



## Nutfield Parish Council Minutes

Nutfield Village Hall

3<sup>rd</sup> August 2022

Meeting opened at 7.30pm and closed at 8.50pm.

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

### Councillors (Cllrs) present:

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

### Apologies:

Cllr John Clarke  
Cllr Jon Dadswell  
Cllr Aled Duggan  
Cllr Dean Holborn

### Attending:

Cllr G Black  
Cllr C Farr  
Cllr L Hammond

**In attendance:** Nicky Chiswick (NC), Clerk

1.	<b>The Chair to open the meeting.</b> Cllr Hall opened the meeting.	
2.	<b>Councillor apologies for absence.</b> Cllr John Clarke, Cllr Jon Dadswell, Cllr Aled Duggan and Cllr Dean Holborn	
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> - None	
5.	<b>Report from County &amp; District Councillors</b> Cllr Black – - Noted the amount of lorry's driving on the A25 in the early hours of the morning. Cllr Ford to take issue to next Biffa meeting in September. - Noted the parking on double yellow lines on Church Hill. Cllr Hammond – - Advised that the footpaths that were promised on the new estate off Philanthropic Road have not appeared by the developers. - Advised on the planning application for Deans Lane. SCC Cllr Farr - Information on ULEZ (Ultra Low Emissions Zone). - Kings Cross Lane – closed in August for resurfacing. - Noted that he has taken and looked at the survey results that NPC sent to SCC Highways. - He has looked and taken photos of Kings Mill Lane, Kings Cross Lane, Clay Lane and Bower Hill lane junction and will keep us posted.	
6.	<b>Acceptance of Last Minutes</b> The Clerk had prepared, and circulated minutes of the meeting held on the 3 <sup>rd</sup> July 2022. Cllrs approved these minutes and the Chair signed them on behalf of the	NC

	Council. The Clerk to arrange the display of these minutes on the Council's notice boards and website.	
7.	<p><b>Planning Applications</b></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>2022/824</u> 12 Ridge Green, South Nutfield, Redhill, Surrey, RH1 5RN. Repositioned front entrance within new partially glazed gable, Two extension gables to rear, single storey side extension attached to existing utility room. Roof lights to kitchen.  <b>Comment - No objection by NPC unless any reasonable objections from neighbours, especially if overlooked by proposed balcony.</b></p> <p><u>2022/1001/TPO</u> West Lodge, Nutfield Park, South Nutfield, Redhill, Surrey, RH1 5PA. (Please refer to photos included with application)  T1) - Large leaning Ash - Fell to a safe height (approx. 3m stump), 1 large Ash tree leaning over the shed/greenhouse and barn. Tree suffering with Ash dieback.  T2) - Multi-stemmed Ash - Fell to 4m stump. Tree suffering with Ash dieback.  T3) - Wonky Ash - Fell to 4m stump. Tree suffering with Ash dieback.  T4) - Skinny single Ash - Fell to 4m stump. Tree suffering with Ash dieback.  T5) - Ash - Fell to 4m stump. Tree suffering with Ash dieback. (close to T6, adjacent to the newly planted Birch trees).  T6) - Ash - Fell to 4m stump. Tree suffering with Ash dieback. (close to T5, adjacent to the newly planted Birch trees).  <b>Comment – No Objection</b></p> <p><u>2022/618</u> Swallows End, Crab Hill Lane, South Nutfield, Redhill, Surrey, RH1 5PG. Retention of existing shed (Certificate of Lawfulness for Existing use)  <b>Comment – with Carol Forrest – fully agreed payment of up to £100 and to review and approve via email for the deadline of 25<sup>th</sup> August</b></p> <p><u>2022/611</u> Coombe Cottages, Deans Lane, Nutfield, Surrey, RH1 4HR. Change of use of land to a gypsy/traveller caravan site comprising of 2 no. pitches and associated hardsurfacing, fencing and parking (part retrospective).  <b>Comment – with Carol Forrest – fully agreed payment of up to £100 and to review and approve via email for the deadline of 26<sup>th</sup> August</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  <b>Clerk to ask Carole Forrest if she can provide or investigate on the above as there is no clear direction to what is happening. Clerk to send an email.</b></p> <ul style="list-style-type: none"> <li>Retrospective planning for land on Kings Mill Lane – <b>Nothing further to report</b></li> </ul>	<p>NC</p> <p>NC</p> <p>PWG</p> <p>PWG</p> <p>NC</p>
8.	<p><b>Reports from the Clerk</b></p> <p>None</p>	
9.	<p><b>Local Transport</b></p> <p>- RACC meeting –public meeting took place on 28<sup>th</sup> July in the Village Hall. Cllr Mowatt attended and asked for the council to have a meeting with the aerodrome in the Autumn – they agreed. New clerk to arrange.</p>	Clerk

