



## Nutfield Parish Council Minutes

Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE

7<sup>th</sup> November 2018

Meeting opened at 7:30pm and closed at 10:36pm.

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

**Councillors (Cllrs) present:**

Cllr John Johnson (Chairman)  
 Cllr Paul Murray (Vice-Chairman)  
 Cllr Phil Hanson  
 Cllr Sue Ford  
 Cllr Stephen Hall  
 Cllr Kent Sandiford  
 Cllr Rigel Mowatt

**Apologies:**

Cllr David Miller

**Attending:**

2 visitors

**Apologies**

District Cllr Vickers  
 Cllr Thorn  
 Cllr Elias  
 Cllr Black

**In attendance:** Nicky Chiswick (NC), Clerk

1.	<b>The Chair to open the meeting</b> Cllr Johnson opened the meeting.	
2.	<b>Councillor apologies for absence.</b> Apologies received from Cllr Miller.	
3.	<b>Code of Members' Conduct</b> <ul style="list-style-type: none"> <li>The Clerk confirmed that no Cllr had made a change to their Cllrs' Notification of Disclosable Pecuniary &amp; Other Interests form since the last meeting.</li> <li>No Cllr declared any Disclosable Pecuniary Interests and/or 'Other Interests' in respect of any item on the agenda.</li> </ul>	
4.	<b>Public Session</b> The following subjects were raised: 1. Member of public advised that item 13 (more information documented in meeting minutes on public session) would be beneficial. Cllrs acknowledged the comment. 2. Member of public also representing CRPE, highlighted a communication that had become known on the M23 link and a potential agreement with Highways England. The CRPE meeting was going to take place shortly and more information was to be gained. No action from Nutfield Parish Council is required at this point.	
5.	<b>Report from County &amp; District Councillors</b> No County & District Councillors	
6.	<b>Acceptance of last minutes</b> The Clerk had prepared and circulated minutes of the meeting held on the 3 <sup>rd</sup> October 2018. Cllrs approved these minutes, with an agreed alteration to 'apologies received section' 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
7.	<b>Planning Applications</b>	

	<p>In respect of the one application notified by TDC and zero applications from SCC since the last Parish Council meeting, it was resolved that:</p> <p><u>2018/1111 - 11 Ridge Green Close, South Nutfield RH1 5RW</u>. Erection of single storey front, side and rear extension with changes to fenestration</p> <p>Comment: <i>No Objections to dwelling - but request inspection by 'TDC Trees officer' on loss of some trees at the site are necessary.</i></p> <p><u>Black Barn</u> – To ask TDC for update.</p> <p><u>Dalma House</u> – Kings Mill Lane. Confirmation required of what planning application approval they are working with (Is it 2010 application?). Is CIL money associated with this development?</p> <p><u>Nutfield Green Park</u> – Communication received on 'Nutfield Green Park' proposal from Jennings Nicholson Associates regarding proposed development on the A25. They asked to meet with the Parish Council, but it was felt more appropriate to go back to Jennings Nicholson Associates and ask for the plans and proposal first, before any meeting can be considered. Clerk has responded asking for the official proposal</p>	<p>NC</p> <p>NC</p> <p>NC/KS</p> <p>NC</p>
8.	<p><b>Working Group Restructure</b></p> <p>Terms of Reference – currently states that 'on any working group, there is a need for three council members'. Proposed for this to change to two council members. Voted upon and unanimously agreed, with the agreement to review in 6 months' time.</p>	NC
9.	<p><b>Reports from the Assistant Clerk and Clerk</b></p> <p>1. <i>Assistant Clerk</i></p> <ul style="list-style-type: none"> <li>- <i>Recruitment update – 13 applicants – shortlisted to five based on an agreed skill requirement matrix. Five interviews to take place over Thursday and Friday 3<sup>rd</sup>/4<sup>th</sup> November. Councillors discussed and agreed that the staffing group would interview five candidates using a standardised question sheet, and offer role to best-suited candidate following a discussion by interviewees.</i></li> <li>- <i>Proposed cost and details of laptop computer that is required for Assistant Clerk. Noted that there is no need for Microsoft office suit to be added. Sweet Haven (In Woodhatch, Surrey) was the chosen supplier as they have been recommended by other Parish Councils, the Parish Council are currently using them to supply the 365 software and the price is competitive. Voted upon and unanimously agreed to be purchased with agreed budget of £700 exclusive of VAT budgeted against code 8 (Cemetery – Software). Clerk to order. Noted that the Clerk has a requirement to be more flexible and a need for a laptop – to be planned and proposed for in budget 2019/2020 (in the December meeting).</i></li> </ul> <p>2. <i>Christ Church – The Clerk was approached and asked to place Christ Church notices within the Parish Council Noticeboards (in particular the noticeboard located at the Village Hall). Discussed by the councillors and decision was given that the Parish Council Noticeboards are normally full, so there could not be an ongoing commitment to place notices for the Church. Clerk to advise the church that the Parish Council could place ad hoc events, but not accommodate regular notices and that Parish Council information would have to take precedent.</i></p> <p>3. <i>Parish Equipment – 3ft by 3ft tool tall shed (at Village Hall) was proposed to councillors. Voted upon and unanimously agree spend</i></p>	<p>NC</p> <p>NC</p> <p>NC</p>

