



## Nutfield Parish Council Minutes

Nutfield Village Hall

7<sup>th</sup> July 2021

Meeting opened at **6.00pm** and closed at **7.35pm**.

Email: [parishclerk@nutfieldpc.com](mailto:parishclerk@nutfieldpc.com) Website: [www.nutfieldpc.com](http://www.nutfieldpc.com)

### Councillors (Cllrs) present:

Cllr Jon Dadswell  
 Cllr Aled Duggan  
 Cllr Sue Ford  
 Cllr Stephen Hall (Chairman)  
 Cllr Dean Holborn  
 Cllr Rigel Mowatt (Vice Chair)  
 Cllr Ian Reeve

### Apologies:

Cllr John Clarke  
 Cllr Amanda Earl

### Attending:

Cllr L Hammond  
 2 Parishioners  
 Inspector K Hughes

**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> Cllr Amanda Earl, Cllr John Clarke	
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.	
4.	<b>Public Session</b> <ul style="list-style-type: none"> <li>Parishioner attended for planning.</li> <li>Parishioner attended to propose to ask SCC/TDC (with Nutfield Parish Councils (NPC) backing), to move the speed limited to further down Coopers Hill Road. He has provided notes and photos to the council prior to the meeting. Cllr Hall noted that Tandridge Local Committee (TDC + SCC) review highways every November and advised this will be placed on the August agenda for discussion.</li> </ul>	NC
5.	<b>Report from County &amp; District Councillors</b> Cllr Hammond updated all on the plans for the proposed Transit Traveller site (Pendell Road). Surrey Country Council (SCC) applying a Regulation 3. TDC will be asked for consultation. No timeframe given as yet. Cllr Hammond and Cllr Black to keep NPC updated and this item is to be placed on the August NPC agenda.	NC
6.	<b>Acceptance of Last Minutes</b> The Clerk had prepared, and circulated minutes of the meeting held on the 2 <sup>nd</sup> June 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.	<p><b>Planning Applications</b> To discuss and review (including any expenditure) the planning applications and appeals notified by TDC and SCC since the Parish Council's last meeting:</p> <p><u>2021/864</u> 1 Oakwood Close, South Nutfield, Redhill, Surrey, RH1 5RX. Erection of single storey rear extension. (Certificate of Lawfulness for Proposed Use or Development) <b>Comment – No Objection if there are no objections from neighbours.</b></p> <p><u>2021/952</u> 123 Mid Street, South Nutfield, Redhill, Surrey, RH1 5RP. Erection of outbuilding for use as a consultancy office. <b>Comment – Providing there are no objections from neighbours, there are no more than 2/3 clients a day, and no signage, NPC does not have any issues with this application.</b></p> <p><u>2021/1031</u> Brookside Cottage Farm, Crab Hill Lane, South Nutfield, Surrey, RH1 5PG. Erection of a new barn. Alterations to existing hard standing and laying of a new area of hardstanding. <b>Comment – No Objection. Noted that 2 councillors had taken a site visit.</b></p> <p>SCC Ref 2021/0086/RE21/01657/CON/. Land at Patteson Court Landfill, Cormongers Lane, Redhill, Surrey RH1 4ER. The retention of existing electricity generating infrastructure, landfill gas flaring infrastructure, gas clean up infrastructure, associated pipework and an office within two the existing compounds; and the installation of a third carbon vessel for the purpose of odour control of landfill gas extracted from Patteson Court Landfill site. <b>Comment – No Objection</b></p> <p><u>APP/M3645/C/19/3239288</u> (application TA/2-18/49 &amp; TA/2019/1524) Land at Swallows End, Crab Hill Lane, South Nutfield, RH1 5PG <b>Date and time of Hearing: Awaiting a new date.</b></p> <p><u>APP/M3645/W/20/3252200</u> (application TA/2019/1584) Land Off Green Lane, Outwood, Redhill, RH1 5QR <b>Awaiting date for hearing – Fully agreed for Carole Forrest Consulting to draft letter and fully approved cost of up to £50.</b></p> <p><u>APP/M3645/X/20/3263603</u> (application Swallows End, Crab Hill Lane, South Nutfield RH1 5PG. Stationing of a mobile home (Certificate of Lawful Development for a Proposed Use or Development) <b>Comment – Awaiting outcome from hearing.</b></p>	NC NC NC NC NC NC NC
	<p><b>Police update</b> Conducted under section 2 – item 24.</p> <p><b>CCTV</b> Cllr Hall updated that he is in discussion with SCC on replacing the lampposts. Work in progress.</p>	SH
8.	<p><b>Reports from the Clerk</b></p> <ol style="list-style-type: none"> <li>1. St Peters and St Pauls closed Churchyard. Clerk noted that there are two trees that need attention in the closed churchyard at St Peters and St Pauls. Clerk to arrange for tree surgeon to take a look. Invoice received for annual maintenance. £930 approved. Clerk to pay.</li> <li>2. Befriending. Clerk to gain the presentation and share. To add onto August agenda.</li> </ol>	NC NC
9.	<b>Local Transport</b>	

