



Nutfield Parish Council Minutes

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

6th February 2019

Meeting opened at 7:30pm and closed at 10:29pm.

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 David Miller

Apologies:

Cllr Phil Hanson
 Cllr Rigel Mowatt

Attending:

1 visitor
 District Cllr Vickers
 District Cllr Black
 District Cllr Ellis

Apologies

County Cllr Thorn

In attendance: Nicky Chiswick (NC), Clerk

1.	The Chair to open the meeting Cllr Johnson opened the meeting.	
2.	Councillor apologies for absence. Apologies received from Cllr Hanson and Cllr Mowatt. 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. - 'Register of Interests' given out to Councillors that were present at the meeting to check, update (if necessary), sign/date and return to Clerk. Clerk to give directly to those Councillors that were not at the meeting. 	NC
4.	Public Session The following subjects were raised: <ol style="list-style-type: none"> 1. Parishioner advised he had been copied in the 'Nutfield Parking – Assistance Required' email (sent 6th February 2019) from the Clerk that was sent to Surrey County Council and if they needed to personally action anything from this communication. Clerk advised they were copied in (for their information) as they were an individual that had shown an interest into parking. If they had a specific comment they wished to make on parking then they were welcome to respond. 2. Parishioner asked if the police ever attend our Parish Council meeting. Advised that they do not. Parishioner then advised that they believe there is active drug dealing taking place at the South Side of Nutfield Station. Agreed for NPC to write to police and transport police to advise them of the situation and ask for them to monitor accordingly. 	NC

5.	<p>Report from County & District Councillors</p> <p>Cllr Elias</p> <ul style="list-style-type: none"> - Updated NPC on the Strategy and Resources Committee meeting that took place on Tuesday 5th February. At this meeting it was agreed for a 2.99% 2019/2020 Council Tax increase. It was noted that within the playgrounds 2019/2020 budget there has been an increase to £125,000 (from £75,000) (on the grounds that any project is match funded by Parish Councils.). Each playgrounds costs on average £50K to renovate. - Summarised the current recruitment taking place for TDC planning department – There are 4 senior planning positions at TDC currently being advertised. - Updated NPC on a new initiative Housing Company (Gryllus Housing Company) that has been formed. Objective: For TDC to be more in control and to have the facility to fill the gap in affordable housing in the district. Funding would be via PWB loans. Company to be lead by 3 – 4 TDC Directors (current TDC employees as part of their role) plus 1 paid non-executive external director. This is currently at infant stages of set up. - Cllr Elias reminded Clerk and Chairman of the March 'TDC Parish Chairman and Clerk meeting'. <p>Cllr Murray asked question on the A22 Infrastructure Plan Fund. Cllr Elias advised that Martin Fisher had met with the relevant Minsters and he was aware that all was on plan for application to be submitted by the deadline. Cllr Murray asked question on Dalma House and CIL money. Advised that commercial properties do not have CIL attached at moment, only residential. Cllr Murray to speak further on this with TDC (Charlotte Parker and Belinda Purcell).</p> <p>Cllr Black</p> <ul style="list-style-type: none"> - Advised that parishioner had spoken to her in regards to the poor state of Kentwins Rise. Cllr Black advised she would speak to TDC. <p>Cllr Vickers</p> <ul style="list-style-type: none"> - Advised that the Trindles Road tenants were in the process of leaving with the help of TDC. Believes that the property will then be sold once empty. - Black Barn and others – no further news. Noted that if these were to be approved, all of the applications would be referred to committee. - Nutfield Green Field Activity Park has provided Nutfield Parish Council with a plan as well as providing a plan to Cllr Vickers. Cllr Vickers advised that they were interested to find out more information on the proposal. 	PM
6.	<p>Acceptance of last minutes</p> <p>The Clerk had prepared and circulated minutes of the meeting held on the 9th January 2019. 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.</p>	NC
7.	<p>Planning Applications</p> <p>In respect of the 4 applications notified by TDC, and 1 applications notified by SCC since the last Parish Council meeting, it was resolved that:</p> <p><i>Standing orders suspended to allow Carole Forrest to contribute and to bring point 4 first</i></p> <p>Local Housing Company – Carole Forest to pull together information regarding Local Housing Companies.</p>	

