



## Nutfield Parish Council Minutes

Nutfield Memorial Hall

5<sup>th</sup> January 2022

Meeting opened at 7.30pm and closed at 8.40pm.

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

### Councillors (Cllrs) present:

Cllr John Clarke  
Cllr Sue Ford  
Cllr Stephen Hall (Chair)  
Cllr Dean Holborn  
Cllr Rigel Mowatt (Vice Chair)

### Apologies:

Cllr Jon Dadswell  
Cllr Aled Duggan  
Cllr Ian Reeve

### Attending:

**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 Jon Dadswell, Cllr Aled Duggan, Cllr Ian 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.	
4.	<b>Public Session</b> None	
5.	<b>Report from County &amp; District Councillors</b> None	
6.	<b>Acceptance of Last Minutes</b> The Clerk had prepared, and circulated minutes of the meeting held on the 1 <sup>st</sup> December 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.	<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:  <i><u>2021/1938 Kings Cross Lane, South Nutfield, Redhill, Surrey, RH1 5NU. Development of seven detached and semi-detached chalet bungalows to the rear of the existing property at 24 Kings Cross Lane (Outline application for access).</u></i> <b>Comment – Objection – Carole Forrest's response approved – Clerk to send</b>  <i><u>2021/1990 High Steps, Holmesdale Road, South Nutfield, Redhill, Surrey, RH1 4JE</u></i> <i>Demolition of existing conservatory and porch. Proposed single, part two storey side</i>	NC

