



Nutfield Parish Council Minutes

Nutfield Memorial Hall

4th May 2022

Meeting opened at 7.30pm and closed at 10.15pm.

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 Dean Holborn
 Cllr Jon Dadswell

Attending:

Cllr Black
 Cllr Hammond
 4 members of public

In attendance: Nicky Chiswick (NC), Clerk

1.	<p>To elect Chairman of the Council The Clerk provided a summary of the voting procedures in respect of the election of a Chairman and Vice-Chairman. Cllrs raised no questions or queries. Cllr Hall stood for re-election and Cllr Duggan seconded his nomination. Cllrs voted Cllr Hall as Chairman. The Clerk to advise the Surrey ALC Limited, Tandridge District Council (TDC) and the external auditor of Cllr Hall's continued Chairmanship.</p>	NC
2.	<p>To elect Vice Chairman of the Council Cllr Mowatt stood for re-election and Cllr Hall seconded his nomination. Cllrs voted Cllr Mowatt as Vice-Chairman. All relevant paperwork given to each Councillor depending on role within council.</p>	NC
3.	<p>The Chair to open the meeting. Cllr Hall opened the meeting.</p>	
4.	<p>Councillor apologies for absence. Cllr J Dadswell, Cllr D Holborn</p>	
5.	<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>	
6.	<p>Public Session 4 members of public came to discuss a specific grave space at Nutfield Cemetery and a memorial application that has been submitted, and subsequently refused. They gave their reasoning, and background to the memorial application. Cllrs thanked them for their time and advised this was being discussed later in the meeting under sub section 2.</p>	
7.	<p>Report from County & District Councillors <u>Cllr Hammond</u> The 'Open Reach' manhole issue opposite Mid Street on the A25 is scheduled to be reworked end of May.</p>	

	<p>Noted that Mid Street by the bridge will be closed for 2 days at the end of May – Clerk to obtain the information and share on Facebook.</p> <p>Noted that Deans Lane and the unauthorised development had gone to TDC planning enforcement.</p>	NC
8.	<p>Acceptance of Last Minutes</p> <p>The Clerk had prepared, and circulated minutes of the meeting held on the 5th April 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
9.	<p>Planning Applications</p> <p>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>2022/323</u> 25 Morris Road, South Nutfield, Redhill, Surrey, RH1 5SB. Erection of part 2-storey, part single-storey side/rear wrap around extension. Comment - No objection unless any objections from neighbours - in particular about the upstairs glazing in the gable, especially if it overlooks neighbouring properties.</p> <p><u>2022/118</u> 24 Morris Road, South Nutfield, Redhill, Surrey, RH1 5SA. Loft conversion created two new bedrooms and a bathroom (Application for a Certificate of Lawful Development for an Existing Use or Development) Comment - No objection</p> <p><u>2022/379</u> Project House, Morris Road, South Nutfield, Redhill, Surrey, RH1 5SA. Variation of conditions 2 (Approved Plans), 3 (External Materials), 4 (Landscaping), 5 (Tree Protection Plan), 6 (Site Levels), 7 (Site reconnaissance), 8 (Energy assessment) and 9 (Electrical vehicle charging) attached to pp 2021/546 for the "Erection of two pairs of 3-bedroom, semi-detached houses (4 new dwellinghouses total) with associated parking." Comment – No objection, providing the comments of neighbours (Fencing, Parking, Screening and Windows) are taken in account - and there are no further objections from neighbours. In addition, if permission is granted, NPC believe that Permitted Development Rights should be removed or restricted on these plots to prevent future overdevelopment and proximity issues.</p> <p><u>2022/446</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. Comment - no objection to the above application providing there are no objections from neighbours.</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 had asked for an update from Tandridge District Council and response was they are trying to find out more to get back to us.</p> <ul style="list-style-type: none"> Retrospective planning for land on Kings Mill Lane 	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>

