

Nutfield Parish Council
Minutes of the Parish Meeting
Wednesday 4th July 2012 at 7:30pm
The Village Hall, Mid Street, South Nutfield

Present: Councillors: Mrs S Renaut (Chairman), Mr D Chapman, Mr D Cullen, Mr D Dowden, Mr P Forbes, Mr A Rees, Mr I Reeve, Mr K Sandiford,
District Councillor: Mrs Debbie Vickers
Clerk: Mr R Brown
3 Residents present

Action By

97/12 Apologies for Absence.

Apologies received – Mrs E Hames (Vice Chairman), C. Cllr Mr A. Elias, DC Mrs G Black, Clerical Assistant Fiona Byrne

97/12 Declarations of Interest.

None

98/12 Public Forum – Residents requests.

Discussion with resident on Planning Appeal meeting re TA/2011/1325 - Land adjacent to 107 Mid Street, Erect 6 bed dwelling. He spoke on his views re the proposed building and concerns on surface water drainage & sewerage flooding. He is holding a meeting on 14th July and invited Councillors and Clerk (who offered apologies) to attend. Cllr Sandiford advised him that TDC Planning and the Inspector were aware of the conditions he stated and would take them into account. A resident brought to Council's attention the poor state of the hedges and verges down Church Hill. Clerk advised this should be carried out by SCC Highways and he would contact them. Also to investigate the cost for this work by a local contractor, obtain quote. Water is running out of a drain on the bend past the Church, surface water on the road making the bend dangerous. S&ESW claim it is a spring, to be checked.

RB

Councillor Chapman mentioned the footpath on the corner of Crab Hill Lane and Kings Cross Lane is also totally overgrown and needs clearing. Clerk to contact SCC or contractors

RB

99/12 Report from County & District Council – For information.

DC. Mrs Vickers asked the Police for an update on the dangerous dog that was reported on the Recreation Ground. Police reported they had visited the owner and requested it be muzzled when out, this is not happening so Police will investigate once more.

100/12 Police report & issues –

WPC Lucy Edwards advised that James Green has been officially promoted to Sergeant on the Tandridge Safer Neighbourhood Scheme Team, and Lucy is now our temporary local officer. Discussion took place over the stile removal at the entrance to the new Parish Fields at the end of Scout Hut Lane. Crime reports have been made and it is essential for any resident that sights a crime or vandalism act in operation to call 101 and report the offence gaining a crime incident reference number. This will automatically link to any other crime incident reference numbers connected to the offenders and will go towards conviction.

END OF PUBLIC FORUM

D. Cllr Vickers, the Police Officers & 3 residents left the meeting.

101/12 Approval of the Minutes of the Parish Council Meeting held on 6th June 2012 to be agreed and signed as a true record. (LGA 1972 Sch.12 s41)

The Minutes were **AGREED** and signed by the Chairman as a true record.

102/12 Matters and action points arising from Minutes – for updating and noting only. Any items requiring attention will be on the agenda

None

103/12 COMBINED COMMITTEE

103/1/12 PLANNING & DEVELOPMENT

103/2/12 Planning Decisions by Tandridge District Council since last Combined Committee Meeting

APPEAL

Appeal Ref: APP/M3645 A/12/2174861/NWF; Application No.TA/2011/1325; Site Land adjacent to 107 Mid Street, South Nutfield; Appellants Name Kingswood Lane Ltd; Proposal: Erection of detached six-bedroom dwelling with attached triple garage with accommodation over; 10am on 24th July 2012 at The Council Offices, Station Road East, Oxted Surrey RH8 0BT

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

103/3/12 Current Planning Applications – the following applications to be considered and comments agreed for submission to Tandridge District Council:

TA/2012/780 Granary Cottage, Kings Cross Lane, South Nutfield... Replacement of two windows to first floor rear elevation. Conversion of two bedrooms to en-suite. (Listed Building Consent)

Dated 25th June – 28 days – NPC comment by 16/07/12

NPC Comment – No Objection - Neighbours

TA/2012/867 71 Mid Street, South Nutfield... Demolition of existing lean-to extension. Erection of single storey side extension

Dated 26th June – 21 days – NPC comment by 17/07/12

NPC Comment – No Objection - Neighbours

TA/2012/872 Applegarth, The Avenue, South Nutfield... Erection of single storey side extension

Dated 27th June – 21 days – NPC comment by 18/07/12

NPC Comment – No Objection - Neighbours

103/4/12 RACC

No report until public meeting AGM

103/5/12 Other Matters for discussion

None

104/12 FINANCE & GENERAL PURPOSES

104/1/12 Finance

PAYMENTS FOR June 2012

Signed on 4th July 2012

Chq No.