<p><i>extension, first floor side extension, roof alteration/extension to existing front porch and internal alterations.</i></p> <p><b>Comment – No Objection unless any objections from neighbours.</b></p>	NC
<p><u>2021/1971</u> <i>Beechfields, Nutfield Marsh Road, Nutfield, Redhill, Surrey, RH1 4EU</i>  <i>Creation of new entrance with canopy on side elevation following closure of existing front door. Insertion of new window on side elevation at ground floor level.</i>  <i>Enlargement of window at second floor level with Juliet balcony.</i></p> <p><b>Comment – No Objection unless any objections from neighbours.</b></p>	NC
<p><u>2021/1548</u> <i>Land to North of 1 and 2 Coombe Cottages, Dean Lane, Nutfield RH1 4HR.</i> <i>Conversion of redundant group of timber single storey buildings into a 2-bedroom dwelling</i></p> <p><b>Comment – No Objection unless any objections from neighbours.</b></p>	NC
<p><u>2021/1959</u> <i>Kilronan, The Avenue, South Nutfield, Redhill, Surrey, RH1 5RY.</i> <i>Erection of rear/side three-storey pitched extension with side canopy, rear single storey flat roof extension, new and replacement glazing, new rooflights and roof lanterns, new hard landscaping and internal reconfigurations throughout.</i></p> <p><b>Comment – No Objection unless any objections from neighbours.</b></p>	NC
<p><u>2021/515/Cond1</u> <i>12 Thepps Close, South Nutfield, Redhill, Surrey, RH1 5NX.</i> <i>Details pursuant to the discharge of Condition 3 (Materials) and Condition 4 (Hard and soft landscaping) of planning permission ref: 2021/515 dated 3rd September 2021 (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.).</i></p> <p><b>Comment – No Comment</b></p>	NC
<p><u>2020/0007</u> <i>North Park Farm Quarry, North Park Lane, Bletchingley, Surrey RH9 8ND; land north east of Pendell Farm, Pendell Road, Bletchingley, RH1 4QH, Mercers East Quarry, Bletchingley Road, Merstham, Redhill; and land north west of Brewerstreet Farm, Brewer Street, Bletchingley, Redhill, RH1 4QP.</i> <i>Extraction of silica sand from land north west of Brewerstreet Farm; the continued extraction from land known as Pendell Farm Quarry and North Park Farm Quarry; retention of a silica sand processing plant and ancillary structures at North Park Farm Quarry including stockpiling and storage areas, water and tailings pipelines, water treatment and holding lagoons and the haul road; retention of the conveyor and access tracks; continued temporary diversions of public footpaths 160, 161, 162 and 163 (parts) and public bridleways 142 and 148 (parts) and the continued stopping up of footpath 121 and 143 (parts); diversion of an unnamed brook along the boundary of land known as Pendell Farm Quarry and land north east of Brewerstreet Farm; with associated landscaping and woodland planting; and restoration and aftercare to agriculture and nature conservation.</i></p> <p><b>Comment – No Comment</b></p>	NC
<p><u>APP/M3645/C/19/3239288</u> <i>(application TA/2-18/49 &amp; TA/2019/1524)</i> <i>Land at Swallows End, Crab Hill Lane, South Nutfield, RH1 5PG</i></p> <p><b>Going to public enquiry</b></p>	
<p><u>APP/M3645/W/20/3252200</u> <i>(application TA/2019/1584)</i> <i>Land Off Green Lane, Outwood, Redhill, RH1 5QR</i></p> <p><b>Awaiting date – TDC checking</b></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><b>Going to public enquiry</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. Deadline is March, so to review in February meeting.</b></li> </ul>	NC
8.	<p><b>Reports from the Clerk</b></p> <ol style="list-style-type: none"> <li>Consultation on draft Tandridge DC Statement of Policy 2021-2026 – No comment from Nutfield Parish Council</li> <li>Parish Assembly speaker – April 9<sup>th</sup> 2022 – Cllr Hall to invite Karen Hughes from Surrey Police.</li> <li>Bus stop – Clerk updated all on the ivy climbing over the A25 Bus stop. Clerk has asked gardener to clear, and then will assess the bus stop once clear.</li> <li>Policy update – Clerk updated Cllrs on the update on Policy's for NPC. Agreed that as the Clerk works through them, she will send out to full council for approval at the following meeting.</li> <li>Clerk updated the tyres that are on land on Fullers Wood Lane. Investigate deposit of tyres</li> <li>Clerk shared JJ Franks latest update sheet with all councillors prior to meeting. No comment.</li> </ol>	SH NC All NC
9.	<p><b>Local Transport</b></p> <p>Cllr Mowatt to attend Gatwick's Route 4 Airspace Change Focus Group meeting on the 1<sup>st</sup> February 2022 (online)</p>	RW
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 £39,595.36, Lloyd's savings account £50,325.32 and NW current CIL account £60,981.82. Clerk presented the bank reconciliation (November 2021) to the Chair (Cllr Hall) for signing – Cllr Hall signed.</li> <li>Cemetery finances had been circulated previously to councillors. Summary: Budget: £27,500, income: £24,719.00 and expenditure: £18,850.00</li> <li>2022/2023 Budget – fully agreed by full council. Clerk to submit Precept request of £65,690 from Tandridge District Council in January.</li> <li>Noted that the ICO Direct Debit to be paid of £40 for 2022/2023 subscription.</li> </ol>	NC
11.	<p><b>Coronavirus (COVID19)</b></p> <p>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 took place on 6<sup>th</sup> December via zoom with PSCO Wells in attendance.</li> <li>CCTV – Cllr Hall, Cllr Dadswell and Clerk to meet on the 12<sup>th</sup> January to discuss possible next steps for the CCTV project.</li> </ul>	JD/S H/NC
13.	<p><b>Community Events</b></p> <p><b>Bonfire</b></p> <ul style="list-style-type: none"> <li>Waiting for summary of financials to be presented to full Council from working group. Clerk advised that these are needed to be approved/reconciled by Nutfield Parish Council, but the council has not yet seen them. Cllr Holborn to forward to Clerk for February meeting.</li> </ul> <p><b>'We Meet Again'</b></p> <ul style="list-style-type: none"> <li>Nothing to action as yet.</li> </ul>	DH

