



Nutfield Parish Council Minutes

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

6th March 2019

Meeting opened at 7:30pm and closed at 9:11pm.

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

Councillors (Cllrs) present:

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

Apologies:

Cllr David Miller
 Cllr Kent Sandiford
 Cllr Stephen Hall

Attending:

1 visitor
 District Cllr Vickers

Apologies

County Cllr Thorn
 District 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. Apologies received from Cllr Hall, Cllr Miller and Cllr Sandiford. Apologies received from Cllr Thorn and Cllr Black.	
3.	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.	
4.	Public Session The following subjects were raised: 1. Parishioner advised they wanted to hear council's opinion on planning application <u>2019/13 Eugene Bann Tennis</u> . Advised it was to be discussed in item 7.	
5.	Report from County & District Councillors Cllr Vickers <ul style="list-style-type: none"> - Updated NPC on Nutfield Parish receiving new bins (Approximately October 2019). Current contract coming to an end and new tender going out. Everyday bin will be 180 litre (currently 240 litre) and recycling bin will be 240 litre. To encourage more recycling. - Coppers Hill Road traffic lights have been removed. No work carried out. - Trindles Road – Tarmac issue/steps into a house highlighted. Cllr Thorn has visited and investigated. In hand to fix. - Trindles Road – process of evicting current tenants is in hand and TDC managing the process. - Black Barn and others – no further news – outcome expected shortly. 	

	<p>6. <i>Other correspondence (correspondence report)</i></p> <ul style="list-style-type: none"> - <i>Correspondence report sent prior to meeting.</i> - <i>Correspondence from resident in regards to School Hill area of Mid Street and the debris on the side of the roadway. With SCC.</i> - <i>Correspondence from organisation in regards to charity funding. Clerk to contact for meeting to discuss further.</i> - <i>Correspondence received in regards to 2018/2516 - Henhaw Farm Cottage, Coopers Hill Road, South Nutfield RH1 5PD planning application from member of public. Introduced him to Cllr Vickers to take up questions on this application further.</i> 	NC
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 chase accordingly for a new date,</p>	NC
10.	<p>Finance</p> <ol style="list-style-type: none"> 1. The Clerk confirmed the total reserve bank balance of £151,246.00 (of which £85,598.10 CIL money is included in this – this is ring-fenced) and current bank balance £200. Clerk presented the bank reconciliation (January 2019) to the Chairman (Cllr Johnson) for signing – Cllr Johnson signed. 2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £12,500, income: £27,451.75 and expenditure: £21,961.33 3. Advised of EE price increase of 2.7% (from 31st March 2019) 4. Advised of Water price decrease for allotments and cemetery 5. Financial regulations to be carried over to next month 6. NatWest Current and Reserve Signatories – Clerk advised who are current signatories. Agreed to remove anyone who is not currently sat on the Council or current Clerk. Agreed to add remainder of councillors. 	NC
11.	<p>Controls / Protocols for press releases (including digital and social media)</p> <p>To move to next meeting</p>	NC
12.	<p>Councillor advertising and May Elections</p> <ul style="list-style-type: none"> - Clerk to attend Parish Council elections meeting at Tandridge District Council on Wednesday 13th March and will send out email with information/dates to councillors accordingly. - Clerk to create online material for Parish Councillor/Election awareness 	NC NC
13.	<p>Grant Applications</p> <p>None received</p>	NC
14.	<p>Working Groups</p> <p><u>Staffing</u> – <i>Feedback from meeting report not complete so agreed for EGM to be set late March.</i></p> <p><u>Highways</u> – <i>No highways report.</i></p> <p>Note – ‘No Waiting Sign’ at Cemetery Layby (Nutfield Cemetery side) been knocked down. AC to report</p> <p>Note – Kings Cross Lane - just by Netherleigh Park junction – hole rusted in road sign. AC to report.</p> <p><u>Communications</u> – <i>New emails being utilised by majority of councillors. SharePoint for Assistant Clerk and Clerk in the process of being set up. Joint SharePoint needs to be sets up.</i></p> <p><u>Cemetery</u> - <i>Update on the Cemetery Working Group report, discuss findings and agree expenditure on proposals where necessary.</i></p> <ul style="list-style-type: none"> - <i>Discussed Bench policy which does not presently exist and a specific request for replacement bench in cemetery area. Agreed</i> 	NC SA SA NC PM/SF/S A

