



Nutfield Parish Council Minutes

ONLINE

4th November 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 Amanda Earl
 Cllr Sue Ford
 Cllr Stephen Hall (Chairman)
 Cllr Rigel Mowatt (Vice Chair)

Apologies:

Cllr Aled Duggan
 Cllr Dean Holborn
 Cllr Ian Reeve

Attending:

One attendee

Apologies

Cllr Vickers

In attendance: Nicky Chiswick (NC), Clerk

1.	The Chair to open the meeting Cllr Hall opened the meeting.	
2.	Councillor apologies for absence. Cllr Duggan, Cllr Holborn and 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 One – it was agreed to pull item 15a to the first item and to suspend Standing Orders to allow member of the Nutfield Tree Wardens to discuss the aforementioned item.	
5.	Report from County & District Councillors Cllr Vickers advised via email (the Clerk read this out) on the following: - <ul style="list-style-type: none"> - The removal of ponies in the field on Mid Street by concerned residents. - Complaints regarding low flying planes and helicopters have been sent to Cllr Vickers as the complaints telephone line has been out of action. Philip Wright has now dealt with this and is arranging for a dedicated email address for complaints (noise@redhillaerodrome.com). - Nutfield Good Neighbours are struggling on with very few volunteers at the moment, but people are still having doctors/dentists' appointments, so we are restricting our service to essential journeys. 	
6.	Acceptance of Last Minutes The Clerk had prepared, and circulated minutes of the meeting held on the 7 th November 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
	Groundworks, land, and tree management (including burial grounds and allotments) a) Jubilee Fields Trees – A member of the Nutfield Tree Wardens talked through the plan of the trees and the process for planting the trees (with and without Covid19 restrictions in place). The tree packs are to be sent to the Tree	NC

	<p>Wardens, and subsequently tree planting packs and print outs are to be created with planting guidelines. Preparation of defining the area to take place with either spray or tape. Parish Council happy to print and have asked for list of any items that are required for the planting session. Wild meadow trial planned on 2m squared sections with seeds collected from Phillpotts Wood. Have not heard on Elm tree application as yet. Noted that Salfords and Sidlow Parish Council have applied for tree packs too. It was asked if they had spare trees left over would they be able to be planted in Nutfield Parish – they could if they provided some manpower to help depending on numbers of trees. The Clerk mentioned a conversation that she had had with the farmers that carry out the annual haylage. They had asked for the fields to be mowed moving forward and not via haylage as access to the fields have become increasingly difficult for the machinery – further conversations to be had in the new year. Tree planting planned for weekend 6th to 7th March 2021 (depending on the winter and conditions). To ask MP Clare Coutinho to launch the tree planting on that weekend (Covid19 depending). Memorial Benches were discussed as per set up at the cemetery – to look further into next year. It was discussed and agreed that a cycle track would not be something that the Parish Council will proceed with. To note that it was discussed in detail that the plans for all aspects of the event would be subject to a Risk Assessment that reflected the restrictions in place at the time for Covid19.</p>	
7.	<p>Planning Applications 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>2020/1761</u> 13 Morris Road, South Nutfield RH1 5SB. Erection of first floor front/side extension. Comment – No Objection unless comments/objections from neighbours.</p> <p><u>2020/1796</u> 30 Morris Road, South Nutfield RH1 5SA. Erection of a first-floor rear extension. Comment – No Objection.</p> <p><u>2020/1606</u> 72 High Street, Nutfield RH1 4HE. Demolition of the existing car port; erection of two-storey side extensions Comment – No Objection.</p> <p><u>2020/1862</u> 4 Station Parade, North Station Approach, South Nutfield RH1 4JF. Erection of dormer extension within existing north east facing roof slope and erection of a single storey side/rear infill extension Comment – No Objection unless comments/objections from neighbours.</p> <p><u>2020/1895</u> 1 Adlington Cottages, Nutfield Road, Nutfield RH1 4HB. Conversion of existing outbuilding to habitable accommodation for use as residential annexe Comment – No Objection unless there are objections from neighbours. Recommended a stipulation that 'annex' can only be occupied by family member and that it remains as part of the main dwelling.</p> <p><u>2020/1816</u> 63 Kings Mead, South Nutfield RH1 5NN. Erection of first floor side and rear extension in association with front canopy. Comment – No Objection</p>	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>

