



Nutfield Parish Council Minutes

Nutfield Village Hall

2nd February 2022

Meeting opened at 7.45pm and closed at 9.15pm.

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

Councillors (Cllrs) present:

Cllr John Clarke
 Cllr Aled Duggan
 Cllr Sue Ford
 Cllr Stephen Hall (Chair)
 Cllr Rigel Mowatt (Vice Chair)
 Cllr Ian Reeve

Apologies:

Cllr Jon Dadswell
 Cllr Dean Holborn

Attending:

Cllr Hammond
 Cllr Farr

In attendance: Nicky Chiswick (NC), Clerk

1.	<p>The Chair to open the meeting. Cllr Hall opened the meeting.</p> <p>The Clerk joined via Zoom due to being covid positive. It was fully agreed for the Clerk to minute the meeting via zoom.</p>	
2.	<p>Councillor apologies for absence. Cllr Jon Dadswell, Cllr Dean Holborn</p>	
3.	<p>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.</p>	
4.	<p>Public Session None</p>	
5.	<p>Report from County & District Councillors <u>Cllr Hammond</u> Advised of a parish boundary review about to take place and will keep NPC posted of any updates. Redstone House is apparently being sold to another care home group and not being changed to a private house. <u>Cllr Farr</u> Updated all on CCTV process for NPC and possible actions/routes that NPC could take. Updated NPC that Redstone House planning application has been withdrawn. Noted the issues of the roadworks in and around Nutfield with the lack of coordination, and notice. Cllr Farr to investigate and request further information from NPC if required.</p>	
6.	<p>Acceptance of Last Minutes The Clerk had prepared, and circulated minutes of the meeting held on the 5th January 2022. 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>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:</p> <p><u>2021/2114</u> 8 Bower Hill Close, South Nutfield, Redhill, Surrey, RH1 5NQ. Demolition of existing single detached garage. Proposed single storey extensions to rear and side/rear to include new entrance and porch, internal alterations, and changes to fenestration to existing bungalow. Proposed double detached garage.</p> <p>Comment – No Objection unless any objections from neighbours. Many of the issues that NPC objected on in the original application have been addressed.</p> <p><u>2021/2088</u> Redstone House, Kings Cross Lane, South Nutfield, Redhill, Surrey, RH1 5NY. Change of use from a residential care home (Use Class C2) to a private residential dwelling (Use Class C3(a)).</p> <p>Comment – No Objection but would like to ensure that it is just one dwelling and not multiple dwellings. Please see the comments made by Cllr Farr and Cllr Hammond in item 5.</p> <p><u>2021/1849</u> 1 Delve Cottage, Church Hill, Nutfield, Surrey, RH1 4JA. Formation of a vehicular crossover and driveway.</p> <p>Comment – No Objection providing SCC Highways are satisfied and they have no concerns.</p> <p><u>2021/2083</u> Henhaw Farm, Coopers Hill Road, South Nutfield, Redhill, Surrey, RH1 5PD. Removal of condition 5 (Use Class) of planning permission ref: 2016/352 (Formation of all-weather equestrian exercise arena with 1.5m high fences and gates for private/domestic purposes. (Amended description)).</p> <p>Comment – No Objection.</p> <p><u>2021/2159</u> The White House, 11 High Street, Nutfield, Redhill, Surrey, RH1 4HH. Erection of two storey rear extension, first floor side extension, to facilitate the enlargement of an existing studio flat to a 2-bedroom flat and the formation of 1 x 1-bedroom flat with balcony together with associated fenestration alterations, landscaping and car parking.</p> <p>Comment – No Objection unless any objections from neighbours whose light and amenity could be affected by the extension.</p> <p><u>2021/1971</u> Beechfields, Nutfield Marsh Road, Nutfield, Redhill, Surrey, RH1 4EU. 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. Alteration to neighbouring property canopy to front elevation (amended plans and description).</p> <p>Comment – No Objection but asked for the comments from the neighbours to be taken into account.</p> <p><u>2022/21</u> 12 Ridge Green, South Nutfield, Redhill, Surrey, RH1 5RN. Erection of first floor side extension with Juliet balcony over garage and new roof over existing single storey projections. Installation of solar panels and changes to external finishes. New access stairway.</p> <p>Comment – No Objection</p> <p><u>2022/69</u> Little Wild, Kings Cross Lane, South Nutfield, RH1 5NG. Demolition of existing stables and outbuildings and erection of a detached dwelling.</p> <p>Comment – No Objection - although NPC’s usual stance is to protect the Green Belt. NPC to note a couple of points we would like to be taken into account:</p> <p>1. As there are outbuildings on the site already, and the house is in the corner of the plot, NPC have no particular issues with this proposal, providing neighbouring properties do not object.</p>	NC NC NC NC NC NC NC NC NC
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	<p>2. Could NPC ask to ensure that the adjoining paddock is never developed by putting in place an appropriate covenant.</p> <p>3. Finally, the Leylandii trees/hedge, which currently shield the outbuildings from the adjoining properties in Bower Hill Lane (NW corner of plot), are replaced with something suitable.</p> <p><i>APP/M3645/C/19/3239288 (application TA/2-18/49 & TA/2019/1524) Land at Swallows End, Crab Hill Lane, South Nutfield, RH1 5PG</i> Going to public enquiry</p> <p><i>APP/M3645/W/20/3252200 (application TA/2019/1584) Land Off Green Lane, Outwood, Redhill, RH1 5QR</i> Awaiting date – TDC checking</p> <p><i>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)</i> Going to public enquiry</p> <ul style="list-style-type: none"> Surrey County Council Minerals and Waste Local Plan - Issues & Options Public Consultation Comment – Clerk to contact Biffa and JJ Franks for their thoughts on this consultation. Have until 7th March to put in our thoughts. To bring to March meeting. 	NC
