



Nutfield Parish Council Minutes

ONLINE

5th May 2021

Meeting opened at 7:30pm and closed at 9.49pm.

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 G Black

In attendance: Nicky Chiswick (NC), Clerk

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| 1. | <p>To elect Chairman of the Council The Clerk provided a summary of the voting procedures in respect of the election of a Chairman and Vice-Chairman. Cllrs raised no questions or queries. Cllr Hall stood for re-election and Cllr Clarke seconded his nomination. Cllrs voted Cllr Hall as Chairman. The Clerk to advise the Surrey ALC Limited, Tandridge District Council (TDC) and the external auditor of Cllr Hall's continued Chairmanship.</p> | NC |
| 2. | <p>To elect Vice Chairman of the Council Cllr Mowatt stood for re-election and Cllr Hall seconded his nomination. Cllrs voted Cllr Mowatt as Vice-Chairman. All relevant paperwork given to each Councillor depending on role within council.</p> | |
| 3. | <p>The Chair to open the meeting. Cllr Hall opened the meeting.</p> | |
| 4. | <p>Councillor apologies for absence. None</p> | |
| 5. | <p>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. Noted the following interests: Cllr Dadswell and Cllr Earl – planning application 2021/546 Cllr Holborn – planning application 2021/323 Cllr Mowatt – Item 20 Councillors have updated register of interests.</p> | |

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| 6. | Public Session None | |
| 7. | Report from County & District Councillors None | |
| 8. | Acceptance of Last Minutes The Clerk had prepared, and circulated minutes of the meeting held on the 7 th April 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 |
| 9. | <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>2021/630 48 Trindles Road, South Nutfield, Redhill, Surrey, RH1 4JN.</u> Erection of a single storey rear extension. Comment – No Objection</p> <p><u>2021/579 Penhurst, Kings Cross Lane, South Nutfield, Redhill, Surrey, RH1 5NS.</u> Erection of single storey side/rear extension. Comment – No Objection Cllr Holborn placed in waiting room as interest in planning application.</p> <p><u>2021/546 Project House, Morris Road, South Nutfield, Redhill, Surrey, RH1 5SA.</u> Demolition of existing buildings. Erection of two pairs of 3-bedroom, semi-detached houses (4 new dwelling houses total) with associated parking. Comment – No Objections but would like Tandridge District Council to consider the comments from the residents of Kings Mead into account in their decision. Cllr Dadswell and Cllr Earl placed in waiting room as interest in planning application.</p> <p><u>2021/548/NH Crabhill Lodge, Nutfield Park, South Nutfield, Redhill, Surrey, RH1 5PA.</u> Erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 8 metres, for which the maximum height would be 4 metres, and for which the height of the eaves would be 3 metres (Notification of a Proposed Larger Home extension) Comment – No Objection</p> <p><u>PP/M3645/C/19/3239288</u> Land at Swallows End, Crab Hill Lane, South Nutfield, RH1 5PG Noted - Date and time of Hearing: 11 May 2021 at 10:00. Cllr Clarke to attend.</p> <p><u>APP/M3645/X/20/3263603</u> 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 Comment – Awaiting outcome from hearing.</p> <p><u>Planning application – Bus Stop</u> – No further action required.</p> | NC NC NC NC JC |
| 10. | Reports from the Clerk 1. NPC/CMT insurance renewal due 1 st June – to confirm that we have a three-year agreement and are entering year 2. Spend of £1321.91 is approved. | |

