



	<p><i>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.</i></p> <p>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.</p> <p>v) Village Calendar (Nutfield Conversation Society) now for sale (Holborn's and Priory Farm).</p>	
5.	<p><b>Report from County &amp; District Councillors</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Cllr Ellis updated the NPC on the new council 'Customer first' programme</li> <li>- 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).</li> <li>- 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.</li> </ul>	<p>NC</p> <p>NC</p>
6.	<p><b>Acceptance of last minutes</b></p> <p>The Assistant Clerk had prepared and circulated minutes of the meeting held on the 1<sup>st</sup> 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.</p>	NC
	<p><i>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</i></p>	
13.8	<p><b><u>Local Plan Update</u></b></p> <p>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 7<sup>th</sup> 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 10<sup>th</sup> September.</p>	PM/NC
	<p><i>Carol Forest left</i></p> <p><i>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</i></p>	
11.2	<p><b><u>Village Hall Next steps for Village Hall – discuss retaining the Ltd Company status and next steps.</u></b></p> <ul style="list-style-type: none"> <li>- The three current directors are stepping down on 31<sup>st</sup> December 2018.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Discussion took place on the current set up of the Village Hall Trust and Limited Company. Possible scenarios/options were discussed.</li> <li>- NPC to arrange meeting with the current directors, and subsequently preferred dates were given by current Village Hall Chairman.</li> <li>- 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?).</li> </ul>	JJ NC
	<i>Peter Forbes left</i>	
7.	<p><b>Planning Applications</b></p> <p>In respect of the nine applications notified by TDC and two applications from SCC since the last Parish Council meeting, it was resolved that:</p> <ol style="list-style-type: none"> <li>1. <u>2018/1739</u> - 17 Thepps Close, South Nutfield RH1 5NX. <i>Single story rear extension.</i> Comment: No Objections</li> <li>2. <u>2017/259/Cond3 (Street Lighting)</u> - Land at Kings Cross Lane, South Nutfield. <i>Erection of 16 dwellings ( 2x1 bed flat, 8 x 2 bed house and 6 x 3 bed houses), parking, refuse and cycle parking provisions and landscaping.</i> Comment: No Objections</li> <li>3. <u>2018/1478</u> - Mercers South Landfill, Mercers South, Nutfield, Redhill. <i>Inert landfill. (Environmental permit consultation from the Environment Agency).</i> Comment: No Objections Note: Decision Notice already issued by TDC - no objections.</li> <li>4. <u>2018/1414</u> - 76 High Street, Nutfield RH1 4HE. <i>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.</i> Comment: Object on the grounds that the work has commenced without approval (retrospective) and neighbours privacy/overlooking comments on TDC planning portal.</li> <li>5. <u>2018/1372</u> - Nutfield Church Primary School, <i>Mid Street, South Nutfield RH1 4JJ. Installation of a non-illuminated free-standing sign to replace two existing signs.</i> Comment: No Objections <i>Note: Cllr Kent Sandiford declares an interest as an neighbour and left the room during this discussion.</i></li> <li>6. <u>2018/1355</u> - 1 Station Parade, North Station Approach, South Nutfield RH1 4JF. <i>Erection of dwelling.</i> 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.</li> </ol>	NC NC NC NC NC NC

	<p>7. <u>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.</u>  Comment: No Objections</p> <p><i>Consultation by Surrey County Council:</i></p> <p>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.</p> <p>Comment: Discussed. Clerk to officially ask SCC for additional time to investigate more.</p> <p>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.</p> <p>Comment: Discussed. Clerk to officially ask SCC for additional time to investigate more.</p> <p>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</p>	<p>NC</p> <p>NC</p> <p>NC</p> <p>PM</p>
<p>8.</p>	<p><b>Reports from the Assistant Clerk and Clerk</b></p> <ol style="list-style-type: none"> <li>1. <u>Noticeboard</u> – To be completed w/c 10/9/2018  <u>Business cards</u> – Received  <u>Cemetery Path</u> – To be completed w/c 10/9/2018  <u>Village Gardener</u> – 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.  <u>Cemetery Groundsman</u> – Clerk met with Groundsman to discuss Cemetery groundwork. Relationship established and understanding of work undertaken.  <u>Meyers</u> – Clerk spoke once with the Office Manager, but nothing further until Meyers have completed a site visit. Clerk to continue to email.</li> <li>2. Vacancy in Office of Parish Councillor – part 1 deadline 18<sup>th</sup> September.</li> <li>3. Anti-Social Behaviour Update – Update received from Cllr Murray</li> <li>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.</li> <li>5. Cllrs acknowledged receipt of the Assistant Clerk's report, which had been circulated prior to the meeting.</li> </ol>	<p>NC</p> <p>NC</p> <p>NC/PM</p>
<p>9.</p>	<p><b>Local Transport</b></p> <p>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</p>	<p>NC</p> <p>PM</p>

