



## Nutfield Parish Council Minutes

Nutfield Village Hall

8<sup>th</sup> June 2022

Meeting opened at 7.30pm and closed at 8.35pm.

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

### Councillors (Cllrs) present:

Cllr John Clarke  
 Cllr Jon Dadswell  
 Cllr Stephen Hall (Chair)  
 Cllr Dean Holborn  
 Cllr Rigel Mowatt (Vice Chair)

### Apologies:

Cllr Aled Duggan  
 Cllr Sue Ford  
 Cllr Ian Reeve

### Attending:

1 members of public

**In attendance:** Sarah Abellan (SA), Assistant Clerk

1.	<b>The Chair to open the meeting.</b> Cllr Hall opened the meeting.	
2.	<b>Councillor apologies for absence.</b> Cllr A Duggan, Cllr I Reeve, Cllr S Ford	
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> A member of the public attended to ask if NPC had taken over responsibility for the defibrillator from Nutfield Village Hall as checks had to be made and recorded every month. Cllr Hall agreed to look into who was responsible.	SH
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 4 <sup>th</sup> May 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.	<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>2022/486 North, Kings Mill, Kings Mill Lane, South Nutfield, Redhill, Surrey, RH1 5NB. Demolition of existing building and erection of 7 houses with associated parking and landscaping</i> <b>Comment - NPC do not have any particular objection but recommend that TDC take into account any comments from neighbours. GEW (neighbouring business, but other side of stream) have objected citing the fact that they would not want any future complaints from the new development to restrict their business activities, which NPC think is fair. Therefore, whilst NPC don't have</b>	NC

	<p>any particular objections, the comments of the neighbouring business should be taken into account - and their existing operations should not be affected by any future complaints from the new residential development.</p> <p><u>2022/424</u> <i>Pencaitland, Crab Hill Lane, South Nutfield, Redhill, Surrey, RH1 5PG. The proposed stationing of a mobile home in the rear garden to provide additional accommodation for family members as part of one household. (Certificate of Lawfulness for a Proposed Use or Development)</i> <b>Comment – No objection from NPC, providing that there is no reasonable objection from neighbours and that the mobile home is only used by family members of Pencaitland and is not rented out.</b></p> <p><u>APP/M3645/C/19/3239288</u> (application TA/2-18/49 &amp; 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><b>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.</b></p> <ul style="list-style-type: none"> <li>• Retrospective planning for land on Kings Mill Lane – <b>Awaiting update</b></li> <li>• Project House Morris Road – Emergency access <b>Comment, NPC reiterates its comments about the concerns which have been raised by Kings Mead Residents. They fear the ‘emergency access’ between Kings Mead and Morris Road will be blocked by parked cars for the new development and request that SCC provided bollards at the Morris Road end similar to those at the Kings Mead end.</b></li> </ul> <p><b>NPC also requests that Permitted Development Rights are removed or restricted to prevent further development of this small site.</b></p> <p><u>2022/588</u> Retrospective planning application for retention of new access onto Philanthropic Road and associated gate. <b>Comment – NPC object to the request to retain the unauthorised opening on Philanthropic Road. The road is narrow, the opening is largely unsighted for egress from the property and is on a curve in the road close to the junctions of Clay Lane and Fullers Wood Road. Vehicles entering and exiting will have poor visibility, which leads to further safety concerns. If access is only required 'a handful of times a year' the applicant can make use of their entrance on Clay Lane. Additionally, the development fails the criteria of the National Planning Framework on many grounds, such as, but not limited to: It does not add to the overall quality of the area, it is not visually attractive - indeed it removed an established bank and hedge and is not sympathetic to local character. NPC also has concerns that future requests could be made to widen the access, separate the plot and apply for further development. If retrospective permission is granted, conditions should be placed regarding no future development.</b></p>	<p>NC</p> <p>NC</p>
8.	<p><b>Reports from the Clerk</b></p> <p>1. None</p> <p>Cllr Hall informed the Councillors that the Parish Clerk has resigned with an end date of 5<sup>th</sup> August. Normal procedure is to advertise through SALC. Cllr Hall to update job description and in addition to SALC, advertise in The Link.</p>	SH/NC
9.	<b>Community Awards Scheme.</b>	SH

