



## Nutfield Parish Council Minutes

Nutfield Village Hall

1<sup>st</sup> December 2021

Meeting opened at **7.45pm** and closed at **10.00pm**.

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

### Councillors (Cllrs) present:

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

### Apologies:

Cllr Ian Reeve

### Attending:

Cllr C Farr  
 Cllr L Hammond

1 attendee

**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 Reeve	
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.  Noted that Cllr Dadswell has an interest in 15 - Cemetery section (maintenance contract)	
4.	<b>Public Session</b> 1 attendee noted that Speed Watch had been postponed for three months due to the road works on Cooper's Hill Road. More volunteers are required for the scheme to work and continue. Clerk then updated all attendees and full council on the speed testing that was planning to take place in Mid Street (Beyond The Avenue and Ridge Close). Same attendee noted that Nutfield Good Neighbours were low on volunteers but had lots of requests for assistance. There is a worry of a lack of finance in the new year to be viable moving forward. For both – Clerk to put a note out on social media for a request for help.	NC
5.	<b>Report from County &amp; District Councillors</b> Cllr Farr – SCC Cllr Farr introduced himself and updated the council on the Pendell Transit Camp proposal that is to sit next to the existing site with a single entrance. Cllr Farr also noted to look out for a message from SCC (Jeremy Webster) on a flooding document/consultation. Cllr Hall addressed Cllr Farr on the CCTV situation and where NPC has got stuck with Surrey Highways. NPC asked him for his assistance in how NPC can move forward with the project. Cllr Farr agreed to look to who could help us at SCC.	

	Cllr Hammond noted that he had attended the recent TAG25 meeting.	
6.	<p><b>Acceptance of Last Minutes</b> The Clerk had prepared, and circulated minutes of the meeting held on the 3<sup>rd</sup> November 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.</p>	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>2021/1891/N</u> <i>Priory Farm, Sandy Lane, South Nutfield, Redhill, Surrey, RH1 4EJ</i> <i>Erection of an agricultural barn for pumpkin crop storage and machinery (Application for Prior Approval under Schedule 2, Part 6).</i> <b>Comment – No Objection</b></p> <p><u>2021/1802</u> <i>78 Mid Street, South Nutfield, Redhill, Surrey, RH1 4JH</i> <i>Part demolition of existing side garage to create side passage. Demolition of existing rear conservatory and erection of a single storey rear extension, external alterations to include new pitched roof to existing flat roofed extensions to north elevation of existing dwelling.</i> <b>Comment – No Objection unless any objections from neighbours.</b></p> <p><u>2021/1826</u> <i>129 Mid Street, South Nutfield, Redhill, Surrey, RH1 5RP</i> <i>Demolition of existing conservatory and erection of a single storey rear extension. Relocation of the front entrance and associated exterior changes, window replacements and internal alterations.</i> <b>Comment – No Objection unless any objections from neighbours.</b></p> <p><u>2021/0170</u> <i>Pendell Transit Camp, Land off Merstham Road, Merstham, Surrey. Use of the land as a ten-pitch transit site for the Gypsy, Roma and Traveller community, including the erection of amenity blocks and site manager's office, creation of a vehicular access, landscaping, parking and refuse storage and associated works</i> <b>Comment – Discussed what was shared in item 5. To propose that a 'Secure by Design' award is added. Agreed to agree response by email and to ask Carole Forrest to draft a response based on conditions for the site. Agreed a spend up to £200.</b></p> <p><u>2021/1853</u> <i>3 Marsh Cottages, Nutfield Marsh Road, Nutfield, Redhill, Surrey, RH1 4ES. Use of ancillary outbuilding as a independent unit of accommodation (dwelling).</i> <b>Comment – No Objection unless any objections from neighbours, and do not want this application to set a precedent.</b></p> <p><u>APP/M3645/C/19/3239288</u> (application TA/2-18/49 &amp; TA/2019/1524) <i>Land at Swallows End, Crab Hill Lane, South Nutfield, RH1 5PG</i> <b>Hearing took place on the 18<sup>th</sup> November. Awaiting decision.</b></p> <p><u>APP/M3645/W/20/3252200</u> (application TA/2019/1584) <i>Land Off Green Lane, Outwood, Redhill, RH1 5QR</i> <b>Awaiting date</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 – 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</b></p>	NC NC NC NC NC NC