8.	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> Parish Assembly speaker – April 9th 2022 – Cllr Hall to confirm Simon Evans (Crime Reduction Officer) from Surrey Police. To ask for the title of his talk. Nutfield Village Hall – NPC responsibilities – Nutfield Village Hall Limited is a limited company, so if they were to close, the limited company would be wound up and NPC would take over the running of it. Please note this is not happening, but is the process that would happen if the limited company were to close (just so that everyone is aware). The Trust Deed confirms this – no further action required St Peter and St Paul Push Test – Clerk confirmed the Clerk and Assistant Clerk are to conduct the push test on the closed cemetery on the 2nd March. Clerk shared Clarie Coutinho request for ‘loneliness project’ ideas – clerk to share Nutfield Parish Councils various groups. Clerk shared parishioner’s email complaining about the lack of coordination in traffic roadworks within the parish. Cllr Farr was cc’d into this and investigating further as per item 5. 	SH NC NC
9.	<p>Local Transport</p> <p>Cllr Mowatt attended Gatwick’s Route 4 Airspace Change Focus Group meeting on the 1st February 2022 (online) – no comment for NPC.</p>	
10.	<p>Finance</p> <ol style="list-style-type: none"> The Clerk confirmed the bank balance totals for the following: Lloyd’s current £36,462.99, Lloyd’s savings account £50,325.76 and NW current CIL account £58,570.82. Clerk presented the bank reconciliation (December 2022) to the Chair (Cllr Hall) for signing – Cllr Hall signed. Cemetery finances had been circulated previously to councillors. Summary: Budget: £27,500, income: £27,129.00 and expenditure: £20,901.00 2021/2022 Budget vs Actual shared with council – no further action required. 	
11.	<p>Coronavirus (COVID19)</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>Police Update</p> <ul style="list-style-type: none"> • Police – No action required. • CCTV – Cllr Hall, Cllr Dadswell and Clerk met (via zoom) on the 12th January to discuss possible next steps for the CCTV project. It was agreed to send email to all parties to chase to install CCTV on lampposts. <p>Subsequently it has been confirmed that SCC will not allow the CCTV to be placed on 5-meter lampposts. Estimates to place CCTV onto poles, locate electricity quote and new survey are now taking place.</p>	JD/S H/NC
13.	<p>Community Events</p> <p>Bonfire</p> <ul style="list-style-type: none"> • Waiting for summary of financials to be presented to full Council from working group (noted the one that was sent to Clerk could not be opened). <p>‘We Meet Again’</p> <ul style="list-style-type: none"> • Nothing to action as yet. • Working group of Cllr Duggan, Cllr Holborn, Cllr Clarke and Alison Dadswell are officially on the Jubilee Working group. 	DH
14.	<p>Grant Applications</p> <ul style="list-style-type: none"> • None 	
15.	<p>Working Groups</p> <p>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. - Noted that the Highways Assistant conducted work for the ANOB boundary review. Clerk to find out how many hours and add this to his timesheet in addition to his highways work. Fully agreed by council. - Traffic management – Clerk had shared the Mid Street Speeding data with the councillors prior to the meeting. Survey took place between 6th December 2021 and 16th December 2021, average for both ways was 34mph, fastest – 83mph south, 75mph north, slowest – 4mph south, 6mph north. The top speed of the 15% of cars, so in our case the average speed of the fastest 6000 cars and this is 41mph each way. Because of this, the report will be discussed at the next SCC speed management plan that take place every three months. This spot on Mid Street has been recommended to be added as a speed watch area. Total amount of cars were 39985 (south 21239 north 18746). Summary added to the link/website. - Traffic management – Fully agreed to add another NOX tube to Mid Street bringing the total to 4 (3 in High Street and 1 in Mid Street (near the school)) Clerk to action. <p><u>Staffing</u></p> <ul style="list-style-type: none"> - Moved to March meeting. <p><u>Cemetery</u></p> <ul style="list-style-type: none"> - Cemetery report was circulated to councillors prior to the meeting and all proposals were agreed. - A cemetery maintenance tender update was provided to all councillors prior to the meeting for all to review. The contents of the tender and the winning tender was discussed under section 2. It was proposed that ‘All Things Gardening’ were to be the company of choice to take on the cemetery maintenance contract on a one year plus 3-year contract starting 1st April 2022. This went to vote, and all councillors agreed. Therefore, the winning tender recipient which was fully agreed by all councillors (Cllr Dadswell has been removed from all communication/voting due to an interest in one of the business’s that had tendered) is ‘All Things Gardening’. All Things Gardening is a local company, lowest price per hour, most flexible hours and most suitable for the job. Clerk to speak with the winning and 	SH/NC NC NC NC NC/SA