14.	<p><b>Grant Applications</b></p> <ul style="list-style-type: none"> <li>One Grant received from Nutfield Village Hall Limited (2021/00024) - £210.99 for Christmas decorations. Fully agreed, clerk to let NVHL know and pay the grant in February 2022 meeting payment run.</li> <li>Council fully agreed to amend the Grant Application form to not allow retrospective applications which is usually the norm in grant applications. Clerk to update form and website.</li> </ul>	NC 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/tubes are in place. Clerk noted that this will take 30 minutes of her time each month. No further comments</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>Fully approved for Cemetery and WBA pricing to move to next price increase in April 2022.</li> </ul>	SH/NC NC NC
16.	<p><b>Groundworks, land, and tree management</b> (including burial grounds, jubilee fields and allotments)</p> <ol style="list-style-type: none"> <li>Tree planting Day booked for 5<sup>th</sup> March. Clerk to share on appropriate sites, and gain Risk Assessments nearer the time.</li> <li>Surrey Hills AONB Boundary Review – Clerk to ask parishioners who assisted with Nutfield Green Park to assist. To also approach Cllr Reeve who is absent today.</li> <li>Dog fouling – to move to February agenda</li> <li>Marsh – confirmed working party on 6<sup>th</sup> February. NPC happy to coordinate</li> <li>Allotment – Japanese Knotweed. Fully reviewed the four quotes. Fully agreed to proceed with Longfield Knotweed Solutions at cost of up to £2500 over five years, but will review after survey of £250. This company has been recommended to us and their communication was efficient, with a comparable price. To come from general reserves and then budget per year for the cost.</li> </ol>	NC NC NC NC NC/SA
17.	<p><b>Events (public) and meetings of Outside Bodies</b> (other than transport groups) Cllr Mowatt - Gatwick's Route 4 Airspace Change Focus Group - 1st February 2022</p>	RW
18.	<p><b>Monthly news article</b> Link and Website article – Jubilee field tree planting, AONB review, Jubilee fields, dog mess, CCTV update, Pendell transit camp information, Survey, fireworks/bonfire</p>	SH
19.	<p><b>Training</b> (and conferences) None</p>	
20.	<p><b>Payments</b> 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 £ 8379.95 (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> None</p>	
22.	<p><b>Notification of business for inclusion on the next agenda</b></p>	
23.	<p><b>Next meeting date(s)</b> Cllrs noted that the Council's next meeting would take place on 2<sup>nd</sup> March 2022 Nutfield Village Hall at 7.45 pm. Parishioners to attend by appointment only.</p>	ALL

24.	<b>Sub-section 2</b> – Public Bodies (Admissions to Meetings) Act 1960:	
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## 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  
5th January 2022