	<p><u>4. 2018/2478-</u> Land at Kings Cross Lane, South Nutfield. <i>Outline planning permission for the construction of residential dwellings on the Land at Kings Cross Lane: Phase 2 with means of access to be determined at this stage.</i></p> <p>Comment: Discussed and agreed to utilise the report prepared by Carole Forrest. Clerk to send to James Amos and cc in Piers Mason</p> <p><u>Nutfield Green Activity Park</u> – Noted that no planning application is in as yet. Discussed the plan that had been given. Carole Forrest had proposed questions to ask the developers and it was approved by all to send these questions. Clerk to pull together and send the questions. Agreed by all for spend of £100 for report.</p> <p>Eugene Bann – Advised that all paperwork had not been uploaded. Clerk to ask James Amos for this paperwork and then advise Carole Forest once updated.</p> <p><u>19/00162/F</u> Taxiway C/D Redhill Aerodrome Kings Mill Lane Redhill Surrey. <i>Alterations to hardstanding to revise the existing taxiway. Revision of 16/01043/F with an amended taxi-way width of 10m</i></p> <p>Application had come in after Agenda (through Reigate and Banstead, but not through Tandridge District Council at time of meeting) Discussed the implications of the application and fully agreed for following action points:</p> <ol style="list-style-type: none"> 1. Holding letter to Reigate and Banstead for time extension – Clerk to write accordingly. 2. Cllr Murray to meet with Salfords and Sidlow Parish Council and find out more information. 3 Separate EGM will be required and for Carole Forrest to attend. 4 When Tandridge application comes through, Clerk to ask for additional time as per point 1. 	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>PM</p> <p>NC/PM NC</p>
	<p><i>Cllr Miller left (9pm)</i> <i>Carole Forest left and standing ordered resumed</i></p>	
<p>7 (continued)</p>	<p><u>1. 2018/2471/TPO-</u> Day Nursery, Evelyngs, Church Hill, Nutfield RH1 4JA. <i>Horse Chestnut tree - Shorten the limbs that are on the East side of the tree to reduce the weight. Branches will be shortened by approximately 6m from the drooping tips, leaving the remaining branches being 2m long. The tree has a tight union at the base which is a potential failure point. This work is to improve the safety factor.</i></p> <p>Comment: <i>No Objections but NPC to request TDC Tree officers to review.</i></p> <p><u>2. 2018/2516</u> - Henhaw Farm Cottage, Coopers Hill Road, South Nutfield RH1 5PD. <i>Single storey rear extension, conversion of roof space to habitable use to include 3 x side dormers and 4 x side roof lights and alterations to elevations</i></p> <p>Comment: <i>NPC to object, as believe the plans are out of keeping with the existing developments and secondly, the plans would lead to over development in this area and NPC consider the comments made by the neighbours and their objections are valid.</i></p>	<p>NC</p> <p>NC</p>

	<p>3. 2018/2569 - 5 Eastfield Road, Redhill RH1 4DY. <i>Single-storey side extension (Application for a Certificate of Lawful Development for a Proposed Development)</i></p> <p>Comment: <i>No Objections</i></p> <p>Surrey County Council</p> <p>1 - 2018/0123 - Mercers Quarry, Bletchingley Road, Merstham, Redhill, <i>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 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).</i></p> <p>Comment: <i>Nutfield Parish Council have no objections, but would like to note that NPC would have preferred to see the full application before the approval.</i></p>	<p>NC</p> <p>NC</p>
8.	<p>Reports from the Assistant Clerk and Clerk</p> <ol style="list-style-type: none"> 1. <i>Village Hall Parish Council Office internet connection – It was fully agreed to share internet connection with Nutfield Village Hall Limited and for Nutfield Parish Council to take on the contract. Paperwork to be agreed between the two to state the arrangement. Full cost £29.95 per month shared.</i> 2. <i>Village Gardener – Howard Fine Gardening Services insurance is in place. Clerk to contact to progress next steps.</i> 3. <i>Village Hall NPC Office signs ready to be put up by Cllr Johnson</i> 4. <i>Advised and shared External Audit approval from 2018/2019. Advised that this had been online and on noticeboards as per requirements.</i> 5. <i>Lloyds Bank – Mandate presented to Councillors to sign for Bank to be set up. Clerk advised that 2 signatories are required, and once set up, CIL money to be moved to this account.</i> 6. <i>Kings Cross Lane Carole Forest Planning report – all agreed for spend to be at £180 not £150</i> 7. <i>Mid Street Recreation – Clerk updated council on the situation at the recreation ground (accident on the 12th January). Tandridge asked if NPC could hold the keys. Councillors discussed this and it was agreed that NPC cannot hold the keys as recreation ground not NPC property. Clerk to revert to Cllr Vickers on this to discuss further.</i> 8. <i>13 snow shovels without poles. Cllr Murray to cost up poles.</i> 9. <i>Surrey Playing Fields Subscription £10 – all agreed for this to be paid.</i> 10. <i>Helen Cameron requested if the playgroup could have an allotment space. Clerk to check insurance. All agreed that this would be a good thing and to communicate with HC to offer an allotment space (if insurance allows).</i> 11. <i>Other correspondence (correspondence report)</i> <ul style="list-style-type: none"> - <i>Correspondence report sent prior to meeting.</i> 	<p>NC/SH</p> <p>NC JJ</p> <p>NC</p> <p>NC</p> <p>PM NC</p> <p>NC</p>
9.	<p>Local Transport</p> <p>Sam Gyimah meeting CAA and Gatwick Airport Manager on route 3 – Waiting for new date to be proposed by Sam Gyimah. Clerk to keep everyone updated once we hear more.</p>	<p>NC</p>
10.	<p>Finance</p> <ol style="list-style-type: none"> 1. The Clerk confirmed the total reserve bank balance of £160,279.44 (of which £86,265.58 CIL money is included in this – this is ring-fenced) and current bank balance £200. Clerk 	

