



Nutfield Parish Council Minutes

ONLINE

6th January 2021

Meeting opened at 7:30pm and closed at 9.02pm.

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

Councillors (Cllrs) present:

Cllr John Clarke
 Cllr Jon Dadswell
 Cllr Aled Duggan
 Cllr Amanda Earl
 Cllr Sue Ford
 Cllr Stephen Hall (Chairman)
 Cllr Dean Holborn
 Cllr Rigel Mowatt (Vice Chair)
 Cllr Ian Reeve

Apologies:

Attending:

Cllr Vickers
 Cllr Elias

Apologies

In attendance: Nicky Chiswick (NC), Clerk

1.	The Chair to open the meeting Cllr Hall opened the meeting.	
2.	Councillor apologies for absence. None	
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 Cllr Vickers updated NPC on the following: - <ul style="list-style-type: none"> - Cllr Vickers confirmed that litter bins can be used for dog waste. Cllr Elias <ul style="list-style-type: none"> - Noted that Tandridge District Council (TDC) are still working through budgets and have received more assistance from the Government. Noted two additional grants - Local Restriction Support Grant and Businesses Required to Close grant are available. - Local Plan. The inspector responded to Tandridge District Council and in summary suggested that TDC either start from scratch or reply to the further questions asked. The TDC Council Planning Policy Committee meeting early February to respond. 	
6.	Acceptance of Last Minutes The Clerk had prepared, and circulated minutes of the meeting held on the 2 nd December 2020. 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	

<p>To discuss and review (including any expenditure) the planning applications and appeals notified by Tandridge District Council (TDC) and Surrey County Council (SCC) since the Parish Council's last meeting:</p> <p><u>2020/2081</u> HENHAW FARM HOUSE, COOPERS HILL ROAD, SOUTH NUTFIELD, REDHILL, SURREY, RH1 5PD Erection of detached garage.</p> <p>Comment - Whilst Nutfield Parish Council (NPC) does not have any particular issues with this application, which is the result of a refusal to application 2020/1050, (NPC did not object). Tandridge District Council refused on grounds of size and Green Belt. The proposal is still pretty large, and it's three 'glazed doors' and decking to the south give the impression ('complement the garden as a pavilion incidental to enjoyment of the dwelling') that it could be used for more than motor vehicles and garden equipment. NPC suggest that it may be wise to impose a condition to it's use only for parking cars and storing garden equipment, if approval is granted.</p> <p><u>2020/2030</u> APPLGARTH, THE AVENUE, SOUTH NUTFIELD, REDHILL, SURREY, RH1 5RY Proposed single storey rear extension</p> <p>Comment – No Objection unless neighbours object (on reasonable grounds).</p> <p><u>2020/2140</u> 35 TRINDLES ROAD, SOUTH NUTFIELD, REDHILL, SURREY, RH1 4JL Installation of 2 roof lights to existing front roof slope, 2 rooflights to existing rear roof slope and window to existing first floor gable wall in association with conversion of loft to habitable accommodation. (Certificate of Lawfulness for a Proposed Development)</p> <p>Comment – No Objection</p> <p><u>2020/2012</u> CRABHILL LODGE, NUTFIELD PARK, SOUTH NUTFIELD, REDHILL, SURREY, RH1 5PA Erection of single storey rear extension</p> <p>Comment – No Objection</p> <p><u>2020/2029</u> 1 NORFOLK COTTAGES, KINGS CROSS LANE, SOUTH NUTFIELD, REDHILL, SURREY, RH1 5NG Erection of two storey side extension.</p> <p>Comment – No Objection</p> <p><u>2020/2207</u> 3 NEW COTTAGES, NUTFIELD MARSH ROAD, NUTFIELD, REDHILL, SURREY, RH1 4EU Erection of a single storey side extension, first floor rear extension and formation of a front porch.</p> <p>Comment – No Objection</p> <p><u>2020/2075</u> BLACK BARN, CRAB HILL LANE, SOUTH NUTFIELD, REDHILL, SURREY, RH1 5PG Demolition of existing outbuilding. Erection of single storey side extension.</p> <p>Comment – No Objection</p> <p><u>2020/2178</u> 53 TRINDLES ROAD, SOUTH NUTFIELD, REDHILL, SURREY, RH1 4JL. Widening of existing vehicular crossover.</p> <p>Comment – No Objection unless neighbour's object. It must be noted if there will be enough parking on the road.</p> <p><u>SCC Ref 2020/0130/RE20/02801/CON/</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</p>	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>
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	<p><i>(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 2 and to review approved plans and particulars. (Part retrospective)</i></p> <p>Comment – Discussed in detail and agreed to respond as below ‘Nutfield Parish 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. ‘ Clerk to action.</p> <p><i>Nutfield Green Park – Noted email received from partners of Nutfield Green Park extending their consultation period until the 8th January 2021. Nothing to action.</i></p> <p><i>Statutory correspondence regarding planning applications 2020/1801 & 2020/775 – Full discussion was had on the above planning applications – the following communication was agreed to be sent to the owner of the planning applications by the Clerk.</i></p> <p><i>‘Nutfield Parish Council (NPC) reviewed the comments from Tandridge District Council (TDC) of your old application in light of the recent application. The grounds for refusal from TDC being: inappropriate development; failure to reflect and respect the character and appearance of the site; failure to conserve or enhance landscape character; and, flood zone concerns.</i></p> <p><i>For the latest application NPC reflected on TDC’s comments on the matters of character, appearance and enhancing the site - leading to our comments.</i></p> <p><i>NPC would be happy to visit the site, subject to complying with current COVID-19 guidelines at that given time. For the new application, NPC would like reassurances/conditions that the site is tidied up and kept tidy. Clearly, the other concerns from TDC and the Environment Agency are outside our remit.’</i></p> <p><i><u>20/00019/E_EN - Taxiway C/D Redhill Aerodrome Kings Mill Lane Redhill Surrey - Enforcement Appeal - Section 174 - Town & Country Planning Act 1990</u></i> <i>To discuss communication (if any) from Salfords and Sidlow Parish Council on Rule 6 statement. No further information to report.</i></p>	<p>NC</p> <p>NC</p>
<p>8.</p>	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> 1. Scout Hut Lane – noted by Cllr Mowatt that Scout Hut Lane has become very unstable especially during lockdown and with the recent bad weather. Noted that the lane is unadopted and from previous investigation the lane cannot be adopted by the Parish Council as there are many users of the lane (dwellings, Scouts and Parish Council). A long discussion on how to approach the repair of the road/path and the different options. It was fully agreed for the Clerk to approach the footpath secretary to ascertain how to approach Surrey County Council to repair the public footpath it as it is a footpath on unadopted land. 2. Cricket Hill – noted that there is often rubbish dumped in the area under the mirror. Clerk to investigate land ownership and report back. 3. Other correspondence <ul style="list-style-type: none"> - Clerk to investigate and report dumping by the railway in Mid Street. - Simon Elson advised of a ‘Biodiversity & Planning Conference 2021’ event on 18/19 February – agreed for the Clerk to attend for £60. 	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>
<p>9.</p>	<p>Local Transport None</p>	

