



Nutfield Parish Council Minutes

ONLINE

2nd December 2020

Meeting opened at 7:30pm and closed at 8.57pm.

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

Councillors (Cllrs) present:

Cllr John Clarke
 Cllr Jon Dadswell
 Cllr Aled Duggan
 Cllr Sue Ford
 Cllr Stephen Hall (Chairman)
 Cllr Rigel Mowatt (Vice Chair)

Apologies:

Cllr Amanda Earl
 Cllr Dean Holborn
 Cllr Ian Reeve

Attending:

Cllr Vickers
 Cllr Elias

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 Earl, 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. Cllr Ford noted an interest in planning application – 2020/1968. To note here, interest for Cllr Ford was not noted in previous application 2020/1082 (June 2020).	
4.	Public Session None	
5.	Report from County & District Councillors Cllr Vickers updated NPC on the following: - <ul style="list-style-type: none"> - Speed Watch currently on hold until further notice due to COVID19 restrictions - Nutfield Good Neighbours are struggling with very few volunteers, yet people need the service of doctors/dentists, so they are restricting their service to essential journeys only. - Noted the 'Nutfield Green Park' information leaflet that had been sent out to certain Nutfield Parish residents. Lots of comments have circulated amongst the local run Facebook page (Nutfield Noticeboard). Cllr Hall noted that we will be discussing under item 20 and putting a statement out to the parish. Cllr Elias <ul style="list-style-type: none"> - Noted that Tandridge District Council (TDC) are working through budgets for 2021 2022 during what has been a very tough year. - Local Plan. Waiting for inspector's response after Tandridge District Council has given responses to questions asked during the summer. The inspectors result should be published shortly. 	

	<p>- Local government reorganisation. On hold for Surrey County Council (SCC) at the moment – government only progressing with three councils at the moment across the country. Discussions still taking place within TDC.</p>	
6.	<p>Acceptance of Last Minutes The Clerk had prepared, and circulated minutes of the meeting held on the 4th 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.</p>	NC
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>2020/1801 BROOKSIDE COTTAGE, CRAB HILL LANE, SOUTH NUTFIELD, REDHILL, SURREY, RH1 5PG.</u> Erection of a new barn for livestock and storage of hay bales. Comment – Object to this application and support Tandridge Districts refusal comments made to the similar application (2020/775). It is noted that this site is getting increasingly untidy with (disused) machinery and waste piles dotted throughout the site, and this application will not help address the situation.</p> <p><u>2020/2004 10 MID STREET, SOUTH NUTFIELD, REDHILL, SURREY, RH1 4JX.</u> Erection of front porch. Comment – no objections to this application – however, it is noted that this application and application 2020/2008 are for the same property, so are a little confused to why they are sat on two separate applications and just wanted to highlight this to TDC.</p> <p><u>2020/2008/NH 10 MID STREET, SOUTH NUTFIELD, REDHILL, SURREY, RH1 4JX.</u> Erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6 metres, for which the maximum height would be 3.95 metres, and for which the height of the eaves would be 2.27 metres (Notification of a Proposed Larger Home extension). Comment – no objection to the above application unless neighbours raise any concerns. However, we do wish to acknowledge that this is a large extension for the plot of land. Also noted that this application and application 2020/2004 are for the same site and there is no reference or illustration of the other application on either set of plans which seems a little strange. Clerk to note this to TDC.</p> <p><u>2020/1968 LITTLE ACRE, COOPERS HILL ROAD, NUTFIELD, REDHILL, SURREY, RH1 4HS.</u> Variation of Condition 2 (Approved Plans) attached to PP 2020/1082 for Alterations to existing access from Coopers Hill Road. Alterations to driveway and parking area and levels. Demolition of garage and erection of replacement garage with studio above. External alterations to house including underpinning to rear and erection of 2-storey rear extension. Alterations to roof including rear dormer and front rooflights. Formation of rear terrace and steps to lawn. Erection of pool house extension. Levelling to rear lawn area and associated terracing. Comment – No Objection Noted – Cllr Ford was removed from the meeting for this planning application.</p> <p><u>SCC 2019/0189 Mercers South Quarry, Bletchingley Road, Nutfield, Surrey RH1 4EU.</u> The extraction and screening of approximately 250,000 tonnes of sand from an area of 1.67ha, as an extension to the phasing within the existing Mercers South Quarry, with progressive restoration to agriculture using inert waste materials without compliance</p>	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>

