



Nutfield Parish Council Minutes

Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ

5th December 2018

Meeting opened at 7:30pm and closed at 10:31pm.

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
 Cllr David Miller

Apologies:

Attending:

3 visitors
 District Cllr Vickers

Apologies

Cllr Thorn
 Cllr Elias
 Cllr Black

In attendance: Nicky Chiswick (NC), Clerk

1.	The Chair to open the meeting Cllr Johnson opened the meeting.	
2.	Councillor apologies for absence. None received.	
3.	<ul style="list-style-type: none"> - 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 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: 1. Village Hall update – to bring forward item 11. 2. Parishioner updated on 'anti-social' behaviour.	
5.	Report from County & District Councillors <ul style="list-style-type: none"> - Cllr Vickers advised that she is looking at a parking issue at Hunters Gate (Top Nutfield) and is working with TDC on right of ownership of parking bays in the planning application of Hunters Gate. Clerk asked Cllr Vickers to send NPC the planning application/details. - Cllr Vickers still waiting for planning application decisions on Crab Hill Lane and others. 	
6.	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 7 th November 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.	NC

11	<p>Village Hall</p> <p>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"> - 2 new Trustees/Directors (Stephen Hall and Cormac Murphy). Helen Cameron has also shown interest and has been invited to the Village Hall meeting next week. - As requested by the current Village Hall directors/trustees, the Village Hall Clerk Job description is ready to be shared with identified candidate. Clerk to contact and progress. Cllr Murray to attend meeting. - Clerk had previously circulated 'cross charge procedure' for Village Hall Clerk in order for payroll to sit with NPC. It was read out and approved by all. <p><i>Standing orders ceased</i></p> <ul style="list-style-type: none"> - Hours to be 5 hours minimum with 10 hours stated on the Job Description. <p><i>Standing orders resumed</i></p>	NC
7.	<p>Planning Applications</p> <p>In respect of the 3 applications notified by TDC and 2 applications from SCC since the last Parish Council meeting, it was resolved that:</p> <p><u>2018/1576 - Maple Farm, Clay Lane, South Nutfield RH1 4EG.</u> Erection of side extension to existing workshop/outbuilding.</p> <p>Comment: <i>No Objections</i></p> <p><u>2018/2179 - Court Cottage, Church Hill, Nutfield RH1 4JA.</u> Replacement of existing garage roof to include two skylights, insulation of exterior, new side entrance door, installation of drainage and lay plumbing for WC and internal alterations (Application for a Certificate of Lawful Development for a Proposed Development).</p> <p>Comment: <i>No Objections</i></p> <p><u>2018/2174 - Mercers South, Nutfield, Redhill RH1 4EU.</u> Erection of a workshop building within the existing plant site and compound in connection with mineral working and restoration at Mercers South Quarry. (Consultation from Surrey County Council).</p> <p>Comment: <i>No Objections</i></p> <p><u>SCC Ref 2018/0130 - Mercers South Quarry, Bletchingley Road, Nutfield, Redhill, Surrey RH1 4EU.</u> Erection of a workshop building within the existing plant site and compound in connection with mineral working and restoration at Mercers South Quarry.</p> <p>Comment: <i>No Objections</i></p> <p><u>SCC Ref 2018/0123 - Mercers Quarry, Bletchingley Road, Merstham, Redhill.</u> Retention of a glass reinforced plastic (GRP) pump house of approximately 2.5m by 2.0m and 2.2m high within a 25m² compound and a GRP telemetry station (switch house) of</p>	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>

	<p>approximately 2.5m by 2.0m and 2.2m high with an adjacent 6m pole mounted antenna within a 36m² compound, stoned maintenance access track with associated security fencing and landscaping all on a site of some 656m² (retrospective).</p> <p>Comment: <i>No Objections</i></p> <p>'Nutfield Green Park'. NPC have received an outline and a map of proposal with two entrances noted on the A25. In response to the request for a meeting, the Clerk to reply 'We are happy for you to come and have informal meeting with our planning working group'</p> <p>The Paddocks, Crab Hill Lane and Moats Lane – all outstanding.</p> <p>Aerodrome Hard Surface – enforcement notice to dismantle unapproved runway. NPC to be aware of possible outcomes.</p> <p><u>Dalma House</u> – Kings Mill Lane. Clerk confirmed that TDC advised that Dalma House is not CIL applicable. Cllr Murray asked for email to be forwarded to him. Clerk to action.</p>	<p>NC</p> <p>NC</p> <p>NC/PM</p>
8.	<p>Reports from the Assistant Clerk and Clerk</p> <ol style="list-style-type: none"> 1. <i>Assistant Clerk – new AC started this week and is working closely with the Clerk. Clerk to order Business card and name badge.</i> 2. <i>Village Hall Office internet connection – Clerk had shared Wi-Fi mini options previously with the council along with costs. Discussion took place on the Wi-Fi needs of the Parish Council office. Agreed by all to purchase 'pay as you go option' and Clerk to investigate broadband into Parish Office and Village Hall Clerk. Budget of £70 plus VAT agreed.</i> 3. <i>Reigate and Banstead Brownfield Land Register – Clerk advised that the communication was sent accordingly and has been acknowledged that they will action accordingly.</i> 4. <i>TDC Verge Maintenance. Clerk advised that she had replied as per November meeting agreement. Response received was 'Many thanks for your email'. Nothing further to action at this stage.</i> 5. <i>Village Gardener – Clerk to meet in December.</i> 6. <i>Other correspondence (correspondence report)</i> <ul style="list-style-type: none"> - <i>No Correspondence report as no parishioner communication</i> - <i>TDC meeting – apologies sent. 2019 dates sent over. Clerk to share with the councillors</i> - <i>Advised of half-year internal audit taking place on 11th December with Mulberry & Co.</i> 	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>
9.	<p>Local Transport</p> <ul style="list-style-type: none"> - Cllr Murray to contact Andy Sinclair (Head of Community Engagement) to arrange meeting in January to gain some information on Gatwick's direction, runway situation and Gatwick consultation. - Sam Gyimah meeting CAA and Gatwick Airport Manager on route 3 – Clerk to chase January meeting - Trains - Thameslink Nutfield service has been noted to have improved during peak hours. Off peak service is not so good. Cllr Murray and Clerk to contact David Morgan 	<p>PM</p> <p>NC</p> <p>PM/NC</p>

