



Nutfield Parish Council Minutes

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

3rd April 2019

Meeting opened at 7:30pm and closed at 10:33pm.

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
 Cllr Kent Sandiford
 Cllr Stephen Hall

Apologies:

Attending:

5 visitors
 District Cllr Vickers
 District Cllr Ellis
 County Cllr Thorn

Apologies

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 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. Noted that Cllr Miller stepped down from Nutfield Parish Council with immediate effect on 3 rd April 2019	
4.	Public Session The following subjects were raised: <ol style="list-style-type: none"> 1. A member of the Nutfield Conversation Society (NCS) brought to the attention that in regards to the change of application letter they had received in relation to the Redhill Aerodromes recent application regarding taxiway widening (to 10m) and lighting, the NCS could not understand what the change was and asked if the NPC had any additional information. Clerk advised that NPC had already sent this question to TDC and would advise of the answer accordingly. 2. Member of Nutfield History Society (NHS) brought to the attention the conservation of Redhill Aerodrome. NPC will gather information from NHS and TDC and work together accordingly. More information required. 3. Update asked on the clay pigeon shooting – Clerk to chase and advise accordingly to the parishioner concerned. 4. A member of the public advised that there were at least 2 dangerous culverts on Crab Hill Lane. Cllr Thorn took note to action. 	NC NC NC
5.	Report from County & District Councillors Cllr Thorn	

	<ul style="list-style-type: none"> - Grit bins – Nutts corner (to be filled), Trindles Road (new bin required) - Cemetery finger posts (correct wording) have been ordered. Cllr Thorn to chase and arrange for them to be replaced as soon as possible. - Trees to be cleared between Sandy Lane and housing on Mid Street - Crab Hill Lane Culverts were added for Cllr Thorn to look at. <p>Cllr Ellis</p> <ul style="list-style-type: none"> - Advised that the 2019/20 budget focus is on playgrounds with match funding available to Parish Councils. Another £50,000 in the budget. - Updated on new locality teams – NPC asked for them to be shared with the Clerk <p>Cllr Vickers</p> <ul style="list-style-type: none"> - Parking at end of The Avenue linked with the church parking. Investigating double yellow lines at the affected areas. <p>Clerk updated the Council with communication from Cllr Black ‘hedging at BT building on Mid Street’. Clerk to write to BT facilities to ask for it to be cut back.</p>	NC
6.	<p>Acceptance of last minutes</p> <p>The Clerk had prepared and circulated minutes of the meeting held on the 6th March 2019 and EGM 25th March 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, 1 applications notified by RBB and 1 Appeal since the last Parish Council meeting, it was resolved that:</p> <p><u>2019/587</u> - Little Orchard, The Avenue, South Nutfield RH1 5RY. <i>Proposed single storey rear extension</i> Comment – No objections</p> <p><u>2019/488</u> 60 High Street, Nutfield RH1 4HE. <i>Proposed rear conservatory</i> Comment – No objections</p> <p><u>2019/447</u> Tall Timbers, The Avenue, South Nutfield RH1 5RY. <i>Proposed front entrance porch, two storey rear extension, removal of windows, addition of doors and roof lantern</i> Comment – No objections</p> <p><u>2019/142</u> Terminal Building, Redhill Aerodrome, Kings Mill Lane, South Nutfield RH1 5YP. <i>Alterations to hardstanding to revise the existing taxiway as per discussions with officers to date. Revision of 16/01043/F with an amended taxi-way width of 10m</i> Comment – Full discussion took place on the proposal drafted by Cllr Murray and the council fully agreed with the response proposed (objection) by Cllr Murray along with attaching Salfords and Sidlow Parish Council response.</p> <p><u>RBB 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> Comment – Full discussion took place on the proposal drafted by Cllr Murray and the council fully agreed with the response proposed (objection) by Cllr Murray along with attaching Salfords and Sidlow Parish Council response.</p>	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>

