



Nutfield Parish Council Minutes

Nutfield Village Hall

2nd June 2021

Meeting opened at 7:30pm and closed at 9.25pm.

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

Councillors (Cllrs) present:

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

Apologies:

Cllr Aled Duggan
 Cllr Amanda Earl
 Cllr Dean Holborn

Attending:

Cllr G Black
 Cllr T Elias

In attendance: Nicky Chiswick (NC), Clerk

1.	The Chair to open the meeting. Cllr Hall opened the meeting.	
2.	Councillor apologies for absence. Cllr Aled Duggan, Cllr Amanda Earl, Cllr Dean Holborn	
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 the Nutfield SCC councillor is Cllr Chris Farr. And David Ford will be taking the Chief Executive post at Tandridge District Council from 1 st June 2021.	
6.	Acceptance of Last Minutes The Clerk had prepared, and circulated minutes of the meeting held on the 5 th May 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>2021/675 Queens Head, High Street, Nutfield, Redhill, Surrey, RH1 4HH. Erection of two shelters in the pub garden (one of which adjoins the outside bar). Use of existing garage as new takeaway kitchen area. (Part Retrospective)</i> Comment – No Objection	NC

<p><u>2021/729</u> 162 Mid Street, South Nutfield, Redhill, RH1 5RP. Erection of side extension to existing garage with mezzanine over.</p> <p>Comment This application is to extend a double garage that sits at the very front (east) and side (south) of this property, which also has a double integral garage. Whilst mainly hidden from the road by a hedge, the proposal will increase its size considerably, with the potential of the upper mezzanine level overlooking the (single storey) neighbouring property. There will also likely need to be changes to the boundary wall of the garden - and the removal of a pleasant, if not large, tree. Although there is a risk of over-development of the site, the proposal may be able to sit sympathetically with the existing buildings - NPC have a concern over the upper level - and should support an objection from neighbouring property (ies). The proposed upper level also shows a WC, creating the potential for it to be used as accommodation, and maybe setting an unwanted precedent. NPC do not object to the workshop extension, per se, but think it would be more in keeping without the upper level and WC. If TDC grant permission, there should be a condition that it can only be used in conjunction with the property and not used for accommodation.</p>	NC
<p><u>2021/680</u> 66 Mid Street, South Nutfield, Redhill, Surrey, RH1 4JX. Erection of part single/part two storey rear extension.</p> <p>Comment – No Objection if there are no objections from neighbours</p>	NC
<p><u>2021/824</u> Brays Farm House, Bower Hill Lane, South Nutfield, Redhill, Surrey, RH1 4EH. Erection of single storey extensions to existing outbuilding.</p> <p>Comment – No particular issues from Nutfield Parish Council on the above planning application, although this is smaller than the original submission, it is recommended that there is a condition that the building can be used as garage, office and storage only. And that it must be used in conjunction with the main house and cannot be used for residential purposes.</p>	NC
<p><u>2021/759</u> Glebe Cottage, Bletchingley Road, Nutfield, Redhill, Surrey, RH1 4HP. Erection of external decking and steps at ground floor to the side and front elevations and balcony at first floor level to existing side elevation.</p> <p>Comment – No Objection if there are no objections from neighbours.</p>	NC
<p><u>2021/123</u> Paddock Farm, 2 Clay Lane, South Nutfield, Redhill, Surrey, RH1 4EG. Change of use of land following the demolition of an agricultural building for the siting of a mobile home for residential purposes.</p> <p>Comment – Objection. The proposal appears to represent inappropriate development in the Green Belt, the building is situated in open countryside - its design is not of a high standard and does not respect the character, setting and context of the locality.</p>	NC
<p><u>2021/515</u> 12 Thepps Close, South Nutfield, Redhill, Surrey, RH1 5NX. Demolition of an existing attached garage. Erection of new 3-bedroom end of terrace dwelling in association with the subdivision of the plot to provide a separate residential curtilage with parking provision to both dwellings.</p> <p>Comment – Objection. The proposal will represent over-development of the site, is likely to make parking issues worse, and could create a precedent. However, if TDC grant permission, they should take account of any neighbours concerns, one of whom has objected.</p>	NC
<p><u>2021/809</u> 111 Mid Street, South Nutfield, RH1 5RP. Erection of single storey rear and first floor rear extensions, new roof over existing inglenook and existing rear extension.</p> <p>Comment – No Objection if there are no objections from neighbours.</p>	NC