	<ul style="list-style-type: none"> - Cllr Johnson and Cllr Murray met with TDC Housing Officer and Development Officer. It was highlighted to TDC that the process for the 'Nutfield Affordable Housing' in Kings Cross Lane was unacceptable and that NPC were not informed accordingly as per Section 106. - It was noted the following: <ul style="list-style-type: none"> *Size of the properties are of minimum size (i.e. 2 bedroom property can only accommodate 3 people). *4 of the 3 bedroom properties are for sale. *No formal offers had been made at the time of the meeting. - NPC have been given the list which NPC need to approve (Nutfield applicants only and to validate their Nutfield Link only). - Cllr Johnson to draft a response (which was agreed by all to be emailed for approval by all Councilors) which captures the following detail – On the basis of the Section 106 agreement Nutfield Parish Council have no objection to applicants from parish of Nutfield being awarded the houses. With regards to the allocation of other properties, NPC cannot comment. 	JJ
	<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 items.</i></p>	
15.	<p>Working Groups Remove Cllr Hall from Finance Working Group.</p> <p><u>Highways</u> *Cemetery Layby to start early January by contractors Harlequins. Permit required and investigating if payment is required. Proposed to budget for permit (cost £200 Voted – 6 for, 2 against). Cllr Hall to move forward. *Coopers Hill Road – No further information</p> <p><u>Communications</u> – 365 Cannot claim non-profit status as only works for Charity status</p> <ul style="list-style-type: none"> • Email only - £4.50 a month per user (Councillors) • Full Microsoft Office suite - £9.50 a month per user (Clerk and Assistant Clerk) <p>Approved and Clerk to move forward.</p> <p><u>Cemetery</u> - The Cemetery report had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> - No Funding required from report - Working party day required to clear some of compost tree cuttings or hire chipper (costs being ascertained). 	<p>NC</p> <p>SH/NC</p> <p>NC</p> <p>SF</p>
16.	<p>Groundworks, land and tree management (including burial grounds and allotments) Noted that the Allotments require further work.</p> <p><u>Allotment Boundary Hedge</u> Clerk presented the situation of the Hedge to the west side of the allotments and the request by the joining property to share cutting of the top of the hedge. Establish Ownership of the hedge required before we can approve. Clerk to find deeds.</p> <p><u>Allotment – Winter cut back</u></p>	<p>NC</p> <p>NC</p>

	Clerk presented costs to cut back allotments for the year. Unanimously approved £1000. Clerk to progress.																									
17.	Events (public) and meetings of Outside Bodies (other than transport groups) <ul style="list-style-type: none"> - Funding Fair – agreed for Cllr Mowatt to attend. Clerk to purchase ticket. 	NC																								
18.	Councillor surgeries and monthly news article <ul style="list-style-type: none"> • 15th December – Cllr Murray and Cllr Sandiford • 19th January – Cllr Mowatt and Cllr Johnson • To order signs and banner for surgeries • Dates for 2019 (to add to website) <table border="1" style="margin-left: 20px;"> <tr><td>January 2019</td><td>19th</td></tr> <tr><td>February 2019</td><td>16th</td></tr> <tr><td>March 2019</td><td>16th</td></tr> <tr><td>April 2019</td><td>6th or 13th</td></tr> <tr><td>May 2019</td><td>18th</td></tr> <tr><td>June 2019</td><td>15th</td></tr> <tr><td>July 2019</td><td>20th</td></tr> <tr><td>August 2019</td><td>17th</td></tr> <tr><td>September 2019</td><td>14th</td></tr> <tr><td>October 2019</td><td>19th</td></tr> <tr><td>November 2019</td><td>16th</td></tr> <tr><td>December 2019</td><td>14th</td></tr> </table> <ul style="list-style-type: none"> • Next link article to include– Bench, allotments, traffic, village Hall and Lay by. 	January 2019	19th	February 2019	16th	March 2019	16th	April 2019	6th or 13th	May 2019	18th	June 2019	15th	July 2019	20th	August 2019	17th	September 2019	14th	October 2019	19th	November 2019	16th	December 2019	14th	PM/KS RM/JJ PM NC/KS
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19.	Training (and conferences). Agreed Clerk to attend <ul style="list-style-type: none"> - VAT training February - End of year finance February Agreed to Assistant Clerk to attend <ul style="list-style-type: none"> - New Clerk course - February 	NC NC																								
20.	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 £4,010.84 (VAT inclusive). Clerk to dispense payments.	NC																								
21.	Any other business the chairperson is of the opinion should be considered a the meeting as a matter of urgency None																									
22.	Notification of business for inclusion on the next agenda N/A																									