	<p>A plaque (for a business) had been presented to Holborn's Stores in recognition of their community service given over the past couple of years.</p> <p>Cllr Hall presented Sarah Abellan with a certificate (for individuals) for her service to the Nutfield Community (outside of her Parish Council role), managing the Nutfield Noticeboard and other services. Cllr Hall to contact the remaining 2 nominees/individuals and invite them to attend the next meeting in July to have their certificates presented. To put information on NPC website once all nominees have been awarded.</p>	
10.	<p><b>Local Transport</b></p> <p>RACC meeting – 11<sup>th</sup> May – Cllr Mowatt reported that there is to be the AGM on 28<sup>th</sup> July in the Village Hall, Mid Street and requested that NPC attend.</p>	
11.	<p><b>Finance</b></p> <p>None</p>	
12.	<p><b>Police Update</b></p> <ul style="list-style-type: none"> <li>• Police – None</li> <li>• CCTV – Awaiting prices from UK Power Networks for 2 of the CCTV sites and Harlequin on the other 6.</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>• Firework/Bonfire Finances – Cllr Holborn to provide Microsoft friendly version next week. Defer to next meeting</li> </ul> <p><b>'A Right Royal occasion'</b></p> <ul style="list-style-type: none"> <li>• A couple more payments are still outstanding – Clerk to work with A Dadswell to ensure all invoices are received.</li> <li>• Cllr Holborn updated on the great success of the event and advised that a terminal used (purchased from the bonfire account) took £3521. Full financial update at the next meeting.</li> <li>• Jubilee pin badge – some are still available. Cllr Duggan to review stock and sales.</li> <li>• Aprons were well received with some still available to sell but the Tea Towels had sold out.</li> </ul>	SH/ DH  NC  AD
14.	<p><b>Grant Applications</b></p> <p>GRANT APPLICATION (NUMBER 2022/00027) An application was received from Nutfield Yarn Bombers for £100 for yarn for the community. Noted that Cllr Clarke declared an interest in the application, so removed himself from the room whilst the discussion took place. The request for £100 for was approved with all in favour – Clerk to liaise with the Nutfield Yarn Bombers.</p>	SH/ NC
15.	<p><b>Working Groups</b></p> <p>New 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>- Cllr Dadswell mentioned the Nutts Corner railings had broken. Assistant Clerk to report to SCC.</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>- Layby restrictions still in progress.</li> </ul>	SH/NC SA
16.	<p><b>Groundworks, land, and tree management</b> (including burial grounds, jubilee fields and allotments)</p> <p>a) Graffiti – reports from parishioners regarding graffiti in the park and on a BT box at the bottom of Mid Street. Assistant Clerk has reported to Tandridge.</p>	NC/ SA
17.	<p><b>Events (public) and meetings of Outside Bodies</b> (other than transport groups)</p>	

	Biffa – 14 <sup>th</sup> September (meeting) 17.00	
18.	<p><b>Monthly news article</b> Link and Website article – Cllr Mowatt requested that we add the telephone number in the link to report noise nuisance from the aerodrome. Also to add RACC AGM date, community awards, Clerk job advert, Jubilee week success and aprons.</p>	SH
19.	<p><b>Training</b> (and conferences) None</p>	
20.	<p><b>Payments</b> Councillors approved the 2 list of payments that had been prepared and circulated by the Clerk prior to the meeting (see Appendix 2: Schedule of Payments) which totalled £19,786.04 (VAT inclusive). Clerk to dispense payments via online banking.</p> <p>Note – two payment runs took place</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></p> <ul style="list-style-type: none"> <li>• <u>External Audit – Section 1 annual Governance Statement 2021/22 Councillors to review and approve</u> Councillors reviewed and approved. Cllr Hall signed.</li> <li>• <u>External Audit – Section 2 Accounting Statements 2021/22 Councillors to review and approve</u> Councillors reviewed and approved. Cllr Hall signed. Clerk to submit AGAR, and place relevant paperwork on noticeboards/Website within June.</li> <li>• Cllr Holborn proposed that money from the hardship fund be used to assist two children attending the Parish School. It was agreed that the fund could be used for this purpose and that they would need to apply via the Clerk.</li> </ul>	NC  NC  DH/ NC
22.	<b>Notification of business for inclusion on the next agenda</b>	
23.	<p><b>Next meeting date(s)</b> Cllrs noted that the Council's next meeting would take place on 6<sup>th</sup> July 2022 Nutfield Memorial Hall at 7.30 pm. Parishioners may attend.</p>	ALL
24.	<p><b>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</b> None</p>	