	<p><u>2020/1882/TPO</u> Tanglewood, Kings Cross Lane, South Nutfield RH1 5NG. T3, Oak - To crown reduce by 1.5 - 2m and shape plus remove dead wood. Approximate current height 10m and approximate current crown spread 12m. Approximate height after reduction 8-9m and approximate crown spread after reduction 10m. To maintain the size</p> <p>Comment – No Objection</p> <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</p> <p>Nothing received from Salfords and Sidlow Parish Council to update on the above.</p>	NC
8.	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> 1. Reigate & Banstead Brownfield Land Register – Clerk confirmed that the latest communication was asking for any new 'Brownfields' to be added. Clerk had checked with Carol Forrest Ltd and Nutfield had no inclusions to add. No further action required. 2. Nutfield Memorial Hall Rent – Clerk noted that the annual rent from the Memorial Hall had been received. Clerk to file as per usual. 3. Parish Christmas trees – agreed to purchase one tree for outside Mrs Parson's house along with signage (£250 plus VAT fully agreed). The Queens Head public house will be placing lights on the Oak Tree and it was discussed and agreed that we give permission to this. Clerk to check with insurance company on anything we need to carry out in order to progress with the Christmas tree project safely – such as Risk Assessment. 4. Other correspondence <ul style="list-style-type: none"> - Car parking at side of Mid Street recreation ground was discussed. Cllr Mowatt updated all that this had been reviewed previously by Surrey Cuntly Council and the entrance size is not wide enough. This is not a car park option. - Tandridge Local Committee taking place Friday 6th November @ 10.15am - Biffa – Pre-planning application meeting for stakeholders to take place Wednesday the 11th November (Cllr Ford to attend). Note – the planning application has not been submitted at this stage to Surrey County Council. - Eugene Bann- A request was received from a Parishioner to take this to a judicial review. It was discussed, and fully agreed for the Parish Council not to proceed with this due to the high potential costs associated with this. Note that the council did attend the appeal meeting and objected. Clerk to respond accordingly. 	NC NC/ DH CF NC
9.	<p>Local Transport</p> <p>GATCOM – Clerk shared the minutes from last meeting with the council prior to the meeting. No comments and no action required.</p> <p>RACC – Date of 1st December set. Cllr Mowatt to attend.</p>	RM
10.	<p>Finance</p> <ol style="list-style-type: none"> 1. The Clerk confirmed the bank balance totals for the following: Lloyds current £32,702.17, Lloyds savings account £58,819.71 and NW current CIL account £83,650.12. Noted a transfer taking place of £1,828.30 from Lloyds Current to NatWest CIL. Clerk presented the bank reconciliation (September 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: £24,069.00 and expenditure: £18,308.00 (plus spend from General Cemetery reserves of £19,258). Expenditure detail and reserve details for cemetery were also presented. 3. 2020 2021 Precept 2nd payment of £30,675.00 received. 4. CIL Payment of £1,887.10 received. 5. Budget Vs spend for 2020 2021 shared with councillors prior to meeting. Finance meeting was requested to discuss further. Clerk to arrange suitable date with Finance Working Group. 6. Internal 2020/2021 Audit – Approval document shared with councillors. 	NC/ FWG

