



Nutfield Parish Council Minutes

Nutfield Village Hall

6th April 2022

Meeting opened at 7.30pm and closed at 10pm.

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

Councillors (Cllrs) present:

Cllr Jon Dadswell
Cllr Sue Ford
Cllr Stephen Hall (Chair)
Cllr Rigel Mowatt (Vice Chair)
Cllr Ian Reeve

Apologies:

Cllr John Clarke
Cllr Aled Duggan
Cllr Dean Holborn

Attending:

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 Aled Duggan, Cllr Dean Holborn	
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 (sent in a summary)</u> There is an 'Open Reach' manhole issue opposite Mid Street on the A25 – Cllr Hammond due to meet to try and resolve. Noted that Cllr Elias (Tandridge District Council) is standing down at May Elections.	
6.	Acceptance of Last Minutes The Clerk had prepared, and circulated minutes of the meeting held on the 2 nd March 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: <i>2021/1990 High Steps, Holmesdale Road, South Nutfield, Redhill, Surrey, RH1 4JE. Demolition of existing conservatory and porch. Proposed single storey rear extension, first floor and two storey side extension and internal alterations (amended description and plans).</i> Comment - No Objection unless any objections from neighbours	NC

	<p><u>2021/1501/Cond1</u> 9 Mid Street, South Nutfield, Redhill, Surrey, RH1 4JU. Details pursuant to the discharge of Conditions 3 (Planting), 4 (External materials) and 5 (Renewable energy) of planning permission ref: 2021/1501 dated 07/10/2021 (Variation of condition 2 (Approved Plans) attached to pp 2020/161 for the demolition of former stable building and erection of detached 2-bedroom dwelling).</p> <p>Comment - Nutfield Parish Council object to the above planning application condition change and support the comments/objection made on the 13th September 2021. The planning portal shows that the decision notice on 8/10/21 Granted approval, and the Officer's report stated Permitted subject to conditions. (NPC also objected to 2020/161 on this site, which was also granted subject to conditions).</p> <p><u>SCC 2020/0007</u> 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.; 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.</p> <p>Re-Consultation Comment – No comment</p> <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 and <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)</p> <p><u>APP/M3645/W/20/3252200</u> (application TA/2019/1584) Land Off Green Lane, Outwood, Redhill, RH1 5QR</p> <p>Clerk to ask for an update on the above appeals.</p> <ul style="list-style-type: none"> • 2021/1070 – Pendell Transit Camp – Clerk shared with full council the letter presented to Tandridge by SCC. No action required. 	<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 speaker – April 9th 2022 – All organisation is complete. 2. Community Awards – full discussion took place on the logistics of the voting procedure for the community awards. The clerk noted that in order to be transparent if someone from the council were to be nominated, the policy needed to be changed. Fully agreed to change the policy wording to add another point as follows: ‘The voting process for councillors will be via an online/email method, so that all councillors are able to vote. 	NC

	<p>Should a serving councillor be nominated, that councillor will be excluded from their own vote (by excluding them on their vote form).</p> <p>The result of the community award will be withheld from meeting minutes until the award(s) have been presented.</p> <p>Agreed that more than one person can win an award in one year.</p> <p>2021/2022 voting to take place around the May 2022 meeting via email.</p> <p>Voted to spend up to £100 per year on each award plus certificates.</p> <p>3. NALC Smaller Councils Committee – shared with councillors, no action required.</p> <p>4. Litter Pick – happy to continue to support the litter pick under the NPC insurance. Note – that the insurance does not include children. This was shared with organisers before the event. Clerk to contact the insurance to check on costs and if it is possible to add children for 2023 event.</p> <p>5. Credit Card machine – reviewed what is on offer between Square vs Sum Up. Options range from machines that run solely with 3G (Approx. £149), or a machine that runs with a mobile phone (approx. £20). Fees range around approximately 1.75% and about 2.5% for online payments. Fully discussed and agreed that it was not necessary for the council to have a credit card machine. If the events need a card, then to build this into the costs. Clerk to advise the events working group.</p> <p>6. AGAR Audit 2021/2022 notice receive – noted that the AGAR communication has been received. Deadline is 15th September 2022.</p> <p>7. 2020 2021 internal audit booked May 18th – noted to councillors</p> <p>8. Fire and Evacuation plan – Village Hall – Councillor shared with full council. No action required.</p> <p>9. Clerk noted that she is planning to try and streamline the number of emails to councillors via an end of week email summary.</p>	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>
9.	<p>Local Transport</p> <p>RACC – Cllr Mowatt shared with council the worry that NPC do not have any relationship with the Redhill Aerodrome, and it would be good to understand their business more. Clerk to touch base with the manager to arrange a Parish Council tour and introductions to the aerodrome. Cllr Mowatt to share contact details with the Clerk.</p> <p>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.</p> <p>Gatwick in Touch – Shared document with councillors. No action required.</p>	<p>NC</p> <p>NC</p>
10.	<p>Finance</p> <p>1. The Clerk confirmed the bank balance totals for the following: Lloyd’s current £33,575.80, Lloyd’s savings account £50,326.56 and NW current CIL account £58,570.82. Clerk presented the bank reconciliation (February 2022) to the Chair (Cllr Hall) for signing – Cllr Hall signed. Noted – Clerk had shared draft end of year accounts with councillors. All to plan, and no surprises – noted it looked like we had proposed a good budget for 2021/2022.</p> <p>2. End of year 2021/2022 cemetery finances had been circulated previously to councillors. Summary: Budget: £27,500, income: 35,569.00 and expenditure: £27,415.00.</p> <p>3. Cemetery Business rate for 2021/2022 – received and we are zero based.</p> <p>4. Insurance 2022/2023 renewal date. We are in three-year plan, and clerk to update questionnaire for insurance payment in May meeting.</p> <p>5. Village Hall meeting costs – Noted this has increased by 4%.</p> <p>6. XLN tariff has changed, and the increase noted.</p> <p>7. SE Water bills for next 11 months shared with councillors.</p> <p>8. Covid Grant – £720.25 left in hardship fund. No further action.</p>	<p>NC</p>
11.	<p>Police Update</p>	