10.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Agreed that Cemetery income and expenditure needs to be separated moving forward.</li> <li>- CIL review – PM to arrange a meeting with Mark Bistow to set priorities.</li> <li>- Budget timeframe – Start beginning of October 2018 – final submission in mid-January 2019.</li> </ul>	NC  PM
11.	<p><b>Village Hall</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2 Noted earlier in minutes.</li> <li>3 Investigate chairs that are situated in Parish Office (arms and no arms). Speak with Village Hall Chairman to discuss if they are required.</li> </ol>	NC/JJ/PM  NC
12	<p><b>Grant Applications</b></p> <p>None.</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>	
13.	<p><b>Working Groups</b></p> <p><u>Working Groups</u> – updated accordingly (appendix 1).  <u>New projects</u> – none  <u>Staffing Group</u> – 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.  <u>Communication</u> – GDPR – Cllr Hall waiting for additional costs to come through. To discuss next meeting.  <u>Communications</u> – 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.  <u>Cemetery</u> –</p> <ol style="list-style-type: none"> <li>i. The report from the Cemetery had been circulated prior to the meeting.</li> <li>ii. 5 X Umbrellas. Unanimously voted agreed - £125 agreed.</li> <li>iii. Name Badges. Unanimously voted agreed. £30 agreed (Just purchase for Clerk for now until new Assistant Clerk is in post).</li> <li>iv. Protocol to be reviewed after 'Cemetery Training' has taken place.</li> </ol> <p><u>Land</u> – Jubilee Field Update – nothing to report.  <u>Local Plan</u> – Noted earlier in minutes.  <u>Highways</u> – 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>	NC  PM/NC  SH  NC  NC  NC/PH  SH

	<u>Highways</u> – Mid Street Parking – Move to October meeting and in the meantime the Highways Group to discuss.	Highway Group
14	<b>Groundworks, land and tree management</b> (including burial grounds and allotments) <u>Ad Hoc Grounds Maintenance</u> – Agreed unanimously £100 spend on Village Gardener to assist in Cemetery (overhanging tree, a general tidy, compost)	NC/PM
15	<b>Events (public) and meetings of Outside Bodies</b> (other than transport groups) TAG – 6 <sup>th</sup> September – Cllr Ford Biffa – 19 <sup>th</sup> September – Cllr Ford RACC 19 <sup>th</sup> September – Cllr Johnson Parish Assembly 19 <sup>th</sup> September – Cllr Hall	
16	<b>Councillor surgeries and monthly news article</b> <ul style="list-style-type: none"> <li>• Cllr Hall and Cllr Hanson agreed to attend the 15<sup>th</sup> September Surgery.</li> <li>• Next link article to include–Village Gardener, Assistant Clerk Vacancy, Cllr Vacancy, Surgery, SG letter</li> </ul>	SH/PH SH
17	<b>Training</b> (and conferences).	
18	<b>Payment(s)</b> 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 NC
19	<b>Any other business the chairperson is of the opinion should be considered a the meeting as a matter of urgency</b> Nothing	
20	<b>Notification of business for inclusion on the next agenda</b> - Car Parking	
21	<b>Next meeting date(s)</b> Cllrs noted that the Council’s next meeting would take place on 3 <sup>rd</sup> October 2018 at the Village Hall, Mid Street, South Nutfield, Surrey, RH14JJ at 7.30pm.	ALL
22	<b>Sub-section 2</b> – Public Bodies (Admissions to Meetings) Act 1960: Nothing discussed under this item.	