11.	<p>Coronavirus (COVID19)</p> <p>Only items that have changed will be noted here. Nothing to change with the new lockdown starting Thursday 5th November 2020.</p> <p>Emergency Assistance Grant – one enquiry received. Clerk to ask for financial information to proceed.</p>	NC
12.	<p>Police Update</p> <ul style="list-style-type: none"> • Meeting to be booked in for early to mid-December. Clerk to book meeting. • CCTV – first phase installed and final 50% payment to be made to Sunstone on this month's payment run. Phase 2 – Cameras outside Station Pub (to view The Avenue/Morris Road/South Station Approach) and at Cemetery. Cllr Hall had shared updated proposal with full council before the meeting. This identified a more cost-effective CCTV route by utilising lamp posts rather than standalone poles/electricity runs. Original CCTV project planned for 13 cameras at 10 locations to protect the village entrances and high crime probability locations. New proposal makes the schedule reduce from Approx. £140,000 to £52,000 (from CIL). Mapping of new CCTV points requested from Councillor Hall (there would be same number of cameras, but coverage slightly smaller). Approval of new scheme (of placing on lampposts rather than standalone poles at new location) approved in principle to get quotes. Noted to include additional APNR camera costing for Cemetery (to capture Layby) alongside CCTV to capture comings and goings into the cemetery. Phase 2 Station Pub £1500 (plus VAT) and Cemetery £1950 (plus VAT) plus additional router and electrician costs. Proposed £5000 for the work, and fully agreed to proceed. Note that the cemetery does not have electricity as yet. Noted that Clerk has her CCTV training in mid-November. 	NC NC/ SH
13.	<p>Grant Applications</p> <p>None</p>	
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 – updates on site are 95% complete. Just waiting on a couple of photos. Payment to be made at December meeting. <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. To postpone until 2021 2022, so it can be incorporated into the budget. <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"> - Fully agreed for the £350 to be spent on moving the tree stumps. Fully agreed and for Clerk to book in. - Cllr Hall summarised the zoom meeting that the Cemetery Working Group had had with Claire Coutinho in relation to the cemetery layby and highlighted her commitment to liaising with Surrey County Council to highlight the need for assistance with this piece of highway. No update to report as yet. - Electricity – Waiting for quote for trench work and updated UK Power Network quote. - Electric Gate – First quote between £1500 to £2500. Further quotes required. - Clerk updated all on specific request she had received: - 2 ashes plots purchased in parishioner area. Daughter now lives just outside parish but would like ashes plot with her parents in the parishioner area. Full approval given for her to do so at Non-Parishioner fees. 	NC NC NC NC

15.	<p>Groundworks, land, and tree management (including burial grounds and allotments)</p> <p>b) Allotment Annual Hedge cut. Quote presented and fully agreed to £570 plus VAT. Approved to go ahead. Clerk to book in.</p> <p>c) Allotment Skip – Skip required to clear rubbish that has accumulated during the year including glass and other rubbish. Clerk to approach JJ Franks.</p>	NC NC
16.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>- Biffa meeting. Cllr Ford shared the meeting notes from the Liaison meeting that took place. It was asked for the Clerk to formally thank Biffa for creating and sending letters to their customers reminding them of their moral duties. Clerk to action.</p>	NC
17.	<p>Councillor surgeries and monthly news article</p> <p>Link and Website article– CCTV, Cemetery update, Christmas Trees, Remembrance, Covid Assistance</p>	SH
18.	<p>Training (and conferences).</p> <p>- Planning training booked for November and December.</p>	NC/ PWG
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 £13,884.55 (VAT inclusive). Clerk to dispense payments via online banking.</p> <p>Noted – a rota (along with a ‘how to guide’) to be sent out this month to manage the payments more smoothly moving forward.</p>	NC 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 2nd December 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 <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
4th November 2020

