



Nutfield Parish Council Minutes

ONLINE

7th April 2021

Meeting opened at 7:30pm and closed at 9.20pm.

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

Councillors (Cllrs) present:

Cllr John Clarke
 Cllr Amanda Earl
 Cllr Sue Ford
 Cllr Stephen Hall (Chairman)
 Cllr Dean Holborn
 Cllr Rigel Mowatt (Vice Chair)
 Cllr Ian Reeve

Apologies:

Cllr Jon Dadswell
 Cllr Aled Duggan

Attending:

Cllr D Vickers
 Cllr G 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 Jon Dadswell Cllr Aled Duggan	
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 Noted that Councillor Debbie Vickers (Tandridge District Councillor for Bletchingley & Nutfield) is standing down. Nutfield Parish Council thanked Cllr Vickers for her help and support during her time held in post.	
6.	Acceptance of Last Minutes The Clerk had prepared, and circulated minutes of the meeting held on the 3 rd March 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: <u>2021/300/TPO</u> 1 Nutfield Court, Church Hill, Nutfield, Redhill, Surrey, RH1 4JA. Tree No - Species - Recommended Safety Works. 1706 - Yew - Reduce height by 4m and outer limbs to S.and W. to shape. Cut back bowed out limb at 3m height to SE. 1739 -	

<p>Goat - Willow Fell. G1755 - Oak/Cherry - Fell decayed Cherry. 1765 Cypress Fell all central stems and those to W. 1800 Goat Willow Fell.</p> <p>Comment – No Objection</p>	NC
<p><u>2021/318</u> <i>Crabhill Lodge, Nutfield Park, South Nutfield, Redhill, Surrey, RH1 5PA. Erection of a single storey rear extension.</i></p> <p>Comment – No Objection</p>	NC
<p><u>2021/323</u> <i>3 New Cottages, Nutfield Marsh Road, Nutfield, Redhill, Surrey, RH1 4EU. Erection of a single storey rear extension.</i></p> <p>Comment – No Objection</p>	NC
<p><u>2021/350</u> <i>Cherry Tree Cottage, Kings Cross Lane, South Nutfield, Redhill, Surrey, RH1 5NS. Cherry Tree Cottage, Kings Cross Lane, South Nutfield, Redhill, Surrey, RH1 5NS</i></p> <p>Comment – NPC have no objection with the single storey rear extension but are in agreement with the neighbours objection of the balcony aspect of the application.</p>	NC
<p><u>2021/383</u> <i>14 High Street, Nutfield, Redhill, Surrey, RH1 4HQ. Erection of single storey rear extension and first floor rear extension above existing.</i></p> <p>Comment – No Objection</p>	NC
<p><u>2021/364</u> <i>123 Mid Street, South Nutfield, Redhill, Surrey, RH1 5RP Erection of an ancillary outbuilding for use as consultancy office (Certificate of Lawfulness for Proposed Use or Development).</i></p> <p>Comment – No Objection, but would like to add a condition that there are no more than 2/3 clients a day and there is no signage.</p>	NC
<p><u>Ref 2020/0007 (SCC)</u> <i>North Park Farm Quarry, North Park Lane, Bletchingley, Surrey RH9 8ND. land north east of Pendell Farm, Pendell Road, Bletchingley, RH1 4QH, Mercers East Quarry, Bletchingley Road, Merstham, Redhill; and land north west of Brewerstreet Farm, Brewer Street, Bletchingley, Redhill, RH1 4QP., Proposal: Extraction of silica sand from land north west of Brewerstreet Farm; the continued extraction from land known as Pendell Farm Quarry and North Park Farm Quarry; retention of a silica sand processing plant and ancillary structures at North Park Farm Quarry including stockpiling and storage areas, water and tailings pipelines, water treatment and holding lagoons and the haul road; retention of the conveyor and access tracks; continued temporary diversions of public footpaths 160, 161, 162 and 163 (parts) and public bridleways 142 and 148 (parts) and the continued stopping up of footpath 121 and 143 (parts); diversion of an unnamed brook along the boundary of land known as Pendell Farm Quarry and land north east of Brewerstreet Farm; with associated landscaping and woodland planting; and restoration and aftercare to agriculture and nature conservation. Please find attached a copy of our formal consultation/notification letter. The application documents and plans are available to view or download from our website: http://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC%20Ref%202020/0007</i></p> <p>Comment – No Objection</p>	NC
<p><u>APP/M3645/X/20/3263603</u> <i>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>Comment – Cllr Hall to attend online hearing on 13th April @ 10am - just as an observer.</p>	SH