	<p><b>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.</b></p> <ul style="list-style-type: none"> <li>Surrey County Council Minerals and Waste Local Plan - Issues &amp; Options Public Consultation <b>Comment – with Carole Forrest for review. Clerk to share response when it comes through.</b></li> </ul> <p><b>Noted that a business sign has appeared on Mid Street – Clerk to check with TDC that it is within planning rules.</b></p>	NC
8.	<p><b>Reports from the Clerk</b></p> <ol style="list-style-type: none"> <li>2021/2022 Internal Audit Report – shared with council prior to meeting. Nothing to action.</li> <li>Henry Smith Charity – new trustee approved. Clerk to advise.</li> <li>Civility and Respect Newsletter – agreed to add statement to website where necessary. Clerk to add to the website.</li> <li>Disabled picnic tables – to research further.</li> </ol>	NC NC NC
9.	<p><b>Local Transport</b> Cllr Mowatt attended GATCOM meeting and shared a summary with the councillors. No actions required.</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 £46,284.04, Lloyd’s savings account £50,324.91 and NW current CIL account £60,981.82. Clerk presented the bank reconciliation (October 2021) to the Chair (Cllr Hall) for signing – Cllr Hall signed. Clerk noted that since the council has gone to online banking, it has made everything much easier.</li> <li>Cemetery finances had been circulated previously to councillors. Summary: Budget: £27,500, income: £21,191.00 and expenditure: £16,196.00</li> <li>Parishioner survey – agreed text and to go ahead and spend of £200 for Survey Monkey.</li> <li>2022/2023 Budget – propose for precept to be kept the same, cemetery may run at a small loss - to approve final budget/precept at January 2022 meeting. To add in a community event line (income and outgoing will be the same and ring fenced).</li> </ol>	NC NC
11.	<p><b>Coronavirus (COVID19)</b> Only items that have changed will be noted here.</p> <p>£720.25 left in hardship fund. No further action.</p>	
12.	<p><b>Police Update</b></p> <ul style="list-style-type: none"> <li>Police – meeting date booked for 6<sup>th</sup> December via zoom. Agenda shared and agreed.</li> <li>CCTV – Cllr Hall noted the Clerk cannot share footage to anyone other than a statutory body due to data protection.</li> </ul> <p>In additional to what was discussed in item 5, it was agreed for Cllr Dadswell, Cllr Hall and Clerk to put a date together in January to propose a plan to move forward with the CCTV project.</p>	NC NC
13.	<p><b>Community Events</b> <b>Bonfire</b></p> <ul style="list-style-type: none"> <li>A successful night and the council thanked the Bonfire team for their hard work before, during and after the event.</li> <li>Noted the comments received – first aiders to be more prominent, small pieces of plastic from the plastic torches were found in the jubilee field after the clear up (Can they be placed in pot when item is handed over to</li> </ul>	

	<p>child/customer) and marquee selling the plastic torches to face other way to avoid queue issues.</p> <ul style="list-style-type: none"> <li>• The recycling carried out was very thorough.</li> <li>• Clerk updated on the possible bank situation for next year if the bank is to move to the parish council (items can get paid once a month, purchased items can still be reclaimed, and paying in (after the event) can be completed by the working group).</li> <li>• Summary sheet of finances still need to be reviewed by the full council – to receive for January meeting.</li> <li>• It noted that the field used for the bonfire was covered in dog poo – cannot have a bin at scout hut lane due to it not being emptied. Investigate The Recycling Partnership and to ask TDC for additional dog bin.</li> </ul> <p><b>'We Meet Again'</b></p> <ul style="list-style-type: none"> <li>• Nothing to action as yet.</li> </ul>	NC
14.	<p><b>Grant Applications</b> Grant received from Charles Maw Trust (2021/00023) - £1500 for general maintenance. Fully agreed. To pay in April.</p>	NC
15.	<p><b>Working Groups</b> Working groups are set as per Appendix 1.</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.</li> <li>- Traffic management –NOx machines – clerk shared positioning with Cllr Ford. To discuss and propose positioning for January meeting. To proceed with ordering the items needed for testing.</li> </ul> <p>Speed test to be set up by SCC in Mid Street (between the Avenue and Ridge Green). Didn't take place in November as when they came to set up a road was closed, and this would have distorted figures. Clerk to keep everyone posted on dates.</p> <ul style="list-style-type: none"> <li>- Grit Bins – Clerk to check and fill if necessary.</li> </ul> <p><u>Cemetery</u></p> <ul style="list-style-type: none"> <li>- Cemetery report was circulated to councillors prior to the meeting and all proposals were agreed.</li> <li>- New regulations approved to include changes to burial planting. Clerk to update website.</li> <li>- Cemetery gates safety works agreed. AC to proceed with work.</li> <li>- Cemetery opening times agreed to be Oct – March (8am to 5pm) and April – Sep (8am and 8pm) – to be in place once solar gates are installed. Sign to be made accordingly and letters to be sent out to database advising of this change.</li> <li>- Push test Policy/Risk assessment and test date (26<sup>th</sup> January) approved. Agreed for £1000 spend on push test (stake, binding and labour). Clerk and AC to move forward with test.</li> <li>- Noted that Bindweed and Box Hedge Blight had been treated at a cost of £490. <i>Cllr Dadswell left the room (due to an interest in one of the proposed contractors being sent the tender)</i></li> <li>- Clerk updated all on the cemetery maintenance contract – termination notice to current contractor has been given (end date is the end February 2022). The tender has been tweaked and is ready to go out. The document is to go out to four selected maintenance contractors (deadline is 17<sup>th</sup> January for 1<sup>st</sup> April 2022 start date) next week. Agreed for 304 hours (plus layby strim) and £12000 max budget and for the tender for Grounds Maintenance to go ahead. Cemetery working group will bring findings of tender to February full meeting with recommendations. Noted that Cllr Dadswell will be removed from all communication on the tender. <i>Cllr Dadswell returned to the room</i></li> <li>- Discussed overtime procedure for the AC as it is currently inflexible. Possible solution is for the Cemetery Working Group to propose to the Staffing Group if the extra hours are needed, and Staffing Working Group have some allowance to give</li> </ul>	<p>SH/NC</p> <p>NC/ SF</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>AC</p> <p>AC</p> <p>NC/ AC</p> <p>NC/ SA</p>