Chq Ref No.	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
656	5	The Groundsman Ltd	01/11/2020	267073491	£ 747.92	20%	£ 897.50	£149.58	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (October 2020)		
657	4	Mr M Tamplin	13/10/2020	N/A	£ 220.00	0%	£ 220.00	£ 0.00	2 direct grave preparation		
658	6	Mr M Tamplin	13/10/2020	N/A	£ 40.00	0%	£ 40.00	£ 0.00	Topsoil		
**	659	CIL Sunstone IP Systems LTD	22/10/2020	110671847	£ 3,680.00	20%	£ 4,416.00	£ 736.00	50% CCTV payment		
660	47	Mr S Hall	26/10/2020	N/A	£ 65.44	0%	£ 65.44	£ 0.00	Food box over spend		
661	8	Eyes Wide Digital	23/10/2020	803517062	£ 28.00	20%	£ 33.60	£ 5.60	Cemetery map scanning		
662	3	Mulberry and Co	21/10/2020	899727928	£ 180.00	20%	£ 216.00	£ 36.00	2020 2021 half internal audit fee		
663	8	Microshade Business Consultants Ltd	10/11/2020	639591007	£ 102.48	20%	£ 122.98	£ 20.50	Pear hosting		
664	19	Nutfield Village Hall	02/11/2020	N/A	£ 320.00	0%	£ 320.00	£ 0.00	Parish Office meeting room hire		
665	24	Nutfield Village Hall	02/11/2020	N/A	£ 20.00	0%	£ 20.00	£ 0.00	February meeting hire		
666	49	Charles Maw Trust	16/10/2020	N/A	£ 1,440.00	0%	£ 1,440.00	£ 0.00	Grant Number 2020/00016		
667	28	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (October 2020)		
668	27	Nicky Chiswick	N/A	N/A	£ 136.57	0%	£ 136.57	£ 0.00	Expenses claimed by the Clerk (October 2020)		
669	27	Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (October 2020)		
670	27	Sarah Abellan	N/A	N/A	£ 76.90	0%	£ 76.90	£ 0.00	Expenses claimed by the Assistant Clerk (October 2020)		
671	44	Laura Pollock	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (October 2020)		
672	44	Laura Pollock	N/A	N/A	£ 2.76	0%	£ 2.76	£ 0.00	Expenses claimed by the NVH Clerk (October 2020)		
673	47	Mr R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (October 2020)		
674	30	HM Revenue and Customs	N/A	N/A	£ 534.43	0%	£ 534.43	£ 0.00	PAVE and Class 1A NICs (October 2020)		
DD*	675	National Employment Savings Trust (NEST)	N/A	N/A	£ 226.88	0%	£ 226.88	£ 0.00	Pension – Employer and employees contributions (October 2020)		
DD*	676	Lloyds	10/09/2020	N/A	£ 7.80	0%	£ 7.80	£ 0.00	Service Charge		
DD*	677	Sweethaven Company	01/11/2020	263782087	£ 40.68	20%	£ 48.82	£ 8.14	365 back up		
DD*	678	Sweethaven Company	01/11/2020	263782087	£ 63.80	20%	£ 76.56	£ 12.76	365 hosting		
DD*	679	SES Business Water	N/A	N/A	£ 2.00	0%	£ 2.00	£ 0.00	Monthly water charges - cemetery		
DD*	680	SES Business Water	N/A	N/A	£ 21.00	0%	£ 21.00	£ 0.00	Monthly water charges - allotments		
DD*	681	XLN	08/10/2020	918445212	£ 40.94	20%	£ 49.13	£ 8.19	Broadband		
DD*	682	EE	11/10/2020	245719348	£ 53.14	20%	£ 63.77	£ 10.63	Telephone Bill		
DD*	683	CIL Transfer	11/09/2020	N/A	£ 1,828.30	0%	£ 1,828.30	£ 0.00	Transfer - From Lloyds to Natwest - CIL payment		
684		Mick Tamplin	04/11/2020	N/A	£ 120.00	0%	£ 120.00	£ 0.00	Cutcliffe Ahses		
		Total			£ 12,897.16		£ 13,884.55	£ 987.39			

** Use of CIL money *** Use of Members Community Allocation Fund **** Use of Localism Payment Fund

Date: 4th November 2020

Signed:
Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:
Parish Councillor Parish Councillor 2

Signed:
Parish Councillor Parish Councillor 1