



Nutfield Parish Council Minutes

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

8th May 2019

Meeting opened at 7:30pm and closed at 9.47pm.

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

Councillors (Cllrs) present:

Cllr John Johnson (Chairman)
 Cllr Stephen Hall (Vice-Chairman)
 Cllr Sue Ford
 Cllr Rigel Mowatt
 Cllr Jon Dadswell

Apologies:

Attending:

3 visitors
 District Cllr Vickers
 District Cllr Black
 County Cllr Thorn

Apologies

District Cllr Elias

In attendance: Nicky Chiswick (NC), Clerk

1.	<p>To elect a Chairman of the Council The Clerk provided a brief summary of the voting procedures in respect of the election of a Chairman and Vice-Chairman. Cllrs raised no questions or queries. Cllr Johnson stood for election and Cllr Ford seconded his nomination. Cllrs voted Cllr Johnson as Chairman. The Clerk to advise the Surrey Association of Local Councils, Tandridge District Council (TDC) and external auditor of Cllr Johnson's continued Chairmanship.</p>	NC
2.	<p>To elect a Vice-Chairman of the Council Cllr Hall stood for election and Cllr Mowatt seconded his nomination. Cllrs voted Cllr Hall as Vice-Chairman. The Clerk to advise TDC of Cllr Hall's role as Vice-Chairman and to update website accordingly. All relevant paperwork given to each Councillor depending on role within council.</p>	NC
3.	<p>Councillor apologies for absence. Apologies received from Cllr Elias.</p>	
4.	<p>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.</p>	
5.	<p>Public Session Nutfield Conservation Society brought to the attention their meeting where there will be a talk on Air Quality Issues from Leon Hibbs from Reigate & Banstead on June 1st.</p>	
6.	<p>Report from County & District Councillors Cllr Thorn</p> <ul style="list-style-type: none"> Cemetery finger post signs have been replaced. 	

	<ul style="list-style-type: none"> Clerk asked Cllr Thorn in regards to the trees to be cleared between Sandy Lane and housing on Mid Street – Cllr Thorn confirmed that the SCC highways team had reviewed and deemed safe. Reminder to Cllr Thorn by the Clerk on the grit bins – Nutts corner (to be filled), Trindles Road (new bin required). <p>Cllr Black</p> <ul style="list-style-type: none"> Clerk updated Cllr Black that BT had cut back their hedge accordingly on Mid Street. <p>Cllr Vickers</p> <ul style="list-style-type: none"> Dog bin on order for layby cemetery. Question from Cllr Vickers: Where do NPC want the bin placed at Nutfield Station? – agreed for the bin to be placed on the downline on north station approach. Advised of Gatwick spur road closing weekend of 17th to 19th May. Advised Cliff Debry has left TDC. 	
7.	<p>Acceptance of Last Minutes</p> <p>The Clerk had prepared and circulated minutes of the meeting held on the 3rd April 2019 and Parish Assembly 13th April 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
	<p><i>Agreed to bring Item 17 forward to after item 7</i></p>	
17.	<p>Council Vacancy – Co-option</p> <p>There was full council approval to Co-opt Jon Dadswell into Nutfield Parish Council – Clerk gave Cllr Dadswell the appropriate paperwork for him to complete, advised of the email that will be set up for him and advised of training courses available to him.</p> <p>Nutfield Parish Council welcomes Cllr Dadswell to the council.</p> <p>Clerk advised we have 4 council seats still open and explained the 35-day rule of co-option before the Clerk has to open the positions up again via TDC.</p> <p>Two additional parishioners given the clerks details if they wish to pursue a Councillor role.</p>	
8.	<p>Planning Applications</p> <p>In respect of the 6 applications notified by TDC, 1 Scoping opinion RBB and 1 application notified by Surrey County Council since the last Parish Council meeting, it was resolved that:</p> <p><u>2019/515</u> - Doggetts, Coopers Hill Road, South Nutfield RH1 5PD. <i>Replacement of cement rendering with tiles and associated insulation. (Listed Building Consent)</i></p> <p>Comment – No objections</p> <p><u>2019/629</u> Unit 4, Priory Farm, Sandy Lane, South Nutfield RH1 4EJ. <i>Variation of condition 5 of planning application TA/2018/2279 to amend the opening hours to 09:00 to 18:30 Monday to Sunday including Bank and Public Holidays.</i></p> <p>Comment – No objections</p> <p><u>2019/587</u> Little Orchard, The Avenue, South Nutfield RH1 5RY. <i>Proposed single storey rear extension</i></p> <p>Comment – No objections</p> <p><u>2019/262</u> Queens Court, South Nutfield, Redhill RH1 5GZ. <i>Installation of a non-illuminated hoarding sign</i></p>	<p>NC</p> <p>NC</p> <p>NC</p>

