Nutfield Parish Council Minutes  
Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE  
5th September 2018  

Meeting opened at 7:30pm and closed at 10:57pm.

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

Councillors (Cllrs) present:  
Cllr John Johnson (Chairman)  
Cllr Paul Murray (acting Chair)  
Cllr Phil Hanson  
Cllr Sue Ford  
Cllr Stephen Hall  
Cllr Kent Sandiford

Apologies:  
Cllr Rigel Mowatt  
Cllr David Miller

Attending (all part):  
3 visitors  
Cllr Thorn  
Cllr Elias  
Cllr Black

**Councillor apologies for absence.**  
NC advised of absences from Cllr Mowatt and Cllr Miller.  
Apologies received from District Cllr Vickers.

**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.  
- Cllr Sandiford declared an interest to item 7 (Planning Application 2018/1372).  
- No other Cllr declared any Disclosable Pecuniary Interests and/or ‘Other Interests’ in respect of any item on the agenda.

**Public Session**  
The following subjects were raised:  
i) Redhill Aerodrome (RA)/helicopter update/meeting required. Advised it is on RACC agenda (19th September 2018). NPC to chase Philip Wright (RA) for a response and to confirm meeting date.  

ii) Increase of cars on the country roads (Bower Hill Road/Kings Mill Lane in particular) with an increase in accidents. Question – where/whom can a letter be addressed too? Answer - Cllr Thorn contact details given, advised to also write to SCC highways and to cc NPC in any correspondence sent.  

iii) Clay Pigeon Shooting noise every weekend. Need to identify land and contact TDC or RB (depending on land location). Is a licence needed – NPC to identify licence requirements.

*It was agreed to Suspend Standing Orders and to move item 13 point 8 (Local Plan Update) to before point 7 for to allow Carol Forest to join in the discussion.*
It was agreed to Suspend Standing Orders and to move item 11 point 2 (Next steps for Village Hall – discuss retaining the Ltd Company status and next steps.) to before point 7 for to allow the Village Hall current Chairman (Peter Forbes) to join in the discussion.

iv) Planning Application (2018/0073 and 2018/0074 Mercers South Quarry.) landfill change in use from inert to non-hazardous. Issues identified:
1 – Non-Hazardous can include organic material which can be more prone to enter into the water supply.
2 – Shortage of inert materials.
3 – Landfill tax issue. Nutfield Conservation Society (NCS) can assist, but suggested that the environmental agency needs to be involved.

v) Village Calendar (Nutfield Conversation Society) now for sale (Holborn’s and Priory Farm).

5. **Report from County & District Councillors**
   - Question – Philpotes wood – a construction has been reported ‘to be being erected’ in these woods (highlighted on the ‘Nutfield Noticeboard’ Facebook website). Send details to Cllr Black. NC
   - Cllr Ellis updated the NPC on the new council ‘Customer first’ programme NC
   - Black Barn and Eugene Bann planning applications – still awaiting decision. Clerk to find out formally if planning team are approving or disapproving, and subsequently asking to go to committee if approving (CC Cllr Ellis). NC
   - Cllr Thorn – update on A25/Cemetery layby: Signs X 2 £480 each (NPC) Patching (£2500 (Cllr Thorn) plus £600 (NPC) = £3100.00) Kerbs – waiting for quote NPC to discuss further.

6. **Acceptance of last minutes**
   The Assistant Clerk had prepared and circulated minutes of the meeting held on the 1st August 2018. Cllrs approved these minutes (a name corrected accordingly) 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. NC

   Suspended Standing Orders and to move item 13 point 8 (Local Plan Update) to before point 7 for to allow Carol Forest to join in the discussion PM/NC

13.8 **Local Plan Update**
   Final proposal seen by all Cllrs and final agreed amends given to Carol Forest (CF) at the meeting. Submission to be submitted via email on Friday 7th September and subsequently uploaded onto the NPC website. Send to NCS. NPC to arrange a meeting with Marie Killip or Sarah Thompson (both TDC) after 10th September. PM/NC

Carol Forest left

**Suspended Standing Orders and to move item 11 point 2 (Next steps for Village Hall – discuss retaining the Ltd Company status and next steps.) to before point 7 for to allow the Village Hall current Chairman (Peter Forbes) to join in the discussion**

11.2 **Village Hall Next steps for Village Hall – discuss retaining the Ltd Company status and next steps.**
   - The three current directors are stepping down on 31st December 2018.
Discussion took place on the current set up of the Village Hall Trust and Limited Company. Possible scenarios/options were discussed.