Cheq No.	Ref No.	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
1052	5		The Groundsman Ltd	04/01/2022	267073491	£ 766.67	20%	£ 920.00	£153.33	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (December 2021)		
1053	49		Dean Holborn	18/11/2021	N/A	£ 29.99	0%	£ 29.99	£0.00	Tree Stand (from Priory Farm)		
1054	49		Dean Holborn	19/11/2021	N/A	£ 24.00	0%	£ 24.00	£0.00	Free - post mx (farm fencing)		
1055	6		Howard Fine	13/12/2021	N/A	£ 15.00	0%	£ 15.00	£0.00	Fit cemetery bench		
1056	4		Thomas Limited	07/12/2021	N/A	£ 44.50	20%	£ 53.40	£8.90	Tablet		
1057	36		DPM Payroll Services Ltd	07/12/2021	N/A	£ 60.00	0%	£ 60.00	£0.00	Payment on of payroll services 2021/22, third quarter		
1058	33		11CC Enterprises	07/12/2021	N/A	£ 15.00	0%	£ 15.00	£0.00	Training - Clerk		
1059	41		NUR Ltd	21/12/2021	N/A	£ 65.88	20%	£ 79.06	£13.18	Posting website		
1060	49		Reprints	07/12/2021	N/A	£ 27.00	0%	£ 27.00	£0.00	Prints - tree		
1061	8		Reprints	27/12/2021	N/A	£ 150.00	0%	£ 150.00	£0.00	Prints - tree		
1062	41		Rebecca Hedges	29/12/2021	N/A	£ 16.66	0%	£ 16.66	£0.00	Phone updates		
1063	25		Mrs Carol Cuttsfield	31/12/2021	N/A	£ 28.00	0%	£ 28.00	£0.00	Phone updates		
1064	28		Nicky Chowick	N/A	N/A	xxx	0%	xxx	xxx	Clk Salary (December 2021)		
1065	27		Nicky Chowick	N/A	N/A	£ 620.24	0%	£ 620.24	£0.00	Expenses claimed by the Clerk (December 2021)		
1066	27		Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (December 2021)		
1067			Sarah Abellan	N/A	N/A	£ 20.09	0%	£ 20.09	£0.00	Expenses claimed by the Assistant Clerk (December 2021)		
1068	44		Carla Scott	N/A	N/A	xxx	0%	xxx	xxx	Salary claimed by the N/H Coordinator (December 2021)		
1069	44		Carla Scott	N/A	N/A	£ 25.47	0%	£ 25.47	£0.00	Expenses claimed by the Assistant Clerk (December 2021)		
1070	45		Mr R Cuttsfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (December 2021)		
1071	30		HM Revenue and Customs	N/A	N/A	£ 665.58	0%	£ 665.58	£0.00	PAYE and Class 1A NICs (December 2021)		
DD*	1072	31	National Employment Savings Trust (NEST)	N/A	N/A	£ 226.15	0%	£ 226.15	£0.00	Pension - Employer and employees contributions(December 2021)		
DD*	1073	46	Lloyds	10/11/2021	N/A	£ 7.85	0%	£ 7.85	£0.00	Service Charge		
DD*	1074	23	Sweethaven Company	01/01/2022	263782087	£ 40.68	20%	£ 48.82	£8.14	865 back up		
DD*	1075	23	Sweethaven Company	01/01/2022	263782087	£ 73.20	20%	£ 87.84	£14.64	865 hosting		
DD*	1076	6	The Recycling Partnership	04/01/2022	801063483	£ 36.75	20%	£ 44.10	£7.35	Cemetery bin clearance		
DD*	1077	6	SES Business Water	N/A	N/A	£ 4.00	0%	£ 4.00	£0.00	Monthly water charges - cemetery		
DD*	1078	1	SES Business Water	N/A	N/A	£ 59.00	0%	£ 59.00	£0.00	Monthly water charges - allotments		
DD*	1079	18	United Kingdom debit management Office	07/12/2021	N/A	£ 1,000.00	0%	£ 1,000.00	£0.00	Loan repayment capital - PW503604		
DD*	1080	17	United Kingdom debit management Office	07/12/2021	N/A	£ 571.65	0%	£ 571.65	£0.00	Loan repayment interest - PW503604		
DD*	1081	23	XLN	08/12/2021	918445212	£ 76.34	20%	£ 91.61	£15.27	Broadband		
DD*	1082	23	EE	12/12/2021	245719348	£ 24.00	20%	£ 28.80	£4.80	Telephone Bill -		
DD*	1083	23	Information commission office	19/12/2021	N/A	£ 40.00	0%	£ 40.00	£0.00	ICO Subscription		
			<b>Total</b>			<b>£ 8,115.35</b>		<b>£ 8,379.95</b>	<b>£ 264.60</b>			

\* Use of CE money \*\* Use of Mainstream Community Allocation fund \*\*\* Use of Local Payment fund

Date: 5th January 2022

Signed: .....  
Nicky Chowick, Clerk to Nutfield Parish Council  
Parish Councillor Parish Councillor 1

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