	<p>presented the bank reconciliation (December 2018) to the Chairman (Cllr Johnson) for signing – Cllr Johnson signed.</p> <p>2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £12,500, income: £26,306.75 and expenditure: £20,832.71</p> <p>3. 365 monthly payments agreed by all to move to Direct Debit with the Nutfield Parish Council Bank account. Clerk to action.</p>	NC
11.	<p>Poppy Appeal Wreaths</p> <p>Discussed and agreed by all to allow Nutfield British Legion to use NPC logo as wreath center. Cllr Hall to move forward.</p>	SH
12.	<p>Parish Meeting Date</p> <ul style="list-style-type: none"> - 13th April – agreed date for Parish Meeting. Proposed for Air Ambulance to come and talk at the meeting. Cllr Hall to invite and see if they are available. Clerk to pull together information from 2018 event. - Clerk proposed August meeting to take place on the 14th. All agreed. 	SH
13.	<p>Grant Applications</p> <p>Trees Wardens Insurance – fully agreed to pay. Clerk to advise, get paperwork and arrange for payment.</p>	NC
14.	<p>Working Groups</p> <p><u>Highways</u>- The Highway report had been circulated prior to the meeting. Noted that curbing at the A25 layby has been reported again by Cllr Hall</p> <ul style="list-style-type: none"> - Clerk to look at Snow Angel list <p><u>Communications</u> – 365 emails details have been circulated to each Councillor to set up. Deadline set for 22nd February for each Councillor to be on-board and set up.</p> <p>SharePoint to be discussed separately.</p> <p><u>Cemetery</u> - The Cemetery report had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> - Agreed funding (£100) for plants for bin screening. - Shed to be cleared with skip kindly donated by J J Franks and proposed Grave Digger (Cost of £400) to clear Cemetery of boulders/rocks, rubbish, old wood and shed contents. Fully agreed and to book this in at a convenient date for all. - Cllr Ford presented the situation with the Cemetery workload and the current ‘to do’ list. Highlighted the issue of priorities and aspects of the list not getting completed due to ‘hours’ and ‘resource’. Proposed for staffing group to have a meeting to discuss further (Clerk, Assistant Clerk and Village Hall Clerk to attend where necessary) and to flesh out the issues and propose solutions. Cllr Murray, Cllr Ford and Clerk to arrange meeting. 	<p>NC</p> <p>ALL</p> <p>PM</p> <p>PM/SF/ NC</p> <p>PM/SF/ NC</p>
15.	<p>Groundworks, land and tree management (including burial grounds and allotments)</p> <p><u>Allotment</u></p> <p>Cut back taking place on Monday 11th February on empty plots and side hedges (where agreed). Skip was discussed - Clerk to contact allotment holders to see if they would contribute to a skip cost as currently no budget for one.</p>	NC
16.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>When is next RACC Meeting – Cllr Johnson to check</p> <p>Not attending Surrey Community Day as no Councillor available to attend</p>	JJ
17.	<p>Councillor surgeries and monthly news article</p>	

	<ul style="list-style-type: none"> • 16th February – Cllr Ford and Cllr Johnson • 16th March – Cllr Sandiford and Cllr Ford • Next link article to include– Councillor vacancy, Parish Assembly, Illegal parking, allotment advert, plus parking article written by Cllr Murray (content agreed to be relevant, straight to the point and direct)’ 	SF/JJ KS/SF SH/PM
18.	Training (and conferences). <ul style="list-style-type: none"> - Legal and Finance Day – 26/9 - Clerk - Budget Planning – 10/9 - Clerk 	
19.	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 £11,529.70 (VAT inclusive). Clerk to dispense payments. January payment sheet updated as change in Nest pension payments (see Appendix 3: Schedule of Payments January 2019 revised))	NC
20.	Any other business the chairperson is of the opinion should be considered a the meeting as a matter of urgency None	
21.	Notification of business for inclusion on the next agenda Henry Smith Charity update Cllr Hanson	
22.	Next meeting date(s) Cllrs noted that the Council’s next meeting would take place on 6 th March 2019 at Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE at 7.30pm.	ALL
23.	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 Sarah
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 Sarah
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, Sarah 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 Sarah
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
6th February 2019

