

Nutfield Parish Council
Minutes of the Parish Meeting
Wednesday 3rd June 2015 at 7:30pm
The Memorial Hall, High Street, Nutfield

Present: Councillors: Mrs S Renaut (Chairman), Mr D Dowden, Mrs S Ford, Mr I Reeve Mr K Sandiford,
Mr J Johnson, Mr P Murray
D.Cllrs Mrs D Vickers, Mrs G Black & Mr T Elias
Clerk: Mr R Brown
Asst. Clerk: Mr S Hayes
2Residents present

Action By

79/15 Chairman open meeting

80/15 Public Forum – Residents requests – 20 minutes

The following points were raised by residents:

- Question on response to the survey for emails in the village. DM answered very encouraging so far.
- In response to question on progress of the new website, KS demonstrated the pages in the website on the large screen and expected it to go live in two weeks
- A request for representation at the forthcoming SCC Planning meeting on the Mercers Park extraction plan.
- A request that plans submitted for Kings Lodge development be examined again by NPC

81/15 Report from County & District Councillors – for information

D Cllr Vickers reported that the outdoor gym equipment in the Recreation Ground is ready for use and training induction sessions will take place on Fridays from 5th June until July 3rd.

A speaker required from NPC at RACC AGM meeting on Saturday 6th June. DM agreed to speak

82/15 Police – Report to be taken as read. Any items to bring to Councils attention

No report produced

END OF PUBLIC FORUM

83/15 Apologies and reasons for absence

Cllrs D Cullen, S Ford, C.Cllr H Windsor - all holiday

84/15 Declarations of interest

None

85/15 Approval of the Minutes of the Parish Council Meeting held on 06th May 2015 to be agreed and signed as a true record. (LGA 1972 Sch.12 s41)

Approved and signed as a true record of the meeting.

86/15 Matters and action points arising from Minutes – for updating and noting only. Any items requiring attention will be on the agenda

NPC content agreed to draft response to letter received from Mr Barber - 8 in favour 1 against (PM). Letter had been acknowledged and he agreed to meet IR re dog walking on the Football Field.

87/15 COMBINED COMMITTEES

88/15 PLANNING & DEVELOPMENT

88/1/15 Planning Decisions by Tandridge District Council since last Combined Committee Meeting:

As listed on planning schedule

88/2/15 Current Planning Applications – the following applications to be considered and comments agreed for submission to Tandridge District Council:

SCC/2015/0087 Mercers South, Nutfield, Redhill Surrey RH1 4EU – Details of Construction Environmental Management Plan submitted pursuant to Condition 27 of planning permission ref TA/2013/1799 dated 12 August 2014

Peter Forbes of Nutfield Conservation Society has been asked for his comments. NPC to write to SCC supporting NCS report. Plans have just been received on the junction with the A25 and NPC asking for clarification of which way the junction is directing traffic. The letter to be copied to TDC.

The hydrology meeting on June 10 has no one who can attend. It was suggested that NPC writes to SCC supporting Chris Hoskins' letter and NCS so he can use NPC as a reference when he speaks at the meeting.

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

88/3/15 Rural Affordable Housing project—agree building materials working group

JJ, PM and KS to form a working group, examine any Building Regs when submitted, be aware on the development of the project.

88/4/15 ORLG Infrastructure Survey – volunteer needed to complete

Letter received asking NPC to join this group and reply to the survey with them by June 26. NCS to be included to guarantee a unified response. Volunteer needed. KS will ask S Hanks. PM can help before he goes on leave.

88/5/15 Aviation Matters – RACC AGM & Gatwick Airport Flight Path Consultation

Discussed as above and DM will speak.

On the flight path consultation on air quality NPC letter has been replied to with 8in favour - SF away.

86/15 FINANCE & GENERAL PURPOSES

86/1/15 Finance

Agree Payment of May Invoices

Discussion on RFS payment for moving Football Club trailers on the Memorial Field

Agreed to hold payment until work is correctly executed

PAYMENTS FOR May2015

Signed on 03 June2015

Chq No.	£	£
002908 Miss C A Knight Parish Assembly - Buffet		300.00 *PAID
002909 Roger Brown – Clerks salary – as per contracted terms		
002910 Roger Brown - Clerks expenses		30.62
002911 Sean Hayes - Assistant to Clerk salary - as per contracted terms		
002912 Sean Hayes - Assistant to Clerk expenses		17.10
002913 H.M. Revenue & Customs - Income Tax + N.I. - as per contracted terms		
002914 Broker Network Ltd - client ref 7077/6684618 Came & Company - Local Council Scheme 01/06/15 - 31/05/16 NPC Plus Memorial Hall Insurance cover		1859.09
002915 Carole Forrest - Invoice 15/1603 Draft NPC response to TDCSHMA survey Draft Briefing Note to Councillors Submit agreed responses - no charge for attending NPC meeting Drafting Letter from NPC to TVHA		122.50
002916 Ken Hamilton – Invoice 390.96 Maintenance work Nutfield Cemetery 01/05/14 - 31/05/15 inclusive 545.00 Ken Hamilton – Invoice 390.97 Maintenance work Nutfield Woodland Burial 01/05/14 - 31/05/15 inclusive <u>35.00</u>		580.00
002917 Redhill Farm Services - Invoice 6727 Moving Football Club Trailers Memorial Hall Field		90.00
002918 Sparos Accounting - Invoice 252208 2015/16 Sage One Payroll Licence Fee		72.00
002919 Wellers Law Group LLP t/a Hedleys - Invoice ID/AI/25354/3 Jubilee Field 3 purchase fees - period 29/05-07/10/2014 Professional charges in connection with ongoing legal advice		<u>585.00</u>
TOTAL PAYMENTS		<u>5768.49</u>