	<p><i>of maximum £400 plus VAT (inclusive of installation). Clerk to try to source from a local merchant. Security to be added to it once it is installed.</i></p> <p>4. <i>Other correspondence (correspondence report)</i></p> <ul style="list-style-type: none"> <li>- <i>Correspondence report circulated to all Cllrs</i></li> <li>- <i>Update on missing bins (Nutts Corner bin is on order – Station bins are being investigated by Cllr Vickers)</i></li> <li>- <i>Advised of the Electoral Register request (Does Nutfield Parish Council require a paper or electronic version). Response – to have both if possible and Clerk to investigate the regulations behind the data we receive.</i></li> <li>- <i>Housing Development – Kings Cross Lane. Forms have been sent out by TDC to those that have paced their interest via Housing Register. Deadline for return is 14<sup>th</sup> November, and Clerk to work with TDC on the next steps after this date.</i></li> <li>- <i>Sam Gyimah – CAA letter update. Meeting to be organised. Clerk to keep on top of ensuring meeting is arranged.</i></li> </ul> <p>5. <i>Remembrance Day – Times confirmed as 9.30am at the Cemetery and then 10.15am at the War Memorial. Cllr Sandiford to take photos. Press Release had been sent to BBC, Surrey Mirror and Surrey Advertiser.</i></p>	NC  NC  NC  NC
10.	<p><b>Local Transport</b></p> <ul style="list-style-type: none"> <li>• <i>Coopers Hill Road – Question – what is happening with the landslide? Clerk to get update from Cllr Thorn.</i></li> <li>• <i>Railway (Nutfield) – No response on the Railway aspect of the Sam Gyimah (8th August) letter. The council need to write to both Sam Gyimah and Chris Grayling to highlight the ongoing issues. Clerk to speak with Duncan Mallison and David Morgan and ask them to provide bullet points for the council to utilise in a letter from the Parish Council.</i></li> <li>• <i>Gatwick Consultation. To look into registering our interest. Cllr Murray to move forward and ask for meeting with Andy Sinclair (Head of Community Engagement).</i></li> </ul>	NC  PM
11.	<p><b>Asset Register</b></p> <p><i>Discussion on the current Asset Register took place and it was decided that Cllr Hanson and Cllr Mowatt to review and bring back to council an updated list. They will seek help of others where necessary. Question – is the website an asset?</i></p> <p><i>Note - Trusts need to be included on the Asset List (CMT and Village Hall)</i></p>	PH/RM
12.	<p><b>3 – 5 Year Plan/Forward Plan</b></p> <p><i>Cllr Murray proposed that Nutfield Parish Council would benefit from some set quantifiable objectives and parameters to work from in the next 3 to 5 years – planning is required rather than firefighting. It would be beneficial for motivation but needs to be realistic. Discussion took place and it was agreed that a framework was required, with an end of year summary, mission statement and clear objectives that are clear to all councillors, staff and parishioners. Councillors to each propose 2 to 3 suggestions to Cllr Murray over the next month.</i></p>	ALL
13.	<p><b>Public Session</b></p> <p><i>It was discussed and agreed for the Clerk to add more detail and to allocate a specific Cllr to be responsible for each point, but all communication to come through the Clerk. Clerk to check with NALC for further guidelines.</i></p>	NC
14.	<p><b>Proposed Updating of NPC Web-Site</b></p>	