	<p><u>2021/594 Blithe House, 32 Morris Road, South Nutfield, Redhill, Surrey, RH1 5SA</u> Variation of condition 2 (Approved Plans) 'change to internal layout and minor change to elevations including dormer amendments' attached to pp 2020/1270 for the Demolition of existing conservatory and store. Erection of single storey rear extension and replacement dormer to rear roof slope. Changes to fenestration including removal/installation of windows and door.</p> <p>Comment – No Objection.</p>	NC
	<p><u>2021/574 Cherry Tree & Orchard Cottages, Kings Cross Lane, South Nutfield, Surrey, RH1 5NS</u> Variation of condition 2 (Approved Plans) amended site plan-new red line & Condition 5 (Landscaping) amended landscaping plan, attached to pp 2013/1231 for the 'Demolition of dwelling. Erection of 2 detached dwellings with associated parking and access'</p> <p>Comment – Forwarded to Carole Forrest for review. Agreed no more than £50 for report. Agreed to send report to all for approval via email before the deadline.</p>	NC
	<p><u>APP/M3645/X/20/3263603 Swallows End, Crab Hill Lane, South Nutfield RH1 5PG.</u> Stationing of a mobile home (Certificate of Lawful Development for a Proposed Use or Development)</p> <p>Comment – Awaiting outcome from hearing.</p> <p>Clerk noted a potential planning breach in Trindles Road. Planning Enforcement had responded noting that whilst they believe it is breaching planning regulations, they are not pursuing and therefore closing the case. Agreed for Cllr Hall to draft a letter as this sets a negative precedent.</p>	SH
8.	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> Horses – to share with councillors the horse bailiff options/costs to discuss at July meeting. Cllr Dadswell and Cllr Hall to add to meeting on Friday 3rd June (see item 14) Zoom – Agree to cancel contract. Clerk to action. Tree Warden Insurance – agreed at budget (£191.52). Clerk to action to pay. 	NC NC NC
9.	<p>Local Transport Cllr Dadswell to Attend Round table meeting @Gatwick Northern Runway Project @ on 8th June @ 6 – 7.30pm</p>	JD
10.	<p>Finance</p> <ol style="list-style-type: none"> The Clerk confirmed the bank balance totals for the following: Lloyd's current £26,778.88, Lloyds savings account £50,322.44 and NW current CIL account £62,875.98. Clerk presented the bank reconciliation (April 2021) to the Chairman (Cllr Hall) for signing – Cllr Hall signed. Cemetery finances had been circulated previously to councillors. Summary: Budget: £27,500, income: £6,399.00 and expenditure: £ 2,243.49 2019 2020 budget vs actuals shared with councillors. Clerk to provide reserves summary to finance working group following question from Cllr Mowatt. VAT reclaim – received £16,317.10 on 1st June. To move £715.70 to CMT on July meeting payment run. 	NC NC
11.	<p>External Audit – Section 1 annual Governance Statement 2020/21 Councillors reviewed and approved. Cllr Hall signed.</p>	
12.	<p>External Audit – Section 2 Accounting Statements 2020/21 Councillors reviewed and approved. Cllr Hall signed.</p> <p>Clerk to submit AGAR, and place relevant paperwork on noticeboards/Website within June.</p>	NC

13.	<p>Coronavirus (COVID19) Only items that have changed will be noted here. 21st June 2021 – all restrictions to be removed as per Government advice (subject to review and change).</p> <p>£932.15 left in hardship fund. Down to one family in need. Agree for £50 voucher.</p>	NC
14.	<p>Police Update</p> <ul style="list-style-type: none"> • Cllr Dadswell and Cllr Hall have meeting on Friday 3rd June with the Borough Commander Inspector Hughes following the letter/communication NPC sent. • CCTV – Phase 2 – Station pub CCTV to be slightly moved higher to capture roads more effectively (cherry picker required). Approved spend of £850 plus VAT to move the camera. <p>Phase 3 – challenge with this phase. Sunstone quote was agreed to proceed. NPC were asked to apply for the licence. When applying for the licence it transpired that the light posts are only 5 meters not 8 meters, so cannot hold CCTV. We can ask SCC to increase the post height at approximate £2000 per post. Options are to speak with SCC to increase height, or costs to place separate CCTV poles, or look at businesses in locations (like station pub). More investigation required,</p>	NC/S H/JD NC NC/SH
15.	<p>Policy Environmental Policy – prepared by Cllr Reeve. Approved by all. Clerk to upload once she has been on her policy training course next week</p>	NC
16.	<p>Grant Applications <i>None</i></p>	
17.	<p>Working Groups Updated working groups are set as per Appendix 1.</p> <p><u>Communication</u> <i>Shared costs of Report it page and Wellbeing page – agreed cost of no more than £250. Clerk to action.</i></p> <p><u>Communication</u> <i>Noticeboard work – 2 hours a month allocated to AC. Clerk to action and create paperwork.</i></p> <p><i>Village Hall Coordinator role. Cllr Hall summarised the recruitment process and proposed a Ms C Scott for the role. Clerk to action for start day of 14th June.</i></p> <p><i>Village hall email, office and SharePoint proposed for VH Coordinator. Clerk to action and share the cost with the Village Hall Trustees.</i></p> <p><u>Highways</u> <i>- Report shared with councillors – councillors agreed that the report was up to date.</i></p> <p><u>Cemetery</u> <i>Cemetery report was circulated to councillors prior to the meeting and all proposals were agreed.</i></p> <p><i>a) Clerk updated on illegal interment that had taken place and the process of exhumation.</i></p>	NC NC NC NC
18.	<p>Groundworks, land, and tree management (including burial grounds, jubilee fields and allotments)</p> <p>a) Jubilee Field. Cllr Reeve had circulated a Jubilee field paper to all councillors prior to the meeting. It summarised the tree planting, the ditch work and future plans. The plan was agreed by all. Agreed for no haylage, but one cut late September/October. Clerk to work with land working group on ditching quotes.</p> <p>b) Allotment open – Land working team proposed open day communication for NPC to share with allotment owners. Fully approved to send out to allotment holders.</p>	NC/IR NC/SA