	<p><u>ENF/2021/48</u> - LAND REAR OF CHERRY TREE COTTAGE, KINGS CROSS LANE, SOUTH NUTFIELD, REDHILL, RH1 5NS – to review enforcement of the above property (planning application 2013/1231) Comment – The owner has confirmed he will be submitting a variation/removal of conditions application in due course.</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 Comment – Reigate and Banstead district council approved the above hard standing application with a cap of 85 daily average take off and landings. The Council fully agreed to pay £300 towards Salfords and Sidlow Parish Council Costs (noted that this is half of the full costs spent). Clerk to action.</p> <p><u>Planning application – Bus Stop</u> – On behalf of Cllr Duggan – after speaking with freeholders of the Station Pub, there does not seem to be an option for the bus stop to be placed on their land. Further discussion needed at May meeting.</p>	NC
8.	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> 1. Christmas Tree Lights Event – fully discussed. Many options were discussed – full market would mean we would need to close Trindles Road and the cost for the closure would be £3500. The event could use the village hall, but this would incur additional costs (gazebos) and there would be the health and safety concern of Mid Street. Other option would be for NPC to not be involved other than providing Christmas tree. Fully agreed to just provide Christmas Tree at a cost of no more than £250. No further action required. 2. AGAR Audit 2020 2021 notice received – Noted and deadline 1st July. 3. NPC/CMT insurance renewal due 1st June. Noted that we have amended the address, updated them on our potential events, and CCTV to be added. Clerk to action. 4. Parish Assembly and June NPC meeting. Clerk updated that the government are not extending to allow for online meetings. June meeting would be needed under covid restrictions. Propose May meeting online, June to be held at village hall main hall (public by booking only). Noted that we need 3 councillors to be at our quorum. 5. SALC and NALC membership review 2021 2022 of £859.26 approved. 6. Noted that the Link is restarting publication on 28th April 2021. 7. - Email received regarding dog poo near Scout Hut Lane and asking for sign. Respond advising NPC cannot place anymore signs. - Email received regarding more benches or picnic tables within Mid Street Recreation ground. Respond advising that TDC run that playground. - Email received from new parishioner regarding discarded rubbish, dog poo and fly tipping. Also enquired about CCTV and litter picking. Clerk to advise regarding annual litter pick and CCTV plans. 	NC NC NC
9.	<p>Local Transport Redhill Aerodrome Consultative Committee Meeting update – Minutes circulated.</p>	
10.	<p>Finance</p> <ol style="list-style-type: none"> 1. The Clerk confirmed the bank balance totals for the following: Lloyds current £20,788.50, Lloyds savings account £25,322.00 and NW current CIL account £80,884.48. Clerk presented the bank reconciliation (February 2021) to the Chairman (Cllr Hall) for signing – Cllr Hall signed. Noted on CIL that there is no planned incoming CIL for NPC for 2021 2022. Need to spend £6,576.31 before October 2022. 	