	<p>Councillor Hanson noted that the NPC website is in need of updating especially as out of date text and documents embedded in it can confuse Parishioners. It should be upgraded to be more user friendly and clear as to where responsibility lies for say recreational assets in the Parish. Is there a chance to include advertising for income? Currently 3 to 4 years old, so does need updating. Agreed that it is a project to review the website and to be added as part of the 3-year plan. The Clerk and Cllr Sandiford to review, and ascertain costs and timeframe involved (technical and content (written and imagery)).</p>	NC/KS
15.	<p><b>PM Air Quality Monitor</b> Cllr Ford summarised recent communication regarding the A25 Air Monitor being faulty and producing false readings. The monitor will be returned to manufacturer as only a year old. Bletchingley Parish Council to keep Nutfield Parish Council updated as the monitor was a shared cost sitting on Bletchingley asset list.</p>	SF
16.	<p><b>Traffic/Parking Update</b></p> <ul style="list-style-type: none"> <li>- Clerk updated councillors to the responses received. New date to be proposed and Clerk to update councillors accordingly.</li> <li>- Parking – To ask Lorraine Wells (PSCO) and TDC parking enforcement for advice.</li> <li>- Cllr Johnson to write to Nutfield Football Team to meet to discuss.</li> </ul>	NC NC JJ
17.	<p><b>Councillor Recruitment - Purdah</b> Clerk presented that Purdah date is 26th March 2019 and that we can recruit/co-op a Councillor up until that date as the position is vacant before Purdah date.</p>	ALL
18.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- The Clerk confirmed the total reserve bank balance of £166,149.79 (of which £86,265.58 CIL money is included in this – this is ring-fenced) and current bank balance £200.</li> <li>- Cllr Johnson to approach Lloyds to start the process of opening new bank account for CIL money.</li> <li>- Cemetery finances had been circulated previously to councillors. Summary: Budget: £12500, income: £16951.75 and expenditure: £16233.87. It was agreed that separating the cemetery finances had been essential in ascertaining how the cemetery is performing. Allotments advised to be the same format.</li> <li>- Clerk presented the bank reconciliation (from April 2018) to the Chairman (Cllr Johnson) for signing – Cllr Johnson signed.</li> </ul>	JJ
19.	<p><b>Village Hall</b> Outside and separate to its role as Custodian Trustee for the Village Hall, the Parish Council has offered to assist in resolving complications caused by the three existing Director / Trustees of the Village Hall resigning simultaneously at the end of the year. In this context, the Council discussed the following::</p> <ul style="list-style-type: none"> <li>- Cllr Rowatt and Cllr Hanson as the new Charity working group presented a briefing note on the process and regulations governing the appointment of new Director/Trustees and it was agreed for the Chairman to send to current Directors. It was noted that at least two (Directors/Trustees) are legally required and currently as of the meeting, the council have one possible replacement Director in place.</li> <li>- It was proposed and agreed to create and send a letter to regular user groups updating them of the severity of the situation and to ask if any of these people would like to step up</li> </ul>	JJ PM/NC

