



Nutfield Parish Council Minutes

Nutfield Memorial Hall

2nd March 2022

Meeting opened at 7.30pm and closed at 9.45pm.

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 Ian Reeve

Apologies:

Cllr John Clarke
 Cllr Rigel Mowatt (Vice Chair)

Attending:

Cllr Hammond
 Cllr Black

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 Clarke, Cllr Rigel Mowatt (Vice Chair)	
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 None	
5.	Report from County & District Councillors <u>Cllr Hammond</u> 2021/2159 planning application – proposed to go to committee if planners likely to approve. Pendell Transit Camp site – at planning committee on the 3 rd March. <u>Cllr Black</u> Questioned the shrine on the A25 bridge – question - does it encourage others to contemplate social thoughts? Cllr Black to contact Coroner office and /or the police family liaison officer to speak with them for advice.	GB
6.	Acceptance of Last Minutes The Clerk had prepared, and circulated minutes of the meeting held on the 2 nd February 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.	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: <u>2021/2148</u> 1 Coombe Cottages, Deans Lane, Nutfield, Redhill, Surrey, RH1 4HR Erection of a detached garage	

<p>Comment - No Objection unless any objections from neighbours. NPC would like to ensure that site is not over-developed when taking planning application 2021/1548 (land to north of this site) into account</p>	NC
<p><u>2022/114</u> Court Lodge, Church Hill, Nutfield, Redhill, Surrey, RH1 4JA. Erection of habitable space through part garage conversion, part extension of garage to rear with roof terrace.</p> <p>Comment - No Objection unless any objections from neighbours in particularly regarding the balcony</p>	NC
<p><u>2021/2230</u> 46 Trindles Road, South Nutfield, Redhill, Surrey, RH1 4JN. Proposed raising of roof (hip to gable) and proposed loft conversion to create habitable accommodation to include internal alterations, changes to existing staircase / hall area and 1no. side window on Level 01, 2no. dormer rear extensions. and the insertion of 1no. rooflight to side elevation.</p> <p>Comment – No Objection unless any objections from neighbours</p>	NC
<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 – noted that this has been asked to go to committee if TDC planning are likely to approve</p>	NC
<p><u>SCC Ref 2020/0130</u> Patteson Court Landfill Site, Cormongers Lane, Nutfield, Redhill, RH1 4ER The continuation of a waste disposal facility with the provision for the extraction of landfill gas and phased restoration of the whole site and alterations to the boundary of the site without compliance with Conditions 1 (approved plans and particulars), 15 (Biodiversity Action Plan), 19 (Bund Construction), 23 (Restoration); Condition 24 (Aftercare); and 25 (Access routes (footpath)) of planning permission ref: RE/P/13/00203/CON dated 13 December 2013 to provide updated restoration details, detail of western bund construction, use of internal haul roads and to review approved plans and particulars. (Part retrospective). Please find attached a copy of our formal consultation/notification letter. The application documents and plans are available to view or download from our website: http://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC%20Ref%202020/0130</p> <p>Re-Consultation</p> <p>Comment – to reiterate our January 2021 comments – these are below. Clerk to send ‘Council welcomes the endeavour’s being made by Biffa and SCC to regularise the phasing and restoration of the site. There have been comments from our parishioners regarding the high visibility, from within our Parish, of the lorries queuing inside the site across the top of the tip waiting to unload. We are hoping this matter will be addressed by this planning application’</p>	NC
<p><u>SCC Ref 2021/0201/</u> Land at Patteson Court, Cormongers Lane, Redhill RH1 4ER Retention and extension of a landfill gas compound to utilise landfill gas to generate electricity installation of gas clean up infrastructure, layering of new hardstanding, erection of palisade fence and construction of a retaining wall along the southern perimeter of the compound; and retention of welfare facilities and associated pipework and infrastructure.</p> <p>Comment – as above</p>	NC
<p><u>APP/M3645/C/19/3239288</u> (application TA/2-18/49 & TA/2019/1524) Land at Swallows End, Crab Hill Lane, South Nutfield, RH1 5PG</p> <p>Going to public enquiry</p>	