	<p>Cllr Dadswell updated full council on the round table meeting he attended - Gatwick Northern Runway Project. Updated that the current taxi runway will be the new north runway, so they will work in parallel. Expect 3000 extra flights a year (smaller planes). There will be work to the terminal, new roadways and a new taxiway.</p> <p>GATCOM is scheduled to take place on Thursday 15<sup>th</sup> July 2021 at 2.00 p.m.- Cllr Mowatt to attend</p> <p>Community Rail question – Clerk to forward to D Mallison for his view.</p>	<p>RM</p> <p>NC</p>
10.	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>The Clerk confirmed the bank balance totals for the following: Lloyd's current £42,368.59, Lloyds savings account £50,322.80 and NW current CIL account £61,875.98. Clerk presented the bank reconciliation (May 2021) to the Chairman (Cllr Hall) for signing – Cllr Hall signed.</li> <li>Cemetery finances had been circulated previously to councillors. Summary: Budget: £27,500, income: £7,264.00 and expenditure: £ 6472.00. Noted that in the cemetery meeting, that the cemetery working group are aware that spend is getting close to income. The working group noted that there is £10,000 from TDC Covid grant set aside in reserves for use if necessary.</li> </ol>	NC
11.	<p><b>Coronavirus (COVID19)</b></p> <p>Only items that have changed will be noted here. 19<sup>th</sup> July 2021 – all restrictions to be removed as per Government advice (subject to review and change).</p> <p>£876.20 left in hardship fund. Down to one family in need. Agree for £50 voucher.</p>	NC
12.	<p><b>Policy</b></p> <p>Clerk updated council that she attended a training session and there are a few policies that NPC need to look at – Clerk to pull list together and action.</p>	NC
13.	<p><b>Grant Applications</b></p> <p>None</p>	
14.	<p><b>Working Groups</b></p> <p>Updated working groups are set as per Appendix 1.</p> <p>Cllr Hall updated that a review of our working groups set up would be required to ensure we are using them correctly. There is a possibility that committees will need to be set up.</p> <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. Noted that the Highways Assistant (HA) advised that potholes now get filled up in the parish in only a few days, and he is aware of what will and will not get the attention of Surrey Highways. The council thanked the HA.</li> </ul> <p><u>Cemetery</u></p> <p><i>Cemetery report was circulated to councillors prior to the meeting and all proposals were agreed.</i></p> <ul style="list-style-type: none"> <li>Ledger work overtime for C and AC – agreed by all for 20 hours extra each this month if needed.</li> <li>Topiary – fully approved for the three items to be carried out (lift fern, deadwood fern and one cut of topiary). £700 plus VAT. Clerk to action. Noted that three quotes/estimates could not be obtained as two topiary specialists were approached but did not either return our messages or provide quotes.</li> <li>Rubbish removal – Clerk shared the new contract that has started due to health and safety reasons with rubbish.</li> </ul>	<p>SH/ NC</p> <p>NC</p> <p>NC</p> <p>NC</p>
15.	<p><b>Groundworks, land, and tree management</b> (including burial grounds, jubilee fields and allotments)</p> <p>a) Allotment open day – The council do not require the Clerk or Assistant Clerk to attend.</p>	NC

