



## Nutfield Parish Council Minutes

ONLINE

3<sup>rd</sup> March 2021

Meeting opened at 7:30pm and closed at 9.50pm.

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)  
 Cllr Ian Reeve

### Apologies:

### Attending:

Cllr D Vickers  
 Cllr G Black

**In attendance:** Nicky Chiswick (NC), Clerk

1.	<b>The Chair to open the meeting.</b> Cllr Hall opened the meeting.	
2.	<b>Councillor apologies for absence.</b> N/A	
3.	<b>Code of Members' Conduct</b> 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 Hall, Cllr Reeve, Cllr Dadswell and Cllr Holborn all members of Nutfield Garden Society, so advised of their interest in Grant Number - 2021/00019	
4.	<b>Public Session</b> None	
5.	<b>Report from County &amp; District Councillors</b> Cllr Vickers: <ul style="list-style-type: none"> <li>• A dog bin has been ordered to be placed at the entrance to Philpotes Wood (should arrive in 1-2 weeks).</li> <li>• Open Spaces Strategy – Asked for Mercers and Nutfield Marshes ((The Moors &amp; Spynes Mere (managed by Sibelco but in Nutfield) to be included. It was too late for this year but will be added during the yearly update.</li> <li>• Attended a meeting regarding the new waste contract. NPC will receive the presentation slides, but the general changes as follows:           <ul style="list-style-type: none"> <li>- The collections will be fortnightly but may be on a different day and food waste could be collected on a separate lorry. Rural areas will not be changed so Nutfield should remain as before.</li> <li>- The bulky waste collection will continue with an agreement with a charity that they will take anything recyclable. At the moment it all goes to landfill.</li> <li>- The garden waste contract will continue with Biffa with payment to them and queries to them. A letter will be sent to all subscribers on 22nd March, also</li> </ul> </li> </ul>	

	<p>advertises on social media, e-newsletters. A competition for children to name the new vehicles will take place.</p> <ul style="list-style-type: none"> <li>- The TDC website will update the 'Check my Bin Day' where you key in your post code to find out any changes.</li> <li>- 8th March – Council Tax letters will be sent out with a flyer about the change of waste contract.</li> <li>- 15th March – The Tandridge magazine will contain full explanations of change of waste collections.</li> <li>- 22nd March – Bin hangers will be left on bins, 5,000 postcards sent out to those who do not have their own bin (flats).</li> <li>- 29th March – Food waste bin hangers will be left.</li> </ul> <ul style="list-style-type: none"> <li>• A question was asked regarding the proposed traveller transit site in Pendell Road (Merstham/Bletchingley). No planning application has been placed to TDC from SCC yet.</li> <li>• NPC updated both councillors on the Biodiversity conference that was attended by Clerk and Cllr Reeve.</li> </ul>	
6.	<p><b>Acceptance of Last Minutes</b> The Clerk had prepared, and circulated minutes of the meeting held on the 3<sup>rd</sup> February 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.</p>	NC
7.	<p><b>Planning Applications</b> 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><i>2021/116 Brays Farm House, Bower Hill Lane, South Nutfield, Redhill, Surrey, RH1 4EH. Demolition of existing stable block and erection of a detached building to serve main house comprising double garage, storage and office with two dormer windows in the roof space and use of the first-floor space as a games room and external stairs.</i></p> <p><b>Comment – Whilst Nutfield Parish Council have no objection for the above planning application, it would like to be noted that the plans are larger/taller than the existing building. Therefore, we would like to recommend that there is a condition that the new building can be used as garage, office and storage only. Also, that it must be used in conjunction with the main house and cannot be used for residential purposes.</b></p> <p><i>2021/125/NC Kings Mill, Kings Mill Lane, South Nutfield, Redhill, Surrey, RH1 5NB. Change of use of offices known as "Kings Mill" (Use class B1a) to form 13no. residential apartments (Use class C3)</i></p> <p><b>Comment – fully discussed report from Carole Forrest and all agreed for the report to be sent and for the cost of £10. Clerk to action.</b></p> <p><i>2021/189 8 Bower Hill Close, South Nutfield, Redhill, Surrey, RH1 5NQ. Erection of rear extension with change of roof configuration including new rear roof dormers, and general alterations.</i></p> <p><b>Comment – Nutfield Parish Council has reviewed the comments from a neighbour on the above application and wish to concur with their objection of their privacy. Nutfield Parish Council believe that the planning application will be over development of the site and will mean that the neighbouring property is being greatly overlooked.</b></p> <p><i>APP/M3645/X/20/3263603 Swallows End, Crab Hill Lane, South Nutfield RH1 5PG. Stationing of a mobile home (Certificate of Lawful Development for a Proposed Use or Development). Appeal</i></p>	<p>NC</p> <p>NC</p> <p>NC</p>