	<p>Comment – Object on the basis that the council cannot see the need to over publicise the sale of 4 homes and feel that the ‘standard sized’ for sale boards should be sufficient signage.</p> <p><u>2019/714/TPO</u> West Lodge, Nutfield Park, South Nutfield RH1 5PA. 3 x Oak (G1) Trees adjacent to property - Reduce back by up to 3m, including secondary sub laterals over green house also removing deadwood over greenhouse to maintain clearance from property Ash (T1) Removing deadwood - Exempt Ash (T2) leaning from woodland over greenhouse, monolith to 3m due to decay at base and heavy lean towards structure Ash (T3) - Monolith to 4m with coronet cut due to a large defect at base. Lawson (T4) - Fell to ground level as it is In decline and unsuitable for long term retention</p> <p>Comment – No objections</p> <p><u>2019/13</u> Eugene Bann Tennis Centre, Crab Hill Lane, South Nutfield RH1 5PG. Demolition of existing tennis centre. Erection of block of 23 flats with associated vehicular access, parking and landscaping (Revised Plans received)</p> <p>Comment – Full discussion took place on the proposal drafted by Carole Forrest and it was approved by all councillors to utilise report which reaffirmed the original objections plus additional comments at a cost of £100.</p> <p><u>Scoping Opinion</u> <u>2019/547/EIA</u> Former Laporte Works, Nutfield. Request for Scoping Opinion for the housing development, residential care home and stroke rehabilitation unit, alongside the formation of Nutfield Green Park outdoor activity and recreation centre</p> <p>Comment – Full discussion took place on the proposal drafted by Carole Forrest and it was approved by all councillors to agreed next steps at a cost of £245. Councillors agreed to share with Nutfield Conversation Society.</p> <p><u>Surrey County Council</u> <u>Ref 2019/0038</u> Patteson Court Landfill, Cormongers Lane, Redhill, Surrey RH1 4ER. : Installation and use of a containerised picking station for the treatment of contaminated soil.</p> <p>Comment – No comment</p> <p><i>Additional application</i> <u>2019/765</u> Hillside Cottage, Coopers Hill Road, Nutfield RH1 4HX. Demolition of existing conservatory, single storey rear and single storey side extension, alterations to first floor windows and internal alterations</p> <p>Comment – No objections</p>	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>
<p>9.</p>	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> 1. Lloyds Bank – The Clerk advised that she had not received the Lloyds Bank mandate back from an ex councillor. Agreed that the Clerk would complete a new mandate accordingly. 2. Internal Audit 2018/2019 – Councillors thanked the Clerk for her work on the end of year accounts. AGAR paperwork to be completed in item 15 and 16. The Clerk advised that there is a need to discuss additional earmarked items to be added into NPC budget 2019/2020. General Reserves should sit at 50% of precept (so for NPC it should sit at approximately £30,000) and NPC are higher than this at present. Councillors to send potential projects/ideas to Clerk to collate and present at a future meeting. 	<p>NC</p> <p>ALL</p>