Note: Items * PAID

RESOLVED: Proposed Councillor Dowden; Seconded Councillor Sandiford;AGREED

Bank Balances

These had been previously circulated

Discussion on NPC bank account. RB discussed history of last few months attempting to open an account with Lloyds Bank, the problems that occurred trying to connect with their call centre, even with the manager in Redhill branch. DM proposed NPC speak to Lloyds too see if they could offer better service. DD proposed put in writing for them to obtain an appointment with RB or others to open the account.

Discuss frequency of Finance Reporting

DD proposed bi-monthly check and all agreed

86/2/15 New Clerk – appoint Recruitment Panel

DM, DD, PM appointed.

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

SR will attend meetings with KS as a reserve. All agreed.

SR asked if K Hayes will look at CVs and add comments before the meetings.

Locum Clerk – a decision to appoint until New Clerk takes office was discussed.

SR detailed how this will work - cost £25 per hour plus expenses. It was left to Panel to come up with a solution within the next seven days.

95/3/15 Council management meeting – availability of Councillors

To discuss objectives and organisation of council. DM needs time to discuss all the aspects of meetings. DD suggested an evening ASAP Tuesday 16 June 8 pm was agreed

Email project update – DM

DM gave a summary of progress so far with 89 responses to the survey, good progress. Proposal to take this further. Agreed to send out survey results to show progress so far, pleased with response, need to extend the dates.

All agreed with proposal and DM will send out notes on extension of date and updates after meeting. DM will link the email list to the website when operational

Proposal: Keep the survey open to 26 July increased cost of £25

Proposed by DD Seconded by IR, all agreed

There will be a need for someone to take ownership of the list

95/4/15 Training evening at Nutfield - availability of Councillors

Council wish to hold an evening New Councillor training course in Memorial Hall, to enable new councillors to attend the course. Clerk email SSALC with this proposal.

95/4/15 Appoint Memorial Hall management group

To be composed of IR, DD, KS, SF, SR. DC will also be asked.

95/5/15 New Jubilee Fields - Update on site work, unlock gate, remove fence, hard standing, fence ditch

RFS to be asked to work on the fences in field 3 as agreed and prepare the hard standing area.

95/6/15 Assistant to the Clerk – Report to be taken as read – H&S report,

Attached

95/7/15 Police attendance at NPC meetings

Agreed that DD should draft a letter to send to the new Police Inspector at Caterham to point out the lack of police presence at meetings and in the Parish. DD

96/15 ENVIRONMENT & AMENITY

97/1/15 Highways, Traffic & Parking - Other than reported in Public Forum.

Mid St & High St Road repairs, Mid St drains/flooding -ESWCo. Standpipe overflows

Mid Street has now been repaired

Scout Hut Lane – Lane repair options to potholes with suitable material

Not possible to do this with spoil from Mid Street roadworks

97/2/15 Community Buildings Survey – volunteer needed to complete

The Memorial Hall Management group will take this on and DD will complete

98/15 Clerks Report –Nutfield Link – July copy. Any other items

Email survey,

Advert for Clerk's position to be included

99/15 Matters for reporting or inclusion on future agenda

Nutfield volunteers

100/15 Other matters- for information only

RBL Quiz on 27th June from 6 – 10 pm – Village Hall. No volunteers for an NPC team.

Greenbelt work shop on Monday, SF will attend

AGM's for Charles Maw and Memorial Hall to be arranged

TDC Tree Officer asked for increased soil to be removed from around trees alongside Memorial Hall, due to tree root coverage. It was agreed arrange meeting with him, RB and RAC and tree consultant to examine complaint and rectify if needed.

101/15 Dates of next meetings:

Parish Meeting - 01 July 2015

Committee Room, Nutfield Village Hall, Mid Street, South Nutfield @ 7.30pm

Combined Committee Meeting – P&D, F&GP and E&A –17th June 2015.

Memorial Hall, Nutfield @ 8.00pm

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

Assistant Clerk Report to Full Parish Council – June 2015

Cemetery and Woodland Burial Area

- Burial due in WBA on Monday June 8th – non parishioner

Allotments

- Only 1 rent now due and that is from a new Allotmentee and should be in soon.
- Quotes have been asked for fencing and will come back once they are all in

Roads

- Mid Street being done soon, and new drains have been put into replace the old ones

Health and Safety

- Review due very soon and will liaise with IR when it can be done.