- NPC to arrange meeting with the current directors, and subsequently preferred dates were given by current Village Hall Chairman.

- The Clerk to talk to Salfords and Sidlow to discuss how it works for this Parish (is it a Trust, Limited Company and do they have a constitution?).

Peter Forbes left

7. **Planning Applications**

   In respect of the nine applications notified by TDC and two applications from SCC since the last Parish Council meeting, it was resolved that:

1. **2018/1739 - 17 Thepps Close, South Nutfield RH1 5NX. Single story rear extension.**
   
   Comment: No Objections

2. **2017/259/Cond3 (Street Lighting) - Land at Kings Cross Lane, South Nutfield. Erection of 16 dwellings (2x1 bed flat, 8x2 bed house and 6x3 bed houses), parking, refuse and cycle parking provisions and landscaping.**

   Comment: No Objections


   Comment: No Objections

   Note: Decision Notice already issued by TDC - no objections.

4. **2018/1414 - 76 High Street, Nutfield RH1 4HE. Erection of hip to gable roof extensions to east elevation and rear dormers to north elevation in association with conversion of loft space to habitable accommodation. Installation of roof lights to front roof slope.**

   Comment: Object on the grounds that the work has commenced without approval (retrospective) and neighbours privacy/overlooking comments on TDC planning portal.

5. **2018/1372 - Nutfield Church Primary School, Mid Street, South Nutfield RH1 4JJ. Installation of a non-illuminated free-standing sign to replace two existing signs.**

   Comment: No Objections

   Note: Cllr Kent Sandiford declares an interest as an neighbour and left the room during this discussion.

6. **2018/1355 - 1 Station Parade, North Station Approach, South Nutfield RH1 4JF. Erection of dwelling.**

   Comment: NPC to object on the grounds of over development on a small plot and ask planning to consider the neighbours comments on the TDC planning portal.
7. **02017/168/Cond4 (Drainage details) - Dalma House, Kings Mill Lane, South Nutfield RH1 5NB. Details pursuant to condition 10 of planning application TA/2017/168.**  
Comment: No Objections  

*Consultation by Surrey County Council:*

2018/0073 - Mercers South Quarry, Bletchingley Road, Nutfield, Surrey RG1 4EU. Nonmaterial amendment to planning permission Ref: TA/2013/1799 comprising change in infill material from inert waste to non-hazardous waste.  
Comment: Discussed. Clerk to officially ask SCC for additional time to investigate more.  

2018/0074 - Land at Mercers South Quarry, Bletchingley Road, Nutfield, Surrey RH1 4EU. Non-material amendment to planning permission Ref: TA/2017/2346 comprising change in infill material from inert waste to non-hazardous waste.  
Comment: Discussed. Clerk to officially ask SCC for additional time to investigate more.  

For both 2018/0073 and 2018/0074 Cllr Murray to contact CF to gain her initial thoughts on the applications. For both NCS have offered their input

<table>
<thead>
<tr>
<th>8. <strong>Reports from the Assistant Clerk and Clerk</strong></th>
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| 1. Noticeboard – To be completed w/c 10/9/2018  
Business cards – Received  
Cemetery Path – To be completed w/c 10/9/2018  
Village Gardener – Position has been filled and starting week w/c 10/9/2018. Safety equipment purchased. Hi-Vis needs NPC wording. Work in cemetery to be allocated from cemetery budget.  
Cemetery Groundsman – Clerk met with Groundsman to discuss Cemetery groundwork. Relationship established and understanding of work undertaken.  
Meyers – Clerk spoke once with the Office Manager, but nothing further until Meyers have completed a site visit. Clerk to continue to email. |
| 2. Vacancy in Office of Parish Councillor – part 1 deadline 18th September. |
| 3. Anti-Social Behaviour Update – Update received from Cllr Murray |
| 4. Other Correspondence.  
* Communication log created and talked through each item.  
* Additional item to communication log: bus stop at the entrance to the play park. Agreed for Village Gardner to clear vegetation work and Clerk to let VG know, Cllr Murray to take a look at structure and report back.  
5. Cllrs acknowledged receipt of the Assistant Clerk’s report, which had been circulated prior to the meeting. |