	<p>2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £25,000, income: £ 34,193.00 (does not include the £10,000 grant received) and expenditure: £ 26,623.53 (plus spend from General Cemetery reserves of £19,200).</p> <p>3. Clerk had shared first draft of Budget vs Actual for 2020 2021. Noted that we are under budget with spend and over income. There will be some money to take over to reserves.</p> <p>4. HSBC application moving forward. Waiting for one councillor to submit their details and everyone to send their signatures and then Clerk will update. Also noted that all councillors are now signatures on the Lloyds account, Clerk to now get them approved for online banking.</p>	NC
11.	<p><b>Coronavirus (COVID19)</b></p> <p>Only items that have changed will be noted here. Noted Nutfield Parish has moved into full national lockdown from the 4<sup>th</sup> January 2021. 21<sup>st</sup> June 2021 – all restrictions to be removed as per Government advice (subject to review and change).</p> <p>Emergency Assistance Grant – supporting a small number of families. Noted that we have spent £1961.90 and £538.10 left (plus the £1000 new donation). To make sure all parish is covered the Clerk is to re-advertise the hardship fund. To reduce the voucher monthly £ offering to current families and review each month.</p>	NC
12.	<p><b>Police Update</b></p> <ul style="list-style-type: none"> <li>9<sup>th</sup> March meeting confirmed at 1.30pm. Agenda discussed and Clerk to finalise and send out accordingly.</li> <li>CCTV – Phase 3 – survey taking place next week. Licence application work in progress. Phase 2 - Internet being provided at the Station pub week commencing 8<sup>th</sup> March.</li> </ul>	NC NC/ SH
13.	<p><b>Grant Applications</b></p> <p>2021/00019 – Grant from Nutfield Gardening Society £375 for event (including Allotment event). Discussed and fully approved. Clerk to advise. To come from general reserves (2020 2021 budget)</p>	NC
14.	<p><b>VE Postponed Celebrations</b></p> <p>2022 is the Queens 'Platinum Jubilee. Propose to carry over VE Celebrations to the 2 – 4<sup>th</sup> June 2022 on a similar basis with a tea party and ball with marquee in the school grounds. Council agreed in principle to underwrite this event as previously agreed. Clerk noted to confirm what deposits have been paid. Marquee to be reserved.</p>	NC/ DH
15.	<p><b>Working Groups</b></p> <p>Working groups are set as per Appendix 1.</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>Newsletter – final version to be sent to all for final approval once details on tree planting is added. Road Monitors to be approached for distribution. Clerk to work with Assistant Clerk on the distribution. Spend of £100 approved from print. To be delivered early April.</li> </ul> <p><u>Highways</u></p> <ul style="list-style-type: none"> <li>Report shared with councillors – councillors agreed that the report was up to date.</li> <li>Speed change (Coopers Hill Road up to Kings Lodge). Fully agreed to support.</li> <li>Clerk advised that at a previous police meeting it was asked if NPC could investigate putting signs up each end of Bower Hill Lane to deter high lorries from going down this road and getting stuck. Highways Assistant investigated and there are three signs already and SCC would not add more. To advise police at our next police meeting next week.</li> <li>Church Hill – parishioners have noted that the water is still running down the road and have tried to contact SCC councillor Thorn and Surrey Country Council highways. It is noted that it is a Thames Water hydrant/manhole. Clerk to contact Thames Water. Highways Assistant contacted SCC and their response was a gully run is due to take place in April. One parishioner listed several issues which needs further viewing.</li> </ul>	NC/ AE  NC  NC