	<p>the other company to advise accordingly. Contract, start date and next steps to be arranged by Clerk and Assistant Clerk over next month.</p> <ul style="list-style-type: none"> - Advised to full council on the dates of the cemetery opening mornings (10am to 1pm) for 14th May and 17th September. Councillors are asked to attend and assist if they can. - Noted that the push test was postponed (due to covid) until the 9th February. 	ALL
16.	<p>Groundworks, land, and tree management (including burial grounds, jubilee fields and allotments)</p> <ul style="list-style-type: none"> a) Tree planting Day – March 5th –refreshments (agreed £50 Clerk to discuss requirements with the tree Wardens), Risk Assessments have been updated. The naming of the wood was discussed, and it was agreed to not officially name the wood, but to unofficially call it ‘Jubilee Wood’. No signage required. b) Treescape – Clerk updated that the timing of the trees was too close to the trees for the jubilee fields being delivered, so we could not accept the trees this year. c) Surrey Hills AONB Boundary Review – papers submitted on time. Many thanks to Carole Forrest for her input into NPC’s submission. Agreed the £620 for Carole Forrest’s review. d) Dog fouling – to carry over to March. e) Marsh – Pond Working party 6th February. All in progress. Clerk to share event on Facebook – insurance and RA have been sent to TDC. 	NC
17.	Events (public) and meetings of Outside Bodies (other than transport groups)	
18.	<p>Monthly news article</p> <p>Link and Website article – Jubilee field tree planting, AONB review, Jubilee fields, Precept, Assembly, Speed and Air monitoring, cemetery open day</p>	SH
19.	<p>Training (and conferences)</p> <p>None</p>	
20.	<p>Payments</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 £ 8,132.76 (VAT inclusive). Clerk to dispense payments via online banking.</p>	NC
21.	<p>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency.</p> <p>None</p>	
22.	Notification of business for inclusion on the next agenda	
23.	<p>Next meeting date(s)</p> <p>Cllrs noted that the Council’s next meeting would take place on 2nd March 2022 Nutfield Memorial Hall at 7.30 pm. Parishioners to attend by appointment only.</p>	ALL
24.	Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:	

