



Nutfield Parish Council Minutes

Nutfield Memorial Hall

3rd November 2021

Meeting opened at 7.30pm and closed at 9.22pm.

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

Councillors (Cllrs) present:

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

Apologies:

Cllr John Clarke

Attending:

Cllr G Black

3 attendees
 Assistant Clerk

In attendance: Nicky Chiswick (NC), Clerk

1.	The Chair to open the meeting. Cllr Hall opened the meeting.	
2.	Councillor apologies for absence. Cllr John Clark	
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 3 attendees asked for update on the bench proposal put forward by themselves. The Chair advised that this was being discussed under 'Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960' and the Clerk would update them after the meeting.	NC
5.	Report from County & District Councillors Cllr Black advised that the Pendell Camp has not moved any further and she will keep us updated if she hears anything.	
6.	Acceptance of Last Minutes The Clerk had prepared, and circulated minutes of the meeting held on the 6th October 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 TDC and SCC since the Parish Council's last meeting: <i>2021/1644/TPO The Stewards House, Coopers Hill Road, Nutfield, Redhill, Surrey, RH1 4HS. T1) - Yew - Reduce length of longest lateral branch overhanging boundary and carport by 3m. T2) - Lime - Reduce length of 3 lateral branches overhanging boundary by 5M. T3) - Lime - Reduce length of 5 lateral branches overhanging</i>	

	<p>boundary by 5m. T4) - Maple - Reduce length of 6 lateral branches overhanging boundary by 8m. T5/6) - Ash - Remove due to Ash Die back T7) - Lime - Reduce length of longest lateral branch overhanging boundary by 10m.</p> <p>Comment – No objection</p> <p><u>2021/1727 Annexe, Kings Mill Cottage, South Nutfield, Redhill, Surrey, RH1 5NG Use of former annexe at Kings Mill Cottage as a separate residential dwelling house (Application for a Certificate of Lawful Development for an Existing Use or Development).</u></p> <p>Comment – No Objection unless any objections from neighbours.</p> <p><u>APP/M3645/C/19/3239288 (application TA/2-18/49 & TA/2019/1524) Land at Swallows End, Crab Hill Lane, South Nutfield, RH1 5PG</u></p> <p>Date and time of Hearing: 18th November. Clerk contacted Carole Forrest who advised that NPC did not need to do anything further for the appeal. No further action required.</p> <p><u>APP/M3645/W/20/3252200 (application TA/2019/1584) Land Off Green Lane, Outwood, Redhill, RH1 5QR</u></p> <p>Awaiting date</p> <p><u>APP/M3645/X/20/3263603 (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)</u></p> <p>Comment – Clerk had noted the errors to TDC – awaiting feedback from TDC on the inspectors’ comments on the errors placed and the procedure of how TDC will follow up on the conditions set at the appeal. Clerk trying to find out who is responsible for this now G Betts has left.</p> <ul style="list-style-type: none"> • Surrey County Council planning application for Pendell Camp extension Comment – covered in item 5 • Planning consultants Comment – Carole Forrest has put together list of consultants for us. Clerk to get the list but hold off doing anything for now. 	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>
8.	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> 1. Parish Assembly date–Agreed for the 9th April for Parish Assembly. Clerk to book Village Hall. 2. Redstone House – off Kings Cross Lane. Clerk updated full council on the status of Redstone House. 3. Bus Stop – Cllr Duggan investigating further and to report back at a future meeting. 4. Shared email received from TDC – Nominate your favourite community assets. Agreed to nominate: Nutfield Marsh, Jubilee Fields, Allotments, Cemetery, Village Green, Airfield and hanger 9 (Aerodrome). Clerk to action. 	<p>NC</p> <p>AD</p> <p>NC</p>
9.	<p>Local Transport</p> <p>Gatwick North Runway consultation – NCS have shared with NPC their response. Cllr Dadswell to review, and it was agreed to agree our submission via email before the deadline of the 1st December. Clerk to share the consultation again via Facebook.</p>	<p>JD/N C</p>
10.	<p>Finance</p> <ol style="list-style-type: none"> 1. The Clerk confirmed the bank balance totals for the following: Lloyd’s current £56,390.80, Lloyd’s savings account £50,324.51 and NW current CIL account 	

