



Nutfield Parish Council Minutes

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

9th January 2019

Meeting opened at 7:30pm and closed at 10:21pm.

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

Councillors (Cllrs) present:

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

Apologies:

Cllr David Miller
 Cllr Phil Hanson

Attending:

12 visitors
 District Cllr Vickers
 District Cllr Black

Apologies

County Cllr Thorn

In attendance: Nicky Chiswick (NC), Clerk
 Sarah Abellan (SA), Assistant Clerk

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| 1. | The Chair to open the meeting Cllr Johnson opened the meeting. | |
| 2. | Councillor apologies for absence. Apologies received from Cllr Hanson and Cllr Miller Apologies received from Cllr Thorn | |
| 3. | Code of Members' Conduct <ul style="list-style-type: none"> - 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 confirmed an interest (as a neighbour) in item 7 – planning application 2018/2266. - 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: <ol style="list-style-type: none"> 1. 3 parishioners highlighted planning application 2018/2421 Project House and the specific issues associated with it – for example 'appears little difference to first application, certain houses do not appear on planning application, right of light, rubbish amenities (5 bins) being placed by current properties garden fence, soak away, plus additional garage that blocks out current neighbours light.' Cllr Johnson advised that this planning application was on the agenda under item 7, and although unable to comment, the public were welcome to stay and listen to the councillors discuss the application. <p>Cllr Black advised that if the planning inspector is minded to approve this application Cllr Black should be asked to take the application to planning committee to be discussed. This was noted by the parishioners.</p> | |

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| | <p>2. A parishioner mentioned specifically that planning application 2018/2265 took over 3 weeks to validate and why did it take so long to get it onto the system.</p> <p>It was highlighted at this stage that NPC has been having issues with Tandridge planning portal where no documents have been uploaded when the planning application has been sent out. Also that TDC maps appear to be out of date.</p> <p>3. Parishioner advised on the clay pigeon shoot that appears to be take place every Sunday between 10am and 2pm. To advise NPC who they have contacted at TDC and NPC will back their email. Cllr Vickers advised of the contacts: David Bryant (Environmental) and Paul Holiday (Licencing). NPC will write officially</p> <p>4. Peter Forbes formally thanked the Nutfield Parish Council for their help on the Village Hall transition.</p> | NC |
| 5. | <p>Report from County & District Councillors Cllr Vickers</p> <ul style="list-style-type: none"> - Kings Cross Lane Affordable Housing – Cllr Vickers to confirm that the housing are just for rent and no option to buy after a period of rental as there were rumours of such content amongst parishioners. - Kings Lodge parking issue – Cllr Vickers had a meeting with Cllr Thorn. Moving footpath to create parking. General Manager is to get in touch with NPC to move forward. - Cllr Vickers still waiting for planning application decisions on Blackburn and others. - NPC advised to Cllr Vickers that NPC are not getting responses from TDC on a number of communications. If NPC wish to meet with TDC, Cllr Vickers advised to arrange a meeting with Martin Fisher and Louise Round. | |
| 6. | <p>Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 5th December 2018. Cllrs approved these minutes' (with word amended from 'cancelled' to 'ceased' on item 11) 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 |
| 7. | <p>Planning Applications In respect of the 8 applications notified by TDC, 1 appeal and 1 forth coming applications since the last Parish Council meeting, it was resolved that:</p> <p><u>2018/2421</u> Project House, Morris Road, South Nutfield RH1 5SA. <i>Demolition of factory unit and erection of 5 dwellings with associated parking amenity space (Resubmission).</i></p> <p>Comment – discussed information gained from Public Session. It was proposed by Cllr Sandiford and seconded by Cllr Johnson to pass information to Carole Forrest (CF) to report an objection (over development, loss of light, flooding and lack of parking (plus other items CF may find in her investigation)) and approve report via email. Fully approved by all councillors to utilise her paid services (up to £150) and agree on proposal via email. Clerk to liaise with CF</p> | NC |