	<p><i>with Condition 8 of planning permission ref: TA/2017/2346 dated 23 April 2018 so as to allow revision to the numbers of HGV movements</i></p> <p><i>Noted that this is a WITHDRAWN APPLICATION</i></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></p> <p><i>Nothing received from Salfords and Sidlow Parish Council to update on the above.</i></p>	
8.	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> 1. Parishioner email – Skate Park request for Mid Street Recreation ground. Discussed, and noted for Parishioner to email Tandridge District Council with a proposal as they own the Mid Street recreation ground. 2. Insurance – CCTV – Clerk noted that CCTV has been added to the insurance policy and the premium will increase at renewal time in 2021. 3. Bus stop – Avenue/Mid Street. Cllr Duggan advised on the following – there is the main Nutfield village bus stop with shelter at Mid Street by recreation ground. However, many younger members of the parish use the other bus stop near the corner of Avenue and Mid Street and there is no seating or shelter for them. In principle it was discussed that it would be beneficial to have such a shelter. Location was discussed as an issue and would need clarification. Cllr Duggan to scope this out with bus company and Surrey Highways if suitable. 4. Other correspondence <ul style="list-style-type: none"> - Electoral register- to receive electronically. - Community fund – offered up to £1500 from Cllr Thorn for benches for Jubilee Fields. Discussed the need for a sturdy set and Clerk to investigate further. 	<p>NC</p> <p>AD</p> <p>NC</p>
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 – 2nd December - Cllr Mowatt attended and noted that the meeting was useful. A theme that was noted was the taxiway and the need to cap number of flights.</p>	
10.	<p>Finance</p> <ol style="list-style-type: none"> 1. The Clerk confirmed the bank balance totals for the following: Lloyds current £23,732.12, Lloyds savings account £58,820.12 and NW current CIL account £85,478.42. Clerk presented the bank reconciliation (October 2020) to the Chairman (Cllr Hall) for signing – Cllr Hall signed. Noted that the CIL format has changed in order to have it just in one place moving forward. 2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £25,000, income: £26,982 (does not include the £10,000 grant received) and expenditure: £20,572.00 (plus spend from General Cemetery reserves of £19,258). Expenditure detail and reserve details for cemetery were also presented. Noted that 2nd Grant application from TDC had been submitted, but not sure Cemetery is eligible. 3. Budget 2020 vs 2021 spend sheet was presented following the finance meeting. A very useful meeting which led to many questions, format changes and amended worksheets. Noted that we are on track but spend needs to be tight with reserves now being at a level which would satisfy auditors. Cemetery finances reviewed by Cemetery Working group at last meeting. Clerk noted that we need to plan to accrue for reserves moving forward to keep reserves at the correct 50% of precept level. CIL and Reserve money need to be worked through in more detail for budget 2021 2022. 4. Budget 2021 2022 shared with councillors prior to meeting. Finance meeting required - Clerk to arrange. Key point being where are the council's priorities moving forward and keeping reserves at the correct level (new budget items being CCTV maintenance, CMT Grant and Tree accrual. Also taking note of possible precept increase and reserve level). Clerk to arrange suitable date with Finance Working Group and to note with the Cemetery working group income and expenditure figure for cemetery. 	<p>NC/ FWG</p>

