

**Nutfield Parish Council**  
**Minutes of the Combined Committee Meeting**  
**Wednesday 19<sup>th</sup> June 2013 at 8:00pm**  
**Parish Office, Mid Street, South Nutfield**

**Present:** Councillors: Mrs S Renaut (Chairman), Mr D Chapman, Mr D Cullen, Mr D Dowden, Mr P Forbes  
Mr I Reeve, Mr K Sandiford,  
Clerk R. Brown

**Action By**

1. **APOLOGIES and reasons for absence:** Mr C Williams – work, Sue Ford - holiday
2. **Declarations of Interest**  
None
3. **MINUTES**  
**Approval of the Minutes of the last Combined Committee meeting on 15<sup>th</sup> May 2013**  
**AGREED** and signed by the Chairman as a true record.
4. **Matters and action points arising from Minutes** – for updating and noting only. Any items requiring attention will be on the agenda:  
None
5. **PLANNING & DEVELOPMENT**
  - 5.1 **Planning Decisions by Tandridge District Council since last Parish Meeting**  
None
  - 5.2 **Current Planning Applications – the following applications to be considered and comments agreed for submission to Tandridge District Council:**  
None
  - 5.3 **RACC**  
Cllr Chapman discussed the RACC AGM on Saturday 30<sup>th</sup> May at Village Hall.  
Small number of attendees, Chmn. Jon Horne deciding on Appeal to planning refusal during the next few weeks, some good responses by parishioners, KRAG to check re-valuation of the site.
  - 5.4 **Planning issues**  
Height of fences without need for planning  
Chairman asked if an additional height of fence added to a 6'0 fence needed planning permission, as there is one along Scout Hut Lane. Clerk to check with TDC  
Car parking on farm land and roads  
Large volume of car parking still on land off Clay Lane, check again with TDC and local landowners
6. **FINANCE & GENERAL PURPOSES**
  - 6.1 **Accounts**  
Update on bank funds, income and expenditure.  
Bank balances sent to Council prior to the meeting and these were agreed  
Discussion on allocating funds to specific projects, parking space in the Village is an urgent project  
Clerk to discuss with TDC and also obtain approx. project cost **RB**
  - 6.2 **Audit**  
**Agree** amended Audit Commission Section 1 Accounting Statements 2012/13  
Following the meeting with Mulberry & Co and that the revised figures need to include the Jubilee Fields purchase, the Annual Return Section 1 had been amended as shown to Council.  
**Chairman proposed this be agreed and vote taken: AGREED**  
**Agree** Section 2 Annual Governance Statement 2012/13 & complete the audit for return to BDO LLP  
Discuss proposals made by Mark Mulberry, Internal Auditor, including a Value of Assets schedule and an Allocated Funding schedule for future use.  
The completed Annual Return had been completed and had been distributed to Council  
**Chairman proposed this be agreed and vote taken: AGREED**  
**Clerk proposed that this be taken to the July Parish Meeting to be Ratified. AGREED**
  - 6.3 **Insurance**  
Update  
Insurance cover note amended and sent to Came & Co for issuance of Policy documents

**6.4 Nutfield Marsh  
Crown Estates**

Update

Clerk has contacted Burges Salmon and TDC Solicitor Andrew Komosa and there appears to be a log jam somewhere at Crown Estates, everyone chasing them to complete the transfer of title. Discussion on creating a Press Release on the problems being incurred on acquiring the Marsh with bullet point items covering the last 2-3 years, stating Council is totally confused by their excuse that it is "difficult" and why there is this delay. DD & RB to draft a proposed page

**6.5 Book-keeper**

Clerk and Chairman had discussed a book-keeper appointment to assist in updating the accounts onto the Sage system on a monthly basis. It is possible to appoint a freelance book-keeper for 4 hours per quarter @ £15ph = £60 per quarter...£240pa. This was discussed and it was agreed to take this to the main July Meeting as a Proposal

**6.6 Other General Matters for discussion-**

For information only

Cllr Sandiford had suffered with a bad back since the Playground theft, when he and the Clerk found the seats from the swings and he rolled the large round seat back to his house. He suggested we check if we need an Accident Book and also with the Insurance Company about accidents to Councillors whilst performing tasks for Council. Clerk and others to investigate. **RB**

He also mentioned the Facebook Blog created by our officers in Tandridge Police. It would be useful to have an incidents log for Nutfield which could show comparisons to previous type of crimes/years Clerk to request if this is possible **RB**

**7.0 ENVIRONMENT & AMENITY**

**7.1 Village Halls**

**South Nutfield Village Hall Ltd**

Update from Committee

Cllr Forbes reported on correspondence from Mr King, past director, passed on to the committee, which had also been received by them. Discussion on appointments within the committee and it was agreed that the directors should deal with this. Mr Murray is calculating Capital Expenditure Programme and Mr Wicks Maintenance. A new bank account is now open and a new accountancy practice found.

**Memorial Hall**

Memorial Hall Finance + new Bank accounts + Bank funds

Bank account balances reviewed, new bank accounts to be agreed for funds

Ascot Building Plans and progress

Biodiversity checklist and Historic Environment Record (HER) sent by Cranford Design, company used by Ascot, and an invoice for payment of £60 fee to be sent for payment at next meeting Once received arrange an on-site meeting with Ascot and planners to discuss extras such as Clock Tower, Photovoltaic tiles and outside storage unit

**7.2 Jubilee Fields**

Entrance Right of Way area & Footpaths – work schedule

Awaiting meeting with SCC footpath officer Sarah Jenman

Corner field & other land – Campden BRI meeting update

No further updates from BRI

Fields state – update on work

Horses on fields, Police aware. Ditches and hedges will be completed in the Autumn. The fields will be re-seeded and lightly ploughed now.

CCTV and lighting - update

Meeting with two residents and Scouts to discuss power sources then find costs of CCTV cameras

**7.3 Highways, Traffic & Parking**

**Roads, Pavements and Verges**

Report on roads, potholes & verges

Clerk reported that Philanthropic Lane will be totally resurfaced shortly by R&BBC.

SCC reported to be re-surfacing A25 from Redhill to Godstone

**Village Gateway project**

Update on SCC to start work

Stones place on verge which appear to be stopping further damage.

Awaiting SCC confirmation of work commencement for width restriction.

**TDC Snow clearance scheme – update from Clerk**

Meeting at TDC arranged for 27<sup>th</sup> June with other Clerks and Scott Coughlan

**7.4 The Pound**

Update - New sign to be erected

Please note these are draft minutes until approved and signed at the next meeting

- 7.5 **Nutfield Marsh**  
Crown Estates report, TDC – Byelaws, Agencies, Fly tipping and horses, Action Plan – Marsh Group  
All discussed previously in meeting
- 7.6 **Other General Matters for discussion-**  
For information only
- 8. **NEXT COMBINED COMMITTEE MEETING DATE: 17<sup>th</sup> July 2013 – Venue Parish Office**

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Signed, Chairman.

Date.....