



Nutfield Parish Council Minutes
Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ

1st August 2018

Meeting opened at **7:30pm** and closed at **10:45pm**.

Email: parishclerk@nutfieldpc.com Website: www.nutfieldpc.com

Councillors (Cllrs) present:
 Cllr Paul Murray (acting Chair)
 Cllr Sue Ford
 Cllr Stephen Hall
 Cllr Rigel Mowatt
 Cllr Kent Sandiford

Apologies:
 Cllr John Johnson (Chairman),
 Cllr David Miller, Cllr Phil Hanson
 Note - Cllr Rob Holden stepped
 down since last meeting

Attending (all part):
 4 visitors
 District Cllr Vickers
Apologies
 Cllr Thorn
 Cllr Black

In attendance: Nicky Chiswick (NC), Clerk

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| 1. | The Chair to open the meeting Cllr Murray opened the meeting | |
| 2. | Councillor apologies for absence. NC advised of absences from Cllr Johnson, Cllr Miller and Cllr Hanson. Apologies received from Cllr Thorn and Cllr Black. Cllr Paul Murray advised that Cllr Holden has stepped down from Nutfield Parish Council (NPC) with immediate effect and that the process of advertising the positioning would take place accordingly. Action – Clerk to process resignation and engage on the process of a ‘claimed poll’ via noticeboard and website. | NC |
| 3. | Code of Members' Conduct The Clerk confirmed that no Cllr had made a change to their Cllrs' Notification of Disclosable Pecuniary & Other Interests form since the last meeting. No other Cllr declared any Disclosable Pecuniary Interests and/or ‘Other Interests’ in respect of any item on the agenda. | |
| 4. | Public Session The following subjects were raised: - Nutfield Conservation Society (NCS) – Collaboration on Regulation 19 with NPC. Cllr Murray advised this point was being moved to follow item 6 on the agenda, to allow for inclusion of the NCS during the meeting. <i>It was agreed to Suspend Standing Orders and to move item 14 point 6 (Local Plan – Carol Forest and Regulation 19 discussion) to before point 7 for to allow the Conservation Group to join in the discussion</i> - Thakeham presentation regarding the Garden Village and communication from Conservation Society. - A25 Gateway and for NPC to discuss next steps and propose a meeting. - Crab Hill Blackburn building – waiting for Tandridge Discount Council (TDC) to process/decide. - Anti Social Behaviour was brought to the NPC’s attention and discussed. | NC PM |
| 5. | Report from County & District Councillors - District Cllr Debbie Vickers reported on behalf of Surrey County Cllr Rose Thorn on the following: Cllr Ford to contact Cllr Rose in regards to the layby. - District Cllr Debbie Vickers met with Lorraine Wells regarding parking issues (during Nutfield Primary School pick up and drop off times). Question: Why could the land by entrance to play park not be used? | SF |