<table>
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<tr>
<th>9. <strong>Local Transport</strong></th>
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</table>
| Clerk to liaise with David Morgan and to ask him to log his comments and subsequently send to NPC on a monthly basis and to CC MP Sam Gyimah (SG).  
PM to draft email to ask SG to make a meeting with Gatwick |

| **NC** | **NC** | **PM** | **NC/PM** | **NC** | **PM** |
### 10. Finance
- The Clerk confirmed the total reserve bank balance of £130,011.58 (of which £64,568.08 CIL money is included in this – this is ring-fenced) and current bank balance £200.
- Agreed that Cemetery income and expenditure needs to separated moving forward.
- CIL review – PM to arrange a meeting with Mark Bistow to set priorities.

### 11. Village Hall
1. Storage at Village Hall required for NPC materials/equipment – Unanimous vote to get a storage shed to sit at the Village Hall. Investigate costs and Cllr Johnson to liaise with current directors on placing the shed.
2. Noted earlier in minutes.
3. Investigate chairs that are situated in Parish Office (arms and no arms). Speak with Village Hall Chairman to discuss if they are required.

### 12. Grant Applications
None.

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.

### 13. Working Groups
**Working Groups** – updated accordingly (appendix 1).

**New projects** – none

- **Staffing Group** – The Assistant Clerk role was discussed in detail to how the role should sit within the Parish Council. An indicative hourly rate of £10 was unanimously agreed: number of hours per week is to be confirmed but is likely to be near the current Assistant Clerk’s actual working hours presently. Job advert and job description to be revised by Cllr Murray. Job advert to be created and emailed to Cllrs for approval asap. To advertise in Link, Website, Facebook, at the school, Notice boards.

- **Communication** – GDPR – Cllr Hall waiting for additional costs to come through. To discuss next meeting.

- **Communications** – Facebook Engagement. Agreed to be more involved, but cannot do so from an ‘organisation’, has to be an individual. Clerk to investigate an individual ‘Nutfield Parish Clerk’ account.

- **Cemetery** –
  
  i. The report from the Cemetery had been circulated prior to the meeting.
  ii. 5 X Umbrellas. Unanimously voted agreed - £125 agreed.
  iii. Name Badges. Unanimously voted agreed. £30 agreed (Just purchase for Clerk for now until new Assistant Clerk is in post).

- **Protocol** to be reviewed after ‘Cemetery Training’ has taken place.

- **Land** – Jubilee Field Update – nothing to report.

- **Local Plan** – Noted earlier in minutes.

- **Highways** – Cllr Hall advised that ‘patching’ required at A25/Cemetery layby needs to be paid for by NPC as ‘pot holes’ are not deep enough to be covered by SCC, Kerbs waiting for costs and NPC are required to pay for the ‘brown’ signs. Cllr Hall to email Cllr Vickers to discuss further/funds.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Highways</strong> – Mid Street Parking – Move to October meeting and in the meantime the Highways Group to discuss.</td>
<td>Highway Group</td>
</tr>
</tbody>
</table>
| **14** | Groundworks, land and tree management (including burial grounds and allotments)  
Ad Hoc Grounds Maintenance – Agreed unanimously £100 spend on Village Gardener to assist in Cemetery (overhanging tree, a general tidy, compost) | NC/PM |
| **15** | Events (public) and meetings of Outside Bodies (other than transport groups)  
TAG – 6th September – Cllr Ford  
Biffa – 19th September – Cllr Ford  
RACC 19th September – Cllr Johnson  
Parish Assembly 19th September – Cllr Hall | NC/PM |
| **16** | Councillor surgeries and monthly news article  
- Cllr Hall and Cllr Hanson agreed to attend the 15th September Surgery.  
- Next link article to include – Village Gardener, Assistant Clerk Vacancy, Cllr Vacancy, Surgery, SG letter | SH/PH |
| **17** | Training (and conferences). | SH |
| **18** | Payment(s)  
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 £12,431.99 (VAT inclusive). The Clerk to dispense payments.  
*Payment to Meyers to still be held back until the Clerk speaks further with Meyers. | NC/PH |
| **19** | Any other business the chairperson is of the opinion should be considered a the meeting as a matter of urgency  
Nothing | NC |
| **20** | Notification of business for inclusion on the next agenda  
- Car Parking | NC |
| **21** | Next meeting date(s)  
Cllrs noted that the Council’s next meeting would take place on 3rd October 2018 at the Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ at 7.30pm. | ALL |
| **22** | Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:  
Nothing discussed under this item. | NC |
## Appendix 1 – Working Groups