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| | <p><u>2018/2293</u>- 12 Trindles Road, South Nutfield RH1 4JN. <i>Ground floor extensions to 12 & 14 Trindles Road & parking space with dropped kerb & crossover to front of No.12.</i></p> <p>Comment: Ground Floor extension - No objections in respect of this part of the planning. Drop Kerb - Object to the drop down kerb associated to number 12 as parking at the front of the properties will have an adverse effect of the character of the location and removing the existing high kerb would leave the properties vulnerable to flooding as has happened in the past.</p> <p><u>2018/2113</u>- 12 Trindles Road, South Nutfield RH1 4JN. <i>Conversion of roofspace to habitable use to include a rear dormer.</i></p> <p>Comment: <i>No Objections</i></p> <p><u>2018/2435</u>- Laurel House, 121 Mid Street, South Nutfield RH1 5RP. <i>Proposed extension and alterations to provide enlarged kitchen/breakfast /family room to rear of ground floor with alterations to roof over garage to form new bedroom and bathroom and enhanced bedroom space to rear at first floor.</i></p> <p>Comment: <i>No Objections</i></p> <p><u>2018/2279</u> Unit 4, Priory Farm, Sandy Lane, South Nutfield RH1 4EJ. <i>The subdivision and change of use from Furniture Showroom (Sui Generis) to provide three separate units comprising 2 x Educational and Training (D1 use class) and Offices (B1 use class) with external alterations, ramp, rails and associated parking.</i></p> <p>Comment: <i>No Objections</i></p> <p><u>2018/2265</u>- Brookside Cottage, Crab Hill Lane, South Nutfield RH1 5PG. <i>Erection of single storey rear extension as detailed TA/2018/1811/NH and a single storey side extension limited to half the width of the existing house with a maximum height 4,00m and an eaves height of 3.00m. (Application for a Certificate of Lawful Development for a Proposed Development).</i></p> <p>Comment: <i>No Objections</i></p> <p><u>2018/2308</u>- Little Hundith, Kings Cross Lane, South Nutfield RH1 5NS. <i>Removal of condition 2 (Approved Plans) of planning permission ref: 2018/1072 dated 14/09/2018 to include further details of the development on the plans (Demolition of existing commercial buildings and the erection of 7 dwellings with associated access and parking).</i></p> <p>Comment: <i>To utilise Carole Forrest's response on 'both' accounts. Clerk to work with Cllr Sandiford to formulate final communication.</i></p> | <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC/KS</p> |
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| | <p><u>2018/2266</u>- 74 Mid Street, South Nutfield RH1 4JH. <i>Single storey extension to rear and part of side.</i></p> <p><i>Cllr Sandiford declared an interest and left the room for this part of the discussion</i></p> <p>Comment: <i>No Objections</i></p> <p>APPEAL</p> <p><i>Appeal 2018/239 - SITE Priory Farm, Sandy Lane, South Nutfield RH1 4EJ APPLICATION TA/2018/239</i></p> <p><i>Demolition of building, structure and toilet block and removal of earthworks associated with the mountain boarding use of the site. Erection of a new permanent building providing toilets and circulation space and the temporary erection of a marquee to be used as a wedding venue (Class D2 use) alongside the land between April and September.</i></p> <p>Comment: <i>To mirror objections from original application.</i></p> <p>FORTHCOMING APPLICATIONS</p> <p><u>2018/2478</u>- Land at Kings Cross Lane, South Nutfield. <i>Outline planning permission for Means of Access only for the construction of residential dwellings on the Land at Kings Cross Lane: Phase 2</i></p> <p>Comment: <i>It was proposed and fully agreed for the following actions.</i></p> <p><i>1 – Initial comments to TDC to remove ‘Phase 2’ from application.</i></p> <p><i>2 – Clerk to speak with Carole Forest (CF) to prepare questions for Clerk to ask TDC.</i></p> <p><i>3 – Clerk to ask CF to prepare report once questions have been asked at an agreed cost of no more than £150.</i></p> <p><i>4 – Once council agree on report, the report to be made available on NPC website/social media.</i></p> | <p>NC</p> <p>NC</p> <p>NC</p> |
| <p>8.</p> | <p>Reports from the Assistant Clerk and Clerk</p> <p><i>1. Village Hall Parish Council Office internet connection – Cllr Hall advised that Village Hall were proposing to get full internet at the Village Hall for the Committee room, and once installed they are happy to share the cost and use of the internet with Nutfield Parish Council office space. More information will be available at the next meeting.</i></p> <p><i>2. Assistant Clerk Pension – Clerk presented the situation with the Assistant Clerks Pension via Nest. NPC are legally obliged to pay pensions contributions over a certain threshold, which AC is below at the moment on their contracted hours, but on occasion when hours are more, a pension will have to be paid for that month. Clerk to check with Payroll if NPC has set up Pension payments or not and adjust accordingly. Presented and agreed that for both Clerk and Assistant Clerk at Salary Reviews their Pensions will be discussed. Currently set at 3% (2% is statutory level which is increasing to 3% on April 6th, where it was suggested to increase to 4% for staff)</i></p> <p><i>3. Village Gardener. Clerk advised that the Village Gardener’s Public Liability insurance is set at £2,000,000. Agreed to ask</i></p> | <p>NC</p> <p>NC</p> |