	<p><u>Appeal 2018/2421</u> - Appeal 1 Notification - Project House, Morris Road, South Nutfield RH1 5SA</p> <p>Comment – Cllr Sandiford advised that the council had consulted with Carole Forrest and she had advised of a couple of additions to the appeal objection. All agreed for the Clerk to respond and forward to the concerned parties.</p> <p>Nutfield Green Activity Park – Clerk had received a ‘scoping document’ from Jennings Nicolson Associates. Fully agreed to contact Carole Forrest and to provide her with the document and ask for a quote for a formal report/response/overview. Fully agreed by all. Clerk to action.</p> <p>Biffa – No formal application had been received at meeting, but an application will be seen shortly for a mobile unit that removes asbestos from site. Discussed the possible proposal and NPC agreed to ask for a condition to be set within the application that lorries are allowed to have Tachograph breaks on site. Cllr Ford to advise the following of our intention including SCC country councillors (Jonathan Essex and Rose Thorn) and Simon Elson.</p>	<p>NC</p> <p>NC</p> <p>SF</p>
8.	<p>Reports from the Assistant Clerk and Clerk</p> <ol style="list-style-type: none"> 1. <i>Lloyds Bank and NatWest – Lloyds Bank mandate is now urgent to send back to Lloyds. Cllr Miller has mandate and has yet to return this to the Clerk. Clerk has provided a SAE to Cllr Miller. NatWest old signatories submitted for removal, new mandate forms (Cllr Ford, Cllr Hall and Cllr Mowatt) to be given to councillors to complete and take into the Bank accordingly.</i> 2. <i>Internal Audit – advised confirmed for 29th April 2019.</i> 3. <i>A-Frame – Clerk to get quote – wording fully agreed as ‘Nutfield Parish Council Surgery’. Possibly with logo.</i> 4. <i>Village Hall router access – discussed and agreed spend of £40. Clerk to action.</i> 5. <i>Other correspondence (correspondence report)</i> <ul style="list-style-type: none"> - <i>Correspondence report sent prior to meeting.</i> - <i>Correspondence received from NVHL Bookings Clerk asking who would be NPC representative for the NVHL. Cllr Mowatt to take up this post and form completed accordingly.</i> 	<p>NC</p> <p>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 chase accordingly for a new date,</p>	<p>NC</p>
10.	<p>Finance</p> <ol style="list-style-type: none"> 1. The Clerk confirmed the total reserve bank balance of £144,896.17 (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 (February 2019) to the Chairman (Cllr Johnson) for signing – Cllr Johnson signed. CIL – to add column in CIL to advise when we need to spend by (5 years) and what is left to spend in that ‘batch’. Clerk to action. 2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £12,500, income: £28,216.75 and expenditure: £24,817.36 3. Advised that DM Payroll services will increase to £216.00 from £132.00 from 1st April 2019. 4. Asset list to be carried over to next month. 5. Financial Regulations – new regulations approved as per advised at December audit (6 approved, 1 abstain - for the new financial regulations). Clerk to update website accordingly. 	<p>NC</p> <p>NC</p>

11.	Controls / Protocols for press releases (including digital and social media) To remove from agenda.	NC
12.	3 – 5 Year Plan Cllr Murray received little feedback from request in November 2018 meeting. Agreed there is a need for a three-year plan moving forward and not having a plan is not acceptable, as we cannot do anything more complicated moving forward without one. The three-year plan can be very straightforward and can be contained on one sheet of A4. Agreed that this needs to be looked at moving forward.	
13.	Grant Applications None received	NC
14.	<p>Working Groups</p> <p><u>Staffing</u> – The staffing report from the staffing working group, which was circulated before the meeting was fully discussed. It was praised as a good report and the need to bring in extra staff and paid consultants to the council was agreed by all. It was noted that the workload for a Parish Council has increased, and the councillors are volunteers, with many councillors with full time jobs or other commitments so time is a barrier. Each recommendation was discussed and voted in turn as per below:</p> <p>Recommendation 1: NPC should establish the existing Parish Office as its formal operational base and furnish it accordingly. Suggest a budget of £1,500 from CIL funds. <i>Comment - Fully agreed and the spend of £1500 from CIL funds fully approved. Clerk to work on a plan for the office.</i></p> <p><i>Recommendation 2:</i> The existing website should be fully reviewed to ensure it is still fit for purpose. Responsibility for ongoing updating should be passed to the Parish Clerk to decide in conjunction with the Staffing Working Group who should be allocated the task of being responsible for the ongoing operation of the website and social media accounts. <i>Comment – Currently split into three things – 1 - full review of website (is it fit for purpose?) 2 - everyday content (news and blogging) 3 - social media updates.</i> <i>1 - Full review – look at in 6 months' time as a full review will be timely and the content will need to be reassessed at this time.</i> <i>2 and 3 - Ongoing – clerk to maintain and propose change of management if necessary.</i> <i>Noted that Blue Pixel has the current contract for maintenance/back up.</i></p> <p>Recommendation 3: Responsibility to update the noticeboards should be given to another member of staff and no longer fall under the job description of the Assistant Clerk. This should be implemented immediately. <i>Comment – Fully agreed for this to be offered to the NVHL Clerk and for 3 hours a month at their current hourly rate. Clerk to liaise with NVHL and to ask Assistant Clerk to conduct a hand over at the appropriate time.</i></p> <p>Recommendation 4: The hours attributed to the position of Assistant Clerk should be doubled to 20 hours per week effective 1st April 2019. A quantifiable marketing plan should be agreed and become part of the objectives set for both the Parish Clerk and the Assistant Clerk. <i>Comment – Fully agreed. Clerk to liaise with Assistant Clerk and arrange a start date for new hours if all is agreed with Assistant Clerk. Clerk to send over new contract accordingly. Clerk to meet with Assistant Clerk to start on marketing plan.</i></p>	<p>NC</p> <p>NC</p> <p>NC/SA</p> <p>NC</p>