002511	Abacus Catering Hire Jubilee Tea Party & Dance Catering equipment		1,165.83 PAID
002512	Perfect Pitch Marquees – Invoice 1230 Jubilee Celebration Marquee final payment		5,715.20 PAID
002513	Just Cool It Ltd – Invoice 33/12 Jubilee - Fridge Trailer hire incl. delivery & collection		312.00 PAID
002514	Cancelled Cheque		
002515	Pilgrim Brewery – Invoice 25308 Jubilee - Beer for Jubilee Dance		230.00 PAID
002516	Nutfield Church Primary School Jubilee - Use of Site Manager, school, PTFA store, Electric power		288.65 PAID
002517	Holborns Ltd Jubilee - Alcohol, Soft Drinks, Shop misc., Fireworks, UJ Flags		1,269.63 PAID
002518	Clerks salary- as per contracted terms		
002519	Clerks expenses		194.72
002520	H.M. Revenue & Customs - Income Tax + N.I. – as per contracted terms		
002521	Fiona Byrne - Clerical Assistant Invoice – hours June		50.00
D/D	BT – Inv. Q020 IE Internet Services		102.56* PAID
D/D	BT – Inv. Q063 TV Telephone 01737 823191		125.86* PAID
002522	Ken Hamilton – Invoice 334.66 Maintenance work Nutfield Cemetery 01/06/12 - 30/06/12 Ken Hamilton – Invoice 334.67 Woodland Burial Area Maintenance work 01/04/12 – 30/06/12	420.00	<u>95.00</u> 515.00
002523	Redhill Farm Services – Invoice 5880A Supply Materials and repair pavement at Nutts Corner		156.00
002524	Sweethaven Computers – Invoice 111699 Council laptop AVG Internet Security 1 year 3 user		29.99

Total Payments

£ 11,667.25

RESOLVED: Proposed, Councillor Cullen. Seconded, Councillor Chapman. AGREED

104/2/12 Agree the completed Annual Return documents for year end 31 March 2012 to BDO LLP

Following the completion of Section 4 of the Annual Return by the Internal Auditor, Council agreed Section 2 the Annual Governance Statement and this was duly signed by Chairman Sue Renaut and the Clerk Roger Brown and dated 4 July 2012. It was agreed the Clerk send the completed Annual Return document with all supporting papers.

RESOLVED: Proposed, Sandiford. Seconded, Councillor Cullen. AGREED

104/3/12 Agree Current bank balances on all accounts

The latest copy of the Bank Recs was distributed by the Clerk - see attached

104/4/12 Internal Audit

Discuss report following year end meeting with Internal Auditor Mark Mulberry of Mulberry & Co. and note/discuss comments made by him for future consideration.

The Internal auditors report had been previously circulated to all Councillors and a discussion took place on his final comments to be considered. It was agreed that a sub-committee would consider new options with regard to an assistant clerk and the revised job specification for this post.

Clerk confirmed he had applied for an extension of the submission date.

104/5/12 New Code of Conduct and Transition

Hedleys report had been distributed. Council agreed to wait for TDC Standards recommendations.

104/6/12 Insurance 2012-13 renewal

No further information to date on Memorial Hall Trusteeship and cost saving with Aon.

104/7/12 Land off Mid Street, South Nutfield

Finance Update

Clerk to contact Hedleys to ask why the agreed £2000 to be retained in case remedial groundwork was not completed had not been actioned when completion took place. **RB**

Land maintenance costs

Clerk had spoken to Simon Elson SCC Environment Officer re state of fields and future use. Agreed Clerk to contact Simon to see if he could attend the Combined Committee meeting on 15th July or possibly 13th July as an alternative **RB**

Security lighting. Clerk had contacted the resident who offered financial assistance and a meeting to be arranged ASAP to agree this and other security equipment. **RB**

104/8/12 Allotments - update

Rental income from tenants now received and completed.