	<p>£60,981.82. Clerk presented the bank reconciliation (September 2021) to the Chair (Cllr Hall) for signing – Cllr Hall signed.</p> <p>2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £27,500, income: £20,751.00 and expenditure: £14,220.00</p> <p>3. Budget vs actuals 2021/2022 shared with councillors. First round completed with finance and cemetery working groups. Final budget to be agreed at January meeting. A couple of items to review before December meeting. Question – we need to work on future projects for the parish council funds.</p> <p>4. Noted that the 2nd 2021/2022 precept has gone into our account (£32,842) on the 29th October 2021</p>	NC
11.	<p>Coronavirus (COVID19) Only items that have changed will be noted here.</p> <p>£770.25 left in hardship fund. No further action.</p>	
12.	<p>Police Update</p> <ul style="list-style-type: none"> Police – meeting date pencilled in for 6th December. Any agenda items to be forwarded to the Clerk. CCTV – Cllr Hall noted that the licence is still stuck with Surrey Highways. Clerk to try and contact Surrey County Councillor Chris Farr to gain his assistance/input. 	NC NC
13.	<p>Fireworks</p> <ul style="list-style-type: none"> TDC licence approved TENS licence application approved Insurance approved - £140 premium approved Finance was discussed. Clerk to assess which bank account needs to be used, and procedures around this. VAT reclaim and finance overview to be worked through with Clerk and Cllr Holborn after the event – meeting to be arranged. Noted that the Bonfire working group do not have the power of decisions but brings proposals to full council. Noted that it is beneficial to have one big community event, rather than lots of little events. Further communication from one parishioner was read out in relation to wildlife issues and the bonfire/fireworks event. Agreed for wildlife assessment to be shared on the NPC website. Discussed to conduct full bat survey in the future. 	NC/ DH NC
14.	<p>Grant Applications None Noted that for this year we have had two grants (Nutfield Cricket Club and Nutfield Youth Football Club) that has come out of CIL money and a further grant (24th Reigate (South Nutfield)) Scout Group grant was out of general reserves. Noted that grant applications come from groups that have a strong connection to Nutfield</p>	NC
	Cllr Duggan left at 9pm	
15.	<p>Working Groups Working groups are set as per Appendix 1.</p> <p><u>Highways</u></p> <ul style="list-style-type: none"> Report shared with councillors – councillors agreed that the report was up to date. Traffic management – Cllr Ford updated all (those that were not at the October meeting on the traffic information that the Clerk had received – see September’s meeting notes item 15). NOx machines – clerk to share positioning. Speed test to be set up by SCC in Mid Street (between the Avenue and Ridge Green). In next three weeks. <p><u>Cemetery</u></p>	SH/NC NC/ SF

	- Cemetery report was circulated to councillors prior to the meeting and all proposals were agreed. Noted that treatment was taking place on Bind Weed and Box Blight	
16.	Groundworks, land, and tree management (including burial grounds, jubilee fields and allotments) a) Marsh Pond – Clerk to meet I Hudson (TDC) next week b) Jubilee field By Laws – Cllr Hall to investigate further. c) Jubilee fields tree protection and volunteering session – agreed for £70 on materials. Local company Monty’s Bakehouse volunteering work postponed due to a covid case in the working group. New date being arranged. d) Allotment – Japanese Knotweed. Noted that knotweed has been found on plot 1. Quotes for treatment are being obtained and to be shared at next meeting.	NC SH NC SA
17.	Events (public) and meetings of Outside Bodies (other than transport groups) Holmesdale Biodiversity Event – postponed again due to covid – waiting for new date Cllr Ford attending TAG meeting on the 18 th November	
18.	Monthly news article Link and Website article – Councillor vacancy, jubilee fields, Surrey ALC, traffic and Speeding, community energy schemes	SH
19.	Training (and conferences) None	
20.	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 £ 11,146.64 (VAT inclusive). Clerk to dispense payments via online banking.	NC
21.	Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency. None	
22.	Notification of business for inclusion on the next agenda	
23.	Next meeting date(s) Cllrs noted that the Council’s next meeting would take place on 1 st December 2021 Nutfield Village Hall at 7.45 pm. Parishioners to attend by appointment only.	ALL
24.	Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960: One item	

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	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> 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>