	<p><u>APP/M3645/W/20/3252200 (application TA/2019/1584) Land Off Green Lane, Outwood, Redhill, RH1 5QR</u> Awaiting date – TDC checking</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> Going to public enquiry</p> <ul style="list-style-type: none"> • Eden Grange – Lingfield – Shared information with councillors prior to meeting. No comment from Nutfield Parish Council and no action required. • Surrey County Council Minerals and Waste Local Plan - Issues & Options Public Consultation Comment – Deadline - 7th March 2022. Cllr Hall to review and propose NPC’s response – to agree via email. • 2021/1070 – Pendell Transit Camp – Noted that this planning application is going to planning committee on the 3rd March. No action at this stage from Nutfield Parish Council. 	SH/NC
	Cllr Holborn arrived 7.47PM	
8.	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> 1. Parish Assembly speaker – April 9th 2022 – Cllr Hall and Clerk to pull together report and presentation. Clerk to send out invites and put-up posters as soon as possible 2. SLCC Membership 2022 2023 – agreed and to be paid in this month’s payment run. 3. Community Awards – Shared the scheme and policy (updated to just include one category not three). Discussed and full agreed that it would be a great idea for the parish. Award to be discussed on a case-by-case basis for the group/person who has won it. Clerk to pull together everything for website and launch asap. 4. Office Printer Ink – Clerk summarised the three printers the NPC own. The cost to replace high efficiency Xerox Ink in the office printer is £810. It is not required at the moment, so to hold off as the printer is three years, so we will monitor print usage over the next year. 5. Working Groups to working committees. Clerk advised that following a training course, it was advised that the council might like to consider moving to working committees rather than working groups. The Clerk shared the reasons and her learnings from the course (advisory/executive, committees need for agenda/minutes and open to the public, three councillors required to sit on the committees, etc) and proposed to the council that over time the Clerk advised the need to move from working groups to committees. It was fully discussed, and noted the Clerks advise, but voted to stay as we are for now with the working group set up. Cemetery meeting notes will need to be better incorporated into full minutes. 6. To move the June meeting from the 1st June to the 8th June. All agreed. Clerk to update website and hall booking. 7. Clerk shared parishioner’s email enquiring about electric car charging points strategy for the parish. No strategy has been shared with council by any governing body, but NPC will monitor government and Surrey County Council policy. Clerk to respond to parishioner accordingly. 	SH/NC NC NC NC NC NC NC
9.	<p>Local Transport</p> <p>RACC – Cllr Mowatt shared RACC meeting report and asked for ‘Aerodrome working relationship’ to be added to April meeting. Noted and agreed. Thanks to Cllr Mowatt for his attendance</p>	NC

	Route 4 Engagement Presentation and Stakeholder feedback form – Nutfield Conservation Society shared with the Parish Council their feedback. NPC fully supported their feedback, and Clerk to send response stating our supporting and backing their statement.	NC
10.	<p>Finance</p> <ol style="list-style-type: none"> The Clerk confirmed the bank balance totals for the following: Lloyd's current £32,958.24, Lloyd's savings account £50,326.17 and NW current CIL account £58,570.82. Clerk presented the bank reconciliation (January 2022) to the Chair (Cllr Hall) for signing – Cllr Hall signed. Noted first 2022/2023 precept to be paid in April. End of budget year is March 31st. Cemetery finances had been circulated previously to councillors. Summary: Budget: £27,500, income: £30,524.00 and expenditure: £22,640.00 Covid Grant – £720.25 left in hardship fund. No further action. 	
11.	<p>Police Update</p> <ul style="list-style-type: none"> Police – Clerk to look at a date for the next police meeting. CCTV – Cllr Hall and the Clerk GPS mapped the 5 locations for the 5 poles. This information has gone to UK power network, Sunstone for updated phase three proposal and pole installations companies to get quotes, Licence for the one lamppost has been submitted. Costs being pulled together. 	NC JD/S H/NC
12.	<p>Community Events</p> <p>Bonfire</p> <ul style="list-style-type: none"> Cllr Holborn to send over scanned finalised accounts <p>'A right Royal occasion'</p> <ul style="list-style-type: none"> Tens licence – Cllr Duggan to purchase and put in expenses to the Clerk The working group proposed to put in a weeks' worth of events in the marquee from various community groups/businesses from the parish. <ul style="list-style-type: none"> Clerk questioned the insurance for this type of week set up. Clerk to speak with insurance company to find out more To link with insurance, but Health and Safety/Risk Assessments for the plan will need to be reviewed with Cllr Hall Bank details have been shared for BACS transfers for tickets. It was noted by A Dadswell that there are no payments required at the moment. Cash paying in can be actioned at the Post office Noted that at current costs and predictions, there is a possible shortfall in income vs outgoings up to £3000. Proposed a village book after the celebration to try and fill the gap in income/outgoings. Cllr Duggan to investigate costs and quantities a coin for the event Clerk to investigate a credit card machine Working group to pull together costs and income to share at the April meeting in order for council to review, comment and agreed upon. 	DH DH/ AD/ NC/ AD
13.	<p>Grant Applications</p> <p>Discussed the Ukraine Crisis – Clerk to share legitimate ways to donate money to the crisis.</p>	NC
14.	<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 Highways Assistant is compiling a grit bin database (photo, number, location, and state of them). <p><u>Staffing</u></p> <ul style="list-style-type: none"> Noted that staffing working group require the power to give permission to the Assist Clerk for extra hours. Fully agreed for the staffing working group to give the 	SH/NC RC NC