	the go ahead straight away. Staffing working group to look at way to make it easier/flexible but still within rules – to bring back to full council.	JD/SH /NC
16.	<p><b>Groundworks, land, and tree management</b> (including burial grounds, jubilee fields and allotments)</p> <p>a) Grit bin – see item 15</p> <p>b) Allotment – end of year cut back and hedge – £1220 approved and clerk to arrange.</p> <p>c) Treescape trees – Clerk to investigate further</p> <p>d) Marsh Management meeting – meeting taking place on the 9<sup>th</sup> December with SCC, TDC and Inn on the pond to discuss future improvements to the pond, Marsh management. TDC assumed responsibility and are carrying out tree survey, and potentially cutting the Marsh. Clerk to attend</p> <p>e) Allotment society renewal £60 approved (in budget).</p> <p>f) Japanese Knotweed has been found at the allotment. Started to pull together quotes from specialist companies. Looking at approximately £2500 for a five-year plan. Gaining more quotes and to ask TDC for their advice.</p> <p>Noted to get an official quote from a drainage specialist for the Jubilee fields.</p>	NC NC NC NC/ SA
17.	<p><b>Events (public) and meetings of Outside Bodies</b> (other than transport groups)</p> <p>Holmesdale Biodiversity Event – Friday 28<sup>th</sup> January (10am to 1pm) – Cllr Ford and Clerk to attend</p>	SF/ NC
18.	<p><b>Monthly news article</b></p> <p>Link and Website article – Speed watch, dog mess, CCTV update, Pendell transit camp information, Survey, fireworks/bonfire</p>	SH
19.	<p><b>Training</b> (and conferences)</p> <p>None</p>	
20.	<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 £ 10,786.04 (VAT inclusive). Clerk to dispense payments via online banking.</p>	NC
21.	<p><b>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency.</b></p> <p>None</p>	
22.	<p><b>Notification of business for inclusion on the next agenda</b></p>	
23.	<p><b>Next meeting date(s)</b></p> <p>Cllrs noted that the Council's next meeting would take place on 5<sup>th</sup> January 2022 Nutfield Memorial Hall at 7.30 pm. Parishioners to attend by appointment only.</p>	ALL
24.	<p><b>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</b></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	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  
1st December 2021