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| | <p>Answer: too narrow, adult playground installed and it is a designated fire entrance to Collets Farm. No land available unless school offers space.</p> <ul style="list-style-type: none"> - District Cllr Debbie Vickers advised that she had a meeting with Nutfield Health Park who own the area between A25 Park Works Road, across to back to Inn on the Pond. They have a plan for a Well Being Park plus housing. They are discussing with SCC, and will want to discuss with NPC in September. | |
| 6. | <p>Acceptance of last minutes The Assistant Clerk had prepared and circulated minutes of the meeting held on the 5th July 2018. Cllrs approved these minutes and the Chair signed them on behalf of the Council. The Clerk to arrange the display of these minutes on the Council's notice boards and website.</p> | NC |
| | <p><i>As noted above it was agreed to Suspend Standing Orders and to move item 14 point 6 (Local Plan – Carol Forest and Regulation 19 discussion) to before point 7 for to allow the Conservation Group to join in the discussion</i></p> | |
| 14 | <p><u>Local Plan To review proposal and agree expenditure from Carole Forest regarding NPC submission to TDC Regulation 19 Consultation.</u> The report proposal by Carole Forest Consultancy (CF) had been circulated to Cllrs prior to the meeting. Cllrs and NCS discussed the report, and the direction needed for the final report to ensure no conflict is visible in the report. <i>NCS left at this point and standing orders were resumed</i> Cllr Murray proposed, and duly seconded by Cllr Hall to utilise CF services and fee amount to be set to no more than £1000 (less VAT). Voted on and unanimously agreed. Also to be set against Local Planning Budget. Note – meeting taking place with Salfords and Sidlow Parish Council on 14th August in regards to the Local Plan and Regulation 19. Next steps is for PM to liaise with CF and arrange a meeting to include Local Plan Working group, (plus Cllr Sandiford) then report back and sequentially create final report from all findings for approval at September 2018 meeting.</p> | PM PM |
| 7. | <p>Planning Applications In respect of the two applications notified by TDC since the last Parish Council meeting, it was resolved that:</p> <ul style="list-style-type: none"> • <u>2018/1414</u> 76 High Street, Nutfield RH1 4HE. No objections • <u>2018/1072</u> Little Hundith, Kings Cross Lane, South Nutfield RH1 5NS. <i>Demolition of existing commercial buildings and the erection of 7 dwellings with associated access and parking.</i> Objections based on report from CF, which had been circulated previously to the Cllrs. The Clerk to go back to planning officer before deadline of 8th August with report. <p>Cumulative Development Report Report circulated to Cllrs prior to meeting. Next step agreed is to send to Charlotte Parker (Head of Planning) for her review. Cllr Murray and Cllr Sandiford to create letter to go with report.</p> | NC NC KS/PM |
| 8. | <p>Reports from the Assistant Clerk and Clerk</p> <ul style="list-style-type: none"> - <u>Noticeboard</u> – After the August meeting the two new noticeboards will be ordered. Wooden noticeboards have been removed for refurbishment. Nick Dance is aware of next steps and where new noticeboards (wooden and metal ones) need to be sited. - Funeral Cones – received. - Business cards – These need to be ordered asap. - Poppies – ordered, but no invoice at this meeting. To be paid in September meeting. | NC |

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| | <ul style="list-style-type: none"> - Data Management – Clerk advised of a ‘legal list’ of length of time different types of paperwork needs to be kept. Now on display on the door of the NPC office cupboard for all to see and use. Planning is not on list, but decided and agreed to keep planning documents for one rolling year and keep any bigger developments. - Village Hall Signs (door in office, external door and one by side office) Approved by Peter Talbot to have the signs added to the hall. Clerk presented the two like for like quotes and decision was made to go with the Stock Signs (£125 plus VAT) quote (NPC have been used their services previously and Stock Signs have produced good work, and were the more cost effective quote.). Action – Cllr Murray/Cllr Sandiford to order and provide artwork to Stock Signs. - Bank and Mobile change of address update – Both are work in progress. - Communication <ul style="list-style-type: none"> * Anti-Social behaviour – Agreed to write relevant letter to TDC to support residents compliant. * Resident request for explanation of bank statement. Reply sent detailing the split down of bank balance and CIL money. - Other Correspondence. <ul style="list-style-type: none"> * Communication from Clerk was agreed that anything that needed response within a deadline from Cllrs to have this highlighted in the subject line on the email. This will inform Cllrs that a response is required. - Cllrs acknowledged receipt of the Assistant Clerk’s report, which had been circulated prior to the meeting. Question about using carpet on the allotments as a weed suppressant was discussed – not sure if carpet is suitable. Land working group to look into further to use of suppressant. | <p>NC</p> <p>PM/KS</p> <p>PM</p> <p>LW Group</p> |
| 9. | <p>Local Transport</p> <ul style="list-style-type: none"> - Route 3 – Letter written to Sam Gyimah (SG) and reply received. PM to respond to SG’s (Aviation aspect) letter. Letter from SG to be uploaded onto website – Cllr Sandiford to action. - Gatcom – NPC had not attended previous meetings. Clerk to contact Gatcom to ascertain NPC position with this body. - Railway issues – Cllr Murray to talk to Cllr Miller to see if a similar response is required to SG in relation to the rail aspect. | <p>PM</p> <p>KS</p> <p>NC</p> <p>PM/DM</p> |
| 10. | <p>Finance</p> <ul style="list-style-type: none"> - The Clerk confirmed the total reserve bank balance of £138,443.99 (of which £76,068.40 CIL money is included in this – this is ring-fenced) and current bank balance £200. - CIL report required to be sent to TDC first week of August. Report to be sent to Cllrs via email to be approved following the current meeting and then uploaded by Clerk within the deadline. - CIL review – The report that has been created by Cllr Murray and circulated to Cllrs was proposed to be sent to Mark Bristow (TDC) for his comments and then to be discussed further at the next meeting. However, the following point from the report was discussed in more detail: <i>‘Priority for spending CIL money should initially go on safeguarding and improving existing NPC assets. Allowing existing NPC assets fall into disrepair is unsustainable. If agreed, this policy should be clearly identified without our Parish Infrastructure Delivery Plan. This is assuming that these assets are still fulfilling their original design purpose and continue to provide a benefit to the community’</i> EG Hardcourt repairs. | <p>NC</p> <p>PM</p> |

