



Nutfield Parish Council Minutes

ONLINE

3rd February 2021

Meeting opened at 7:30pm and closed at 9.23pm.

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 Rigel Mowatt (Vice Chair)

Apologies:

Cllr Dean Holborn
 Cllr Ian Reeve

Attending:

1 Parishioner

In attendance: Nicky Chiswick (NC), Clerk

1.	The Chair to open the meeting. Cllr Hall opened the meeting.	
2.	Councillor apologies for absence. 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 Parishioner – sat in for planning application 2020/2188 and part of meeting.	
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 6th January 2021. 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) since the Parish Council's last meeting: <i>2020/2223 80 MID STREET, SOUTH NUTFIELD, REDHILL, SURREY, RH1 4JH. Demolition of existing garage and conservatory. Erection of a two-storey side and single storey rear extension</i> Comment – No objections unless neighbours object <i>2020/2188 Land rear of The Rookery, Cherry Tree Cottage, Orchard Cottage & Russets, Kings Cross Lane, South Nutfield, RH1 5NS. Erection of up to 5 dwellings</i>	NC

	<p>Comment – fully discussed report from Carole Forrest and all agreed for the report to be sent and for the cost of £45. Clerk to action. Forward to parishioner who attended.</p> <p><i>2020/2293 Land on the corner of Bletchingley Road and Deans Lane, Nutfield, RH1 4HW. Change of use of land from Class B8 (open storage and parking) to Class C3 (residential). Erection of detached dwelling with associated parking, entrance gates and amenity space</i></p> <p>Comment – No objections</p> <p><i>2020/2122 NUTFIELD PRIORY LAKE, SANDY LANE, SOUTH NUTFIELD, SURREY, RH1 4EJ Change of use from lawful fishery to mixed use overnight fishery and glamping site with provision of four accompanying glamping pods’.</i></p> <p>Comment – No objection. To ask for condition that the units are only for short term holiday lets - as per para 4.21 of the planning statement.</p> <p><i>2021/83 THE STEWARDS HOUSE, COOPERS HILL ROAD, NUTFIELD, REDHILL, SURREY, RH1 4HS. Conversion of existing detached garage to a granny annexe.</i></p> <p>Comment – No objection but recommend that there is a condition that the annex can only be used by family members of the main house - and cannot be rented or let out.</p> <p><i>20/00019/E EN - Taxiway C/D Redhill Aerodrome Kings Mill Lane Redhill Surrey - Enforcement Appeal - Section 174 - Town & Country Planning Act 1990</i></p> <p><i>To discuss communication (if any) from Salfords and Sidlow Parish Council on Rule 6 statement. Date for review is the 27th April. Cllr Hall and Cllr Mowatt to be the NPC representatives. The full costs are still unknown so agreed to keep the £2500 ringfenced. After Salfords and Sidlow Parish Council meeting next week, they will report to us for NPC to discuss at March meeting.</i></p>	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC/RM/SH</p>
<p>8.</p>	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> 1. Environmental Policy – to carry over to March agenda. 2. Mid Street/Avenue Bus stop – Tennent of pub (in theory) is OK for bus stop to be placed at Mid Street/Avenue junction on the Station Pub land, however the council would need to contact landowners to officially ask them. Cllr Duggan advises that SCC highways would need consulting if sight ways were an issue. TDC would not need consulting, but Cllr Duggan to speak with TDC planning. Clerk to give Cllr Duggan Land registry details of the owners of the public house. 3. Suicide Prevention – It was noted that sadly someone took their life at the M23 bridge that is within Nutfield Parish in January. It was questioned how the parish council could assist with suicide prevention on a local level. The Clerk shared a mental health poster which was agreed to utilise and place on web and noticeboards. It was also suggested if the bridge is secure as it possibly could be. Clerk to look and take photos of bridge. Noted that there are Samaritan notices on the bridge already. To speak with Highways England and Surrey County Council after visiting the bridge. 4. Census – Clerk noted to all councillors that the Census is taking part on the 21st March and will share detail on this over the coming months. 5. Neighbour Hood Watch Coordinator. Email sent to all current Road NHW monitors. No response for anyone to step up to be coordinator therefore the road monitors and Nutfield NHW will run without a coordinator. Noted at the meeting that it is not a Parish Council role. 6. Online Meetings – Clerk noted that the government has given permission until the 7th May for online meetings to take place. Awaiting to hear from NALC on any further extension. It was discussed that the April Assembly is unlikely to happen. Cllr Earl suggested a 2-sided printed A4 annual 20/21 summary – it was agreed by 	<p>NC/AD</p> <p>NC</p> <p>AE/NC</p>