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| | <p><i>him to increase to £5,000,000. Moving forward a policy needed for setting up contractors.</i></p> <p>4. <i>Audit Report – Shared with Councillors prior to meeting. Highlighted main points, which are detailed in report.</i></p> <p>5. <i>Village Hall Clerk update – Clerk advised that new Village Hall Clerk was in place and started this week. Clerk has provided new starter documents accordingly. It was suggested that the Village Hall provide a letter detailing the role of the NPC in relation to the hall/new clerk etc. Cllr Hall to action.</i></p> <p>6. <i>Shed and equipment update – Clerk advised that Shed has been delivered, but just waiting to hear from Village Hall if it needs to be moved away from building due to it being a fire risk and they are waiting to hear back from insurers.</i></p> <p>7. <i>Update of Village Bins – TDC confirmed that bins next to the bench is to be installed imminently, Station bins to be replaced in next financial year.</i></p> <p>8. <i>Other correspondence (correspondence report)</i></p> <ul style="list-style-type: none"> - <i>No Correspondence report as no parishioner communication</i> - <i>Parishioner email – discussed and it was decided to advise the Parishioner to either attend a meeting or surgery, and advise what actions he has already taken on a personal level in order for the Parish Council to action further.</i> - <i>Allotment email - deer – Agreed for Clerk to meet to access the situation.</i> - <i>Communication received - Redhill Aerodrome Conservation Order. Discussed and agreed to forward to Cllr Vickers to look at on behalf of TDC and advise that NPC agree to support its content.</i> - <i>Drainage Communication received – Councillors discussed and advised that as the councillors are not experts in this area Clerk to inform the parishioner to contact SES Water and NPC can provide a contact at the Environmental Agency. Clerk to go back accordingly.</i> | <p>SH</p> <p>DM</p> <p>NC</p> <p>NC</p> <p>NC</p> |
| <p>9.</p> | <p>Local Transport</p> <ul style="list-style-type: none"> - <i>Sam Gyimah meeting CAA and Gatwick Airport Manager on route 3 – Waiting for date to be proposed by Sam Gyimah. Clerk to keep everyone updated once we hear more.</i> - <i>Gatwick Master Plan – Deadline 10th January. Presented NCS response and then discussed/agreed for Cllr Johnson to create NPC's response and send before the deadline. Agreed by all.</i> - <i>Advised that Andy Sinclair agreed to meeting</i> - <i>Train meeting – Clerk to forward to DM and DM and ask if they are attending can they feedback to NPC accordingly.</i> | <p>NC</p> <p>JJ/NC</p> <p>NC</p> |
| <p>10.</p> | <p>Finance</p> <ol style="list-style-type: none"> 1. <i>The Clerk confirmed the total reserve bank balance of £159,832.15 (of which £86,264.58 CIL money is included in this – this is ring-fenced) and current bank balance £200. Clerk presented the bank reconciliation (November 2018) to the Chairman (Cllr Johnson) for signing – Cllr Johnson signed.</i> 2. <i>Cemetery finances had been circulated previously to councillors. Summary: Budget: £12,500, income: £22,351 and expenditure: £19,466.</i> | |