	<p>b) Jubilee field – approved cost £300 for annual cut (not haylage) in September. Simon Evans suggested we place blackthorn bushes in the gaps.</p> <p>c) Jubilee Wood part 2 – proposal on part 2 of the wood planting was shared with the councillors – fully approved to proceed.</p> <p>d) Allotment – noted one plot that is not being worked. Discussed how to approach and AC to send a gentle reminder that plots need to be worked in conjunction with TA.</p>	SA
16.	<p><b>Events (public) and meetings of Outside Bodies</b> (other than transport groups)</p> <p>- <i>Anti-Social Awareness - Elected Members ASB Awareness Event Monday 19th July or 1800-2000 or Tuesday 20th July 1000-1200. Cllr Hall attending</i></p>	SH
17.	<p><b>Monthly news article</b></p> <p>Link and Website article – Separate article on reporting to the police, hedges, by-law,</p>	SH
18.	<p><b>Training</b> (and conferences)</p> <p>None</p>	
19.	<p><b>Payments</b></p> <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 £ 10,978.72 (VAT inclusive). Clerk to dispense payments via online banking.</p>	NC
20.	<p><b>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency.</b></p> <ul style="list-style-type: none"> <li>- Nutfield Green Park - 2021/1040</li> <li>- 239 high quality new homes, including affordable homes, an Outdoor Activity Park, a 70-bedroom rehabilitation and respite care facility with an associated 100 extra care apartments and 21 staff accommodation units together with a Wellbeing Centre with a range of facilities that will benefit the local area including a GP surgery, Pharmacy, Community Diagnostic Hub, community shop, restaurant/café, creche, office hub, event space and indoor and outdoor gyms.</li> <li>- Agreed to approach Carole Forrest for her assistance.</li> <li>- Deadline is 31<sup>st</sup> July.</li> <li>- Clerk updated all on her conversation with TDC.</li> <li>- Agreed for public meeting to take place on the 21<sup>st</sup> July at Nutfield Village Hall – Clerk to organise</li> </ul>	NC
21.	<p><b>Notification of business for inclusion on the next agenda</b></p> <p>None</p>	
22.	<p><b>Next meeting date(s)</b></p> <p>Cllrs noted that the Council's next meeting would take place on 11<sup>th</sup> August 2021 Nutfield Village Hall at 7.30 pm. Parishioners to attend by appointment only.</p>	ALL
23.	<p><b>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</b></p> <p>One item</p>	

## Appendix 1 – Working Groups

(Amended May 5<sup>th</sup> 2021)

<b>Working Group</b>	<b>Tasks and projects</b>	<b>Members</b> <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  
7th July 2021