104/9/12 South Nutfield Recreation Ground – Proposed New Playground

Finance update

Clerk had contacted SCC Local Committee and the £7000 grant has been agreed in principle and will be confirmed in one week's time. Clerk to contact Steve Hyder at TDC Leisure Services to agree the final balance payment to send.

104/10/12 Queens Diamond Jubilee

Accounts on finance to date have been prepared and these were circulated and discussed.

The Jubilee Aprons are selling but it was agreed to reduce the price to clear the remaining stock and cover costs.

104/11/12 Other matters for discussion

None

105/1/12 ENVIRONMENT & AMENITY

105/2/12 Village Halls

South Nutfield Village Hall – Cllr Forbes still waiting for minutes from the last meeting.

The copy of the new Emergency Evacuation Plan was discussed and following the Clerks note to the Chairman regarding errors in this procedure, it was agreed that a meeting needed to be called ASAP to rectify this.

Check if charitable status is still in place now that the Committee have formed a Limited Company.

Memorial Hall –

No volunteers to date from the The Link article asking for volunteers to join a new committee.

Agreed the need to place an article in the August for the September issue of the The Link as a reminder for volunteers and to publish a date for an October public meeting to discuss the Hall funding and where to go from here? **RB**

Agreed Clerk write to Hedleys requesting legal advice on the distribution of held funds to the Parish should the Trust fail, and include the current Village Hall status in this letter as well. **RB**

105/3/12 Nutfield Playground Friends – Proposed New Playground

TDC have commenced clearing the existing playground and the new equipment will be installed in one week's time. The Official Opening ceremony is planned for 22nd September in conjunction with the School Fete, 12 noon to 3pm. It was agreed to make a loan of £500 to the Playground Friends committee, as before, for event toilets and set-up costs.

105/4/12 Nutfield Marsh

No report to date

105/5/12 Tree Wardens Jubilee Trees

Liz Ramsey of the Tree Warden has proposed planting trees to celebrate the Jubilee and supply plaques. The location of the Memorial Hall site was proposed but Council felt this has many trees already and considered options of a tree on Braes Mead to replace dead cherry trees plus one on either the Recreation Ground or in the School Field. Clerk to contact Liz and advise **RB**

105/6/12 Traffic & Parking

TAG-A25 - Cllr. Forbes gave a report on the TAG-A25 meeting held recently. As a community we have to go to TDC & SCC to say what we want to see in the Parish, such as traffic calming measures, speed restrictions and other measures. SCC advised TAG-A25 to write on behalf of the Parish and Council could also write a formal letter to be sent to the Inspector. Cllr Forbes will draft this and circulate for checking prior to dispatch.

SCC Highways - Speedwatch, Cllr Forbes has had to stand down as coordinator due to other council and committee work and will request for volunteers in the next Link

105/7/12 Queen's Diamond Jubilee

Comments of thanks and congratulation have been received from many parishioners who agreed it was an excellent celebration on one of bonding within the Parish.

105/8/12 Surrey Hills ANOB Board

Update – nothing received to date

105/9/12 Nutfield Link

Discussed use of the office by the Nutfield Link production team and what space can be achieved by relocating and storing their equipment elsewhere to create more space in the office for meetings etc.

105/10/12 Parish Office

Damaged floor needs replacing and new marquee needs re housing to another location to allow for more storage space. New meeting table and chairs to be purchased.

105/11/12 Health & Safety

Inspection due this month

105/12/12 Other Matters for discussion

None

106/12 Correspondence received – List for information only

107/12 Clerks Report –

Copy for Link article discussed and noted

Internal Auditor comments discussed see 104/4/12 re Assistant Clerk

108/12 Matters for reporting or inclusion on future agenda

Noted

109/12 Other matters- for information only

Overgrown hedges in Mid Street and others throughout the Parish discussed and SCC to be advised. Clerk to contact Parish Gardener contractors to obtain quotes for this work, quote up to £100 max.

110/12 Dates of next meetings:

Combined Committee Meeting - P&D, F&GP and E&A – 18th July 2012

Council Meeting – **NO MEETING IN AUGUST** unless the need arises to call a meeting

Next meeting 5th September 2012 - Committee Room Village Hall - 7.30pm

Section 2: Any Tenders that need consideration or decision must be read in this section

MEETING CLOSED 22.55pm

Signed, Chairman, 5th September 2012

**Cc: County Councillor Elias
District Councillor Black
District Councillor Vickers**