Appendix 2 – Schedule of Payments

NUTFIELD PARISH COUNCIL

Schedule of Payments
3rd Novembebr 2021

Chq No.	Ref	Budget code	Payee	Date of invoice	VAT Number	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
990		5	The Groundsman Ltd	31/10/2021	267073491	20%	£ 766.67	£153.33	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (October 2021)		
991		4	ProMax	05/10/2021	245122634	20%	£ 133.50	£26.70	quartely web updates		
992		41	Rebecca Hislop	04/10/2021	N/A	0%	£ 15.00	£0.00	quartely web updates		
993		9	The Nutfield Link		N/A	0%	£ 95.00	£0.00	Link advertising		
994		15	Chris Hoskins	04/10/2021	N/A	20%	£ 217.09	£43.42	Jubilee field ditch work		
995		33	SLCC	11/10/2021	N/A	20%	£ 120.00	£24.00	Nicky Chiswick (FILCA)		
996		50	Ethos Electrical Solutions	13/10/2021	197037580	20%	£ 1,245.00	£249.00	Grant number 2021/00022		
997		15	Redhill Farm Services	13/10/2021	367555712	20%	£ 540.00	£108.00	Jubilee fields annual cut		
998		47	Gallagher	29/10/2021	N/A	0%	£ 140.00	£0.00	Firework premium		
999		51	Solar gates UK Ltd	20/10/2021	885242110	20%	£ 2,411.00	£482.20	Cemetery solar gates deposit		
1000		24	Nutfield Village Hall	02/11/2021	N/A	0%	£ 160.00	£0.00	Village hall office hire		
1001		19	Nutfield Village Hall	02/11/2021	N/A	0%	£ 120.00	£0.00	Meeting hire costs		
1002		28	Nicky Chiswick	N/A	N/A	0%	xxx	xxx	Clerk Salary (October 2021)		
1003		27	Nicky Chiswick	N/A	N/A	0%	£ 228.74	£0.00	Expenses claimed by the Clerk (October 2021)		
1004		27	Sarah Abellan	N/A	N/A	0%	xxx	xxx	Assistant Clerk Salary (October 2021)		
1005		27	Sarah Abellan	N/A	N/A	0%	£ 46.45	£0.00	Expenses claimed by the Assistant Clerk (October 2021)		
1006		44	Carla Scott	N/A	N/A	0%	xxx	xxx	Salary claimed by the NVH Coordinator (October 2021)		
1007		45	Mr R Crutchfield	N/A	N/A	0%	xxx	xxx	Highways Assistant Salary (October 2021)		
1008		30	HM Revenue and Customs	N/A	N/A	0%	£ 336.69	£0.00	PAYE and Class 1A NICs (October 2021)		
DD*	1009	31	National Employment Savings Trust (NEST)	N/A	N/A	0%	£ 198.47	£0.00	Pension – Employer and employees contributions (October 2021)		
DD*	1010	46	Lloyds	10/09/2021	N/A	0%	£ 7.85	£0.00	Service Charge		
DD*	1011	23	Sweethaven Company	01/11/2021	263782087	20%	£ 40.68	£8.14	365 back up		
DD*	1012	23	Sweethaven Company	01/11/2021	263782087	20%	£ 73.20	£14.64	365 hosting		
DD*	1013	6	The Recycling Partnership	31/10/2021	801063483	20%	£ 36.75	£7.35	Cemetery bin clearance		
DD*	1014	6	SES Business Water	N/A	N/A	0%	£ 4.00	£0.00	Monthly water charges - cemetery		
DD*	1015	1	SES Business Water	N/A	N/A	0%	£ 59.00	£0.00	Monthly water charges - allotments		
DD*	1016	23	XLN	08/10/2021	918445212	20%	£ 76.34	£15.27	Broadband		
DD*	1017	23	EE	11/10/2021	245719348	20%	£ 28.80	£4.80	Telephone Bill - no payment this month as change of contract		
			Total				£ 10,009.79	£ 1,136.85			

* Payment scheduled by direct debit
** Use of Cllr money
*** Use of Members Community Allocation fund
**** Use of Council Payment fund

Signed:
Nicky Chiswick, Clerk to Nutfield Parish Council
Date: 6th October 2021

Signed:
Parish Councillor Parish Councillor 1

Signed:
Parish Councillor Parish Councillor 2