	<p>all. Distribution through road monitors and asking people to help. Clerk to get costs and work with Cllr Earl. Annual meeting will likely take place via zoom in May.</p> <p>7. Hard Standing at Jubilee fields – parishioner asked for the council to look at the kissing gates and the proposal of hard standing required, as the entrances are very muddy. Clerk to take a visit, take photos and circulate. To then get quote based on options of just the kissing gates, and full holding pen to be hard standing of some format.</p> <p>8. Other correspondence</p> <ul style="list-style-type: none"> - Tandridge Voluntary Action membership renewal – agreed membership @ £25. Clerk to action. - Model of code of conduct councillor request from TDC – Noted it was just for chairman. Detail with Cllr Hall. Nothing further to action. 	NC
9.	<p>Local Transport</p> <p>GATCOM meeting – Cllr Mowatt attended and updated the council that the CEO of Gatwick gave a report. The items of interest were: 1) After restructuring, staff numbers are down from 3,300 to 1,800, 2) He (CEO) believes they have adequate funding provided passenger traffic picks up in the summer 2021 and 3) They now have air space approval from the CAA for using the temporary runway as a runway and will now apply for planning consent. Nothing to action.</p>	
10.	<p>Finance</p> <ol style="list-style-type: none"> 1. The Clerk confirmed the bank balance totals for the following: Lloyds current £29,734.44, Lloyds savings account £ 45,321.37 and NW current CIL account £80,798.48. Clerk presented the bank reconciliation (December 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: £ 31,423.00 (does not include the £10,000 grant received) and expenditure: £ 24,760.92 (plus spend from General Cemetery reserves of £19,200). 3. Clerk updated all that the NatWest accounts cannot go to online banking due to them not allowing for two online signatories. The Clerk to investigate to move to a new bank that has no fee and allows two online signatories. 	NC
11.	<p>Coronavirus (COVID19)</p> <p>Only items that have changed will be noted here. Noted Nutfield Parish has moved into full national lockdown from the 4th January 2021.</p> <ul style="list-style-type: none"> • Emergency Assistance Grant – supporting 2 families. Noted that we have spent £1400 and £1100 left. Clerk to advise the two families that the pot of money is not infinite, but NPC will support for as long as possible (as long as they have a need). 	NC
12.	<p>Police Update</p> <ul style="list-style-type: none"> • 15th February meeting to be postponed so PC Stimson can attend – Clerk to arrange. Items to be included in every agenda (PC Stimson TDC police overview, recent interactions and things residents should be aware of from PSCO Wells, any relevant actions (ASBN's) that have been taken, drug dealing information). • CCTV – NPC have received the phase 3 (8 cameras) quote and shared with all councillors (£31,125 plus VAT). Highlighted that additional licences are required for lampposts (to be applied for by NPC), plus other costs (i.e. cherry picker). Full cost for installation would be approx. £46,000 plus VAT. It was noted and discussed that along with maintenance fee (10% of capital costs) there would be a need for 4G signal for all cameras (cost of approximately £6700 a year moving forward) – so an approximate £10,000 annual fee associated with these cameras. Fully discussed and proposal for both to proceed with quotation and additional installation costs (£46,000 - from CIL), and awareness of ongoing annual costs to be included in budget from 2022/2023. Went to vote and 7 councillors voted for and none voted against. To proceed with installation with Sunstone and licences. 	NC/SH

	Noted that the electricity been installed at the Station pub. Next steps are to set up internet. Clerk to action.	
13.	<p>Grant Applications 2021/00018 – Annual Grant from Charles Maw Trust £1500 (for annual maintenance due to lack of funds/income in the charity). Discussed and fully approved. Clerk to advise. Added to budget 2021/2022</p> <p>2021/00017 – Grant from Nutfield Village Hall Trust £2000 (for cooker replacement). Discussed and fully approved. Clerk to advise. To come from £900 grant budget and £1100 general reserves.</p> <p>2019/00011 – Communication received from Us in Bus to advise that the event had not gone ahead due to Covid-19, it was fully agreed for them to keep the £250 for everyday costs. Clerk to advise.</p>	NC NC NC
14.	<p>Working Groups Working groups are set as per Appendix 1.</p> <p><u>Staffing</u> - Councillors fully approved the assistants Clerks appraisal. - Councillors fully discussed and approved Assistants Clerks pay review. Back dated to 3rd December 2020. Clerk to action.</p> <p><u>Highways</u> - Report shared with councillors – councillors agreed that the report was up to date.</p> <p><u>Cemetery</u> Cemetery report was circulated to councillors prior to the meeting and all proposals were agreed. a) Agreed for spend of £105.00 for ‘contact us’ stakes for the cemetery. b) Noted that £750 plus VAT being spent on essential work of cutting laurels back on east side of cemetery. From Cemetery Reserves.</p>	NC NC NC NC NC
	<p>Groundworks, land, and tree management (including burial grounds, jubilee fields and allotments)</p> <p>a) Jubilee Field Tree plan – Planting plan shared, approximately 30 Volunteers, GDPR forms being sent out, RA to be created. Benches to be paid for on this months pay run (Community Grant money received). Benches to be stored at Cyan until we need them. Thanks for Tree Wardens for their assistance.</p> <p>b) Footpath Management/Scout Hut Lane – To send letter to Surrey Access Team to ask for them to take responsibility of repairing this road/footpath. Clerk to action.</p> <p>c) Gardener work – shared proposed gardener list with councillors. Question on bench at end of Mid Street/Kings Cross Road. Discussed and agreed to add this area to the list. Clerk to share with Parish Gardener. To discuss the bench at this location at next meeting. The Clerk to visit and take more photos between now and next meeting. Also discussed the Queens Head bench – Clerk to look to see what is needed for next meeting.</p> <p>d) Design A Croods competition – agreed to share with the community via website, school and Facebook. Clerk to action.</p>	NC NC NC NC
15.	<p>Events (public) and meetings of Outside Bodies (other than transport groups) None</p>	
16.	<p>Councillor surgeries and monthly news article Link and Website article – Precept, Jubilee fields, COVID-19 Assistance, Neighbourhood Watch, Dog waste</p>	SH
17.	<p>Training (and conferences). None</p>	
18.	<p>Payment(s)</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 £7,912.39 (VAT inclusive). Clerk to dispense payments via online banking.	NC
19.	Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency. None	
20.	Notification of business for inclusion on the next agenda - Jubilee Fields	
21.	Next meeting date(s) Cllrs noted that the Council's next meeting would take place on 3 rd March 2021 via 'Zoom' online. at 7.30 pm.	ALL
22.	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 <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 3rd February 2021