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| | <p>2. June meeting date – to go ahead in main room of the village hall. Enough willing councillors to attend. Full assessment and safety measures will be in place.</p> <p>3. Mid Street Recreation Ground benches – Clerk reviewed benches at the Mid Street - three picnic benches and one standard bench. Consensus was positive, but more research required for a Queens Platinum bench at this location.</p> <p>4. Village Hall defibrillator pads ordered by Clerk for village hall cost of £36.</p> <p>5. EE contract finished June 2021 – clerk to renew and report in June meeting.</p> <p>6. – Bench request for Jubilee fields – Further benches requested for Jubilee Fields from. Clerk to respond to advise of the planning that is taking place for the jubilee fields and this may or may not include benches.</p> <p>- Email received in relation to litter picking and the possibility of setting up a specific litter picking group. Discussed in detail and noted that the Clerk had responded to email asking for further information, but no reply had been received at the time of the meeting. It was agreed that the parish council already supports the Nutfield Conservation Society annual litter pick, and will continue to do so out of lockdown, so will not be able to organise something different.</p> | NC NC NC |
| 11. | <p>Local Transport See Item 13 – contact for aviation/transport to be Cllr Dadswell.</p> | JD |
| 12. | <p>Finance</p> <ol style="list-style-type: none"> The Clerk confirmed the bank balance totals for the following: Lloyd's current £24,382.98, Lloyds savings account £25,322.22 and NW current CIL account £65,319.98. Clerk presented the bank reconciliation (March 2021) to the Chairman (Cllr Hall) for signing – Cllr Hall signed. Cllr Holborn asked about reserves over last three years – Clerk updated and highlighted that at audit general reserves need to be no more than 50% of Precept but can have earmarked reserves (including CIL). Cemetery finances had been circulated previously to councillors. Summary: Budget: £27,500, income: £4,484.00 and expenditure: £ 2,157.79 CIL report for TDC approved – Clerk to send accordingly. 1st Precept payment due May 2021. Clerk chased as usually paid in April. PWLB balance outstanding as of 31st March 2021 is £117,320.00. Noted that SES water bill payments for 2021 £9 per month for allotment and £5 per month for cemetery. VAT reclaim – clerk to action in May. | NC NC |
| 13. | <p>Review of delegation arrangements for committees, sub-committees, employees and other local authorities (to include Working Groups and the respective Terms of Reference) The Working Group Terms of Reference were reviewed and agreed. The Clerk to upload a copy to the NPC website. The working group members were reviewed and updated. See Appendix 1 attached.</p> | NC |
| 14. | <p>Review of arrangements with other local authorities (including any charters and expenditure) None</p> | |
| 15. | <p>Review work/membership with outside bodies (including Council appointees)</p> <ul style="list-style-type: none"> Redhill Aerodrome Consultative Committee (RACC) – Cllr Dadswell NALC/Surrey ALC Limited - Clerk Nutfield Village Hall Management Committee – Cllr Mowatt TAG-A25 – Cllr Ford Biffa Community Liaison – Cllr Ford Nutfield Conservation Society (NCS) – Cllr Hall Sussex Community Rail Partnership – to be advised. Nutfield Tree Wardens – Cllr Reeve Nutfield's Greener Future – Cllr Reeve Gatwick Airport Consultative Committee (GATCOM) – Cllr Dadswell Reigate, Redhill District Rail Users Association – Duncan Mallison | |

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| 16. | Review Standing Orders, Financial Regulations and Financial Risk assessment <i>All reapproved and adopted. Clerk to alter Financial Risk assessment to include online payments.</i> | NC |
| 17. | Review Financial Signatories <i>Review signatories for Bank (Lloyds) and CIL (HSBC). Direct Debit review</i> Noted that for: <ul style="list-style-type: none"> Lloyds (main bank) – all councillors to be signatories/release payments – two councillors pending. HSBC (CIL) – only finance working group (Cllr Dadswell, Cllr Mowatt, and Cllr Clarke) to be signatories/release, but rest of councillors to be noted on the account. Direct Debit list approved. | AD/IR |
| 18. | Coronavirus (COVID19) Only items that have changed will be noted here. 21 st June 2021 – all restrictions to be removed as per Government advice (subject to review and change). Cemetery temporary ‘number of attendees rule’ due to be dropped on the 17 th May 2021. Will maintain other ‘Covid Rules’. Clerk to amend temporary rules on the 17 th May. | NC |
| 19. | Police Update <ul style="list-style-type: none"> Cllr Dadswell and Cllr Hall met with the Borough Commander Inspector Hughes and the team Sergeant PS Poulton after the NPC April 2021 meeting. Agreed for a letter to be sent to the Divisional Superintendent of the police force to ask for further information on what their priority list is. Cllr Dadswell to action. To continue with quarterly meetings. CCTV – Phase 2 – Station pub CCTV to be slightly moved higher to capture roads more effectively. Licence for Phase 3 is work in process. | NC/S H/JD NC/SH |
| 20. | Bonfire/Fireworks Cllr Mowatt placed in waiting room as interest in South Nutfield Cricket Club. <ul style="list-style-type: none"> Working Group to be formed for it to be a NPC event. Clubs involved are: brownies/guides, cubs/scouts, SN Cricket Club, Nutfield Youth Football Club, Christ Church, Judo, Nutfield Primary School. Bonfire to the left field, middle view for spectators, right field fenced off. | |
| 21. | Grant Applications <i>None</i> | |
| 22. | Working Groups Updated working groups are set as per Appendix 1. <u>Highways</u> <ul style="list-style-type: none"> Report shared with councillors – councillors agreed that the report was up to date. Road Signs – Gateways (East and West entrance – expensive project in 2019 so did not proceed then) – nothing further to pursue at the moment. Sandy Lane/Mid Street – noted that we cannot replace the mirror due to SCC legislation. Nothing further to action. <u>Cemetery</u> Cemetery report was circulated to councillors prior to the meeting and all proposals were agreed. <ul style="list-style-type: none"> a) Solar gate – discussed in detail – issues with H & S of staff clearing up human faeces and with people using the graves to sit and picnic/rest. Agreed in principle that the gate closing was needed, but more quotes required. | NC/ SA |
| 23. | Groundworks, land, and tree management (including burial grounds, jubilee fields and allotments) a - Jubilee Field. Prior to the meeting the Clerk had shared with councillor’s the image/description of work proposed at corner ditch between middle and right field in conjunction with the Tree Wardens. Fully approved to spend no more than £250 to | NC |