	Received nothing so far regarding a planning application for this site.	
10.	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> 1. Parish Assembly review. 16 Attendees, so small attendance. Full discussion took place including items such as, is the format of the PA still relevant (i.e., taking place on a Saturday when weekends are so busy for people), maybe add an online aspect, should it be in the evening? Should the parishioners be asked what they would prefer? Noted that a Parish Assembly does not have to take place, but it is a good PR exercise. Noted that some people are still worried on the Covid issues. Nothing decided, but to relook at the format at the end of the year. Feedback from one attendee was very positive. No further action required. 2. Community Awards – Voting took place via email (noted, that a few councillors decided not to vote/take part). The relevant certificates and plaques are to be ordered by the Clerk and to be given to the four that have been nominated. A review to how the awards work will be required later in the year to tweak for 2022/2023. 3. Nutts Corner – Discussed the request for Nutts Corner to be looked after and a number of questions. Agreed for a volunteer to look after the corner, agreed for a plaque to be replaced explaining ‘why it is called Nutts Corner’ and for the gardener to look at cleaning the bench and clearing the weeds. Clerk to action. 4. EE Contract. Clerk to call to check we are on the best package and to advise. 5. Newsletter – The newsletter was very well received by the parish, and thanks to everyone who helped deliver. 6. Noted that the land attached to Cormongers land is up for sale – in 4 block plots. 7. Noted email from Monty’s Bakehouse advising of volunteering opportunities. 	NC NC NC NC
11.	<p>Local Transport</p> <p>Gatcom – April – we missed this meeting with no minutes as yet. RACC meeting – 11th May – Cllr Mowatt to attend. Redhill Aerodrome/NPC introductions. They advised that no meeting could take place due to covid restrictions still in place at the Aerodrome. Clerk to thank them and re ask in 6 months.</p>	RM NC
12.	<p>Finance</p> <ol style="list-style-type: none"> 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 £56,144.82. Clerk presented the bank reconciliation (March 2022) to the Chair (Cllr Hall) for signing – Cllr Hall signed. 2. Cemetery Summary: Budget: £27,500, income: £1,960 and expenditure: £2,119. 3. CIL 2021/2022 TDC summary – approved proposed CIL summary sheet. Clerk to send accordingly. 4. Insurance 2022/2023 renewal. Renewal invoice had not arrived. Clerk to pay next week when it arrives in time for renewal date – it is in a three-year agreement, agreed for spend of no more than £1500. 5. PWLB statement as of 31st March 2022 – shared statement with councillors and loan stands at £110,600. 6. 2022/203 Precept payment - it appears to be delayed by TDC. Clerk to chase. 7. VAT reclaim – Clerk to action and to include CMT. 8. Covid Grant – £720.25 left in hardship fund. No further action. 	NC NC NC NC
13.	<p>Police Update</p> <ul style="list-style-type: none"> • Police – Clerk trying to get a date for the next police meeting, Cllr Hall updated all on the kits that Simon Evans presented, list to be pulled together to send to him. Clerk to push again on Facebook first. PSCO Wells is involved in the anti scamming group – she has forwarded the clerk information to add to Facebook and website. Clerk to action. • CCTV – Electricity pricing for all sites have been received – two sites need their positioning tweaking. Pricing to be received on these. Pole position 	NC

	drawings have gone to contractor to gain price on procurement of poles and positioning.	JD/S H/NC
14.	<p>Review of delegation arrangements for committees, sub-committees, employees and other local authorities (to include Working Groups and the respective Terms of Reference)</p> <p>The Working Group Terms of Reference were reviewed and agreed. The Clerk to upload a copy to the NPC website.</p> <p>The working group members were reviewed and updated. See Appendix 1 attached.</p>	
15.	<p>Review of arrangements with other local authorities (including any charters and expenditure)</p> <p>None</p>	
16.	<p>Review work/membership with outside bodies (including Council appointees)</p> <ul style="list-style-type: none"> • Redhill Aerodrome Consultative Committee (RACC) – Cllr Mowatt • NALC/Surrey ALC Limited - Clerk • Nutfield Village Hall Management Committee – Cllr Mowatt • TAG-A25 – Cllr Ford • Biffa Community Liaison – Cllr Ford • Nutfield Conservation Society (NCS) – Cllr Hall • Sussex Community Rail Partnership – to be advised. • Nutfield Tree Wardens – Cllr Reeve • Nutfield's Greener Future – Cllr Reeve • Gatwick Airport Consultative Committee (GATCOM) – Cllr Mowatt • Reigate, Redhill District Rail Users Association – Duncan Mallison 	
17.	<p>Review Standing Orders, Financial Regulations and Financial Risk assessment</p> <p>All reapproved and adopted</p>	
18.	<p>Review Financial Signatories</p> <p><i>Review signatories for Bank (Lloyds) and CIL (HSBC). Direct Debit review</i></p> <p>Noted that for:</p> <ul style="list-style-type: none"> • Lloyds (main bank) – all councillors (except for two) are online signatories/release payments. Full council happy for this to remain as it is. • NatWest (CIL) – all councillors are signatories, but this bank is only used occasionally. • Direct Debit list approved. 	
19.	<p>Community Events</p> <p>Bonfire</p> <ul style="list-style-type: none"> • Firework/Bonfire Finances - Clerk noted that without the Bonfire/Fireworks finance summary, the council cannot reconcile, or approve the finances for this event and it places the council in a position that it could be picked up on in our audit. Clerk has chased on several occasions for the summary to be shared to full council. • Noted that for 2022 firework/bonfire event the finances would need to come through the NPC bank account. <p>‘A Right Royal occasion’</p> <ul style="list-style-type: none"> • Questions were raised in regard to the other events taking place in the week (not the tea party of dinner dance) where tickets are being sold. Where is the money going to? It was raised as an important question that the council wanted to confirm as this was not consulted by the council who are underwriting the event and are the principal organisers. The Clerk to ask the working group for an update. • The council thanks the working group on their hard work, but as the council are the principal organisers the council would have liked more consultation (on items being purchased and the format of the week event) from the working group – i.e., reports from meeting for councillors would have been appreciated. 	SH/ DH NC