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| | <p>It was proposed by Cllr Murray, and seconded by Cllr Mowatt to adopt this part of policy – unanimously agreed.</p> <p>Action - to identify via an updated Asset list a list of items in need of attention. Cllr Mowatt and Assistant Clerk to review list, make recommendations, and propose a priority list.</p> <p>Action Cllr Murray to send CIL report to Mark Bristow.</p> <ul style="list-style-type: none"> - New payment list presented to Cllrs by Clerk – including individual number per payment, VAT split out and on Excel rather than Word – unanimously all agreed to use this format moving forward for payments. - VAT for NPC to be compiled annually moving forward – unanimously all agreed. Date for submission to be advised by Clerk. - In relation to the publication of Clerk and Assistant Clerks Salary. The Clerk had gained advice from SSALC and was advised that under ‘<i>Confidential Business – Engagement, terms of service, conduct and dismissal of employees</i>’ the salary did not have to be shown. Vote was 4 (redacted) 1 (to show) for the publication of Clerks and Assistant Clerks Salary. It is to stay as redacted. | <p>RM & MG</p> <p>PM</p> <p>NC</p> |
| 11. | <p>Oak Processionary Moth</p> <p>Detail on the moth had been circulated to Cllrs prior to meeting. Clerk to ask other Parish Councils and TDC what they recommend is the course of action if the moth becomes present in NPC.</p> | NC |
| 12. | <p>Charles Moore Trust (CMT)</p> <p>Discussion was had on how to manage CMT and NPC communication. Cllr Mowatt agreed to be NPC representative to liaise with CMT.</p> | |
| 13. | <p>Grant Applications</p> <p>None.</p> | |
| 14. | <p>Working Groups</p> <ul style="list-style-type: none"> • <u>Communication</u> – GDPR - Microsoft 365 (including Office package, SharePoint, Microsoft Exchange (Cloud Space)) = £9.40 per person per month (There is a discount for non-profit organisation). Question – do we have enough space with current host to have this set up? Action – Cllr Hall to contact Maureen (GDPR Consultant) to discuss further as more information is required and report back at next meeting. • <u>Communications</u> – Signage needed for ‘monthly surgeries’ for awareness. Communication working group to come up with recommendation to publicise surgery on the day. Agreed a budget of £150. Cllr Murray to circulate proposed wording. • <u>Cemetery and Employment Working Group</u> – It was noted what the minimum wage was, and a benchmarking process had been carried out to confirm the hourly rate for the data input role and this amount was agreed to ensure we get quality work carried out. Agreed by all on the hourly rate. Person appointed to start on the 20th August and to review after a month. Contract to be based on a zero hour contact (review after 1 month) created by Cllr Murray, Clerk to contact to confirm hourly rate/start date and to ensure all is in place. • <u>Cemetery</u> – The report from the Cemetery had been circulated prior to the meeting. Points to note: <ul style="list-style-type: none"> * Noticeboards all progressing and positioning agreed. * Path date changed to start on the 13th August (Clerk to meet contractor on this day), and it was agreed that Cllr Hall and Assistant Clerk would be the point of call during the work progress. * Cllr Ford and Cllr Mowatt agreed to stuff the ‘Cemetery flyers’ into the Link on the 23rd August. | <p>SH</p> <p>PM</p> <p>PM & NC</p> <p>SH & MG</p> |