	<p>Working groups are set as per Appendix 1.</p> <p>Staffing</p> <ul style="list-style-type: none"> - Updated council that in order to give the Staffing Working group more time for approval of timesheets each month, it is proposed to shift the timesheet dates by two days. All approved and Clerk to action in next month's timesheet. <p>Highways</p> <ul style="list-style-type: none"> - Report shared with councillors – councillors agreed that the report was up to date. Please see item 12 point 2. <p>Cemetery</p> <p>Noted that there was no full cemetery meeting in December. A finance cemetery meeting took place that covered the cemetery final budget proposal and April 2021 pricing increase</p> <ul style="list-style-type: none"> - Cllr Hall/Cllr Ford updated the council on the approved 10-year pricing plan. Note that price increase for April 2020 was put on hold due to COVID-19. The proposal to either a) jump to the following year or b) jump two years (to get back on track) were presented to council. Voted for: 7 to 3 voted for option a with a caveat included to jump two years in April 2022 to bring the pricing strategy back onto its 10-year plan. Clerk to action the pricing for April 2021. 	<p>NC</p> <p>NC</p>
15.	<p>Groundworks, land, and tree management (including burial grounds and allotments)</p> <p>a) Jubilee Field Tree plan – COVID-19 Restrictions have changed the plans due to the restrictions – Clerk will review with Tree Wardens throughout the month. Spend of £100 agreed (water bag, spray, PPE). Clerk to action.</p> <p>b) Triangle Tree work complete – all planned tree works are now complete.</p>	NC
16.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <ul style="list-style-type: none"> - Gatcom – Cllr Mowatt to attend 21st January 2pm - Clerk attending SLCC meeting (26th January) - Clerk and Chairman attending SSALC Surrey Clerks & Chairman's Forum (27th January) 	<p>RM</p> <p>NC</p> <p>NC & SH</p>
17.	<p>Councillor surgeries and monthly news article</p> <p>Link and Website article – Precept, Jubilee fields, COVID-19 Assistance, Neighbourhood Watch, Dog waste</p>	SH
18.	<p>Training (and conferences).</p> <ul style="list-style-type: none"> - Memorial Training - Fully approved for AC (£30) - Excel – Clerk to find a course for AC - Cllr Reeve advised of 'Tree Inspection' course. Cllr Reeve to send Clerk the details. 	<p>NC</p> <p>NC</p> <p>IR</p>
19.	<p>Payment(s)</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 £14,665.49 (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>	
21.	<p>Notification of business for inclusion on the next agenda</p> <p>Wildlife Policy</p> <p>Bus Stop – Avenue/Mid Street</p>	
22.	<p>Next meeting date(s)</p> <p>Cllrs noted that the Council's next meeting would take place on 3rd February 2021 via 'Zoom' online. at 7.30 pm.</p>	ALL
23.	<p>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</p>	