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| | <p>3. Nutfield Memorial Hall Rent – Clerk advised we had received and agreed to put on file (cheque to be unbanked).</p> <p>4. Budget and Precept – Final Precept 2019/202 figure agreed by all as £60,769 further to two slight amends from last meeting.</p> <p>5. Mobile Phone – It was agreed by all to move both the Clerk and Assistant Clerks Mobile phone to Direct Debit with the Nutfield Parish Council Bank account. Clerk to action.</p> | <p>NC</p> <p>NC</p> |
| 11. | <p>Parking Update</p> <ul style="list-style-type: none"> - Cllr Johnson communicated with football team manager on parking and asked them to advise away teams to either car share or park with consideration of the village. Reply was that this is communicated in the invitation to the away team, but they will continue to ask and work with the away teams to park considerately. - Clerk read out an email from Lorraine Wells in relation to parking issues within the village. Copy Lorraine into the below, and advise Lorraine there is no budget or parking area identified. Ensure she is updated. - Nutfield Parish Council are limited to what they can do in relation to parking, but are committed to help. Agreed to contact and liaise with Surrey County Council (Colin Kemp - Surrey County Council Cabinet Member for Highways) to ask them should they wish to meet the residents we can provide and facilitate a meeting and cc Lorraine Wells/interested parties into email. | <p>NC</p> <p>NC</p> |
| 12. | <p>Affordable Housing Kings Cross Lane</p> <p>To contact TDC to advise of Hedgerow to be reinstated as per planning condition.</p> | <p>NC</p> |
| 13. | <p>Grant Applications</p> <p>None received</p> | |
| 14. | <p>Working Groups</p> <p><u>Highways</u> Cemetery Layby – Clerk and Cllr Hall to submit permit application in order to save admin and permit fee costs.</p> <p><u>Communications</u> – 365 Progressing</p> <p><u>Cemetery</u> - The Cemetery report had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> - Agreed funding for 2 blue traffic cones (£40.00) Clerk to order - Highlighted smell issue – SF to speak with Biffa. Assistant Clerk had contacted environmental agency during the week as smell was very bad at the cemetery. <p><u>Charities</u> – To move to next meeting</p> | <p>SH/NC</p> <p>NC</p> <p>SF</p> |
| 15. | <p>Groundworks, land and tree management (including burial grounds and allotments)</p> <p><u>Allotment Fees</u></p> <p>Advised that we have approx.11 spare plots (mixture of half and full). To add to website/Facebook to push allotments. At this stage, fees therefore to remain the same until we are on track with</p> | <p>NC/KS</p> |