	- Noted the Clerk responded to the Gatwick Runway consultation within the timeframe.	
10.	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. The Clerk confirmed the bank balance totals for the following: Lloyd's current £49,039.46, Lloyd's savings account £50,328.28 and NatWest current CIL account £55,031.22. Clerk presented the bank reconciliation (June 2022) to the Chair (Cllr Hall) for signing – Cllr Hall signed.</li> <li>2. Cemetery finances. Summary: Budget: £27,500, income: £25,401 and expenditure: £11,828.</li> <li>3. Timing – Finance working group to meet in September to pull together first draft.</li> <li>4. Covid Grant – £720.25 left in hardship fund.</li> </ol>	FWG
11.	<p><b>Police Update</b></p> <ul style="list-style-type: none"> <li>• Police – security kits - all information with Simon Evans, police meeting to be planned in for Autumn and PSCO Lorraine wells to work with the village hall on her Scamming talk.</li> <li>• CCTV – UK Power Network quote was reviewed and approved – Only one quote gained, as this work has to go through UK Power Network. Money to come from CIL - £17,691 plus VAT. STAT drawings are required and are in progress and these are to go to Harlequins to enable them to put together their quote for installing the poles. Clerk to investigate the unmetered supply and send details to Cllr Hall.</li> </ul>	JD/SH
12.	<p><b>Community Events</b></p> <p><b>Bonfire</b></p> <ul style="list-style-type: none"> <li>• Firework/Bonfire Finances – Received, but please note that these are not the final finances and Cllr Mowatt is to meet/sit with Cllr Holborn to review and finalise.</li> <li>• Clerk shared her email with the council on her questions on the firework finances.</li> </ul> <p><b>'A Right Royal occasion'</b></p> <ul style="list-style-type: none"> <li>• Final finances are not yet available – waiting for the cash to be banked, and for a final finance update from the working group.</li> </ul> <p>Moving forward for events, the finances need to be clearer and working groups need to report back to full council in a more structured approach for approval before going ahead with ideas.</p> <ul style="list-style-type: none"> <li>• Pin Badges – Clerk to pass the information to Cllr Duggan. All remaining stock are in office. Invoice sent to Priory Farm for payment, waiting for money from Holborns. Once all received, council can review at September meeting.</li> </ul>	RW/DH  DH  AD
13.	<p><b>Grant Applications</b></p> <p>None</p>	NC
14.	<p><b>Working Groups</b></p> <p>Working groups are set as per Appendix 1.</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>- Clerk role - 10 responses (from indeed website and direct), narrowed down to three. Interviews currently taking place by staffing working group. EGM to take place on the 15<sup>th</sup> August with the view of the staffing working group to propose a review of interviews and to recommend appointment of a new Clerk. EGM will allow salary to be agreed, and next steps to be agreed by full council. Clerk to pull together agenda tomorrow for this meeting. Clerk reminded that someone would need to be agreed to take minutes at this meeting, and this is to be minuted on the minutes.</li> </ul> <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> </ul> <p><u>Cemetery</u></p>	SH/JD/ NC