	<ul style="list-style-type: none"> - 20 is plenty – meeting was taking place tonight, so no attendance from NPC. Clerk to share detail if she receives any. - Tag minutes – shared with the council. No action required. <p><u>Staffing</u></p> <ul style="list-style-type: none"> - The staffing working group proposed to increase the Assistant Clerks weekly working hours from 20.5 to 30 hours for 6 months (1st May to 1st October 2022). Fully agreed by full council. This overrides any overtime flexibility. Clerk to action. <p><u>Communication</u></p> <ul style="list-style-type: none"> - Newsletter - The 2021/2022 newsletter final version shared with councillors and approved. Clerk thanked the councillors for each providing an article – this worked very well. Clerk to send to print and organise delivery. Cost of £120 was fully approved. <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. - Signage – proposed for two signs at the cemetery. Three quotes shared with councillors before the meeting, and fully agreed to go with G Print (£1100 plus VAT). They are a local company, provided a competitive quote and were very proactive in providing ideas and solutions. The large sign needs planning permission – the Clerk to submit this asap and progress with the signs. - Solar gates – noted to all that the solar gate system is now up and running. - Compost heap – to take across to next meeting. - Pimlico cottage – noted that there seems to be a gate into the cemetery from one of the cottages gardens. Cllr Mowatt to pull together letter to send to ascertain any right of way from the garden to the cemetery. Clerk to send. - 27th April @ 9am – Leaflets to be stuffed into the Link. Cllr Hall to attend. - Push test at St Peter and St Paul Church - £600 approved for three headstones that are loose against the church – to secure them to the ground. Assistant Clerk to action. 	NC NC NC NC SH SA
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 – Council would like to thank the tree wardens for their hard work. b) Allotment – request for BBQ with friends. Assistant Clerk received request for BBQ over the jubilee weekend on an allotment plot with friends. Fully agreed that this is not allowed and is to be refused. Clerk to action. c) Allotment Key and lock – Clerk advised that one of the locks at the allotment is now broken. 2 locks and replacement keys are required. Fully approved for cost of £300 for locks and keys. Clerk and Assistant Clerk to investigate. d) Communication received on Triangle wood – discussed the issue on the path and access to Priory Farm, and signage. Issue is that it is currently dangerous to get down from the path. Clerk to take photos. It is more than just signage, so council to look into further. e) Surrey Hills Boundary – review. Communication received and shared with full council to advise that lots of feedback has been received and they are processing all information. No action required. f) Allotment fees (2022 2023) response update – 3 remaining plots unpaid. Moving forward to add £5 for deposit on keys for new plot owners in addition to the other deposit. 	NC SA SA/NC NC SA
16.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>Biffa – 10th May (tour and meeting) 16.00 – Cllr Ford, Cllr Hall and Cllr Clark to attend</p> <p>Biffa – 14th September (meeting) 17.00</p> <p>Gardening Society – Cllr Hall noted that at their last meeting they officially wanted to thank the Parish Council for their grant from last year. This was noted.</p>	

17.	Monthly news article Link and Website article – Open day, parish assembly, traffic, dog fouling, crime	SH
18.	Training (and conferences) None	
19.	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 £15,306.06 (VAT inclusive). Clerk to dispense payments via online banking.	NC
20.	Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency. Communication sent to the Clerk on a proposed development 'Blackthorn Homes' at the far end behind Mid Street and Thepps Close as the Guinness Trust own the paddocks here. No planning permission received as yet, so the council has noted this but no action to be taken at this time.	
21.	Notification of business for inclusion on the next agenda	
22.	Next meeting date(s) Cllrs noted that the Council's next meeting would take place on 4 th May 2022 Nutfield Memorial Hall at 7.30 pm. Parishioners to attend by appointment only.	ALL
23.	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>
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 6th April 2022