Chq No.	Ref	Budget code	Payee	Date of Invoice	VAT Number	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
873	5		The Groundsman Ltd	29/06/2021	267073491	£ 766.67 20%	£ 920.00	£153.33	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (June 2020)		
874	25		Carole Forrest Consulting	18/06/2021	N/A	£ 40.00 0%	£ 40.00	£0.00	Ta2021/123 and TA 2021/574 - planning		
875	33		Nutfield Memorial Hall	07/06/2021	N/A	£ 104.00 0%	£ 104.00	£0.00	Cemetery Training course		
876	47		Charles Maw Trust	N/A	N/A	£ 715.70 0%	£ 715.70	£0.00	VAT refund		
877	4		Stonemans	N/A	N/A	£ 30.00 0%	£ 30.00	£0.00	Credit		
878	49		Nick Dance Agricultural Contractor	29/06/2021	2529367	£ 280.00 20%	£ 336.00	£56.00	Bench fitting		
879	40		Howard Fine	30/06/2021	N/A	£ 20.00 0%	£ 20.00	£0.00	Braesmead footpath		
880	40		Howard Fine	14/06/2021	N/A	£ 30.00 0%	£ 30.00	£0.00	Horsfield footpath		
881	40		Howard Fine	14/06/2021	N/A	£ 45.00 0%	£ 45.00	£0.00	Memorial playground		
882	40		Howard Fine	14/06/2021	N/A	£ 30.00 0%	£ 30.00	£0.00	The bridge clearance		
883	51		Sunstone IP Systems Limited	29/06/2021	N/A	£ 850.00 20%	£ 1,020.00	£170.00	Phase 2 - the station cctv adjustment		
884	41		Rebecca Hislop	05/07/2021	N/A	£ 157.07 0%	£ 157.07	£0.00	2 new pages		
885	10		St Peters and St Pauls	02/07/2021	N/A	£ 930.00 0%	£ 930.00	£0.00	2020 closed churchyard		
886	28		Nicky Chiswick	N/A	N/A	xxx 0%	xxx	xxx	Clerk Salary (June 2020)		
887			Nicky Chiswick	N/A	N/A	£ 246.07 0%	£ 246.07	£0.00	Expenses claimed by the Clerk (June 2020)		
888	27		Sarah Abellan	N/A	N/A	xxx	xxx	xxx	Assistant Clerk Salary (June 2020)		
889			Sarah Abellan	N/A	N/A	£ 90.95 0%	£ 90.95	£0.00	Expenses claimed by the Assistant Clerk (June 2020)		
890	44		Laura Pollock	N/A	N/A	xxx 0%	xxx	xxx	NVH Clerk Salary (June 2020)		
891	44		Laura Pollock	N/A	N/A	£ 2.76 0%	£ 2.76	£0.00	Expenses claimed by the NVH Clerk (June 2020)		
892	44		Carla Scott	N/A	N/A	xxx 0%	xxx	xxx	Expenses claimed by the NVH Coordinator (June 2020)		
893	45		Mr R Crutchfield	N/A	N/A	xxx 0%	xxx	xxx	Highways Assistant Salary (June 2020)		
894	30		HM Revenue and Customs	N/A	N/A	£ 616.15 0%	£ 616.15	£0.00	PAYE and Class 1A NICs (June 2020)		
DD* 895	31		National Employment Savings Trust (NEST)	N/A	N/A	£ 218.60 0%	£ 218.60	£0.00	Pension – Employer and employees contributions (June 2020)		
DD* 896	46		Lloyds	10/05/2021	N/A	£ 7.00 0%	£ 7.00	£0.00	Service Charge		
DD* 897	23		Sweetheaven Company	01/07/2021	263282087	£ 40.68 20%	£ 48.82	£8.14	365 back up		
DD* 898	23		Sweetheaven Company	01/07/2021	263282087	£ 73.20 20%	£ 87.84	£14.64	365 hosting		
DD* 899	23		Sweetheaven Company	18/06/2021	263282087	£ 158.00 20%	£ 189.60	£31.60	Setting up email/sharepoint for NVL		
DD* 900	23		Sweetheaven Company	18/06/2021	263282087	£ 9.40 20%	£ 11.28	£1.88	365 hosting for NVHL		
DD* 901	18		United Kingdom Debt	02/07/2021	N/A	£ 587.10 0%	£ 587.10	£0.00	Interest		
DD* 902	17		United Kingdom Debt	02/07/2021	N/A	£ 1,000.00 0%	£ 1,000.00	£0.00	Repayment		
DD* 903	6		SES Business Water	N/A	N/A	£ 5.00 0%	£ 5.00	£0.00	Monthly water charges - cemetery		
DD* 904	1		SES Business Water	N/A	N/A	£ 9.00 0%	£ 9.00	£0.00	Monthly water charges - allotments		
DD* 905	23		XLN	08/06/2021	918445212	£ 72.84 20%	£ 87.41	£14.57	Broadband		
DD* 906	23		EE	11/06/2021	245719348	£ - 20%	£ -	£0.00	Telephone Bill - no payment this month as change of contract		
			<b>Total</b>			<b>£ 10,516.56</b>	<b>£ 10,978.72</b>	<b>£ 462.16</b>			

\* Payments scheduled by Direct Debit  
\*\* Use of Cl. money  
\*\*\* Use of Members Community Allocation fund  
\*\*\*\* Use of Localism Payment Fund

Signed: .....  
Date: 7th July 2021

Nicky Chiswick, Clerk to Nutfield Parish Council

Signed: .....  
Parish Councillor Parish Councillor 1  
Parish Councillor Parish Councillor 2