<table>
<thead>
<tr>
<th><strong>Working Group</strong></th>
<th><strong>Tasks and projects</strong></th>
<th><strong>Members</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cemetery</strong></td>
<td>Burial records and customer service</td>
<td>Sue, David, Paul, Phil, Stephen, Nicky and Maxine</td>
</tr>
<tr>
<td><strong>Communications</strong></td>
<td>Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Local Government Transparency, General Data Protection Regulations</td>
<td>Kent, David, Stephen and Nicky</td>
</tr>
<tr>
<td><strong>Community</strong></td>
<td>Fly grazing (Council land), Crime Prevention measures, and support to vulnerable people.</td>
<td>John, Sue and Stephen</td>
</tr>
<tr>
<td><strong>Finance</strong></td>
<td>Budget, Insurance, Risk Assessment, Audit, Asset List.</td>
<td>John, Paul, David, Kent, Stephen and Nicky</td>
</tr>
<tr>
<td><strong>Highways</strong></td>
<td>Snow Angels, Air Quality, reporting condition of roads, pavements and over-grown vegetation on verges etc. to SCC, 20 mph speed limit projects, Street Lighting.</td>
<td>Stephen, Sue, Rigel, Phil and Maxine</td>
</tr>
<tr>
<td><strong>Land</strong></td>
<td>(Play areas), Tree Work, Bus Shelter, Cemetery &amp; WBA sites (Health &amp; Safety), (War Memorial), Jubilee Fields, Village Entry Signs, the Triangle, Village Green, the Pound, Allotments, (Nuffield Marsh).</td>
<td>Sue, Rigel, Maxine and Nicky</td>
</tr>
<tr>
<td><strong>Local Plan</strong></td>
<td>Research and preparation of formal response to Tandridge District Council's and Reigate &amp; Banstead Borough Council’s Local Plans</td>
<td>Paul, John and Rigel</td>
</tr>
<tr>
<td><strong>Planning</strong></td>
<td>Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt.</td>
<td>Kent, John and Rigel plus Paul (Redhill Aerodrome)</td>
</tr>
<tr>
<td><strong>Staffing</strong></td>
<td>Appraisals, contracts, pensions, well-being issues, HR policies.</td>
<td>Paul, David, Philip, John, Nicky and Maxine</td>
</tr>
<tr>
<td><strong>Transport</strong></td>
<td>All matters relating to airfields and airports including consultations, local railways.</td>
<td>Paul, John, David, Steve Hanks and Duncan Mallison</td>
</tr>
</tbody>
</table>
## NUTFIELD PARISH COUNCIL