Chq No.	Ref	Bank's code	Payee	Date of invoice	VAT Number	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
1018	5		The Groundsman Ltd	29/11/2021	267073491	£ 766.67 20%	£ 920.00	£153.33	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (November 2021)		
1019	40		Howard Fine	14/11/2021	N/A	£ 30.00 0%	£ 30.00	£0.00	Basket ball court		
1020	6		Howard Fine	14/11/2021	N/A	£ 20.00 0%	£ 20.00	£0.00	Cemetery bench clearance		
1021	40		Howard Fine	14/11/2021	N/A	£ 20.00 0%	£ 20.00	£0.00	Braes mead Midstreet path clearance		
1022	6		Howard Fine	14/11/2021	N/A	£ 40.00 0%	£ 40.00	£0.00	Cemetery Ferns		
1023	40		Howard Fine	14/11/2021	N/A	£ 20.00 0%	£ 20.00	£0.00	Mid street/ Horse fields		
1024	40		Howard Fine	14/11/2021	N/A	£ 20.00 0%	£ 20.00	£0.00	Nutts corner		
1025	49		Multon Chop Forge	15/11/2021	N/A	£ 116.00 0%	£ 116.00	£0.00	Deposit for Cemetery gate safety work		
1026	8		Microshade Business Consultants Ltd	10/11/2021	639591007	£ 105.48 20%	£ 126.58	£21.10	CITRIX Q3		
1027	6		All Things Gardening	17/11/2021	885242110	£ 490.00 0%	£ 490.00	£0.00	Blind Weed and Box hedge Plight work - cemetery		
1028	49		PBM Paints	18/11/2021	179197259	£ 1,400.00 20%	£ 1,680.00	£280.00	Cemetery gate painting		
1029	49		Jati	05/11/2021	95 46 2803	£ 357.50 20%	£ 429.00	£71.50	Cemetery bench		
1030	40		Howard Fine	14/11/2021	N/A	£ 20.00 0%	£ 20.00	£0.00	Cut back noticeboards		
1031	3		Mulberry and Co	05/11/2021	899727 28	£ 165.00 20%	£ 198.00	£33.00	Internal Audit		
1032	32		National Society of Gardeners Ltd	17/11/2021	121293014	£ 55.00 20%	£ 66.00	£11.00	Allotment Society subs		
1033	49		Nick Dance	23/11/2021	475229367	£ 190.00 20%	£ 228.00	£38.00	to build storage unit		
1034	49		Agricultural Contractor	29/11/2021	311727920	£ 1,115.00 20%	£ 1,338.00	£223.00	St peters and st pauls tree work		
1035	28		Nicky Chiswick	N/A	N/A	xxx 0%	xxx	xxx	Clerk Salary (November 2021)		
1036	28		Nicky Chiswick	N/A	N/A	£ 260.67 0%	£ 260.67	£0.00	Expenses claimed by the Clerk (November 2021)		
1037	27		Sarah Abellan	N/A	N/A	xxx 0%	xxx	xxx	Assistant Clerk Salary (November 2021)		
1038			Sarah Abellan	N/A	N/A	£ 162.07 0%	£ 162.07	£0.00	Expenses claimed by the Assistant Clerk (November 2021)		
1039	44		Carla Scott	N/A	N/A	xxx 0%	xxx	xxx	Salary claimed by the NVT Coordinator (November 2021)		
1040	45		Mir R Crutchfield	N/A	N/A	xxx 0%	xxx	xxx	Highways Assistant Salary (November 2021)		
1041	30		HM Revenue and Customs	N/A	N/A	£ 712.31 0%	£ 712.31	£0.00	PAYE and Class 1A NICs (November 2021)		
DD*	1042	31	National Employment Savings Trust (NEST)	N/A	N/A	£ 233.29 0%	£ 233.29	£0.00	Pension - Employer and employees contributions(November 2021)		
DD*	1043	46	Lloyds	11/10/2021	N/A	£ 8.70 0%	£ 8.70	£0.00	Service Charge		
DD*	1044	23	Sweethaven Company	01/12/2021	263782087	£ 40.68 20%	£ 48.82	£8.14	£8.14 365 back up		
DD*	1045	23	Sweethaven Company	01/12/2021	263782087	£ 73.20 20%	£ 87.84	£14.64	£14.64 365 hosting		
DD*	1046	6	The Recycling Partnership	01/12/2021	801063483	£ 29.40 20%	£ 35.28	£5.88	Cemetery bin clearance		
DD*	1047	6	SES Business Water	N/A	N/A	£ 4.00 0%	£ 4.00	£0.00	Monthly water charges - cemetery		
DD*	1048	1	SES Business Water	N/A	N/A	£ 59.00 0%	£ 59.00	£0.00	Monthly water charges - allotments		
DD*	1049	23	XUN	08/11/2021	918445212	£ 76.34 20%	£ 91.61	£15.27	Broadband		
DD*	1050	23	EE	11/11/2021	245719348	£ 24.48 20%	£ 29.38	£4.90	Telephone Bill - no payment this month as change of contract		
1051	19		Memorial Hall	30/11/2021	N/A	£ 39.00 0%	£ 39.00	£0.00	November meeting room hire		
			<b>Total</b>			<b>£ 9,906.29</b>	<b>£ 10,786.04</b>	<b>£ 879.75</b>	***Use of Members Community Allocation Fund ***Use of Localism Payment Fund		

Date: 1st December 2021

Signed: .....  
Nicky Chiswick, Clerk to Nutfield Parish Council

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

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