23. **Next meeting date(s)**
 Cllrs noted that the Council's next meeting would take place on 9th January 2019 at Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE at 7.30pm.
 2019 (1st half) dates agreed. To be placed on website and Clerk to book the relevant Hall.

ALL

NC

January 2019	Wednesday	9th	Ordinary	Memorial Hall
February 2019	Wednesday	6th	Ordinary	Village Hall
March 2019	Wednesday	6th	Ordinary	Memorial Hall
April 2019	Wednesday	3rd	Ordinary	Village Hall
April 2019	Saturday (am)	6th or 13th	Parish Assembly	Village Hall
May 2019	Wednesday	8th	Annual	Memorial Hall

The Clerk advised the following
 The date that councillors retire and new councillors assume office is the fourth day after the ordinary day of election (s.16 (3) of the Local Government Act 1972). This falls on a bank holiday in 2019 so NALC has confirmed (with confirmation from the Electoral Commission) the relevant day for retiring/ taking office would be the day after the bank holiday Monday; Tuesday 7 May 2019. This means 07/05/19 is the date the existing Council retires.
 All elected Councillors must sign declarations of office before the next Council meeting. The Council meeting must take place within 14 days of the members taking office. This means that the Annual Council meeting next year will have to be held between Tuesday 7 May and Tuesday 22 May.

24. **Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:**
 Nothing discussed under this item.

Appendix 1 – Working Groups

Working Group	Tasks and projects	Members <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, 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
5th December

A	B	C	D	E	F	G	H	I
Chq No.	Ref	Payee	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
2	3393	DM Payroll Services Ltd	£ 66.00	0%	£ 66.00	£0.00	3018/1019 payroll admin 1st half	
3	3394	Nutfield Village Hall Ltd	£ 250.00	0%	£ 250.00	£0.00	Parish office payment (January to June 2019)	
4	3395	Nutfield Village Hall Ltd	£ 60.00	0%	£ 60.00	£0.00	Village Hall meeting rental (August, October, December 2018)	
5	3396	Nutfield Branch Royal British Legion	£ 200.00	0%	£ 200.00	£0.00	Wreaths	
6	3397	Shaw and Sons Limited	£ 206.00	20%	£ 247.20	£41.20	Grant of Exclusive Right Burial book	
7	3398	Nutfield Memorial Hall	£ 36.00	0%	£ 36.00	£0.00	Meeting room hire (November)	
8	3399	Farm Fencing Garden and Leisure	£ 333.00	20%	£ 399.60	£66.60	Shed Storage	
9	3400	The Link	£ 95.00	0%	£ 95.00	£0.00		
10	3401	Nicky Chiswick	xxx	0%	xxx	xxx	Clerk's salary (November 2018)	
11	3402	Nicky Chiswick	£ 89.20	0%	£ 89.20	£0.00	Expenses claimed by the Clerk (November 2018)	
12	3403	Jo Gaywood	xxx	0%	xxx	xxx	Data Input Salary (November 2018)	
13	3404	HM Revenue and Customs	£ 357.94	0%	£ 357.94	£0.00	PAYE and Class 1A NICs (November 2018)	
14	3405	The Groundsman Ltd	£ 500.00	20%	£ 600.00	£100.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (November 2018)	
15	DD*	SES Business Water	£ 9.00	0%	£ 9.00	£0.00	Monthly water charges - cemetery	
16	DD*	SES Business Water	£ 22.00	0%	£ 22.00	£0.00	Monthly water charges - allotments	
17	DD*	National Employment Savings Trust (NEST)	£ 87.41	0%	£ 87.41	£0.00	Pension – Employer and employees contributions (November 2018)	
18		Total	£ 3,803.04		£ 4,010.84	£ 207.80		
19	* Payment scheduled by Direct Debit							
20	Signed: Date: 5th December 2018							
21	Nicky Chiswick, Clerk to Nutfield Parish Council							
22	Signed: Parish Councillor Parish Councillor 1							
23	Signed: Parish Councillor Parish Councillor 2							
24								
25								