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| | <p>allotments and check on Tenancy Agreements during next invoicing.</p> <p><u>Hedge/Tree Vegetation letter</u></p> <p>Letter had previously been circulated by Clerk and approved by all. To contact Clerk if any property seems to have overhanging vegetation and Clerk can send letter in the appropriate manner.</p> | |
| 16. | <p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>N/A</p> | |
| 17. | <p>Councillor surgeries and monthly news article</p> <ul style="list-style-type: none"> • 19th January – Cllr Mowatt and Cllr Johnson • 16th February – Cllr Ford and Cllr Johnson • Next link article to include– Surgery, Allotments, Parking, Kings Cross Lane | <p>RM/JJ SF/JJ SH</p> |
| 18. | <p>Training (and conferences).</p> <p>- N/A</p> | |
| 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 £4,834.16 (VAT inclusive). Clerk to dispense payments.</p> | <p>NC</p> |
| 20. | <p>Any other business the chairperson is of the opinion should be considered a the meeting as a matter of urgency</p> <p>None</p> | |
| 21. | <p>Notification of business for inclusion on the next agenda</p> <p>N/A</p> | |
| 22. | <p>Next meeting date(s)</p> <p>Cllrs noted that the Council's next meeting would take place on 6th February 2019 at Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ at 7.30pm.</p> | <p>ALL</p> |
| 23. | <p>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</p> <p>Nothing discussed under this item.</p> | |

Appendix 1 – Working Groups

| Working Group | Tasks and projects | Members <i>(Heads <u>underlined</u>)</i> |
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| 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
9th January 2019

| Chq No. | Ref | Payee | Net (£) | VAT (%) | Gross (£) | VAT Amount (£) | Comments | Paid |
|---------|------|--|-------------------|---------|-------------------|-----------------|--|------|
| 3408** | 0067 | Sweethaven Company limited | £ 647.21 | 20% | £ 776.65 | £129.44 | AC Laptop and configuration cheque number 3406 written with incorrect amend - | |
| 3407 | 0068 | Mulberry & Co | £ 231.66 | 0% | £ 231.66 | £0.00 | Interim 2018/2019 internal audit | |
| 3409 | 0069 | Pear Technology Services Ltd | £ 460.00 | 20% | £ 552.00 | £92.00 | Year 3 payment and technical support for Pear Software | |
| 3410 | 0070 | Surrey Community Action | £ 20.00 | 0% | £ 20.00 | £0.00 | Funding Fair Booking - | |
| 3411 | 0071 | The Groundsman Ltd | £ 500.00 | 20% | £ 600.00 | £100.00 | Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (December 2018) | |
| 3412 | 0072 | Nutfield Link | £ 12.00 | 0% | £ 12.00 | £0.00 | 2019 Link Subscription | |
| 3413 | 0073 | Information Commissioner | £ 40.00 | 0% | £ 40.00 | £0.00 | Data Protection Registration renewal (29/01/19) | |
| 3414 | 0074 | Nicky Chiswick | XXX | 0% | XXX | XXX | Clerk's salary (December 2018) | |
| 3415 | 0075 | Nicky Chiswick | £ 334.95 | 0% | £ 334.95 | £0.00 | Expenses claimed by the Clerk (December 2018) | |
| 3416 | 0076 | Sarah Abellan | XXX | 0% | XXX | XXX | Assistant Clerk Salary (December 2018) | |
| 3417 | 0077 | Jo Gaywood | XXX | 0% | XXX | XXX | Data Input Salary (December 2018) | |
| DD* | 0078 | SES Business Water | £ 9.00 | 0% | £ 9.00 | £0.00 | Monthly water charges - cemetery | |
| DD* | 0079 | SES Business Water | £ 22.00 | 0% | £ 22.00 | £0.00 | Monthly water charges - allotments | |
| 3418 | 0080 | HM Revenue and Customs | £ 413.31 | 0% | £ 413.31 | £0.00 | PAYE and Class 1A NICs (December 2018) | |
| DD* | 0081 | National Employment Savings Trust (NEST) | £ 94.23 | 0% | £ 94.23 | £0.00 | Pension – Employer and employees contributions (December 2018) | |
| | | Total | £ 4,512.72 | | £ 4,894.16 | £ 321.44 | | |

* Payment scheduled by Direct Debit

Date: 9th January 2019

Signed:

Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:

Parish Councillor Parish Councillor 2

Signed:

Parish Councillor Parish Councillor 1