	<ul style="list-style-type: none"> • Insurance – Cllr Clarke working through external insurance documentation. • Gambling licence – Working group to work through the requirements for this to ensure the correct licence is in place for the raffle. • To reiterate that the agreed for the charities to be Age Concern, Eddies Hero's and Nutfield British Legion (money to go to them via raffle and head n tails). • Noted we have no payment run between now and the event, so council approved additional payment runs if necessary via the Clerk. • 1000 Jubilee Pin badges have been purchased. Envelopes and labels to be purchased to put together 250 packs for the school. Cost of £70 agreed for these. Remaining badges to be sold at £2 – to approach Holborn's and Priory Farm. Also, to sell at the tea parties and the dance 	JC Working group NC NC/AD
20.	Grant Applications GRANT APPLICATION (NUMBER 2022/00025) – Nutfield Memorial Hall – The Clerk shared a thank you from the hall for the grant that she had received.	
21.	<p>Working Groups New 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. - Clerk to ask HA to report the pavement on A25 outside the Crowns vet. <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. - Push Test – due to H & S, the large crosses need to be laid down – the cost of £1000 had been approved by Chair and Clerk. - 14th May Cemetery open day taking place. - Compost Heap – It was noted that the cemetery working group was hoping to bring to the compost proposal to the council. However, something was noticed at the compost, and this needed checking. To feedback at next Cemetery meeting. 	SH/NC RC NC NC/SA
22.	<p>Groundworks, land, and tree management (including burial grounds, jubilee fields and allotments)</p> <p>a) Allotment Knotweed update – Clerk shared the options for Longfield Knotweed company. Either a full 5-year plan (with documents) costing £2000 or one off treatments of £150. Fully discussed and agreed to run with £150 one off treatments and review every year. Fence around the knotweed needed. Quote for a simple fence to be gained.</p> <p>b) Communication received on Jubilee wood sign. Clerk shared the communication with the Councillors and all agreed that the sign was very beautiful but had not been granted permission. Clerk to go back to thank the parishioner for the sign, but to remind that permission would be required for anything further.</p> <p>c) Holmesdale BOA Partnership (Hedge Project) – agreed to try and get involved with Allotment, Jubilee fields and any of our land. Clerk to respond to get the ball rolling with the help of Cllr Reeve</p>	NC NC NC/IR
23.	<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>	
24.	<p>Monthly news article</p> <p>Link and Website article – jubilee celebrations, traffic</p>	SH
25.	<p>Training (and conferences)</p> <p>None</p>	

26.	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 £8977.48 (VAT inclusive). Clerk to dispense payments via online banking.	NC
27.	Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency. None	
28.	Notification of business for inclusion on the next agenda	
29.	Next meeting date(s) Cllrs noted that the Council's next meeting would take place on 8 th June 2022 Nutfield Village Hall at 7.30 pm. Parishioners to attend by appointment only.	ALL
30.	Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960: One item	

Appendix 1 – Working Groups

(Amended May 4th 2022)