19.	Events (public) and meetings of Outside Bodies (other than transport groups) TVA meeting – Cllr Ford summarised the befriending training that she attended. Question was on funding for the scheme. Clerk to investigate S137 to ascertain what money NPC have in this pot.	NC
20.	Monthly news article Link and Website article – Jubilee Fields, CCTV	SH
21.	Training (and conferences). - To host Push Test (Cemetery) training in October. To be confirmed at July meeting.	
22.	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 £5,745.48 (VAT inclusive). Clerk to dispense payments via online banking.	NC
23.	Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency. None	
24.	Notification of business for inclusion on the next agenda None	
25.	Next meeting date(s) Cllrs noted that the Council's next meeting would take place on 7 th July 2021 Memorial Village Hall at 7.30 pm. Parishioners to attend by appointment only.	ALL
26.	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
2nd June 2021

Chq No.	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
851	5	The Groundsman Ltd	29/04/2021	267073491	£ 766.67	20%	£ 920.00	£153.33	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (May 2020)		
852	3	Mulberry & Co	11/05/2021	899727928	£ 120.00	20%	£ 144.00	£24.00	2020/2021 audit		
853	6	M Tamplin	22/05/2021	N/A	£ 100.00	0%	£ 100.00	£0.00	Top soil		
854	6	M Tamplin	14/05/2021	N/A	£ 350.00	0%	£ 350.00	£0.00	Log Pile		
855	8	Microshade Business Consultants Ltd	10/05/2021	63959107	£ 105.48	20%	£ 126.58	£21.10	Q2 website maintenance		
856	11	Zurich Insurance	24/05/2021	N/A	£ 191.52	0%	£ 191.52	£0.00	Tree Warden Insurance		
857	28	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (May 2020)		
858		Nicky Chiswick	N/A	N/A	£ 217.01	0%	£ 217.01	£0.00	Expenses claimed by the Clerk (May 2020)		
859	27	Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (May 2020)		
860		Sarah Abellan	N/A	N/A	£ 41.23	0%	£ 41.23	£0.00	Expenses claimed by the Assistant Clerk (May 2020)		
861	44	Laura Pollock	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (May 2020)		
862	44	Laura Pollock	N/A	N/A	£ 66.48	0%	£ 66.48	£0.00	Expenses claimed by the NVH Clerk (May 2020)		
863	45	Mr R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (May 2020)		
864	30	HM Revenue and Customs	N/A	N/A	£ 395.25	0%	£ 395.25	£0.00	PAYE and Class 1A NICs (May 2020)		
DD*	31	National Employment Savings Trust (NEST)	N/A	N/A	£ 184.82	0%	£ 184.82	£0.00	Pension – Employer and employees contributions (May 2020)		
DD*	46	Lloyds	12/04/2021	N/A	£ 15.50	0%	£ 15.50	£0.00	Service Charge		
DD*	867	Sweethaven Company	01/06/2021	263782087	£ 48.82	20%	£ 58.58	£9.76	£8.14 365 Back up		
DD*	868	Sweethaven Company	01/06/2021	263782087	£ 63.80	20%	£ 76.56	£12.76	365 hosting		
DD*	869	SES Business Water	N/A	N/A	£ 5.00	0%	£ 5.00	£0.00	Monthly water charges - cemetery		
DD*	870	SES Business Water	N/A	N/A	£ 9.00	0%	£ 9.00	£12.00	Monthly water charges - allotments		
DD*	871	XLN	08/05/2021	918445212	£ 72.84	20%	£ 87.41	£14.57	Broadband		
DD*	872	EE	11/05/2021	245719348	£ 56.24	20%	£ 67.49	£11.25	Telephone Bill		
		Total			£ 5,488.34		£ 5,745.48	£ 257.14			

* Payment scheduled by Direct Debit
** Use of CL money
*** Use of Members Community Allocation Fund
**** Use of Localism Payment Fund

Date: 2nd June 2021

Signed:
Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:
Parish Councillor Parish Councillor 2

Signed:
Parish Councillor Parish Councillor 1