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| | bring it safe to cross the ditch into right hand field from middle field, and clear ditch in that area. Clerk to arrange. | |
| 24. | Events (public) and meetings of Outside Bodies (other than transport groups) None | |
| 25. | Monthly news article Link and Website article – Village Hall, Parish Meeting, Jubilee fields, Speed Watch | SH |
| 26. | Training (and conferences). None | |
| 27. | Payments 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 £11,049.64 (VAT inclusive). Clerk to dispense payments via online banking. | NC |
| 28. | Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency. Nutfield Village Hall Limited - Coordinator and Chairman Clerk updated all councillors on some recent communication that she had received. Updated all that the current Village Hall Booking Assistant is resigning, and the current chair will be standing down. Clerk updated all on proposed plan/Job Description/timings for the Village Hall Co-ordinator that the staffing working group had pulled together - job go live Monday 10th until end of play Thursday 27 th May – interviews week commencing 24 th , for approval on 2 nd June meeting, for start asap. All approved. Clerk to action. Recruitment for Chairman will commence next week. Night Flight Consultation part two Clerk presented the Nutfield Conservation Society's response to the consultation part two – Fully agreed to back the response. Clerk to action and put in NPC response. | NC NC |
| 29. | Notification of business for inclusion on the next agenda None | |
| 30. | Next meeting date(s) Cllrs noted that the Council's next meeting would take place on 2 nd June 2021 main Hall Nutfield Village Hall at 7.30 pm. Parishioners to attend by appointment only. | ALL |
| 31. | Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960: None | |

Appendix 1 – Working Groups

(Amended May 5th 2021)

| 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> and Rigel |
| 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. | <u>Jon Dadswell</u> , 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
5th May 2021