	<p>Assistant Clerk extra hours as the work increases when extra interments are booked in. Staffing group to report extra hours at the full meeting.</p> <p><u>Communication</u></p> <ul style="list-style-type: none"> - Newsletter – agreed to prepare a newsletter for 2021/2022 (same format as 2020/2021). Agreed for each councillor to write an article – clerk to pull together and manage. - Results of survey were shared with the councillors prior to the meeting. Over 50% of survey results were over related to roads and highways, which are out of the remit of the Parish Council. To work through and share the comments to the relevant bodies. <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. 	<p>ALL</p> <p>NC</p>
15.	<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 – all plans in place. Council would like to thank the tree wardens for their hard work. b) Dog Fouling – the frustration of dog fouling and people leaving plastic bags is still prevalent and was discussed. c) Allotment ponds – a plot holder has asked for a pond. Fully agreed not to allow ponds (TA to be amended for 2023/2024). We also have a pond and open water butts – Assistant Clerk investigate actions required for these items. d) Allotment Skip – to plan another day (dry day) and ask JJ Franks to supply skip again as they have kindly offered another skip FOC. e) Jubilee Fields drainage survey – clerk to find a company and investigate costs for a survey f) Allotment side hedge width – Clerk noted that every other year, NPC cut the top of the lefthand hedge. It was noted that this hedge has become quite wide. Cllr Reeve to review. g) Allotment fees (2022 2023) response update – quarter of the allotments have come back to us. Assistant Clerk to chase accordingly. 	<p>SA</p> <p>SA/NC</p> <p>NC</p> <p>IR</p> <p>SA</p>
16.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>Tag – Thursday 10th March – SF</p> <p>Biffa – awaiting time and date – SF/Clerk</p>	
17.	<p>Monthly news article</p> <p>Link and Website article – awards, dog fouling, parish assembly, survey, marsh, tree planting</p>	SH
18.	<p>Training (and conferences)</p> <p>None</p>	
19.	<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 £ 8,824.90 (VAT inclusive). Clerk to dispense payments via online banking.</p>	NC
20.	<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>	
21.	<p>Notification of business for inclusion on the next agenda</p>	
22.	<p>Next meeting date(s)</p> <p>Cllrs noted that the Council’s next meeting would take place on 6th April 2022 Nutfield Village Hall at 7.45 pm. Parishioners to attend by appointment only.</p>	ALL
23.	<p>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</p>	