	5. Annual Direct Debit agreement proposed and fully approved by all.	
11.	<p>Coronavirus (COVID19)</p> <p>Only items that have changed will be noted here. Noted Nutfield Parish will be moving into Tier 2 restrictions from 3rd December. No changes for our services under this tier.</p> <p>Emergency Assistance Grant – 1st enquiry received – Clerk asked for further financial information to proceed but had not heard back. 2nd enquiry received and all financial information received and family eligible. Food voucher awarded accordingly.</p>	
12.	<p>Police Update</p> <ul style="list-style-type: none"> • Meeting booked for 10th December. Agenda to be sent out w/c 7th December. • CCTV – Update on spend had been circulated by Cllr Hall prior to the meeting. Noted that CIL has £41k for us to spend before October 2022. Station Pub CCTV next to be installed – electricity and internet required to be installed. 	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>Finance</u></p> <ul style="list-style-type: none"> - <i>Noted that this had been covered in item 10.3</i> <p><u>Highways</u></p> <ul style="list-style-type: none"> - <i>Report shared with councillors – councillors agreed that the report was up to date and noted that Highways Assistant is doing a good job at keeping the parish highways in order with the relevant bodies.</i> <p><u>Cemetery</u></p> <p><i>Cemetery report was circulated to councillors prior to the meeting and all proposals were agreed. Clerk to work with Assistant Clerk on actions.</i></p> <ul style="list-style-type: none"> - <i>Cllr Hall updated the council on the response from Claire Coutinho, who had received communication from Surrey County Council with several suggestions. Proposed by Cllr Hall and fully agreed to respond asking for support to change of parking restrictions to under 5 tonne and at any time. NPC to offer height restrictors to assist with enforcement. NPC to write also asking for this proposal to be taken to Local Committee meeting. Cllr Hall to write letter accordingly.</i> - <i>Fern removal – Proposed and fully agreed to utilise weed killer for fern removal in the spring. Digging them out would be too expensive. Clerk to get quote from groundsman.</i> 	SH NC
15.	<p>Groundworks, land, and tree management (including burial grounds and allotments)</p> <ol style="list-style-type: none"> a) Jubilee Field Tree plan – email from Tree Warden was shared. Final list of things needed to be given before January meeting. Event organisation and COVID19 restrictions still need to be reviewed early next year. b) Allotment Skip booked on the 15th December. Cllr Reeve to assist. Skip kindly donated free of charge by JJ Franks. The Parish Council would like to thank their support for this kind offer. c) Allotment 2021/2022 TA agreement shared with councillors with amends and fully approved. Pricing to remain the same for 2021/2022. 	NC
16.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <ul style="list-style-type: none"> - RACC – see item 9 for information. 	
17.	<p>Councillor surgeries and monthly news article</p> <p>Link and Website article – planning pitfalls, Jubilee Fields, COVID-19, Nutfield Green Park</p>	SH
18.	<p>Training (and conferences).</p> <ul style="list-style-type: none"> - Final planning training booked for December. 	NC/ PWG

19.	<p>Payment(s) 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 £7,674.96 (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 Nutfield Green Park consultation from developers received via email and leaflet. Fully discussed and holding statement agreed by all councillors – to go via NPC Facebook and the link.</p> <p>‘Nutfield Parish Council have been monitoring the situation relating to this proposed development since before the intentions of the landowners became clear. This has included taking opinions from parishioners, background research, and discussions with Surrey County Council.</p> <p>For the Parish Council to comment before the plans have been published, or to make a public statement either for or against the development would be ‘predetermination’ which would rule out any comments from Nutfield Parish Council (NPC). Predetermination is when a legal body (The Parish Council) makes a decision for or against a planning application before the plans are published and the window for comments opened.</p> <p>Of course, until now, there has been no substantive ‘plan’ to respond to. We can now formulate a plan, starting with the discussion that took place at last night’s Parish Council meeting. Doubtless, NPC will continue to communicate with the Parish on this issue, just as we have done with other significant development proposals e.g. Nutfield Garden Village and the King’s Cross Lane ‘affordable housing’ development in recent years.</p> <p>We understand that this will be an emotive and difficult journey (even without the COVID 19 restrictions on Public Meetings) but we will endeavour to create a communications strategy that involves you all and brings the Parish together to achieve the right conclusion.</p> <p>Please be patient, this will be a long and hard path that requires careful consideration and a professional and united response.</p> <p>Any questions please email parishclerk@nutfieldpc.com’</p>	
21.	<p>Notification of business for inclusion on the next agenda None</p>	
22.	<p>Next meeting date(s) Cllrs noted that the Council’s next meeting would take place on 6th January 2021 via ‘Zoom’ online. at 7.30 pm.</p>	ALL
23.	<p>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960: 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
2nd December 2020