Chq Ref No.	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two	
736	5	The Groundsman Ltd	28/01/2021	267073491	£ 747.92	20%	£ 897.50	£149.58	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (January 2020)			
737	33	Surrey Wildlife Trust	07/01/2021	N/A	£ 57.40	0%	£ 57.40	£0.00	Biodiversity & Planning Conference 2021 - Clerk			
738	34	Surrey Wildlife Trust	12/01/2021	N/A	£ 57.40	0%	£ 57.40	£0.00	Biodiversity & Planning Conference 2021 - CLR			
739	1	Nick Dance	14/01/2021	425 2293 67	£ 570.00	20%	£ 684.00	£114.00	Allotment annual cut back			
740	50	Cyan	12/01/2021	495 46 2803	£ 1,110.83	20%	£ 1,333.00	£222.17	Triangle Tree			
741	4	Stoneman	04/11/2020	724965800	£ 208.33	20%	£ 250.00	£41.67	D63 Headstone			
742	41	Rebecca Hislop	22/01/2021	N/A	£ 15.00	0%	£ 15.00	£0.00	Q1 website check			
743	21	Stephen Hall	27/01/2021	N/A	£ 4.59	0%	£ 4.59	£0.00	Smoke detector battery			
744	25	Mrs C Crutchfield	27/01/2021	N/A	£ 45.00	0%	£ 45.00	£0.00	TA 2020/2188			
745	32	Surrey Playing Fields	15/01/2021	N/A	£ 10.00	0%	£ 10.00	£0.00	Annual fee			
***	746	51	Ethos Electrical Solutions	02/02/2021	N/A	£ 110.00	20%	£ 132.00	£22.00	CCTV Electric		
747	28	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (January 2020)			
748	N/A	Nicky Chiswick	N/A	N/A	£ 915.35	0%	£ 915.35	£0.00	Expenses claimed by the Clerk (January 2020)			
749	27	Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (January 2020)			
750	N/A	Sarah Abellan	N/A	N/A	£ 116.36	0%	£ 116.36	£0.00	Expenses claimed by the Assistant Clerk (January 2020)			
751	44	Laura Pollock	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (January 2020)			
752	44	Laura Pollock	N/A	N/A	£ 2.75	0%	£ 2.75	£0.00	Expenses claimed by the NVH Clerk (January 2020)			
753	47	M/R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (January 2020)			
754	30	H/M Revenue and Customs	N/A	N/A	£ 374.25	0%	£ 374.25	£0.00	PAYE and Class 1A NICs (January 2020)			
DD*	755	31	National Employment Savings Trust (NEST)	N/A	£ 194.86	0%	£ 194.86	£0.00	Pension – Employer and employees contributions (January 2020)			
DD*	756	46	Lloyds	10/12/2020	£ 8.70	0%	£ 8.70	£0.00	Service Charge			
DD*	757	23	Sweethaven Company	01/02/2021	263782087	£ 40.68	20%	£ 48.82	£8.14	365 back up		
DD*	758	23	Sweethaven Company	01/02/2021	263782087	£ 63.80	20%	£ 76.56	£12.76	365 hosting		
DD*	759	6	SES Business Water	N/A	£ 2.00	0%	£ 2.00	£0.00	Monthly water charges - cemetery			
DD*	760	1	SES Business Water	N/A	£ 21.00	0%	£ 21.00	£0.00	Monthly water charges - allotments			
DD*	761	23	XLN	08/01/2021	918445212	£ 37.94	20%	£ 45.53	£7.59	Broadband		
DD*	762	23	EE	11/01/2021	245719348	£ 53.14	20%	£ 63.77	£10.63	Telephone Bill		
		Total			£ 7,323.86		£ 7,912.39	£ 588.53				

* Payment scheduled by Direct Debit

** Use of C/L money

*** Use of Members Community Allocation fund

**** Use of Localism Payment Fund

Signed:
Date: 3rd February 2021

Signed:
Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:
Parish Councillor Parish Councillor 2

Signed:
Parish Councillor Parish Councillor 1