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 March 2022

Chq No.	Ref	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
1110	5		The Groundsman Ltd	24/02/2022	267073491	£ 766.67	20%	£ 920.00	£153.33	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (February 2022)		
1111	4		PROMAX LIMITED	07/02/2022	245122634	£ 44.50	20%	£ 53.40	£8.90	Tablet		
1112	8		Microshade Business Consultants Ltd	10/02/2022	639591007	£ 105.48	20%	£ 126.58	£21.10	Pear citrix		
1113	32		S.C.C.C.	01/04/2022	N/A	£ 215.00	0%	£ 215.00	£0.00	S.C.C.C membership		
1114	41		Rebecca Hislop	11/02/2022	N/A	£ 38.74	0%	£ 38.74	£0.00	Page updates for 2022		
1115	1		A.W Winterbotham	N/A	N/A	£ 43.00	0%	£ 43.00	£0.00	Double payment for allotment 22/23		
1116	1		Nick Dance Agricultural Contractor	11/02/2022	425229367	£ 1,220.00	20%	£ 1,464.00	£244.00	allotment annual cut plus side		
1117	40		Howard Fine	24/02/2022	N/A	£ 20.00	0%	£ 20.00	£0.00	Bus stop clearance		
1118	6		All Things Gardening	25/02/2022	N/A	£ 140.00	0%	£ 140.00	£0.00	Storm clearance		
1119	32		Surrey County Playing Fields Association	31/03/2022	N/A	£ 10.00	0%	£ 10.00	£0.00	subscription		
1120	26		DM Patrol Services Ltd	28/02/2022	N/A	£ 60.00	0%	£ 60.00	£0.00	4th quarter 2021/2022		
1121	28		Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (February 2022)		
1122			Nicky Chiswick	N/A	N/A	£ 207.65	0%	£ 207.65	£0.00	Expenses claimed by the Clerk (February 2022)		
1123	27		Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (February 2022)		
1124			Sarah Abellan	N/A	N/A	£ 95.26	0%	£ 95.26	£0.00	Expenses claimed by the Assistant Clerk (February 2022)		
1125	44		Carla Scott	N/A	N/A	xxx	0%	xxx	xxx	Salary claimed by the NVH Coordinator (February 2022)		
1126	44		Carla Scott	N/A	N/A	£ 20.00	0%	£ 20.00	£0.00	Expenses claimed by the NVH Coordinator (February 2022)		
1127	45		Mr R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (February 2022)		
1128	30		HM Revenue and Customs	N/A	N/A	£ 611.15	0%	£ 611.15	£0.00	PAVE and Class 1A NICs (February 2022)		
DD*	1129	31	National Employment Savings Trust (NEST)	N/A	N/A	£ 217.84	0%	£ 217.84	£0.00	Pension – Employer and employees contributions (February 2022)		
DD*	1130	46	Lloyds	10/01/2022	N/A	£ 7.85	0%	£ 7.85	£0.00	Service Charge		
DD*	1131	23	Sweetbawn Company	01/03/2022	26372087	£ 40.68	20%	£ 48.82	£8.14	365 back up		
DD*	1132	23	Sweetbawn Company	01/03/2022	26372087	£ 73.20	20%	£ 87.84	£14.64	365 back up		
DD*	1133	6	The Recycling Partnership	28/02/2022	801053483	£ 29.40	20%	£ 35.28	£5.88	Cemetery Bin clearance		
DD*	1134	6	The Recycling Partnership	28/02/2022	801053483	£ 0.16	20%	£ 0.19	£0.03	Cemetery Bin clearance		
DD*	1135	6	S&S Business Water	N/A	N/A	£ 4.00	0%	£ 4.00	£0.00	Monthly water charges - cemetery		
DD*	1136	1	S&S Business Water	N/A	N/A	£ 59.00	0%	£ 59.00	£0.00	Monthly water charges - allotments		
DD*	1137	23	XIN	08/02/2022	918445212	£ 76.34	20%	£ 91.61	£15.27	Broadband		
DD*	1138	23	EE	11/02/2022	245719348	£ 24.00	20%	£ 28.80	£4.80	Telephone Bill -		
DD*	1139	6	Michael Tamplin	01/03/2022	N/A	£ 1,080.00	0%	£ 1,080.00	£0.00	Push test - stake and binding		
			Total			£ 8,348.81		£ 8,348.90	£ 476.09			

* Payment scheduled by Direct Debit
** Use of Cal. money
*** Use of Member Community Allocation fund
**** Use of Location Payment fund

Date: 2nd March 2022

Signed:
Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:
Parish Councillor Parish Councillor 2

Signed:
Parish Councillor Parish Councillor 1