Chq No.	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two	
685	5	The Groundsman Ltd	30/11/2020	267073491	£ 747.92	20%	£ 897.50	£149.58	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (November 2020)			
686	1	Robert J Coomes	11/11/2020	N/A	£ 30.00	0%	£ 30.00	£0.00	Allotment deposit refund			
687	32	Allotment Society	04/11/2020	121293014	£ 55.00	20%	£ 66.00	£11.00	Allotment Society membership			
688	4	Stonemans	04/11/2020	N/A	£ 252.00	0%	£ 252.00	£0.00	Credit for incorrect Back payment			
***	689	51	Sunstone IP Systems Limited	11/11/2020	110671847	£ 750.00	20%	£ 900.00	£150.00	50% to CCTV Phase 2		
***	690	51	Network Blinds Limited	18/11/2020	60020335	£ 249.94	20%	£ 299.92	£49.98	Office blinds		
	691	49	Rebecca Hislop	26/11/2020	899727928	£ 164.97	0%	£ 164.97	£0.00	Website work		
	692	28	Nicky Chiswick	N/A	N/A	xxx	xxx	xxx	Clerk Salary (November 2020)			
	693	Nicky Chiswick	N/A	N/A	£ 914.53	0%	£ 914.53	£0.00	Expenses claimed by the Clerk (November 2020)			
	694	27	Sarah Abellan	N/A	N/A	xxx	xxx	xxx	Assistant Clerk Salary (November 2020)			
	695	Sarah Abellan	N/A	N/A	£ 54.25	0%	£ 54.25	£0.00	Expenses claimed by the Assistant Clerk (November 2020)			
	696	44	Laura Pollock	N/A	N/A	xxx	xxx	xxx	NVH Clerk Salary (November 2020)			
	697	44	Laura Pollock	N/A	£ 2.76	0%	£ 2.76	£0.00	Expenses claimed by the NVH Clerk (November 2020)			
	698	47	Mr R Crutchfield	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (November 2020)			
	699	30	HM Revenue and Customs	N/A	£ 582.24	0%	£ 582.24	£0.00	PAYE and Class 1A NICs (November 2020)			
DD*	700	31	National Employment Savings Trust (NEST)	N/A	£ 233.12	0%	£ 233.12	£0.00	Pension – Employer and employees contributions(November 2020)			
DD*	701	46	Lloyds	10/09/2020	N/A	£ 6.50	0%	£ 6.50	£0.00	Service Charge		
DD*	702	23	Sweethaven Company	01/12/2020	263782087	£ 40.88	20%	£ 48.82	£8.14	365 back up		
DD*	703	23	Sweethaven Company	01/12/2020	263782087	£ 63.80	20%	£ 76.56	£12.76	365 hosting		
DD*	704	6	SES Business Water	N/A	£ 2.00	0%	£ 2.00	£0.00	Monthly water charges - cemetery			
DD*	705	1	SES Business Water	N/A	£ 21.00	0%	£ 21.00	£0.00	Monthly water charges - allotments			
DD*	706	23	XIN	08/11/2020	918445212	£ 40.94	20%	£ 49.13	£8.19	Broadband		
DD*	707	23	EE	11/11/2020	245719348	£ 53.60	20%	£ 64.32	£10.72	Telephone Bill		
		Total			£ 7,274.59		£ 7,674.96	£ 400.37				

* Payment scheduled by Direct Debit

** Use of CIL money

***Use of Members Community Allocation fund

****Use of Localism Payment fund

Date: 2nd December 2020

Signed:
Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:
Parish Councillor Parish Councillor 2

Signed:
Parish Councillor Parish Councillor 1