Working Group	Tasks and projects	Members <i>(Heads <u>underlined</u>)</i>
Cemetery	The management and operations of the cemetery.	<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/Environment	Fly grazing (Council land), Crime Prevention measures, and support to vulnerable people, Green parish issues, Climate change	<u>Jon</u> , Ian, Aled and Dean
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 Richard
Land	Play areas, Tree Work, Bus Shelter, (War Memorial), Jubilee Fields, Village Entry Signs, the Triangle, Village Green, the Pound, Allotments, (Nutfield Marsh).	<u>Ian</u> , Dean, Aled and Sarah
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>Rigel Mowatt</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
4th May 2022

Chq No.	Ref	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
1172	5	All Things Gardening	23/04/2022	N/A	£ 941.83	0%	£ 941.83	£ 0.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (April 2022)			
1173	50	Nutfield Memorial Hall	07/04/2022	N/A	1048.6	0%	£ 1,048.60	£ 0.00	GRANT APPLICATION (NUMBER 2022/00025)			
1174	13	Nutfield Good Neighbours	07/04/2022	N/A	£ 300.00	0%	£ 300.00	£ 0.00	GRANT APPLICATION (NUMBER 2022/00026)			
1175	50	Printed4you Ltd	08/04/2022	189286940	£ 520.00	20%	£ 624.00	£ 104.00	Jubilee pin badges			
1176	41	Rebecca Hislop	06/04/2022	N/A	£ 15.00	0%	£ 15.00	£ 0.00	Quarterly updates			
1177	50	Mick Tamplin	06/04/2022	N/A	£ 280.00	0%	£ 280.00	£ 0.00	Push test (stake and binding - 2nd session)			
1178	50	Mick Tamplin	05/04/2022	N/A	£ 95.00	0%	£ 95.00	£ 0.00	Ashes grave preparation			
1179	48	Ear Candy Live	22/04/2022	N/A	£ 491.60	0%	£ 491.60	£ 0.00	Deposit for band			
1180	28	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (April 2022)			
1181	27	Nicky Chiswick	N/A	N/A	£ 407.26	0%	£ 407.26	£ 0.00	Expenses claimed by the Clerk (April 2022)			
1182	27	Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (April 2022)			
1183	27	Sarah Abellan	N/A	N/A	£ 40.87	0%	£ 40.87	£ 0.00	Expenses claimed by the Assistant Clerk (April 2022)			
1184	44	Carla Scott	N/A	N/A	xxx	0%	xxx	xxx	Salary claimed by the NVH Coordinator (April 2022)			
1185	45	M/R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (April 2022)			
1186	28	H/M Revenue and Customs	N/A	N/A	£ 630.00	0%	£ 630.00	£ 0.00	PAYE and Class 1A NICs (April 2022)			
DD*	1187	National Employment Savings Trust (NEST)	N/A	N/A	£ 216.57	0%	£ 216.57	£ 0.00	Pension – Employer and employees contributions (April 2022)			
DD*	1188	Lloyds	10/03/2022	N/A	£ 11.25	0%	£ 11.25	£ 0.00	Service Charge			
DD*	1189	Sweethaven Company limited	01/05/2022	263782087	£ 40.68	20%	£ 48.82	£ 8.14	365 back up			
DD*	1190	Sweethaven Company limited	01/05/2022	263782087	£ 73.20	20%	£ 87.84	£ 14.64	365 hosting			
DD*	1191	The Recycling Partnership Ltd	30/04/2022	801063483	£ 39.55	20%	£ 47.46	£ 7.91	Cemetery bin clearance			
DD*	1192	SES Business Water	N/A	N/A	£ 4.00	0%	£ 4.00	£ 0.00	Monthly water charges - cemetery			
DD*	1193	SES Business Water	N/A	N/A	£ 33.00	0%	£ 33.00	£ 0.00	Monthly water charges - allotments			
DD*	1194	XLN	08/04/2022	918445212	£ 78.88	20%	£ 94.66	£ 15.78	Broadband			
DD*	1195	EE	11/04/2022	245719348	£ 26.22	20%	£ 31.46	£ 5.24	Telephone bill			
1196	4	Stonemans	03/05/2022	724965800	£ 400.00	20%	£ 480.00	£ 80.00	D122 grave repair			
		Total			£ 8,741.77		£ 8,977.48	£ 235.71				

* Payment scheduled by Direct Debit

** Use of CIL money

***Use of Members Community Allocation fund

****Use of Localism Payment fund

Signed:

Nicky Chiswick, Clerk to Nutfield Parish Council

Date: 4th May 2022

Signed:

Parish Councillor Parish Councillor 2

Signed:

Parish Councillor Parish Councillor 1