

Nutfield Parish Council
Minutes of the Parish Meeting
Wednesday 3rd April 2013 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 K Sandiford, Mr C Williams
District Councillors: Mrs D Vickers, Mrs G Black,
Prospective County Councillor: Mr G Knight
Clerk: Mr R Brown
Assistant to the Clerk: Alec Howard
Police: PC Alice Bennett was scheduled to attend but delayed by a police incident.
2 Residents present

Action By

55/13 Apologies for Absence.

Councillor Reeve gave his apology, work.
District Councillor Elias sent his apology

56/13 Declarations of Interest.

None

57/13 Public Forum – Residents requests.

Residents present had no requests to Council

58/13 Report from County & District Council – For information.

D.Cllr. Debbie Vickers stated that she did not think the Redhill Aerodrome hard runway application would be heard in April but was more likely to be held at the May TDC Planning meeting.
As far as the A-boards being placed on the Village Green in the High Street by the Queens Head Pub is concerned, it would be wise to talk with TDC Legal Dept. about this issue.

59/13 Police report & issues –

Clerk read the Police Report received by email from PC Alice Bennett

END OF PUBLIC FORUM

The residents and District Councillors then left the meeting.

60/13 Approval of the Minutes of the Parish Council Meeting held on 6th March 2013 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.

61/13 Matters and action points arising from Minutes – for updating and noting only. Any items requiring attention will be on the agenda

Clerk to send to Cllr Dowden the dimensions of the Burial Record Books for him to obtain prices for a suitably sized Fire Safe.

62/13 COMBINED COMMITTEE

63/13 PLANNING & DEVELOPMENT

63/1/13 Planning Decisions by Tandridge District Council since last Combined Committee Meeting:

TA/2013/78 1 Norfolk Cottages, Kings Cross Lane, South Nutfield.. Demolition of existing rear extension. Erection of single storey rear extension and porch to front elevation.

Dated 01/02/13 – 21 days – NPC comment by 22/02/13

NPC Comment – No Objection – Neighbours

TDC DECISION – APPROVED

63/2/13 Current Planning Applications – the following applications to be considered and comments agreed for submission to Tandridge District Council:

None

63/3/13 RACC

Cllr. Chapman had received no further updates from RAL. It was agreed Cllr Forbes draft a response letter to R&BBC & TDC re the Portsmouth Report on the hard runway application. **PF**

64/13 FINANCE & GENERAL PURPOSES

64/1/13 Finance

Agree Current bank balances on all accounts

No bank statements were received so no further report

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

Ratify Ascot Buildings payment cheque of £975.00 for design & planning service written at Combined Committee meeting - AGREED

Agree Payment of March Invoices received

PAYMENTS FOR MARCH 2013

Signed on 3rd April 2013

Chq No.		£
002591	Alec Howard - Assistant to Clerk salary	65.00 *PAID
002592	Ascot Buildings - Invoice 13200 Design & planning application service	975.00 *PAID
002593	Clerks salary – as per contracted terms	
002594	Clerks expenses	92.45
002595	H.M. Revenue & Customs - Income Tax + N.I. - as per contracted terms	
002596	Allianz Insurance - Invoice 14131900/38 Memorial Hall Playground Inspection and Insurance	278.36
D/D	BT - Invoice Q023DY Internet Services broadband	105.94 **
D/D	BT - Invoice Q0664K Telephone 01737 823191	158.94 **
002597	Ken Hamilton – Invoice 362/49 Tree work Nutfield Woodland Burial site 13th & 14th March 2013 Tree Thinning, formative pruning, brashing & coppicing	420.00
D/D	UK Debt Management Office - Reference 412 08546 Public Works Loan Board half yearly payment - Jubilee Fields	3020.80 **
002598	Surrey ALC Ltd - Invoice 1625 SCAPTC & NALC membership subscription 2013-14	680.38
002599	Alec Howard - Assistant to Clerk salary	60.00
	<u>Total Payments</u>	<u>£ 8,320.49</u>

Notes : * Paid invoices agreed at Combined Committee meeting- Ratified at this meeting

** Direct Debits

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

64/2/13 Assistant to the Clerk - Report

Update on Assistant to the Clerk

Alec had visited the H&S areas with Mr. Fletcher and noted what to look for in the future.

Additions and alterations to the H&S Sheet to be made.