## Appendix 1 – Working Groups

(Amended May 4<sup>th</sup> 2022)

<b>Working Group</b>	<b>Tasks and projects</b>	<b>Members</b> <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

### Part one and part two

NUTFIELD PARISH COUNCIL

Schedule of Payments  
8th June 2022 - part one

Chq No.	Ref	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
1197	28		Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (May 2022)		
1198			Nicky Chiswick	N/A	N/A	£ 240.25	0%	£ 240.25	£0.00	Expenses claimed by the Clerk (May 2022) (overpaid - to rectify in July payment run)		
1199	27		Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (May 2022)		
1200			Sarah Abellan	N/A	N/A	£ 58.85	0%	£ 58.85	£0.00	Expenses claimed by the Assistant Clerk (May 2022) (underpaid to rectify in July payment run)		
1201	44		Carla Scott	N/A	N/A	xxx	0%	xxx	xxx	Salary claimed by the NVH Coordinator (May 2022)		
1202	45		Mr R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (May 2022)		
1203	48		Ear Candy (A Goff)	29/04/2022	N/A	£ 964.00	0%	£ 964.00	£0.00	Jubilee - live entertainment final payment		
1204	48		Hallmark Catering			£ 1,975.26	20%	£ 2,345.29	£370.03	Catering equipment deposit		
1205	48		Just Cool It	24/05/2022	105 2148 59	£ 350.00	20%	£ 420.00	£70.00	Jubilee - cooler van		
1206	48		C/A Holborn	22/05/2022	N/A	£ 2,500.00	0%	£ 2,500.00	£0.00	Jubilee - food		
1207	48		Ray Lewis Sportswear and Leisure Ltd	27/05/2022	609 2647 32	£ 1,350.00	20%	£ 1,620.00	£270.00	Jubilee - aprons and mugs		
1208	48		Mrs C F Saklatvala	25/05/2022	N/A	£ 300.46	0%	£ 300.46	£0.00	Jubilee - programme		
1209	48		G Norman-Lucas	N/A	N/A	£ 313.13	0%	£ 313.13	£0.00	Jubilee		
1210	14		AIG Community Schemes	09/05/2022	N/A	£ 1,400.15	0%	£ 1,400.15	£0.00	Insurance		
			<b>Total</b>			<b>£ 12,493.97</b>		<b>£ 13,204.00</b>	<b>£ 710.03</b>			

\* Payment scheduled by Direct Debit      \*\* Use of CLE money      \*\*\* Use of Members Community Allocation fund      \*\*\*\* Use of Localism Payment Fund

Signed: ..... Date: 8th June 2022  
 Nicky Chiswick, Clerk to Nutfield Parish Council  
 Signed: ..... Parish Councillor Parish Councillor 2  
 Parish Councillor Parish Councillor 1

NUTFIELD PARISH COUNCIL

Schedule of Payments  
8th June 2022 (PART 2)