	<ul style="list-style-type: none"> <li>- Cemetery report was circulated to councillors prior to the meeting and all proposals were agreed.</li> <li>- Topiary - fully agreed to go ahead for up to £1000 – AC to action</li> <li>- Fence – fully agreed to go with a metal green fence post and stock fencing. – AC to action and bring prices to September meeting.</li> <li>- Link - Cllr Hall to stuff.</li> <li>- Cover for funeral document all OK. Cllr Hall to take phone when AC is on annual leave.</li> </ul>	SA SA SH CWG
15.	<p><b>Groundworks, land, and tree management</b> (including burial grounds, jubilee fields and allotments)</p> <ul style="list-style-type: none"> <li>a) Allotment – Front hedge – Agreed that security on the front of the allotment needs improving. Clerk shared a document with Cllr Reeve on previous recommendations. Cllr Reeve and Assistant Clerk to look and come up with ideas/costs.</li> <li>b) Allotment gate – fixed by Nick Dance as agreed by Clerk – agreed spend of up to £50</li> <li>c) Allotment Health and Safety – to be carried over to September meeting</li> <li>d) Jubilee fields Annual cut – Cllr Reeve to call Redhill Farm Servies to book in the cut of the two fields to the left.</li> <li>e) Village Gardener – the current gardener has retired. Propose for All Things Gardening to take on the village gardener role. Same hourly rate. Fully agreed by council.</li> <li>f) Basketball court – graffiti. Quote for £700 received. Clerk to give the go ahead. To only paint the wood panels where the graffiti has been written.</li> <li>g) Nutts corner – the plaque that was planned for the bench at Nutts Corner maybe delayed as after taking a look at the bench, the bench needs to be replaced. Agreed this can be a project for the new clerk and to utilise the bench company that we used for cemetery benches.</li> </ul>	SA/IR   IR   NC Clerk
16.	<p><b>Events (public) and meetings of Outside Bodies</b> (other than transport groups)</p> <p>Biffa – 14<sup>th</sup> September (meeting) 17.00</p> <p>TAG – 22<sup>nd</sup> September</p>	
17.	<p><b>Monthly news article</b></p> <p>Link and Website article – open day, cemetery open day, hedges, parking on double yellow, councillor vacancy.</p>	SH
18.	<p><b>Training</b> (and conferences)</p> <p>None</p>	
19.	<p><b>Payments</b></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 £10,191.47 (VAT inclusive). Clerk to dispense payments via online banking.</p>	NC
20.	<p><b>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency.</b></p> <p>None</p>	
21.	<p><b>Notification of business for inclusion on the next agenda</b></p>	
22.	<p><b>Next meeting date(s)</b></p> <p>Cllrs noted that the Council's next meeting would take place on 7<sup>th</sup> September 2022 Nutfield Memorial Hall at 7.30 pm. Parishioners may attend.</p>	ALL
23.	<p><b>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</b></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