	<p>Recommendation 5: NPC should widen and increase the use of professional experts to assist them with dealing with specialist issues. This system is already utilised regarding planning matters. <i>Comment – Fully agreed to use local professional experts on an ad hoc basis and funding on a case-by-case basis.</i></p> <p>Recommendation 6: The Highways Report (currently not updated) should be allocated to a different member of staff and removed from the job description of Assistant Clerk. A new more user-friendly format should be devised to make this important report more relevant. Should this recommendation be followed then the current Data Input employee could be considered for this role. <i>Comment - Fully agreed for this to be offered to the Data Input employee at 8 hours a month at an increased hourly rate. Clerk to liaise with Data Input employee and to arrange a hand over at the appropriate time with Cllr Hall and Clerk. Current funds in budget to cover this in the short term.</i></p> <p>Recommendation 7: The employment of a Project Manager should be considered to improve delivery of projects that currently get continually shelved. This should be done on a zero hours contract and can be paid for by CIL money. <i>Comment - Fully agreed to use Project Manager on an ad hoc basis and the funding potentially come from CIL funding (depending on the work/project).</i></p> <p>Recommendation 8: It is imperative that NPC establish a 3-5 year plan that identifies key local issues and ways to deal with them. <i>Comment – Fully agreed as per point 12 of minutes.</i></p> <p>Recommendation 9: General maintenance of the Cemetery should be funded from CIL money for the financial year 19/20 which will allow the money earmarked for this activity to be re-directed to fund the additional hours it is suggested are to be scheduled for the Assistant Clerk. <i>Comment – Fully agreed. Clerk to rearrange budget 2019/2020 accordingly</i></p> <p>Recommendation 10: The Council should place much greater reliance on paid staff for ongoing day to day work. This offers much greater control for the Clerk to schedule work on a planned basis. The reliance on volunteer Councillors to complete tasks within a controlled timetable is completely unsustainable. <i>Comment – Fully supported by all Councillors and the council thanked Cllr Murray for putting the recommendations together.</i></p> <p><u>Highways</u> – No highways report. <u>Communications</u> – New emails being utilised. <u>Cemetery</u> – No official cemetery report – the following was discussed</p> <ul style="list-style-type: none"> - Tree work agreed – Cllr Murray and Howard Fine Ltd to work on the final trees within the cemetery. - Noted – a grave pointed out that requires attention – Clerk to find out more with Assistant Clerk. - Clerk updated the work that the Clerk and Assistant Clerk have carried out the previous month which included a handful of complicated enquires which took a substantial amount of time to work through. Specific examples were given. 	<p>NC</p> <p>NC</p> <p>PM</p> <p>NC/SA</p>
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	- Cllr Ford updated councillors on the mapping project and challenges of having a not to scale non-mapped area in the woodland burial area.	
15.	<p>Groundworks, land and tree management (including burial grounds and allotments)</p> <ul style="list-style-type: none"> - Village Green – to look at hedges and Cllr Johnson to speak to Queens Head in relation to the tree on the village green. - Allotment stakes (for vacant plots) – spend of £30 agreed by all. Assistant Clerk to order. - Clerk advised that the water for Allotments and Cemetery are to be turned on (weather dependent) w/c 10th April. 	JJ NC/SA NC/SA
16.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>Parish Assembly – Clerk to pull together finance report, Chairman to pull together report and to circulate to all before assembly.</p> <p>Clerk to print out handouts accordingly, and to purchase refreshments (£20)</p>	NC/JJ NC
17.	<p>Councillor surgeries and monthly news article</p> <ul style="list-style-type: none"> • 13th April – Parish Assembly • Next link article to include – cemetery open day, parish assembly review, councillor vacancies, allotments, hedges, parking (to include cars that overhang their driveway) 	ALL SH
18.	<p>Training (and conferences).</p> <p>SharePoint training – Clerk and Assistant Clerk – agreed for training at cost of £118.50 - fully agreed. Clerk to book dates.</p>	NC
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 £8,695.36 (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>1 - <u>2019/534</u> West View Farm, St Georges Road, Redhill RH1 5RD. Variation of condition 5 of planning application TA/2017/2567 dated 02/03/2018 to use air source heat pumps instead of solar panels <i>Comment – Nutfield Parish Council were not consulted on original application, but have no objection on the amendment.</i></p> <p>2 – Insurance for 2019/2020. Insurance proposal documents presented to councillors and agreed on the amended values and items where necessary. Clerk to present back to insurance company accordingly and wait for the quotes.</p>	NC 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 8th May 2019 at Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE 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> , 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, 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, 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> , Philip, John, Nicky and Sarah
Transport	All matters relating to airfields and airports including consultations, local railways.	<u>Paul</u> , John, 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
3rd April 2019