Chq No.	Ref	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
1211	5	All Things Gardening	21/05/2022	N/A	£ 941.83	0%	£ 941.83	£ 0.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (May 2022)			
1212	8	Microshade Business Consultants Ltd	10/05/2022	639 5910 07	£ 126.58	20%	£ 152.30	£ 25.72	Pear hosting			
1213	10	Carl Wise	18/05/2022	N/A	£ 80.00	0%	£ 80.00	£ 0.00	St Peter and St Paul railings safety			
1214	10	Downsview Monumental Company	20/05/2022	838547782	£ 600.00	20%	£ 720.00	£ 120.00	St Peter and St Paul headstone safety			
1215	4	PROMAX LIMITED	24/05/2022	245122634	£ 576.00	20%	£ 691.20	£ 115.20	WBA Tablet			
1216	48	The Godstone Brewers Ltd	31/05/2022	340759494	£ 296.00	20%	£ 355.20	£ 59.20	Jubilee event - alcohol			
1217	48	Dean Holborn	22/04/2022	10974674	£ 40.00	0%	£ 40.00	£ 0.00	Jubilee event - gambling licence			
1218	28	HM Revenue and Customs	N/A	N/A	£ 629.89	0%	£ 629.89	£ 0.00	PAYE and Class 1A NICs (May 2022)			
DD*	1219	National Employment Savings Trust (NEST)	N/A	N/A	£ 216.97	0%	£ 216.97	£ 0.00	Pension - Employer and employees contributions (May 2022)			
DD*	1220	Lloyds	11/04/2022	N/A	£ 11.25	0%	£ 11.25	£ 0.00	Service Charge			
1221	17	United Kingdom Debt Management office	06/06/2022	N/A	£ 556.20	0%	£ 556.20	£ 0.00	Loan interest			
1222	18	United Kingdom Debt Management office	06/06/2022	N/A	£ 1,000.00	0%	£ 1,000.00	£ 0.00	Loan repayment			
DD*	1223	Sweethaven Company limited	01/06/2022	263782087	£ 48.82	20%	£ 58.58	£ 9.76	365 back up			
DD*	1224	Sweethaven Company limited	01/06/2022	263782087	£ 73.20	20%	£ 87.84	£ 14.64	365 hosting			
DD*	1225	The Recycling Partnership Ltd	31/05/2022	801063483	£ 31.64	20%	£ 37.97	£ 6.33	Cemetery bin clearance			
DD*	1226	SES Business Water	N/A	N/A	£ 4.00	0%	£ 4.00	£ 0.00	Monthly water charges - cemetery			
DD*	1227	SES Business Water	N/A	N/A	£ 33.00	0%	£ 33.00	£ 0.00	Monthly water charges - allotments			
DD*	1228	XLN	08/05/2022	918445212	£ 83.41	20%	£ 100.09	£ 16.68	Broadband			
DD*	1229	EE	11/05/2022	245719348	£ 26.22	20%	£ 31.46	£ 5.24	Telephone Bill			
1230	4	Mr S J Dean	N/A	N/A	£ 270.00	0%	£ 270.00	£ 0.00	CEM1134 - refund of grave prep and interment			
1231	48	C White	25/05/2022	N/A	£ 164.21	0%	£ 164.21	£ 0.00	Jubilee event - materials			
1232	48	C White	07/06/2022	N/A	£ 30.00	0%	£ 30.00	£ 0.00	Jubilee event - materials			
1233	3	Mark Mulberry	08/06/2022	899 7279 28	£ 180.00	20%	£ 216.00	£ 36.00	Internal end of year audit			
1234	48	Georgina Norman-Lucas	24/05/2022	N/A	£ 79.62	0%	£ 79.62	£ 0.00	Jubilee sundary items			
1235	48	Georgina Norman-Lucas	24/05/2022	N/A	£ 180.31	0%	£ 180.31	£ 0.00	Jubilee sundary items			
		<b>Total</b>			<b>£ 6,153.91</b>		<b>£ 6,582.04</b>	<b>£ 428.13</b>				

\*\* Use of CL money

\*\*\*Use of Members/Community Allocation fund

\*\*\*\*Use of Localism Payment Fund

Signed: .....  
Nicky Chiswick, Clerk to Nutfield Parish Council

Date: 8th June 2022

Signed: .....  
Parish Councillor Parish Councillor 1

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