

**Nutfield Parish Council**  
**Minutes of the Parish Meeting**  
**Wednesday 6<sup>th</sup> June 2012 at 7:30pm**  
**The Village Hall, Mid Street, South Nutfield**

**Present:** Councillors: Mrs S Renaut (Chairman), Mrs E Hames (Vice Chairman), Mr D Chapman, Mr D Cullen, Mr D Dowden, Mr P Forbes, Mr I Reeve, Mr K Sandiford,  
District Councillor: Mrs Debbie Vickers  
Clerk: Mr R Brown  
2 Residents present

**Action By**

**82/12 Apologies for Absence.**

Apologies received – Mr A Rees, C. Cllr Mr A. Elias, DC Mrs G Black, Clerical Assistant Fiona Byrne

**83/12 Declarations of Interest.**

None

**84/12 Public Forum – Residents requests.**

Discussion with residents on latest RAV Aerodrome hard runway proposal and the proposed consultation with R&BBC

**85/12 Report from County & District Council – For information.**

DC Mrs Vickers reported she had attended her first Full District Council Meeting, she has been appointed to the Redhill Aerodrome committee plus TDC General Purposes Committee. She understands that R&BBC will examine and discuss the RAV proposal in July when it is anticipated the planning application will be submitted.

**86/12 Police report & issues –**

No Report

**END OF PUBLIC FORUM**

D. Cllr Vickers & 2 residents left the meeting.

**87/12 Approval of the Minutes of the Annual Meeting & Parish Council Meeting held on 2<sup>nd</sup> May 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.

**88/12 Matters and action points arising from Minutes – for updating and noting only. Any items requiring attention will be on the agenda**

None

**89/12 COMBINED COMMITTEE**

**89/1/12 PLANNING & DEVELOPMENT**

**89/2/12 Planning Decisions** by Tandridge District Council since last Combined Committee Meeting  
**SCC ref REP/12/00445 Land at Patteson Court Landfill, Cormongers Lane, Redhill..**

construction, installation & Operation of a an extension to a soil recycling facility for the processing & recycling of contaminated soils through bio remediation to be used on site for the purposes of daily landfill covering material and for the supply of restoration soils; ancillary equipment; and associated works all on some 1.28ha for a temporary period until ceasing of landfill operations at the site with restoration to agriculture

Dated 18 April - 28 days – NPC comment by 09/05/12

**NPC Decision – No Objection with conditions stated**

**SCC decision: GRANT** subject to conditions listed

**89/3/12 Current Planning Applications** – the following applications to be considered and comments agreed for submission to Tandridge District Council:

**TA/2012/659 Land adjacent to Braecroft, 107 Mid Street, South Nutfield..**

Erection of 2 x 4-Bedroom detached dwellings with attached garage/car port (Outline Application)

Dated 28/5/12 - 21 days - NPC comment by 18/06/12

**Previous plans to be examined by Cllr. Sandiford and discuss this application at 20<sup>th</sup> June Combined Committee meeting**

**KS**

**89/4/12 RACC**

No report until public meeting AGM

**89/5/12 Other Matters** for discussion

Check garage height on previous planning app TA/2011/857 141 Mid Street as it seems excessively high and report at Combined Committee meeting RB

**90/12 FINANCE & GENERAL PURPOSES**

**90/1/12 South Nutfield Recreation Ground – Proposed New Playground**

Finance update

The Clerk reported on current finance balances in account and also held at TDC

A grant of £2000 has been approved by Gatwick Airport Community Trust and the Clerk has contacted them with a full report of current finances and build dates. Cheque now imminent.