Chq No.	Ref	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
3459	133	The Society of Local Council Clerks			£ 43.00	0%	£ 43.00	£0.00	SLCC Membership 2019/2020	
3460	134	Zurich Insurance			£ 191.52	0%	£ 191.52	£0.00	Tree Warden Insurance	
3461	135	Howard Fine	28/03/2019		£ 80.00	0%	£ 80.00	£0.00	Midstreet Village Gardener	
3462	136	Howard Fine	28/03/2019		£ 80.00	0%	£ 80.00	£0.00	Cemetery Village Gardener	
3463	137	The Groundsman Ltd	29/03/2019	267073491	£ 500.00	20%	£ 600.00	£100.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (March 2019)	
3464	138	Nutfield Memorial Hall	01/02/2019		£ 36.00	0%	£ 36.00	£0.00	NPC Meeting (March 2019)	
3465	139	Nicky Chiswick	N/A		xxx	0%	xxx	xxx	Clerk's salary (March 2019)	
3466	140	Nicky Chiswick	N/A		£ 122.14	0%	£ 122.14	£0.00	Expenses claimed by the Clerk (March 2019)	
3467	141	Sarah Abellan	N/A		xxx	0%	xxx	xxx	Assistant Clerk Salary (March 2019)	
3468	142	Sarah Abellan	N/A		£ 104.84	0%	£ 104.84	£0.00	Expenses claimed by the Assistant Clerk (March 2019)	
3469	143	Laura Pollock	N/A		xxx	0%	xxx	xxx	NVH Clerk Salary (March 2019)	
3470	144	Jo Gaywood	N/A		xxx	0%	xxx	xxx	NVH Clerk Salary (March 2019)	
3471	145	HM Revenue and Customs	31/01/2019		£ 374.25	0%	£ 374.25	£0.00	PAYE and Class 1A NICs (March 2019)	
DD*	146	National Employment Savings Trust (NEST)			£ 105.41	0%	£ 105.41	£0.00	Pension – Employer and employees contributions (March 2019)	
DD*	147	Sweethaven Company limited	22/02/2019	263782087	£ 18.80	20%	£ 22.56	£3.76	365 February	
DD*	148	Sweethaven Company limited	15/03/2019	263782087	£ 54.80	20%	£ 65.76	£10.96	365 March	
DD*	149	SES Business Water			£ 9.00	0%	£ 9.00	£0.00	Monthly water charges - cemetery	
DD*	150	SES Business Water			£ 22.00	0%	£ 22.00	£0.00	Monthly water charges - allotments	
DD*	151	Virgin Media	17/03/2019	591819014	£ 5.00	20%	£ 6.00	£1.00	February AC telephone bill	
DD*	152	EE	11/03/2019	245719348	£ 12.79	20%	£ 15.35	£2.56	C telephone bill	
DD*	153	Public Works Loan	08/04/2019		£ 2,665.60	0%	£ 2,665.60	£0.00	Loan repayment (412 08546) - 499350	
DD*	154	Public Works Loan	12/04/2019		£ 1,400.34	0%	£ 1,400.34	£0.00	Loan repayment (407 08546) - 502929	
DD*	155	XLN	08/03/2019	918445212	£ 153.41	20%	£ 184.09	£30.68	March, April and installation - Village Hall office broadband.	
		Total			£ 8,546.40		£ 8,695.36	£ 148.96		

* Payment scheduled by Direct Debit

** Use of CL money

*** Use of Members Community Allocation fund

**** Use of Localism Payment fund

Date: 3rd April 2019

Signed:
Nicky Chiswick, Clerk to Nutfield Parish Council

Signed:
Parish Councillor Parish Councillor 2

Signed:
Parish Councillor Parish Councillor 1