Chq No.	Ref	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
1140	5		The Groundsman Ltd	31/03/2022	267073491	£ 766.67	20%	£ 920.00	£153.33	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (March 2022)		
1141	4		PROMAX LIMITED	16/03/2022	245122634	£ 44.50	20%	£ 53.40	£8.90	Tablet		
1142	2		Charles Maw Trust	07/12/2021	N/A	£ 1,500.00	0%	£ 1,500.00	£0.00	CMT annual grant		
1143	48		Christine Green	19/02/2022	N/A	£ 129.84	0%	£ 129.84	£0.00	Right Royal Occasion - printed tickets		
1144	41		Rebecca Hislop	30/03/2022	N/A	£ 50.00	0%	£ 50.00	£0.00	community awards web page		
1145	6		All Things Gardening	15/03/2022	N/A	£ 40.00	0%	£ 40.00	£0.00	Clear hedge around solar panel		
1146	32		Surrey ALC Limited	01/04/2022	N/A	£ 881.56	0%	£ 881.56	£0.00	NALC and Surrey ALC subs		
**	1147	51	Solar Gates UK Ltd	23/03/2022	885242110	£ 2,491.00	20%	£ 2,989.20	£498.20	Cemetery solar gates		
1148	48		Aled Duggan	05/04/2021	N/A	£ 21.00	0%	£ 21.00	£0.00	Tens licence for 'Right Royal Occasion'		
1149	19		Nutfield Memorial Hall	31/03/2022	N/A	£ 36.00	0%	£ 36.00	£0.00	March room hire		
1150	28		Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (March 2022)		
1151	27		Nicky Chiswick	N/A	N/A	£ 226.22	0%	£ 226.22	£0.00	Expenses claimed by the Clerk (March 2022)		
1152	27		Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (March 2022)		
1153			Sarah Abellan	N/A	N/A	£ 52.13	0%	£ 52.13	£0.00	Expenses claimed by the Assistant Clerk (March 2022)		
1154	44		Carlo Scott	N/A	N/A	xxx	0%	xxx	xxx	Salary claimed by the NVH Coordinator (March 2022)		
1155	44		Carlo Scott	N/A	N/A	£ 89.99	0%	£ 89.99	£0.00	Expenses claimed by the NVH Coordinator (March 2022)		
1156	45		Mir R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (March 2022)		
1157	28		HM Revenue and Customs	N/A	N/A	£ 622.42	0%	£ 622.42	£0.00	PAYE and Class 1A NICs (March 2022)		
DD*	1158	31	National Employment Savings Trust (NEST)	N/A	N/A	£ 219.54	0%	£ 219.54	£0.00	Pension - Employer and employees contributions(March 2022)		
DD*	1159	46	Lloyds	10/02/2022	N/A	£ 10.40	0%	£ 10.40	£0.00	Service Charge		
DD*	1160	23	Sweetheaven Company limited	01/04/2022	263782087	£ 48.82	20%	£ 48.82	£8.14	365 back up		
DD*	1161	23	Sweetheaven Company limited	01/04/2022	263782087	£ 73.20	20%	£ 87.84	£14.64	365 hosting		
DD*	1162	55	The Recycling Partnership Ltd	31/03/2022	801063483	£ 31.64	20%	£ 37.97	£6.33	Cemetery bin clearance		
DD*	1163	17	Interest - 499350	12/04/2022	N/A	£ 888.00	0%	£ 888.00	£0.00	499350		
DD*	1164	18	Capital - 499350	12/04/2022	N/A	£ 1,600.00	0%	£ 1,600.00	£0.00	499350		
DD*	1165	17	Interest - 502929	07/04/2022	N/A	£ 546.63	0%	£ 546.63	£0.00	502929		
DD*	1166	18	Capital - 502929	07/04/2022	N/A	£ 760.00	0%	£ 760.00	£0.00	502929		
DD*	1167	6	SES Business Water	N/A	N/A	£ 4.00	0%	£ 4.00	£0.00	Monthly water charges - cemetery		
DD*	1168	1	SES Business Water	N/A	N/A	£ 33.00	0%	£ 33.00	£0.00	Monthly water charges - allotments		
DD*	1169	23	XLN	08/03/2022	918445212	£ 76.34	20%	£ 91.61	£15.27	Broadband		
DD*	1170	23	EE	11/03/2022	245719348	£ 24.00	20%	£ 28.80	£4.80	Telephone Bill		
1171	5		DH Tree Services	30/03/2022	258007215	£ 180.00	20%	£ 216.00	£36.00	Tree work - removal of limb		
			Total			£ 14,560.45		£ 15,306.06	£ 745.61			

* Payment scheduled by direct debit
** Use of CL money
*** Use of Members Community Allocation Fund
**** Use of Locam Payment Fund

Signed:
Date: 6th April 2022

Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:
Parish Councillor Parish Councillor 1
Parish Councillor Parish Councillor 2