	to become a Director. Cllr Murray to create letter and circulate to councillors for approval. Clerk to then send to regular user groups. To then add to Facebook and website 3 to 4 days later.	
20.	<b>Grant Applications</b> No Grants received	
21.	<p><b>Working Groups</b></p> <p><u>Highways</u> - Cemetery Layby - Cllr Hall and Cllr Hanson met with surfacing contractor, quote received and subsequently the Grant is now approved. Next steps to book in the work.</p> <p><u>Communications</u> – GDPR – Ordered through Sweet Haven (Woodhatch). Two options available:</p> <ul style="list-style-type: none"> <li>• Email only - £donation.</li> <li>• Full Microsoft Office suite - £2.30 a month per user for non-profit making organisation.</li> </ul> <p>Presented to the council for councillors to have email only and for Clerk and Assistant Clerk to have the full package. Voted and unanimously agreed. Need a mission statement to finalise. Email agreed to be set up as cllrsurname@nutfieldpc.com.</p> <p><u>Cemetery</u> - The Cemetery report had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>- Cemetery Certificate books £133 Plus VAT – Voted and approved. Clerk to order.</li> <li>- Groundsman quote – 2019/2020 quote presented that includes two additional cuts in early summer. Voted and approved. Clerk to advise Groundsman of outcome.</li> <li>- Link colour advert at £95 presented. Voted and approved. Clerk to liaise with Link team.</li> <li>- Biffa meeting - Cllr Ford has previously circulated details from the meeting to all Cllrs. Next step is to access where Biffa can help in the cemetery with labour (path creation, shed emptying etc.). Cllr Ford to meet with Peter Crate (JJ Franks) to discuss A25 traffic/tachograph breaks, lorry movements and possibility of providing a skip. Cllr Hall to attend with Cllr Ford.</li> <li>- Presented and agreed to cut glades into the far end of the Woodland Burial and paths within the woodland burial. Onsite meeting with Clerk to be arranged.</li> <li>- Cllr Murray and Cllr Johnson completed some overhanging tree work within the cemetery. They were thanked for their work.</li> <li>- Data Input review meeting took place with Clerk and Data Input person. Clerk advised that the work is on target and they are very happy with the work-taking place. Work expected to finish approximately end May 2019 and to be taken into account during Budget process.</li> <li>- Community Funding – final paperwork submitted 6<sup>th</sup> November 2018. Clerk presented that bin-screening quote for trellis has been submitted for the Community Funding application. Compost screening needs more consideration, as more possibilities are available.</li> </ul>	<p>SH/NC</p> <p>SH</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>SF/SH</p> <p>NC/SF/PM</p> <p>NC</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>	
22.	<b>Groundworks, land and tree management</b> (including burial grounds and allotments)	

	<p><u>Village Gardener</u> – Cllr Johnson advised on a possibility for a replacement Village Gardener. Cllr Johnson to contact and Clerk to get ‘working list’ updated.</p> <p><u>Ash Dieback</u> – Discussion took place on the effects of Ash Dieback and how it could affect the Parish. Clerk to ask Groundsman for their thoughts, Cllr Murray to speak with tree wardens and to make a provision in 2019/2020 budget accordingly.</p> <p><u>TDC verge maintenance</u> – Clerk had circulated the communication received from Tandridge District Council for proposed costs for verge maintenance for 2019/2020. Options for Nutfield Parish Council 1/ accept offer 2/ refuse offer. Questions that arose during the discussion where that we were lacking in information including: what are the sizes and location of verges, what is price per meter, frequency of cuts, what do we receive for payment. (£2969 5.65% of Precept)</p> <p>Proposed and voted unanimously to respond with the following response ‘Based on the information provided Nutfield Parish Council are unable to agree on the proposal’.</p>	<p>JJ/NC</p> <p>NC/PM</p> <p>NC</p>
23.	<p><b>Events (public) and meetings of Outside Bodies</b> (other than transport groups)</p> <p>- JJ Franks – Cllr Ford to arrange meeting in November.</p>	SF
24.	<p><b>Councillor surgeries and monthly news article</b></p> <ul style="list-style-type: none"> <li>• 17<sup>th</sup> November – Cllr Mowatt and Cllr Hall</li> <li>• 15<sup>th</sup> December – Cllr Murray and Cllr Sandiford</li> <li>• Next link article to include– Village Hall, parking/traffic, hedges, Merry Christmas, replacement Cllrs, Remembrance</li> </ul>	<p>RM/SH</p> <p>PM/KS</p> <p>SH</p>
25.	<p><b>Training</b> (and conferences).</p> <p>None</p>	
26.	<p><b>Payment(s)</b></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 £5,145.89 (VAT inclusive). Clerk to dispense payments.</p>	NC
27.	<p><b>Any other business the chairperson is of the opinion should be considered a the meeting as a matter of urgency</b></p> <p>None</p>	
28.	<p><b>Notification of business for inclusion on the next agenda</b></p> <p>None</p>	
29.	<p><b>Next meeting date(s)</b></p> <p>Cllrs noted that the Council’s next meeting would take place on 5<sup>th</sup> December 2019 at Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ at 7.30pm.</p> <p>2019 dates for meetings and surgeries presented. Before approval, Clerk to check on dates for meetings as it is Election year in 2019. To bring for approval at December meeting.</p>	<p>ALL</p> <p>NC</p>
30.	<p><b>Sub-section 2</b> – Public Bodies (Admissions to Meetings) Act 1960:</p> <p>Nothing discussed under this item.</p>	