SCC Local Committee Grant proposal for £7000 has been submitted and is due for decision on 29<sup>th</sup> June. To allow TDC to place the order with Playdale, the following proposal was submitted for approval:

**Proposal: Subject to TDC Amenity Services offer to underwrite the proposed grant of £7000 from the SCC Local Committee until its decision date of 29<sup>th</sup> June, Council agrees that if this application is not successful it will underwrite this amount after the TDC offer until sufficient funds have been raised by the Nutfield Playground Friends to re-pay Council this sum.**

Full discussion took place and it was agreed that Cllr Dowden propose a revision as follows:

**Proposal: Subject to TDC Amenity Services offer to underwrite the proposed grant of £7000 from the SCC Local Committee until its decision date of 29<sup>th</sup> June, Council agrees that if this application is not successful it will underwrite this amount after the TDC offer expires, on the condition that the Nutfield Playground Friends do everything in their power to continue fundraising to cover the loan if required. VOTED & AGREED**

**90/2/12 Finance**

**PAYMENTS FOR May 2012**

**Signed on 6<sup>th</sup> June 2012**

**Chq No.**

002495	Outwood Butchers - Invoice 36		
	Jubilee Dance- Deposit for Spit-Roast equipment for Hog Roast		100.00 PAID
002496	Elite Linen Hire – Invoice 2873		
	Jubilee - White & Royal Blue Tablecloths		378.32 PAID
002497	Brake Bros.		
	Jubilee - Desserts ordered for Jubilee Dance		24.64 PAID
002498	Elegance Services – Invoice 595		
	Jubilee - Luxury Toilets, Disabled Toilet & Servicing		1080.00 PAID
002499	Clerks salary – as per contracted terms		1137.55
002500	Clerks expenses		45.60
002501	H.M. Revenue & Customs - Income Tax + N.I.- as per contracted terms		374.26
002502	Fiona Byrne - Clerical Assistant Invoice – hours May		145.00
002503	Councillors Expenses Claim – Sue Renaut		
	Jubilee Raffle Prizes		
	John Lewis i-Pad for Jubilee Raffle from NSCA Funds	£ 399.00	
	Amazon – Kindle for jubilee Raffle from Link Donation	<u>£ 89.00</u>	488.00
002504	Aon Limited		
	Parish Council Insurance policy 11/AC/05277401/06		2837.71
002505	Ken Hamilton – Invoice 333.59		
	Maintenance work Nutfield Cemetery 01/05/12 - 31/05/12		370.00
002506	Outwood Butchers – Invoice 65		
	Jubilee Dance		
	2 x Hog-Roast machines, 2 x 59kg Pigs + bread, sauces	£ 1475.00	
	less deposit	£ <u>100.00</u>	1375.00
002507	Cancelled Void		
002508	Cancelled Void		
002509	Stuffins Catering Services – Invoice 3813 015		
	Buffet to Village Hall – Parish Assembly		202.80
002510	Redhill Farm Services – Invoice 5888		
	Supply & fit Water Trough in Allotments as quotation		
	Remove shed from new fields		256.80

**Total Payments**

**£ 8815.68**

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

**Agree the Year End 2010-11 accounts for audit**

The advertisement of the Notice of Conclusion of Audit has been displayed during the required dates. The year-end accounts, having been previously agreed in April, to be completed in Section 1 of the BDO LLP Annual Return and signed as a true record. Proposed Cllr Chapman Seconded Cllr Sandiford and **AGREED**.

**Agree Current bank balances on all accounts**

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

**90/3/12 Audit**

Arrange meeting date with Internal Auditor Mulberry & Co

A meeting date to be agreed with Mark Mulberry to complete and Internal Audit of the accounts BDO LLP audit documents

To be completed after the Internal Audit. Clerk to apply for an extension of the submission date **RB**

**90/4/12 Insurance 2012-13 renewal**

Clerk had investigated alternative Insurance company schedules and policy cover. Clerk obtained prices for policy renewal, there was minimal difference. However as Aon would include full cover for Council's Jubilee events within the 2012/13 renewal it was agreed this offered excellent value and it was agreed to renew the policy with Aon.