	<p><i>to allow for bench (if moved to new location under tree and old bench to be removed) and with other restrictions. Cllr Murray to discuss with plot owner.</i></p> <ul style="list-style-type: none"> - <i>All agreed for £60 spend for postage for WBA mail out and letter 2/3 approved.</i> - <i>Clerk presented correspondence received on 'planting list' for WBA. Clerk to respond and take up offer of assistance.</i> <p><u>Charities</u></p> <ul style="list-style-type: none"> - <i>Memorial Hall – Reports had been previously shared in regards to the last meeting. No plans found to date.</i> - <i>Henry Smith Charity – Charity set up in 1600's. Gives £5000 a year. Requires a trustee from Top Nutfield. Cllr Hanson to contact and they could possibly speak at Parish Assembly.</i> 	NC PH
15.	<p>Groundworks, land and tree management (including burial grounds and allotments)</p> <p><u>Jubilee Fields</u> - Clerk presented Pet Cemetery idea (no cremation), and it was discussed to be an idea that would sit within the Cemetery theme of Nutfield and the fields are used by dog walkers. Initial research been completed but limited resource to complete a further feasibility study at this time, but the idea was received positively.</p> <p>Other ideas discussed – solar panels</p> <p><u>Allotment</u> – 2019/2020 renewal letter agreed by all.</p>	NC/SA
16.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>Wednesday 13th March – Clerk/Chairman TDC quarterly Parish Assembly</p> <p>Thursday 14th March – Biffa meeting – Cllr Ford and Clerk</p>	
17.	<p>Councillor surgeries and monthly news article</p> <ul style="list-style-type: none"> • 16th March – Cllr Sandiford and Cllr Ford • 13th April – Parish Assembly • Next link article to include – Elections, Parish Assembly, cemetery open day, hedges, parking. Parking article put on hold until SCC meeting held. 	SF/KS ALL SH
18.	<p>Training (and conferences).</p> <p>Nothing to report</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 £8,763.35 (VAT inclusive). Clerk to dispense payments.</p>	NC
20.	<p>Any other business the chairperson is of the opinion should be considered a the meeting as a matter of urgency</p> <p>2018/1996 - Chedworth, Coopers Hill Road, South Nutfield RH1 5PD. Conversion of storage building to dwelling (Part Retrospective).</p> <p>Comment – NPC to object on grounds of development in green belt and work is retrospective.</p>	NC
21.	<p>Notification of business for inclusion on the next agenda</p> <p>Nothing</p>	
22.	<p>Next meeting date(s)</p> <p>Cllrs noted that the Council's next meeting would take place on 3rd April March 2019 at Village Hall, Mid Street, South Nutfield, RH1 4JJ at 7.30pm.</p>	ALL
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>
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

Confidential

NUTFIELD PARISH COUNCIL

Schedule of Payments
6th March 2019

Chq No.	Ref	Payee	Date of Invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
3439	108	Nick Dorce	27/02/2019	425229367	£ 540.00	20%	£ 1,128.00	£188.00	Allocation annual out back.	
3440	109	Stonemans	25/02/2019	N/A	£ 796.25	0%	£ 796.25	£0.00	Payment made twice in respect of Gilbert year end 2018 accounts audit	
3441	110	PNF Littlejohn LLP	28/09/2018	440498250	£ 400.00	20%	£ 480.00	£80.00	Planning advice - Nutfield Activity Park	
3442	111	Carole Forrest Consulting	07/02/2019	N/A	£ 77.00	0%	£ 77.00	£0.00	Planning advice - Kings Cross Lane (2018/2478)	
3443	112	Carole Forrest Consulting	07/02/2019	N/A	£ 185.00	0%	£ 185.00	£0.00	Training	
3444	113	Sweethaven Company limited	06/02/2019	263782087	£ 474.00	20%	£ 568.80	£94.80	365 configuration	
3445	114	SSALC Limited	19/02/2019	167413406	£ 65.00	20%	£ 78.00	£13.00	VAT payment to OMT	
3446	115	Charles Moore Trust	14/01/2019	N/A	£ 676.30	0%	£ 676.30	£0.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Bural (February 2019)	
3447	116	The Groundsman Ltd	01/02/2019	267073461	£ 500.00	20%	£ 600.00	£100.00		
3448	117	Surrey County Playing Fields Association	24/01/2019	N/A	£ 10.00	0%	£ 10.00	£0.00	Surrey Playing Fields Affiliation fee	
3449	118	Mr M J Tamplin	01/09/2019	N/A	£ 400.00	0%	£ 400.00	£0.00	Cemetery clearance	
3450	119	Carole Forrest Consulting	07/02/2019	N/A	£ 110.00	0%	£ 110.00	£0.00	planning advice Eugene Barn (2019/13)	
3451	120	Carole Forrest Consulting	07/02/2019	N/A	£ 340.00	0%	£ 340.00	£0.00	planning advice - Kings Cross Lane (2019/237)	
3452	121	Nicky Chitwick	28/02/2019	N/A	xxx	0%	xxx	xxx	Clerk's salary (February 2019)	
3453	122	Nicky Chitwick	N/A	N/A	£ 399.74	0%	£ 399.74	£0.00	Expenses claimed by the Clerk (February 2019)	
3454	123	Sarah Abellan	28/02/2019	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (February 2019)	
3455	124	Sarah Abellan	N/A	N/A	£ 57.64	0%	£ 57.64	£0.00	Expenses claimed by the Assistant Clerk (February 2019)	
3456	125	Laura Pollock	28/02/2019	N/A	xxx	0%	xxx	xxx	NWH Clerk Salary (February 2019)	
3457	126	Jos Gaywood	28/02/2019	N/A	xxx	0%	xxx	xxx	Data Input Salary (February 2019)	
3458	127	HM Revenue and Customs	31/01/2019	N/A	£ 60.39	0%	£ 60.39	£0.00	PAPE and Class 1A NICs (February 2019)	
00*	128	SES Business Water	N/A	N/A	£ 9.00	0%	£ 9.00	£0.00	Monthly water charges - cemetery	
00*	129	SES Business Water	N/A	N/A	£ 22.00	0%	£ 22.00	£0.00	Monthly water charges - allotments	
00*	130	Virgin Media	17/01/2019	591819014	£ 5.00	20%	£ 6.00	£1.00	February AC telephone bill	
00*	131	EE	11/02/2019	245759448	£ 12.79	20%	£ 15.35	£2.56	February C telephone bill	
00*	132	National Employment Savings Trust (NEST)	N/A	N/A	£ 99.18	0%	£ 99.18	£0.00	Pension - Employer and employees contributions (February 2019)	
		Total			£ 8,283.99		£ 8,763.35	£ 479.36		

* Amount included by Direct Debit

** rate of 0% monthly

*** rate of 0% monthly

Signed: _____
Nicky Chitwick, Clerk to Nutfield Parish Council

Date: 6th March 2019

Signed: _____
Parish Councillor Parish Councillor 1

Signed: _____
Parish Councillor Parish Councillor 2