	<p>2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £25,000, income: £39,327.00 (does not include the £10,000 grant received) and expenditure: £ 29,420.09 (plus spend from General Cemetery reserves of £19,200).</p> <p>3. HSBC paperwork all complete – with HSBC now.</p> <p>4. Lloyds – waiting for Cllr Duggan, Reeve and Earl to complete online banking form.</p> <p>5. FYI - To note that XLN took off installation charge for CCTV internet - £99</p> <p>6. FYI – Cemetery business rate of Zero for 2021/2022 received.</p>	<p>NC</p> <p>AE, AD & IR</p>
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. 21st 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 £2,511.90 and £988.10 left. Pay £50 to family 3 and to review in June meeting as pot of money is reducing.</p>	NC
12.	<p>Police Update</p> <ul style="list-style-type: none"> 9th March meeting notes circulated after meeting. Noted that PC Futter was not present at the meeting and discussed for Cllr Dadswell and Cllr Hall to ask for meeting with Inspector to discuss our engagement with the police. CCTV – Phase 3 – Station pub CCTV set up and working. Licence for Phase 3 is work in process. 	<p>NC/S H/JD</p> <p>NC/ SH</p>
13.	<p>Bonfire/Fireworks</p> <p>- To carry over to May meeting as Cllr Duggan not present.</p>	
14.	<p>Grant Applications</p> <p>2021/00020 – Nutfield Youth Football Club. £1500 requested for 50% of goal post replacement. The other 50% coming from another grant source. Discussed in great detail and agreed to fund £1000.</p> <p>2021/00021 – Nutfield Cricket Club. For £2500 requested for part funding of perimeter ring fence replacement. Discussed in detail and agreed to fund £1500.</p> <p>To note that both of the above grant donations will come from the NPC CIL (Community Infrastructure Levy) fund. The money in the NPC CIL funding is not infinite, but these projects fit the remit of CIL spend.</p>	<p>NC</p> <p>NC</p>
15.	<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"> Newsletter – well received by the parishioners. Agreed for the newsletter to be an annual thing. Report it section on website – Clerk shared website page of Horley Town Council that notes a summary of where you can report everything. Agreed to mirror (with correct information) on our website. <p><u>Highways</u></p> <ul style="list-style-type: none"> Report shared with councillors – councillors agreed that the report was up to date. Road Signs – carry over to next month as Cllr Dadswell not present. Parish Speed change. Noted the petition that had been set up for 20mph for whole of Nutfield. To place on website, the link and to advise to any parishioners who enquire, of the following 'Surrey County Council are the body responsible for setting speed limits on the Parish Roads. The Tandridge Local Committee meets to discuss parking and speed limit changes every November. Any resident can request a lower or higher speed limit review. Evidence will be required to support any application together with a petition from residents. Write to Sarah Woodworth at Surrey County Council sarah.woodworth@surreycc.gov.uk to register your complaint.' 	<p>NC</p> <p>NC</p>

	<p><u>Cemetery</u> Cemetery report was circulated to councillors prior to the meeting and all proposals were agreed.</p> <p>a) Agreed for spend of up to £700 for storage. Clerk to order and organise. b) Agreed for spend of up to £500 for wild meadow (including seeds and manpower).</p>	NC NC
16.	<p>Groundworks, land, and tree management (including burial grounds, jubilee fields and allotments)</p> <p>a) Jubilee Field Tree planting –. Next step is mulching taking place 17th April. Risk Assessment to be created by Cllr Hall incorporating the Covid 19 guidelines of the rule of 6. Bench positioning shared with councillors and agreed for them to be placed as soon as possible. Clerk to action.</p> <p>b) Jubilee Field. Work in progress with Cllr Duggan and Cllr Reeve.</p> <p>c) Holmesdale BOA (Biodiversity Opportunity Area) – Cllr Reeve and Clerk had meeting with Surrey Wildlife Trust. Updated councillors of the content of the meeting. Clerk to meet up with them during April.</p> <p>d) Missing Footpaths - Cllr Reeve updated the council to some potential missing footpaths on the definitive maps and is working with Ramblers group. Full council are happy to support accordingly.</p> <p>e) Allotment Gardening Society event – discussed event planned 17th July. To ensure that the risk assessment and government guidelines are adhered to. Also, that NPC do not require any income from the event. Clerk to advise.</p> <p>f) Railway Styles – work in progress with Network Rail.</p> <p>g) Allotment – all fees paid. One plot returned to us but has been rented out to new tenants.</p>	NC/ SH AD/IR IR NC NC
17.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>None</p>	
18.	<p>Councillor surgeries and monthly news article</p> <p>Link and Website article – Christmas Lights, Litter complaints, speeding, Jubilee Field</p>	SH
19.	<p>Training (and conferences).</p> <ul style="list-style-type: none"> - Councillors – Surrey ALC training shared to councillors. Clerk to book. £35 each per online training session - Clerk - Council Powers and Duties (May), Managing Staff (September) and Council Policies (June). Cost of £35 each. All approved. Clerk to book in accordingly. 	NC
20.	<p>Payment(s)</p> <p>Rota of payments shared with 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 £13,594.10 (VAT inclusive). Clerk to dispense payments via online banking.</p>	NC
21.	<p>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency.</p> <p>None</p>	
22.	<p>Notification of business for inclusion on the next agenda</p>	
23.	<p>Next meeting date(s)</p> <p>Cllrs noted that the Council's next meeting would take place on 5th May 2021 via 'Zoom' online. at 7.30 pm. This is the Annual meeting</p>	ALL
24.	<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 7th April 2021