Clerk to advise Aon that Council is now the sole Trustee for the Nutfield Memorial Hall Trust and to ensure Council is covered for liability insurance. Cllr Forbes will call Aon to see if a credit can be obtained from Aon for the past Trustees insurance policy with them. Also check that the new fields are covered on the insurance policy **RB**

**90/5/12 Land off Mid Street, South Nutfield**

Finance Update

All completed

Land maintenance costs – Clerk to obtain quotes for this from local contractors **RB**

Liz Ramsey sent a proposal for butterfly and grassland areas, to be discussed with other ideas at next Combined Committee meeting. Investigate other ideas to produce income. Look at proposals such as pasture rental for bona fide horses, willow crops etc. Cllr Dowden to investigate and report back. **DD**

Security lighting to be investigated, clerk to contact resident who offered financial assistance **RB**

**90/6/12 Allotments - update**

Most rents received, clerk chasing late payers

Water Trough installed - see payments

Security + lighting along lane - see above under 90/5/12

**90/7/12 South Nutfield Recreation Ground – Proposed New Playground**

Finance update – see above 90/1/12.

**90/8/12 Queens Diamond Jubilee**

Finance banked, more to come in and accounts to be prepared by month end

**90/9/12 Other matters for discussion**

None

**91/1/12 ENVIRONMENT & AMENITY**

**91/2/12 Village Halls**

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

It was noted that the door off the stage to the rear exit is locked, with a green exit sign. The fire extinguisher in the committee room is too high on the wall and not compliant. Cllr Forbes advise. **PF**

**Memorial Hall –**

Report on the AGM and the resignation of the Existing Trustees, the appointment of Nutfield Parish Council as the sole Trustee. Options to go forward are required as promised to the retiring trustees and it was agreed to place an article in the Nutfield Link asking for volunteers to join a new committee. The terms of reference to be taken from the Trust Deed. The committee to take the responsibility to explore and report on all options, 4 Councillors volunteered: Cllrs Forbes, Dowden, Sandiford and possible Hames, depending on present daytime workload, but happy to help with any Trust work.

**91/3/12 Nutfield Playground Friends – Proposed New Playground**

See 90/1/12

**91/4/12 Nutfield Marsh**

Clerk to chase up Hedley's on current position

**91/5/12 Allotments**

Letters concerning the rent increase in fees were sent today to tenants by the Clerk. A quotation for 4 x water troughs has been received. Cllr Dowden suggested getting a quotation for one on trial. **RB**

**91/6/12 Traffic & Parking**

**TAG-25** – SCC have confirmed the increase in vehicles and emissions in the area.

**SCC Highways** – JJ Franks may be releasing news shortly on a new scheme for traffic control.

Clerk written to SCC regarding adopting the cemetery lay by. Clerk tried to contact Biffa re grant to use on the cemetery entrance and lay by plus a building with toilet facility. Awaiting a response **RB**

**91/7/12 Queen's Diamond Jubilee**

The whole event went extremely well and the working committee were congratulated. Everything went to plan and many parishioners have already passed comment on a splendid event.

**91/8/12 Surrey Hills ANOB Board** – update – A letter has been sent to Tim Harrold but no reply yet. Clerk to check if letter has been received

**91/9/12 Health & Safety** Inspections: Completed. Football Club contacted regarding the amount of litter left after matches.

**91/10/12 Other Matters** for discussion

None

**92/12 Correspondence received** – List for information only

**93/12 Clerks Report** –

Copy for Link article – Memorial Hall Trustee report on AGM, Jubilee Celebrations – accounts in July/August, update on Playground.

**94/12 Matters for reporting or inclusion** on future agenda

**95/12 Other matters**- for information only

**96/12 Dates of next meetings:**

**Combined Committee Meeting** - P&D, F&GP and E&A – 20<sup>th</sup> June 2012

**Council Meeting** – 4<sup>th</sup> July 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, 4<sup>th</sup> July 2012**

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