It was reported that rubbish by Jubilee Fields gate still needs clearing

RB

64/3/13 Standing Orders

Examine all Standing Orders and agree amendments for year 2013-14

Clerk still working on these and when complete email all Councillors the updated versions

Add to Standing Orders Email Guidelines

64/4/13 Insurance 2013-14

Agree Parish Council Insurance for year 2013/14 - quotations received

One further quotation from Came & Co awaited, liaise with Cllr Forbes for best value policy **RB/PF**

65/13 ENVIRONMENT & AMENITY

65/1/13 Village Halls

Memorial Hall

New Building – Ascot plans

Car park area marked on plan incorrect, more toilets required in building, sign on front of building to read Nutfield Memorial Hall. Any further additions - Councillors email to Clerk

Ascot Comprehensive Planning Service – update

This will be commenced shortly

Foundation base + services

Commence when plans are complete

Public meeting & AGM 27 April 2013 – final format of presentation

Comment on Build a Brick alternative, landscaping quotes to be obtained, possible new playground.

Memorial Hall Finance – Bank accounts

Discuss bank account balances and new structure of bank accounts, maximum per account £85,000

All bank mandates are now completed

South Nutfield Village Hall – update

Maintenance update – Structural Survey plus other works

Most completed, just CCTV survey outstanding to be completed shortly

Other management matters

AGM is 15th April. Councillors attend if possible

65/2/13 Nutfield Marsh

Update on Police and Hedleys

See Police report. TSol passed file to Crown Agents, Clerk to chase up

65/3/13 Jubilee Fields, South Nutfield

Right of Way entrance area & footpaths

RATIFY quotation AGREED at March Combined Committee for Right of Way entrance area

“To construct an entrance right of way area which would include a kissing gate, a farm gate in steel plus timber post & rail fence/animal wire”

Voted & AGREED

Fields condition – horses, grass seeding update, Lane, accumulated rubbish

Clerk advised that field gone to seed, investigate claim cost of ploughing/re-seed from vendor

RB

Future use and projects

Suggested contact Simon Elson, Ken Hamilton, Liz Ramsey and others on possible use idea

RB

65/4/13 Highways, Traffic & Parking

Roads, Pavements & Verges

Report on roads & potholes

Cllr Cullen behind on survey, Clerk suggested using Clerk Assistant to visit some areas

Cllr Sandiford working on Acrobat Reader on pdf for up to date maps information

Village Gateway project

Lay-by adoption/business plan – update

Cllr Forbes stated Transport Strategy may include this.

TDC Pavement Snow Clearance scheme

RATIFY Recommendation to **ADOPT** the scheme at Committee Meeting - **Voted & AGREED**

The Pound

Parking – vehicles action

Agreed area is useful for local residents parking, monitor after works completed

Clearance work/fence required

RATIFY £2000 expenditure as **AGREED** at Combined Committee Meeting - **Voted & AGREED**

Village Green

Signboards

There are still A-boards on the Green, Clerk to contact once more

RB

Water Trough

Inspected by RB/IR flowers and herbs planted in water trough, no other work possible

New Bench

Discussion on providing a replacement bench plus also a Nutfield sign on pole

65/5/13 Nutfield Marsh

Crown Estates

TSol transferred case to Crown Estates, Clerk to contact urgently to chase progress and costs

RB

TDC – Bye Laws

Once transferred TDC Legal Dept will place Bye-laws on the land to offer protection

Police and other agencies

No further update

Hedleys

Nothing received to date

Further Action Plan - Marsh Group

Marsh Group meeting took place and campaign and strategy to be implemented

65/6/13 Cemetery/Woodland Burial Area

Report on Cemetery/Woodland Burial Area

Grounds still very wet

65/7/13 Tonbridge to Reigate Community Rail Partnership

Report on latest meeting notes received

Cllr Reeve not informed of last meeting but will publish any information in the Link

IR

66/13 Correspondence received – List for information only

67/13 Clerks Report –

Clerk will circulate current Standing Orders to be checked by Councillors prior to AGM in May
Link May copy items – Council Annual Meeting, Parish Assembly, Snow clearance, Pound

68/13 Matters for reporting or inclusion on future agenda

3C meeting Dairy Cottage

69/13 Other matters- for information only

70/13 Dates of next meetings:

Combined Committee Meeting – P&D, F&GP and E&A – 18th April 2013 8.00pm venue tba
Annual Meeting & Council Meeting – 1st May 2013 - Committee Room, Village Hall - 7.30pm

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

MEETING CLOSED 22.20pm

Signed, Chairman, 01, May 2013

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