## Appendix 1 – Working Groups

<b>Working Group</b>	<b>Tasks and projects</b>	<b>Members</b> <i>(Heads <u>underlined</u>)</i>
Cemetery	Burial records and customer service	<u>Sue</u> , David, Paul, Phil, Stephen, Nicky and Maxine
Communications	Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Local Government Transparency, General Data Protection Regulations	Kent, David, Stephen and Nicky
Community	Fly grazing (Council land), Crime Prevention measures, and support to vulnerable people.	<u>John</u> , Sue and Stephen
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	<u>John</u> , Paul, David, Kent, Stephen and Nicky
Highways	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.	<u>Stephen</u> , Sue, Rigel, Phil and Maxine
Land	(Play areas), Tree Work, Bus Shelter, Cemetery & WBA sites (Health & Safety), (War Memorial), Jubilee Fields, Village Entry Signs, the Triangle, Village Green, the Pound, Allotments, (Nutfield Marsh).	Sue, Rigel, Maxine and Nicky
Local Plan	Research and preparation of formal response to Tandridge District Council's and Reigate & Banstead Borough Council's Local Plans	<u>Paul</u> , John and Rigel
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt.	<u>Kent</u> , John and Rigel plus Paul (Redhill Aerodrome)
Staffing	Appraisals, contracts, pensions, well-being issues, HR policies.	<u>Paul</u> , David, Philip, John, Nicky and Maxine
Transport	All matters relating to airfields and airports including consultations, local railways.	<u>Paul</u> , John, David, Steve Hanks and Duncan Mallison

## Appendix 2 – Schedule of Payments

### NUTFIELD PARISH COUNCIL

Schedule of Payments  
5th September

Chq No.	Ref	Payee	Coding	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
3355	0002	D & R Carpentry Ltd	CIL (part)	£ 3,160.00	20%	£ 3,780.00	£630.00	Final payment for Nutfield War Memorial - as per March 2018 minutes	
3345	0003	Nutfield Branch Royal British Legion		£ 99.00	0%	£ 99.00	£0.00	30 X Poppies	
3356	0004	Nicky Chiswick		xxx	0%	xxx	xxx	Clerk's salary and office allowance (August 2018)	
3357	0005	Nicky Chiswick		£ 74.58	0%	£ 74.58	£0.00	Expenses claimed by the Clerk (August 2018)	
3358	0006	Maxine Gray		xxx	0%	xxx	xxx	Assistant Clerk's salary (August 2018)	
3359	0007	Maxine Gray		£ 6.19	0%	£ 6.19	£0.00	Expenses claimed by the Assistant Clerk (August 2018)	
3360	0008	Jo Gaywood		xxx	0%	xxx	xxx	Data Input Salary (August 2018)	
3361	0009	HM Revenue and Customs		£ 537.30	0%	£ 537.30	£0.00	PAYE and Class 1A NICs (August 2018)	
3362	0010	Nicky Chiswick		£ 42.48	20%	£ 50.97	£8.50	Business cards	
3363	0011	SSALC Limited		£ 160.00	20%	£ 192.00	£32.00	Allotment and Cemetery Training Day (Nicky Chiswick plus one other)	
3364	0012	The Groundsman Ltd		£ 500.00	20%	£ 600.00	£100.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (August 2018)	
DD*	0013	SES Business Water		£ 7.50	20%	£ 9.00	£1.50	Monthly water charges - cemetery	
DD*	0014	SES Business Water		£ 18.33	20%	£ 22.00	£3.67	Monthly water charges - allotments	
3365	0015	Redhill Farm Services	CIL	£ 4,024.00	20%	£ 4,828.80	£804.80	Cemetery Path replacement - as per April 2018 minutes	
DD*	0016	National Employment Savings Trust (NEST)		£ 127.48	0%	£ 127.48	£0.00	Pension - Employer and employees contributions (July 2018)	
3366	0001	Paul Murray		£ 45.76	20%	£ 54.08	£8.32	Safety Equipment for Village Gardener	
		<b>Total</b>		<b>£10,843.21</b>		<b>£12,431.99</b>	<b>£ 1,588.78</b>		

\*Payment scheduled by Direct Debit

\*\*Use of Community Infrastructure Levy money

Signed: .....  
Nicky Chiswick, Clerk to Nutfield Parish Council

Date: 5th September 2018

Signed: .....  
Parish Councillor Parish Councillor 1

Signed: .....  
Parish Councillor Parish Councillor 2