| Chq Ref No. | Budget code | Payee | Date of invoice | VAT Number | Net (£) | VAT (%) | Gross (£) | VAT Amount (£) | Comments | Signature one | Signature two |
|-------------|-------------|--|-----------------|------------|--------------------|---------|--------------------|-----------------|---|---------------|---------------|
| 824 | 5 | The Groundsman Ltd | 29/04/2021 | 267073491 | £ 747.92 | 20% | £ 897.50 | £149.58 | Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (April 2020) | | |
| 825 | 14 | Insurance | 30/04/2021 | N/A | £ 1,321.91 | 0% | £ 1,321.91 | £0.00 | Insurance (NPC and CMT) | | |
| 826 | 34 | Mulberry and Co | 08/04/2021 | 899727928 | £ 70.00 | 20% | £ 84.00 | £14.00 | Chair training | | |
| 827 | 34 | Mulberry and Co | 09/04/2021 | 899727928 | £ 35.00 | 20% | £ 42.00 | £7.00 | Chair training | | |
| 828 | 33 | Mulberry and Co | 09/04/2021 | 899727928 | £ 70.00 | 20% | £ 84.00 | £14.00 | Clerk training | | |
| 829 | 33 | Mulberry and Co | 26/04/2021 | 899727928 | £ 35.00 | 20% | £ 42.00 | £7.00 | Clerk training | | |
| 830 | 49 | J K Garden Construction | 04/05/2021 | N/A | £ 75.00 | 0% | £ 75.00 | £0.00 | Jubilee field elm box | | |
| 831 | 41 | Rebecca Hislop | 19/04/2021 | N/A | £ 15.00 | 0% | £ 15.00 | £0.00 | Q2 website maintenance | | |
| 832 | 41 | Rebecca Hislop | 19/04/2021 | N/A | £ 20.83 | 0% | £ 20.83 | £0.00 | Website work | | |
| *** | 51 | Nutfield Cricket Club | N/A | N/A | £ 1,500.00 | 0% | £ 1,500.00 | £0.00 | Grant 2021/00021 | | |
| *** | 51 | Nutfield Youth Football Club | N/A | N/A | £ 1,000.00 | 0% | £ 1,000.00 | £0.00 | Grant 2021/00020 | | |
| 835 | 28 | Nicky Chiswick | N/A | N/A | xxx | 0% | xxx | xxx | Clerk Salary (April 2020) | | |
| 836 | | Nicky Chiswick | N/A | N/A | £ 1,392.75 | 0% | £ 1,392.75 | £0.00 | Expenses claimed by the Clerk (April 2020) | | |
| 837 | 27 | Sarah Abellan | N/A | N/A | xxx | 0% | xxx | xxx | Assistant Clerk Salary (April 2020) | | |
| 838 | | Sarah Abellan | N/A | N/A | £ 27.46 | 0% | £ 27.46 | £0.00 | Expenses claimed by the Assistant Clerk (April 2020) | | |
| 839 | 44 | Laura Pollock | N/A | N/A | xxx | 0% | xxx | xxx | NVH Clerk Salary (April 2020) | | |
| 840 | 44 | Laura Pollock | N/A | N/A | £ 2.76 | 0% | £ 2.76 | £0.00 | Expenses claimed by the NVH Clerk (April 2020) | | |
| 841 | 45 | Mr R Crutchfield | N/A | N/A | xxx | 0% | xxx | xxx | Highways Assistant Salary (April 2020) | | |
| 842 | 30 | HM Revenue and Customs | N/A | N/A | £ 665.00 | 0% | £ 665.00 | £0.00 | PAYE and Class 1A NICs (April 2020) | | |
| DD* 843 | 31 | National Employment Savings Trust (NEST) | N/A | N/A | £ 226.12 | 0% | £ 226.12 | £0.00 | Pension – Employer and employees contributions (April 2020) | | |
| DD* 844 | 46 | Lloyds | 10/03/2021 | N/A | £ 7.00 | 0% | £ 7.00 | £0.00 | Service Charge | | |
| DD* 845 | 23 | Sweethaven Company | 01/05/2021 | 263782087 | £ 40.68 | 20% | £ 48.82 | £8.14 | 365 back up | | |
| DD* 846 | 23 | Sweethaven Company | 01/05/2021 | 263782087 | £ 63.80 | 20% | £ 76.56 | £12.76 | 365 hosting | | |
| DD* 847 | 6 | SES Business Water | N/A | N/A | £ 5.00 | 0% | £ 5.00 | £0.00 | Monthly water charges - cemetery | | |
| DD* 848 | 1 | SES Business Water | N/A | N/A | £ 9.00 | 0% | £ 9.00 | £12.00 | Monthly water charges - allotments | | |
| DD* 849 | 23 | XLIN | 08/04/2021 | 918445212 | £ 140.06 | 20% | £ 168.07 | £28.01 | Broadband | | |
| DD* 850 | 23 | EE | 11/04/2021 | 245719348 | £ 80.40 | 20% | £ 96.48 | £16.08 | Telephone Bill | | |
| | | Total | | | £ 10,781.07 | | £ 11,049.64 | £ 268.57 | | | |

** Use of CE money *** Use of Members Community Allocation fund **** Use of Income Payment fund

Signed:
Date: 5th May 2021

Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:
Date: 5th May 2021

Parish Councillor Parish Councillor 1

Signed:
Date: 5th May 2021

Parish Councillor Parish Councillor 2