### 5th September 2018

**Schedule of Payments**

<table>
<thead>
<tr>
<th>Chq No.</th>
<th>Ref</th>
<th>Payee</th>
<th>Coding</th>
<th>Net (£)</th>
<th>VAT (20%)</th>
<th>Gross (£)</th>
<th>VAT Amount (£)</th>
<th>Comments</th>
<th>Paid</th>
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<tbody>
<tr>
<td>3355</td>
<td>0002</td>
<td>D &amp; P Carpentry Ltd</td>
<td>CIL (part)</td>
<td>£ 3,190.00</td>
<td>20%</td>
<td>£ 3,780.00</td>
<td>£ 660.00</td>
<td>Final payment for Nutfield War Memorial – as per March 2018 minutes</td>
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<tr>
<td>3354</td>
<td>0003</td>
<td>Nutfield Branch Royal British Legion</td>
<td></td>
<td>£ 99.00</td>
<td>0%</td>
<td>£ 99.00</td>
<td>£ 0.00</td>
<td>30 x Poppy Boxes</td>
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<tr>
<td>3358</td>
<td>0004</td>
<td>Nicky Chiswick</td>
<td>xxx</td>
<td>0%</td>
<td>xxx</td>
<td>xxx</td>
<td>Clerk’s salary and office allowance (August 2018)</td>
<td></td>
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<tr>
<td>3357</td>
<td>0005</td>
<td>Nicky Chiswick</td>
<td></td>
<td>£ 74.50</td>
<td>0%</td>
<td>£ 74.50</td>
<td>£ 0.00</td>
<td>Expenses claimed by the Clerk (August 2018)</td>
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<tr>
<td>3356</td>
<td>0006</td>
<td>Moving Gray</td>
<td>xxx</td>
<td>0%</td>
<td>xxx</td>
<td>xxx</td>
<td>Assistant Clerk’s salary (August 2018)</td>
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<tr>
<td>3350</td>
<td>0007</td>
<td>Moving Gray</td>
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<td>£ 6.10</td>
<td>10%</td>
<td>£ 6.70</td>
<td>£ 0.00</td>
<td>Expenses claimed by the Assistant Clerk (August 2018)</td>
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<tr>
<td>3360</td>
<td>0008</td>
<td>Jo Gaswood</td>
<td>xxx</td>
<td>0%</td>
<td>xxx</td>
<td>xxx</td>
<td>Data Input Salary (August 2018)</td>
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<tr>
<td>3381</td>
<td>0009</td>
<td>HM Revenue and Customs</td>
<td></td>
<td>£ 592.30</td>
<td>0%</td>
<td>£ 592.30</td>
<td>£ 0.00</td>
<td>PAYE and Class 1A NICs (August 2018)</td>
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<tr>
<td>3362</td>
<td>0010</td>
<td>Nicky Chiswick</td>
<td></td>
<td>£ 42.48</td>
<td>20%</td>
<td>£ 50.97</td>
<td>£ 8.50</td>
<td>Business cards</td>
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<td>3363</td>
<td>0011</td>
<td>SSAC Limited</td>
<td></td>
<td>£ 160.00</td>
<td>20%</td>
<td>£ 192.00</td>
<td>£ 32.00</td>
<td>Allotment and Cemetery Training Day (Nicky Chiswick plus one other)</td>
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<tr>
<td>3364</td>
<td>0012</td>
<td>The Groundsmen Ltd</td>
<td></td>
<td>£ 500.00</td>
<td>20%</td>
<td>£ 600.00</td>
<td>£ 100.00</td>
<td>Grounds maintenance for Nutfield Cemetery and Nutfield Wood and Burial (August 2018)</td>
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<tr>
<td>DC*</td>
<td>0013</td>
<td>SES Business Water</td>
<td></td>
<td>£ 7.50</td>
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<td>£ 9.00</td>
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<td>Monthly water charges - cemetery</td>
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<td>DC*</td>
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<td>SES Business Water</td>
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<td>£ 23.26</td>
<td>£ 3.87</td>
<td>Monthly water charges - allotments</td>
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<td>3365</td>
<td>0015</td>
<td>Redhill Farm Services</td>
<td>CIL</td>
<td>£ 4,024.00</td>
<td>20%</td>
<td>£ 4,828.80</td>
<td>£ 904.80</td>
<td>Cemetery/Path replacement – as per April 2018 minutes</td>
<td></td>
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<tr>
<td>DC*</td>
<td>0016</td>
<td>National Employment Savings Trust (NEST)</td>
<td></td>
<td>£ 127.48</td>
<td>0%</td>
<td>£ 127.48</td>
<td>£ 0.00</td>
<td>Pension – Employer and employers contributions (July 2018)</td>
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<tr>
<td>3366</td>
<td>0017</td>
<td>Paul Murray</td>
<td></td>
<td>£ 46.76</td>
<td>20%</td>
<td>£ 54.60</td>
<td>£ 8.90</td>
<td>Safety Equipment for Village Gardener</td>
<td></td>
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**Total**: £ 10,843.21

*Authorisation and Authority: [Signature]

Signed: ____________________ Date: 5th September 2018

Nicky Chiswick, Clerk to Nutfield Parish Council

Signed: ____________________

Parish Councillor 1

Parish Councillor 2