	<p><u>Cemetery</u> Cemetery report was circulated to councillors prior to the meeting and all proposals were agreed. a) Agreed for spend of up to £700 for compost work. Clerk to book the work in.</p>	NC
16.	<p><b>Groundworks, land, and tree management</b> (including burial grounds, jubilee fields and allotments)</p> <p>a) Jubilee Field Tree planting – all going to plan with the Tree Wardens. Covid regulations in place, volunteer plan finalised, Clerk to print all relevant paperwork, insurance been made aware, RA in place.</p> <p>b) Jubilee Field. Cllr Duggan and Cllr Reeve met at the Jubilee fields. The issue with Jubilee fields and its future usage is all about the access, and people walking and getting onto the fields (especially during lockdown). The fields have not been managed as fields – ditches not been cleared, land drain, which is not working, and no maintenance has been carried out. Water running from other fields onto our fields. During the rainy months and increased use due to covid, the field entry points are very muddy. Potentially grants can be found. Clerk not to pursue the hardstanding quotes. Clerk to investigate style near the Railway (it does not have bottom boards and there is the danger that dogs can get through up to railway) – Clerk to speak to East Surrey Walkers, Local Footpath Secretary to who is responsible for that style.</p> <p>c) Scout Hut lane – Response received from SCC advising that they cannot repair the path. Discussed a few options, but as it is not NPC's path, it was decided that no further action was required.</p> <p>d) Biodiversity and Planning Conference update Shared report created by Cllr Reeve, and discussed the Holmesdale BOA and the lack of knowledge of the initiative. Cllr Reeve and Clerk to have an initial meeting with Surrey Wildlife Trust to find out more.</p> <p>e) Allotment day – linked to Grant Request. Approved to go ahead with strict guidance and with NPC at the lead if we are to insure it. Clerk to work with NGS accordingly.</p> <p>f) Allotment – half of payments received so far. Chase has gone out this week</p>	<p>NC</p> <p>AD/IR</p> <p>NC</p> <p>NC/IR</p> <p>NC</p> <p>SA</p>
17.	<p><b>Events (public) and meetings of Outside Bodies</b> (other than transport groups) None</p>	
18.	<p><b>Councillor surgeries and monthly news article</b> Link and Website article – Christmas Market, Jubilee fields trees, COVID-19 Assistance, speed limit change, Dog waste</p>	SH
19.	<p><b>Training</b> (and conferences).</p> <ul style="list-style-type: none"> <li>- Excel course for AC 2 hour approved - £120 approved.</li> <li>- TVA Bid Writing 2 morning course – free. Booked for Clerk to attend.</li> </ul>	
20.	<p><b>Payment(s)</b> 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 £28,159.98 (VAT inclusive). Clerk to dispense payments via online banking.</p>	NC
21.	<p><b>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency.</b> None</p>	
22.	<p><b>Notification of business for inclusion on the next agenda</b> Missing footpaths</p>	
23.	<p><b>Next meeting date(s)</b> Cllrs noted that the Council's next meeting would take place on 7<sup>th</sup> April 2021 via 'Zoom' online. at 7.30 pm.</p>	ALL
24.	<p><b>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</b> None</p>	

## Appendix 1 – Working Groups

(Amended December 4<sup>th</sup> 2019)

<b>Working Group</b>	<b>Tasks and projects</b>	<b>Members</b> (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  
3rd March 2021