Chq No.	Ref	Payee	Date of invoice	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
3419	0082	DM Payroll Services Ltd	25/01/2019	£ 126.00	0%	£ 126.00	£0.00	Administration Services (2nd half 2018/19) and pension annual charge	
3420	0083	SSALC Limited	28/01/2019	£ 65.00	20%	£ 78.00	£13.00	VAT Clerk Training	
3421	0084	Brady Corp Ltd	16/01/2019	£ 24.40	20%	£ 29.28	£4.88	Z X Cemetery Cones	
3422***	0085	Caterham Fencing Limited	21/01/2019	£ 1,075.00	0%	£ 1,075.00	£0.00	Cemetery Bin Screening fence work	
3423**	0086	Sweethaven Company limited	14/01/2019	£ 548.98	20%	£ 658.78	£109.80	Clerk laptop	
3424**	0087	Sweethaven Company limited	14/01/2019	£ 118.50	20%	£ 142.20	£23.70	Clerk laptop set up	
3425	0088	Sweethaven Company limited	28/01/2019	£ 36.00	20%	£ 43.20	£7.20	Monthly 365 Essentials (Councillors X 8)	
3426	0089	Sweethaven Company limited	14/01/2019	£ 18.80	20%	£ 22.56	£3.76	Monthly Microsoft 365 (C and AC)	
3427	0090	The Groundsman Ltd	01/02/2019	£ 500.00	20%	£ 600.00	£100.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (January 2019)	
3428	0091	Nutfield Memorial Hall	01/02/2019	£ 36.00	0%	£ 36.00	£0.00	NPC Meeting (January 2019)	
3429	0092	SSALC Limited	29/01/2019	£ 110.00	0%	£ 110.00	£0.00	New Clerk Induction	
3430	0093	Carole Forrest Consulting	30/01/2019	£ 70.00	0%	£ 70.00	£0.00	Project House planning report	
3431	0094	Nicky Chiswick	31/01/2019	xxx	0%	xxx	xxx	Clerk's salary (January 2019)	
3432	0095	Nicky Chiswick	N/A	£ 119.90	0%	£ 119.90	£0.00	Expenses claimed by the Clerk (January 2019)	
3433	0096	Sarah Abellan	31/01/2019	xxx	0%	xxx	xxx	Assistant Clerk Salary (January 2019)	
3434	0097	Sarah Abellan	N/A	£ 50.01	0%	£ 50.01	£0.00	Expenses claimed by the Assistant Clerk (January 2019)	
3435	0098	Laura Pollock	31/01/2019	xxx	0%	xxx	xxx	NVH Clerk Salary (January 2019)	
3436	0099	HM Revenue and Customs	31/01/2019	£ 629.99	0%	£ 629.99	£0.00	PAYE and Class 1A NICs (January 2019)	
3437	0100	Blue Pixel Design	01/12/2018	£ 60.00	0%	£ 60.00	£0.00	maintenance update work December	
3438***	0101	Harlequin Civil Engineering Limited	30.01.2019	£ 3,000.00	20%	£ 3,600.00	£600.00	Layby Overlay works	
DD*	0102	SES Business Water		£ 9.00	0%	£ 9.00	£0.00	Monthly water charges - cemetery	
DD*	0103	SES Business Water		£ 22.00	0%	£ 22.00	£0.00	Monthly water charges - allotments	
DD*	0104	Virgin Media	17/01/2019	£ 5.00	20%	£ 6.00	£1.00	January AC telephone bill	
DD*	0105	Public Works Loan		£ 1,664.35	0%	£ 1,664.35	£0.00	Loan repayment 503604	
DD*	0106	National Employment Savings Trust (NEST)		£ 113.75	0%	£ 113.75	£0.00	Pension – Employer and employees contributions (January 2019)	
DD*	0107	National Employment Savings Trust (NEST)		£ 8.46	0%	£ 8.46	£0.00	Missed from December payment	
		Total		£ 10,666.36		£ 11,529.70	£ 863.34		

Signed: Date: 6th February 2019

Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:
Parish Councillor Parish Councillor 1

Signed:
Parish Councillor Parish Councillor 2

* Payment scheduled by Direct Debit
** Use of CIL money
*** Use of Members Community Allocation fund
**** Use of Localism Payment fund

Appendix 3 – Schedule of Payments (9th January 2019 update)

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)	£ 85.77	0%	£ 85.77	£0.00	Pension - Employer and employees contributions (December 2018)	
		Total	£ 4,504.26		£ 4,825.70	£ 321.44		

* Payment scheduled by Direct Debit

** Use of Community Infrastructure Levy money

Date: 9th January 2019

Signed:
Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:
Parish Councillor Parish Councillor 1

Signed:
Parish Councillor Parish Councillor 2