NUTFIELD PARISH COUNCIL

Schedule of Payments  
3rd August 2022

Chq No.	Ref No.	Budget code	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Signature one	Signature two
1268	5		All Things Gardening	25/07/2022	N/A	£ 941.83	0%	£ 941.83	£ 0.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (July 2022)		
1269	6		Fairfalls	12/07/2022	371763285	£ 54.00	20%	£ 64.80	£ 10.80	WBA Stakes		
1270	11		Zurich Charities, Insurer	15/07/2022	N/A	£ 197.43	0%	£ 197.43	£ 0.00	Tree Warden Insurance		
1271	40		Howard Fine Trust Account	20/07/2022	N/A	£ 20.00	0%	£ 20.00	£ 0.00	Footpath clearance		
1272	40		Howard Fine	06/07/2022	N/A	£ 30.00	0%	£ 30.00	£ 0.00	horse fields path clearance		
1273	40		Howard Fine	20/07/2022	N/A	£ 40.00	0%	£ 40.00	£ 0.00	Jubilee fields path clearance		
1274	4		Mick Tamplin	20/07/2022	N/A	£ 255.00	0%	£ 255.00	£ 0.00	Interments		
1275	6		B Gardner and Sons	14/07/2022	N/A	£ 820.00	0%	£ 820.00	£ 0.00	Cemetery path reinstatement		
1276	6		All Things Gardening	18/07/2022	N/A	£ 1,260.00	0%	£ 1,260.00	£ 0.00	Compost remodel		
1277	1		Boarder Security Ltd T/as Seldons Locksmiths	02/08/2022	N/A	£ 73.50	0%	£ 73.50	£ 0.00	Allotment keys		
1278	6		Fairclough & Dyer Ltd	21/07/2022	443102889	£ 39.00	20%	£ 46.80	£ 7.80	Cemetery signs planning application-drawings		
1279	26		DM Payroll Services Ltd	30/07/2022	N/A	£ 60.00	0%	£ 60.00	£ 0.00	Payroll quarterly payment		
1280	40		All Things Gardening	29/07/2022	N/A	£ 40.00	0%	£ 40.00	£ 0.00	A25 Bus stop		
1281	40		All Things Gardening	29/07/2022	N/A	£ 40.00	0%	£ 40.00	£ 0.00	Mid Street Bus stop		
1282	4		Promax Ltd	07/06/2022	245122634	£ 547.20	20%	£ 656.64	£ 109.44	Additional large slab for tablets		
1283	4		Mick Tamplin	29/07/2022	N/A	£ 170.00	0%	£ 170.00	£ 0.00	Double interment		
1284	41		Rebecca Hislop	25/07/2022	N/A	£ 13.00	0%	£ 13.00	£ 0.00	web pages		
1285	41		Rebecca Hislop	25/07/2022	N/A	£ 15.00	0%	£ 15.00	£ 0.00	quarterly updates		
1286	28		Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk Salary (July 2022)		
1287	27		Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Expenses claimed by the Clerk (July 2022)		
1288	27		Sarah Abellan	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (July 2022)		
1289	27		Sarah Abellan	N/A	N/A	£ 58.71	0%	£ 58.71	£ 0.00	Expenses claimed by the Assistant Clerk (July 2022)		
1290	44		Garib Scott	N/A	N/A	xxx	0%	xxx	xxx	Salary claimed by the NVH Coordinator (July 2022)		
1291	45		M F Crutchfield	N/A	N/A	xxx	0%	xxx	xxx	Highways Assistant Salary (July 2022)		
1292	28		HM Revenue and Customs	N/A	N/A	£ 971.86	0%	£ 971.86	£ 0.00	PAVE and Class 1A NICs (July 2022)		
DD* 1293	31		National Employment Savings Trust (NEST)	N/A	N/A	£ 274.95	0%	£ 274.95	£ 0.00	Pension – Employer and employees contributions (July 2022)		
DD* 1294	46		Lloyds	10/06/2022	N/A	£ 7.85	0%	£ 7.85	£ 0.00	Service Charge		
DD* 1295	23		Sweethaven Company limited	01/07/2022	263782087	£ 40.68	20%	£ 48.82	£ 8.14	865 back up		
DD* 1296	23		Sweethaven Company limited	01/07/2022	263782087	£ 73.20	20%	£ 87.84	£ 14.64	865 hosting		
DD* 1297	55		The Recycling Partnership Ltd	01/08/2022	801063483	£ 39.55	20%	£ 47.46	£ 7.91	Cemetery bin clearance		
DD* 1298	6		SES Business Water	N/A	N/A	£ 4.00	0%	£ 4.00	£ 0.00	Monthly water charges - cemetery		
DD* 1299	1		SES Business Water	N/A	N/A	£ 33.00	0%	£ 33.00	£ 0.00	Monthly water charges - allotments		
DD* 1300	23		XLN	08/07/2022	918445212	£ 83.41	20%	£ 100.09	£ 16.68	Broadband		
DD* 1301	23		EE	11/07/2022	245719348	£ 29.92	20%	£ 35.90	£ 6.00	Telephone Bill		
			<b>Total</b>			<b>£ 10,031.16</b>		<b>£ 10,191.47</b>	<b>£ 160.31</b>			

\* Payment extended by Janet Debit      \*\* Use of CC money      \*\*\* Use of Members Community Allocation fund      \*\*\*\* Use of Lockdown Payment Fund

Signed: ..... Date: 3rd August 2022

Nicky Chiswick, Clerk to Nutfield Parish Council