Chq No.	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
794	5	The Groundsman Ltd	31/03/2021	267073491	£ 747.92	20%	£ 897.50	£149.58	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (March 2020)		
795	4	PROMAX LIMITED	23/03/2021	245122634	£ 89.00	20%	£ 106.80	£17.80	Tablet		
796	32	Surrey ALC Limited	01/04/2021	N/A	£ 859.26	0%	£ 859.26	£0.00	SALC and NALC annual		
797	49	Salfords and Sidlow Parish Council	17/07/2020	N/A	£ 300.00	0%	£ 300.00	£0.00	50% reparation of Rule 6 Statement of Case Agreed		
798	33	Sunbird Advisers	19/03/2021		£ 120.00	0%	£ 120.00	£0.00	AC Excel training		
799	49	Mr G Allen	12/03/2021	N/A	£ 25.01	0%	£ 25.01	£0.00	Jubilee Fields trees Hose		
800	51	Sunsunstone IP Systems Ltd	24/03/2021	110671847	£ 750.00	20%	£ 900.00	£150.00	Pase 2 50% finished		
801	2	Charles Maw Trust	N/A	N/A	£ 1,500.00	0%	£ 1,500.00	£0.00	Grant 2021/00018		
802	6	Mr M Tamplin	27/03/2021	N/A	£ 250.00	0%	£ 250.00	£0.00	Cemetery compost		
803	28	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (March 2020)		
804		Nicky Chiswick	N/A	N/A	£ 917.79	0%	£ 917.79	£0.00	Expenses claimed by the Clerk (March 2020))		
805	27	Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (March 2020)		
806		Sarah Abellan	N/A	N/A	£ 84.32	0%	£ 84.32	£0.00	Expenses claimed by the Assistant Clerk (March 2020)		
807	44	Laura Pollock	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (March 2020)		
808	44	Laura Pollock	N/A	N/A	£ 2.76	0%	£ 2.76	£0.00	Expenses claimed by the NVH Clerk (March 2020)		
809	45	Mr R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (March 2020)		
810	30	HM Revenue and Customs	N/A	N/A	£ 449.97	0%	£ 449.97	£0.00	PAYE and Class 1A NICs (March 2020)		
DD*	811	Interest - 499350	15/03/2021	N/A	£ 947.20	0%	£ 947.20	£0.00	499350		
DD*	812	Capital - 499350	15/03/2021	N/A	£ 1,600.00	0%	£ 1,600.00	£0.00	499350		
DD*	813	Interest - 502929	10/03/2021	N/A	£ 577.87	0%	£ 577.87	£0.00	502929		
DD*	814	Capital - 502929	10/03/2021	N/A	£ 760.00	0%	£ 760.00	£0.00	502929		
DD*	815	National Employment Savings Trust (NEST)	N/A	N/A	£ 200.74	0%	£ 200.74	£0.00	Pension - Employer and employees contributions(March 2020)		
DD*	816	Lloyds	10/02/2021	N/A	£ 11.25	0%	£ 11.25	£0.00	Service Charge		
DD*	817	Sweethaven Company	01/04/2021	263782087	£ 40.68	20%	£ 48.82	£8.14	365 back up		
DD*	818	Sweethaven Company	01/04/2021	263782087	£ 63.80	20%	£ 76.56	£12.76	365 hosting		
DD*	819	SES Business Water	N/A	N/A	£ 2.00	0%	£ 2.00	£0.00	Monthly water charges - cemetery		
DD*	820	SES Business Water	N/A	N/A	£ 21.00	0%	£ 21.00	£0.00	Monthly water charges - allotments		
DD*	821	XLN	08/03/2021	918445212	£ 53.47	20%	£ 64.17	£10.70	Broadband		
DD*	822	EE	11/03/2021	245719348	£ 54.52	20%	£ 65.42	£10.90	Telephone Bill		
823	6	H Fine	06/04/2021		£ 100.00	0%	£ 100.00	£0.00	Cemetery meadow rake		
		Total			£13,234.21		£13,594.10	£ 359.89			

* Payment credited by Direct Debit

** Use of CL money

*** Use of Localism Payment fund

Signed:
Nicky Chiswick, Clerk to Nutfield Parish Council

Date: 7th April 2021

Signed:
Parish Councillor Parish Councillor 1

Signed:
Parish Councillor Parish Councillor 2