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| | <p>15th September Cemetery open day – Cllr Ford, Cllr Murray, Cllr Mowatt, Assistant Clerk and Clerk to attend.</p> <p>* Tree work – Tree cut down on top corner of cemetery by Myers.</p> <p>Question – did the original quote state chipping of the cut down tree? Clerk to check before payment made.</p> <p>* Clothing – Question – do the Assistant Clerk and Clerk require a uniform or specific corporate clothing for attending internments at the Cemetery. It was agreed for Assistant Clerk and Clerk to report back at next meeting with suggestions.</p> <p>* Cemetery grounds – Meeting required with ‘Groundsman’ to discuss various things (monthly work, hose, work required). Clerk to arrange asap.</p> <ul style="list-style-type: none"> • <u>Land</u> – Jubilee Field Update – nothing to report. The Jubilee field project needs to be revisited at a later date. • <u>Local Plan</u> – Noted earlier in minutes. <ul style="list-style-type: none"> * Discussed if NPC should engage with Godstone Parish Council on the next steps– fully agreed not to do this. No further action required. • <u>Highways</u> – The Highway report had been circulated prior to the meeting. <ul style="list-style-type: none"> *Cllr Thorn wants meeting with Cllr Ford. * Two members of the Highways working group (Cllrs Hall & Ford) met with County Councillor Thorn and Surrey County Highways Engineer Phillipa Gates on site at the Cemetery lay-by on Thursday 12th July to discuss the situation there. The outcome was not as expected, but a number of action points were highlighted (Signage/roads). Waiting for further information from SCC. <p>Action – The Clerk to carry out a land registry search on layby. Agreed by all.</p> <p>*Lorry park – Cllr Ford informed that she had emailed Simon Elson on potential spaces for lorry park, reply was not favourable with no suggestions. Discussions took place on alternative areas with no definitive outcome – more work/discussions needed for alternative methods/areas.</p> | <p>SF & RM</p> <p>NC</p> <p>NC/MG</p> <p>NC</p> <p>SF</p> <p>NC</p> |
| | <p><i>At this point in proceedings, the Clerk pointed out the restriction imposed by Standing Order 1(y) as follows: “Meetings shall not exceed a period of 2½ hours”. As a result, the Council resolved to implement Standing Order 31(a) and to waive 1(y) in respect of each remaining agenda item.</i></p> | |
| 15. | <p>Groundworks, land and tree management (including burial grounds and allotments)</p> <p><u>Ad Hoc Grounds Maintenance</u> – Funding previously agreed in June 2018 minutes. Discussed proposed candidate and duties.</p> <p>Action - Clerk to check insurance situation and if we can go ahead with our plan with SCC. Cllr Murray to provide contract to Clerk. Clerk to contact proposed candidate to discuss further and arrange meeting if relevant.</p> | NC/PM |
| 16. | <p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>None</p> | |
| 17. | <p>Councillor surgeries and monthly news article</p> <ul style="list-style-type: none"> • Cllr Johnson and Cllr Murray (Cllr Ford back up) agreed to attend the 18th August Surgery. • As per noted in point 14, 23rd August Cllr Ford and Cllr Mowatt agreed to stuff the ‘Cemetery flyers’ into the Link. • Next link article to include– local plan, surgery, SG letter, cemetery open day date, hedge, vacancy | <p>JJ/PM</p> <p>SF/RM</p> <p>SH</p> |
| 18. | <p>Training (and conferences).</p> <p>Tandridge Voluntary Action (TVA) – check if we had membership previously and investigate their work.</p> | NC |