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>
Jubilee Event	To arrange and manage the 'We Will Meet Again' Celebration	<u>Aled</u> , John, Dean and Alison Dadswell

Appendix 2 – Schedule of Payments

NUTFIELD PARISH COUNCIL

Schedule of Payments
2nd February 2022

Chq No.	Ref	Budget code	Payee	Date of Invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
1084	5		The Groundsman Ltd	31/01/2022	267073491	£ 766.67	20%	£ 920.00	£153.33	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (January 2021)		
1085	13		Nutfield Village Hall	10/01/2022	N/A	£ 210.99	0%	£ 210.99	£0.00	Grant number 2021/000204		
1086	49		Carl Wise	24/01/2022	N/A	£ 234.00	0%	£ 234.00	£0.00	Cemetery gate fixing		
1087	49	ATS		18/01/2022	689271386	£ 1,438.00	20%	£ 1,725.60	£287.60	Cemetery dead tree removal and replacement		
1088	19		Nutfield Memorial Hall	12/01/2022	N/A	£ 36.00	0%	£ 36.00	£0.00	Room hire		
1089	24		Nutfield Village Hall	25/01/2021	N/A	£ 160.00	0%	£ 160.00	£0.00	office 2nd half room hire		
1090	41		Rebecca Hislop	18/01/2022	N/A	£ 15.00	0%	£ 15.00	£0.00	quarterly web updates		
1091	41		Rebecca Hislop	18/01/2022	N/A	£ 6.25	0%	£ 6.25	£0.00	minor web changes		
1092	25		Mrs C Crutchfield	01/02/2022	N/A	£ 760.00	0%	£ 760.00	£0.00	(SCC 2021/0170) and ANOB (E10) review		
1093	28		Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (January 2021)		
1094			Nicky Chiswick	N/A	N/A	£ 133.65	0%	£ 133.65	£0.00	Expenses claimed by the Clerk (January 2021)		
1095	27		Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (January 2021)		
1096			Sarah Abellan	N/A	N/A	£ 21.88	0%	£ 21.88	£0.00	Expenses claimed by the Assistant Clerk (January 2021)		
1097	44		Carla Scott	N/A	N/A	xxx	0%	xxx	xxx	Salary claimed by the NVH Coordinator (January 2021)		
1098	45		Mr R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (January 2021)		
1099	30		HM Revenue and Customs	N/A	N/A	£ 463.60	0%	£ 463.60	£0.00	PAYE and Class 1A NCS (January 2021)		
DD*	1100	31	National Employment Savings Trust (NEST)	N/A	N/A	£ 195.28	0%	£ 195.28	£0.00	Pension – Employer and employees contributions/January 2021		
DD*	1101	46	Lloyds	10/12/2021	N/A	£ 7.00	0%	£ 7.00	£0.00	Service Charge		
DD*	1102	23	Sweethaven Company	01/02/2022	263782087	£ 40.88	20%	£ 48.82	£8.14	365 back up		
DD*	1103	23	Sweethaven Company	01/02/2022	263782087	£ 73.20	20%	£ 87.84	£14.64	365 hosting		
DD*	1104	6	The Recycling Partnership	31/01/2022	801063483	£ 29.40	20%	£ 35.28	£5.88	Cemetery bin clearance		
DD*	1105	6	The Recycling Partnership	31/01/2022	801063483	£ 2.72	20%	£ 3.26	£0.54	Cemetery bin clearance		
DD*	1106	6	SES Business Water	N/A	N/A	£ 4.00	0%	£ 4.00	£0.00	Monthly water charges - cemetery		
DD*	1107	1	SES Business Water	N/A	N/A	£ 59.00	0%	£ 59.00	£0.00	Monthly water charges- allotments		
DD*	1108	23	XLN	08/01/2022	918445212	£ 76.34	20%	£ 91.61	£15.27	Broadband		
DD*	1109	23	EE	11/01/2022	245719348	£ 24.00	20%	£ 28.80	£4.80	Telephone Bill -		
			Total			£ 7,642.56		£ 8,132.76	£ 490.20			

** Use of CLT money *** Use of Members Community Allocation fund **** Use of Location Payment Fund

Date: 2nd February 2022

Signed:
Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:
Parish Councillor Parish Councillor 2

Signed:
Parish Councillor Parish Councillor 1