2020	367555712	£ 220.00	20%	£ 264.00	£44.00	Jubilee fields cut		
631	33	SLCC	30/09/2020	891752783	£ 30.00	20%	£ 36.00	£6.00	Excel training course		
632	6	Howard Fine	01/10/2020	N/A	£ 120.00	0%	£ 120.00	£0.00	Cemetery ferns		
633	6	Howard Fine	01/10/2020	N/A	£ 240.00	0%	£ 240.00	£0.00	Cemetery paths		
634	49	Rebecca Hislop	02/10/2020	N/A	£ 1,566.00	0%	£ 1,566.00	£0.00	Website Accessibility		
635	37	DH Trees	06/10/2020	258007215	£ 2,800.00	20%	£ 3,360.00	£560.00	Allotment trees		
636	28	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (September 2020)		
637		Nicky Chiswick	N/A	N/A	£ 308.47	0%	£ 308.47	£0.00	Expenses claimed by the Clerk (September 2020)		
638	27	Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (September 2020)		
639		Sarah Abellan	N/A	N/A	£ 77.85	0%	£ 77.85	£0.00	Expenses claimed by the Assistant Clerk (September 2020)		
640	44	Laura Pollock	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (September 2020)		
641	44	Laura Pollock	N/A	N/A	£ 2.76	0%	£ 2.76	£0.00	Expenses claimed by the NVH Clerk (September 2020)		
642	47	Mrs R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (September 2020)		
643	30	HM Revenue and Customs	N/A	N/A	£ 628.04	0%	£ 628.04	£0.00	PAYE and Class 1A NICs (September 2020)		

SCHEDULE OF PAYMENTS
7th October 2020

NUTFIELD PARISH COUNCIL

DD* 644	31	National Employment Savings Trust (NEST)	N/A	N/A	£ 242.13	0%	£ 242.13	£ 0.00	Pension – Employer and employees contributions (September 2020)	
DD* 645	46	Lloyds	10/08/2020	N/A	£ 6.50	0%	£ 6.50	£ 0.00	Service Charge	
DD* 646	23	Sweethaven Company	01/10/2020	263782087	£ 48.82	20%	£ 48.82	£ 8.14	365 back up	
DD* 647	23	Sweethaven Company	01/10/2020	263782087	£ 63.80	20%	£ 63.80	£ 12.76	365 hosting	
DD* 648	6	SES Business Water	N/A	N/A	£ 2.00	0%	£ 2.00	£ 0.00	Monthly water charges - cemetery	
DD* 649	1	SES Business Water	N/A	N/A	£ 21.00	0%	£ 21.00	£ 0.00	Monthly water charges - allotments	
DD* 650	23	XIN	08/09/2020	918445212	£ 49.13	20%	£ 49.13	£ 8.19	Broadband	
DD* 651	23	EE	11/09/2020	245719348	£ 53.14	20%	£ 53.14	£ 10.63	Telephone Bill	
DD* 652	17	United Kingdom Debt Management office	12/10/2020	N/A	£ 976.80	0%	£ 976.80	£ 0.00	PW499350 - interest	
DD* 653	18	United Kingdom Debt Management office	12/10/2020	N/A	£ 1,600.00	0%	£ 1,600.00	£ 0.00	PW499350 - capital	
DD* 654	17	United Kingdom Debt Management office	07/10/2020	N/A	£ 593.48	0%	£ 593.48	£ 0.00	PW502929 - interest	
DD* 655	18	United Kingdom Debt Management office	07/10/2020	N/A	£ 760.00	0%	£ 760.00	£ 0.00	PW502929 - capital	
		Total			£ 21,861.68		£ 24,044.62	£ 2,182.94		

** Use of CL money

** Use of Members Community Allocation Fund

** Use of Location Payment Fund

Signed:
Nicky Chiswick, Clerk to Nutfield Parish Council

Date: 7th October 2020

Signed:
Parish Councillor Parish Councillor 2

Signed:
Parish Councillor Parish Councillor 1