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| 19. | <p>Payment(s)</p> <p>Cllrs approved the list of payments that had been prepared and circulated by the Clerk prior to the meeting (see Appendix 2: Schedule of Payments) which totaled £12,937. The Clerk to dispense payments.</p> <p>*Payment to Nutfield Branch Royal British Legion for £99 was not paid as no invoice was presented at this meeting – to be paid at next meeting once invoice received.</p> <p>*Payment to Meyers to be held back for now until the Clerk checks the work against original quote and subsequently arrange relevant meeting with Meyers.</p> <p>Payment to the ‘Groundsman’ to be paid, but Clerk is to get a meeting arranged to discuss Cemetery work.</p> | NC NC NC |
| 20. | <p>Any other business the chairperson is of the opinion should be considered a the meeting as a matter of urgency</p> <p>Nothing</p> | |
| 21. | <p>Notification of business for inclusion on the next agenda</p> <ul style="list-style-type: none"> • Car Parking • Anti-Social Behaviour • CIL TDC Update • GDPR update | |
| 22. | <p>Next meeting date(s)</p> <p>Cllrs noted that the Council’s next meeting would take place on 5th September 2018 at the War Memorial Hall, Nutfield, Surrey, RH1 4HE at 7.30pm.</p> | ALL |
| 23. | <p>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</p> <p>Nothing discussed under this item.</p> | |

Appendix 1 – Schedule of Payments

| Chq No. | Payee | Amount £ | Comments |
|---|--|---------------------|--|
| 003342 | Carole Forrest Consulting | £55 | Planning application TA 2018/1072 consultancy fee |
| 003343 | Nicky Chiswick | £65.21 | 6 X Funeral Cones from Fibous Funeral Supplies |
| 003344 | D & R Carpentry Ltd # | £1620 | Part payment for Nutfield War Memorial – as per March 2018 minutes |
| 003345 | Nutfield Branch Royal British Legion | £99 | 30 X Poppies |
| 003346 | Nicky Chiswick | £xxx | Clerk's salary and office allowance (July 2018) |
| 003347 | Nicky Chiswick | £82.85 | Expenses claimed by the Clerk (July 2018) |
| 003348 | Maxine Gray | £xxxx | Assistant Clerk's salary (July 2018) plus back date of acting Clerk Salary (11 th June to 6 th July) |
| 003349 | Maxine Gray | £39.85 | Expenses claimed by the Assistant Clerk (July 2018) |
| 003350 (CXL as wrong amount) 003354 | HM Revenue and Customs | £704.52 | PAYE and Class 1A NICS (July 2018) |
| 003351 | Myers Tree Services | £4152.00 | Nutfield Cemetery and woodland burial site |
| 003352 | The Groundsman Ltd | £600.00 | Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (July 2018) |
| 003353 | Signscape and Signconex # | £3076.32 | 2 x Noticeboards (as per July 2018 minutes) |
| DD* | SES Business Water | £9.00 | Monthly water charges - cemetery |
| DD* | SES Business Water | £22.00 | Monthly water charges - allotments |
| DD* | National Employment Savings Trust (NEST) | £171.98 | Pension – Employer and employees contributions (July 2018) |
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| | Total | £12,937 | |

* Payment scheduled by Direct Debit # Use of Community Infrastructure Levy money