Chq No.	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two	
763	5	The Groundsman Ltd	25/02/2021	267073491	£ 747.92	20%	£ 897.50	£149.58	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (February 2020)			
764	32	TANDRIDGE VOLUNTARY ACTION	N/A	N/A	£ 25.00	0%	£ 25.00	£0.00	2020/21 and 21/22 annual fee			
765	4	PROMAX LIMITED	15/02/2021	245122634	£ 44.50	20%	£ 53.40	£8.90	Tablet			
766	49	DM Trees	12/02/2021	258007215	£ 750.00	20%	£ 900.00	£222.17	Cemetery laurel trees			
767	32	SLCC	01/04/2021	N/A	£ 208.00	0%	£ 208.00	£0.00	SLCC annual			
768	49	Rebecca Hislop	08/02/2021	N/A	£ 54.00	0%	£ 54.00	£0.00	meeting agenda and meeting archive			
769	8	Microshade Business Consultants Ltd	10/02/2021	639 5910 07	£ 102.48	20%	£ 122.98	£20.50	Q4			
770	25	Mrs C Crutchfield	23/02/2021	N/A	£ 20.00	0%	£ 20.00	£0.00	TA2021/125/NC - TA2020/2188 - Breach of Planning Approval - 2013/1231			
771	26	DM Payroll Services Ltd	11/12/2020	N/A	£ 60.00	0%	£ 60.00	£0.00	Q3 fee			
772	26	DM Payroll Services Ltd	09/02/2021	N/A	£ 60.00	0%	£ 60.00	£0.00	Q4 fee			
***	773	51	Sunsunstone IP Systems Ltd	23/02/2021	110671847	£ 15,562.50	20%	£ 18,675.00	£3,112.50	Phase 3 50% CCTV		
774	13/49	Nutfield Village Hall	N/A	N/A	£ 2,000.00	0%	£ 2,000.00	£0.00	Grant 2021/00017			
775	28	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (February 2020)			
776		Nicky Chiswick	N/A	N/A	£ 670.73	0%	£ 670.73	£0.00	Expenses claimed by the Clerk (February 2020)			
777	27	Sarah Abellian	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (February 2020)			
778		Sarah Abellian	N/A	N/A	£ 73.92	0%	£ 73.92	£0.00	Expenses claimed by the Assistant Clerk (February 2020)			
779	44	Laura Pollock	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (February 2020)			
780	44	Laura Pollock	N/A	N/A	£ 2.76	0%	£ 2.76	£0.00	Expenses claimed by the NVH Clerk (February 2020)			
781	47	Mr R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (February 2020)			
782	30	HM Revenue and Customs	N/A	N/A	£ 512.24	0%	£ 512.24	£0.00	PAVE and Class 1A NICS (February 2020)			
DD*	783	31	National Employment Savings Trust (NEST)	N/A	£ 213.78	0%	£ 213.78	£0.00	Pension – Employer and employees contributions (February 2020)			
DD*	784	46	Lloyds	11/01/2021	£ 7.00	0%	£ 7.00	£0.00	Service Charge			
DD*	785	23	Sweethaven Company	01/03/2021	£ 48.82	20%	£ 58.14	£8.14	365 back up			
DD*	786	23	Sweethaven Company	01/03/2021	£ 63.80	20%	£ 76.56	£12.76	365 hosting			
DD*	787	6	SES Business Water	N/A	£ 2.00	0%	£ 2.00	£0.00	Monthly water charges - cemetery			
DD*	788	1	SES Business Water	N/A	£ 21.00	0%	£ 21.00	£0.00	Monthly water charges - allotments			
DD*	789	23	XLN	08/02/2021	£ 47.94	20%	£ 57.53	£9.59	Broadband			
DD*	790	23	EE	11/02/2021	£ 54.06	20%	£ 64.87	£10.81	Telephone Bill			
791	49	NGS	N/A	N/A	£ 375.00	0%	£ 375.00	£0.00	Grant 2021/00019			
792	49	SLCC	26/01/2021	891752783	£ 35.00	20%	£ 42.00	£7.00	Memorial training			
793	0	Nutfield Parish Council	N/A	0	£ 153.00	0%	£ 153.00	£0.00	CL transfer			
		<b>Total</b>			<b>£24,670.20</b>		<b>£28,159.98</b>	<b>£3,564.95</b>				

\*\*\* Use of Members Community Allocation fund \*\*\* Use of Location Payment fund

\*\* Use of CL money

\* Payment scheduled by Direct Debit

Signed: .....  
Nicky Chiswick, Clerk to Nutfield Parish Council

Signed: .....  
Parish Councillor Parish Councillor 1

Signed: .....  
Parish Councillor Parish Councillor 2

Signed: .....  
Parish Councillor Parish Councillor 1