Appendix 1 – Working Groups

(Amended December 4th 2019)

Working Group	Tasks and projects	Members (Heads <u>underlined</u>)
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	<u>Amanda</u> , 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> , Amanda 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> , Rigel and Jon
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.	??, Steve Hanks and Duncan Mallison
Charities/Trust/Grant	CMT, MHT, grant opportunities	<u>Rigel</u> and Amanda

Appendix 2 – Schedule of Payments

NUTFIELD PARISH COUNCIL

Schedule of Payments
6th January 2021

Chq Ref No.	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
708	5	The Groundsman Ltd	04/01/2021	267073491	£ 747.92	20%	£ 897.50	£149.58	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (December 2020)		
709	1	Gearoid Davey	11/11/2020	N/A	£ 30.00	0%	£ 30.00	£0.00	Allotment deposit refund		
710	6	Howard Fine	10/12/2020	N/A	£ 30.00	0%	£ 30.00	£0.00	Cemetery Tree straighten		
711	8	Pear technology	15/12/2020	656482115	£ 460.00	20%	£ 552.00	£92.00	Last year payment and annual fee		
712	34	Mrs C Crutchfield	21/12/2020	N/A	£ 420.00	0%	£ 420.00	£0.00	Planning training		
713	41	4UJH Ltd	21/12/2020	827751114	£ 95.88	20%	£ 115.06	£19.18	Annual hosting		
714	37	DH Trees	05/01/2021	258007215	£ 5,200.00	20%	£ 6,240.00	£1,040.00	Triangle Tree		
715	49	Holborns	01/01/2020	N/A	£ 222.00	0%	£ 222.00	£0.00	Christmas Tree		
716	41	Rebecca Hislop	10/12/2020	899727928	£ 26.66	0%	£ 26.66	£0.00	Website work		
717	28	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (December 2020)		
718		Nicky Chiswick	N/A	N/A	£ 576.84	0%	£ 576.84	£0.00	Expenses claimed by the Clerk (December 2020)		
719	27	Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (December 2020)		
720		Sarah Abellan	N/A	N/A	£ 27.08	0%	£ 27.08	£0.00	Expenses claimed by the Assistant Clerk (December 2020)		
721	44	Laura Pollock	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (December 2020)		
722	44	Laura Pollock	N/A	N/A	£ 2.76	0%	£ 2.76	£0.00	Expenses claimed by the NVH Clerk (December 2020)		
723	47	Mr R Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (December 2020)		
724	30	HM Revenue and Customs	N/A	N/A	£ 486.46	0%	£ 486.46	£0.00	PAYE and Class 1A NICs (December 2020)		
DD* 725	17	United Kingdom Debt Management office	07/12/2020	N/A	£ 602.55	0%	£ 602.55	£0.00	PW503604 - Interest		
DD* 726	18	United Kingdom Debt Management office	07/12/2020	N/A	£ 1,000.00	0%	£ 1,000.00	£0.00	PW503604 - capital		
DD* 727	31	National Employment Savings Trust (NEST)	N/A	N/A	£ 208.25	0%	£ 208.25	£0.00	Pension – Employer and employees contributions(December 2020)		
DD* 728	46	Lloyds	10/11/2020	N/A	£ 7.85	0%	£ 7.85	£0.00	Service Charge		
DD* 729	23	Sweethaven Company	01/01/2021	263782087	£ 40.68	20%	£ 48.82	£8.14	365 back up		
DD* 730	23	Sweethaven Company	01/01/2021	263782087	£ 63.80	20%	£ 76.56	£12.76	365 hosting		
DD* 731	6	SES Business Water	N/A	N/A	£ 2.00	0%	£ 2.00	£0.00	Monthly water charges - cemetery		
DD* 732	1	SES Business Water	N/A	N/A	£ 21.00	0%	£ 21.00	£0.00	Monthly water charges - allotments		
DD* 733	23	XLIN	08/12/2020	918445212	£ 40.94	20%	£ 49.13	£8.19	Broadband		
DD* 734	23	EE	11/12/2020	245719348	£ 53.60	20%	£ 64.32	£10.72	Telephone Bill		
DD* 735	23	Information Commissioner Office	18/12/2020	N/A	£ 35.00	0%	£ 35.00	£0.00	Data Protection fee		
		Total			£ 13,324.93		£ 14,665.49	£ 1,340.56			

Date: 6th January 2021

Signed:
Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:
Parish Councillor Parish Councillor 2

Signed:
Parish Councillor Parish Councillor 1