## 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
Charities/Trust/Grant	CMT, MHT, grant opportunities	<u>Rigel</u> , Phil

## Appendix 2 – Schedule of Payments

### NUTFIELD PARISH COUNCIL

Schedule of Payments  
7th November

A	B	C	D	E	F	G	H	I
Chq No.	Ref	Payee	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
1	00381	Redhill Farm Services	£ 270.00	20%	£ 324.00	£54.00	Jubilee Fields Grass cutting	
2	00382	Paul Murray	£ 10.00	0%	£ 10.00	£0.00	Cemetery sundaries (Top Soil)	
3	00383	Stoneman Funeral Service	£ 247.00	0%	£ 247.00	£0.00	Credit of money sent in error (3rd August 2018)	
4	00384	MVM(GB) Ltd	£ 768.00	20%	£ 921.60	£153.60	Woodland Burial tablet orders	
5	00385	Nicky Chiswick	xxx	0%	xxx	xxx	Clerk's salary (October 2018)	
6	00386	Nicky Chiswick	£ 289.73	0%	£ 289.73	£0.00	Expenses claimed by the Clerk (October 2018)	
7	00387	Maxine Gray	xxx	0%	xxx	xxx	Assistant Clerk's salary (October 2018)	
8	00388	Maxine Gray	£ 11.37	0%	£ 11.37	£0.00	Expenses claimed by the Assistant Clerk (October 2018)	
9	00389	Jo Gaywood	xxx	0%	xxx	xxx	Data Input Salary (October 2018)	
10	00390	HM Revenue and Customs	£ 266.26	0%	£ 266.26	£0.00	PAYE and Class 1A NICs (October 2018) - please see attached HMRC reconciliation sheet	
11	00391	The Groundsman Ltd	£ 500.00	20%	£ 600.00	£100.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (October 2018)	
12	00392	SLCC Enterprises Ltd	£ 107.99	20%	£ 128.79	£20.80	Clerk Local Administration [11th Edition] Book	
13	DD*	SES Business Water	£ 9.00	0%	£ 9.00	£0.00	Monthly water charges - cemetery	
14	DD*	SES Business Water	£ 22.00	0%	£ 22.00	£0.00	Monthly water charges - allotments	
15	DD*	National Employment Savings Trust (NEST)	£ 142.42	0%	£ 142.42	£0.00	Pension – Employer and employees contributions (October 2018)	
16		<b>Total</b>	<b>£ 4,837.49</b>		<b>£ 5,145.89</b>	<b>£ 308.40</b>		
17							** Use of Community Infrastructure Levy money	
18								

Date: 7th November 2018

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

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

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

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