	<p>3. <i>A-Frame – Fully agreed spend of £150 on signage. Clerk to proceed with project.</i></p> <p>4. <i>Other correspondence</i></p> <ul style="list-style-type: none"> - <i>No correspondence report sent prior to meeting as nothing new to add at the time.</i> - <i>Correspondence received from Haslemere Town Council for permission for Cllr David Round to walk through Parish in Mayoral chains. Permission granted and Clerk to respond giving permission.</i> - <i>Clerk advised of Govia Thameslink communication received that advised of a £30,000 funding to be available to Nutfield Station for 'tangible improvements'. Discussion took place on a number of options; it was decided to put the question to social media/link to ask the view of the parishioners and to confirm response at June meeting. Clerk to coordinate accordingly.</i> 	<p>NC</p> <p>NC</p> <p>NC/SH</p>
10.	<p>Local Transport</p> <ul style="list-style-type: none"> - Sam Gyimah meeting CAA and Gatwick Airport Manager on route 3 – Waiting for new date to be proposed by Sam Gyimah. Clerk to chase accordingly for a new date and to ask for a meeting with just Sam Gyimah without CAA, if CAA cannot attend. - Gatwick Airspace Information response – the proposed response had been circulated prior to the meeting. All agreed that this could be sent before the deadline of 10th May and Cllr Mowatt to attend the focus group meeting on the 16th May. Clerk to action. 	<p>NC</p> <p>RM/NC</p>
11.	<p>Finance</p> <ol style="list-style-type: none"> 1. The Clerk confirmed the total reserve bank balance of £143,915.85 (of which £84,953.67 CIL money is included in this – this is ring-fenced) and current bank balance £200. Clerk presented the bank reconciliation (March 2019) to the Chairman (Cllr Johnson) for signing – Cllr Johnson signed. 2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £20,000, income: £852 and expenditure: £1403.40 3. Advised 1st half 2019/2020 precept (£30385) will have been deposited in April 2019. 4. Advised of PWLB loan summary (£130,760.00 left to pay) as of 31st March 2019. 5. Insurance documents had been previously circulated, and the selection of Inspire agreed by all at a cost of £1280.50. Due to timing payment included in this month's payment list. Note - To add for 2020/2021 renewal - a three year fixed agreement should be considered. 6. Clerk advised of HMRC PAYE 2018/2019 adjustments that need to be made in Mays Payment list. One cheque lost in post – so cheque rewritten, another month was underpaid, so cheque written for shortfall. 	
12.	<p>Review of delegation arrangements for committees, sub-committees, employees and other local authorities (to include Working Groups and the respective Terms of Reference)</p> <p>The Working Group Terms of Reference were reviewed and agreed. The Clerk to upload a copy to the NPC website.</p> <p>The working group members were reviewed and updated. See Appendix 1 attached.</p>	<p>NC</p>
13.	<p>Review of arrangements with other local authorities (including any charters and expenditure)</p> <p>None</p>	
14.	<p>Review work with outside bodies (including Council appointees)</p> <ul style="list-style-type: none"> • Redhill Aerodrome Consultative Committee (RACC) – Cllr Johnson • Nutfield Village Hall Management Committee – Cllr Mowatt 	

	<ul style="list-style-type: none"> • TAG-A25 – Cllr Ford • Biffa Community Liaison – Cllr Ford • Nutfield Conservation Society (NCS) – Cllr Hall • Sussex Community Rail Partnership – to be advised • Nutfield Tree Wardens – Cllr Ford • Gatwick Airport Consultative Committee (GATCOM) – Cllr Dadswell • Reigate, Redhill District Rail Users Association – Duncan Mallison 	
15.	<p>External Audit – Section 1 Annual Governance Statement 2018/19 The Clerk had circulated to Councillors the Internal Auditor’s year-end report, which recorded no issues of concern. The Clerk had also circulated a completed copy of the Section 1 – Annual Governance Statement 2018/19. Cllrs approved this document, which the Chairman then signed on behalf of the Council and the Clerk signed as required. It was shared and agreed to add the end of year finances to the website by the Clerk.</p>	NC
16.	<p>External Audit – Section 2 Accounting Statements 2018/19 The Clerk had circulated a completed copy of the Section 2 – Accounting Statements 2018/19. Cllrs approved this document, which the Chairman then signed on behalf of the Council and the Clerk signed as required. The Clerk to complete the submission of the Council’s external audit for 2018/19.</p>	NC
18.	<p>Police Update Clerk read an email to Councillors from the local PCSO of incidents in Nutfield village. It was noted that there was no comments regarding anti-social drug usage in either Trindles Road or near the station, when it was thought that this had been reported on a number of occasions. This seems to be an increasing concern to the parishioners and Councillors. It was agreed for the Clerk to ask the PCSO’s views on this. Clerk to advise the PSCO that the Council is aware that the PSCO cannot attend our Wednesday meetings, so are happy to arrange separate meetings as required.</p>	NC
19.	<p>Grant Applications None received. Agreed by all councilors to donate £250 to Surrey, Kent and Sussex Air Ambulance as a thank you for attending the NPC Parish Assembly. Clerk to send – included in this month’s payment list.</p>	NC
20.	<p>Working Groups <u>Staffing</u> <i>Councillors approved the Clerk’s appraisal that was shared with Councillors prior to the meeting.</i> <i>Councillors approved the Clerk’s Salary review that was shared with Councillors prior to the meeting with back payment to 1st January 2019.</i> <i>Project Coordinator – Job description created alongside a potential project list (not exclusive) and circulated to Councillors prior to meeting. Discussed that each project is very different with a different skill set required. A maintenance person is required, and Clerk to contact a contact that she knows to pursue this. Add to Link and website.</i> <u>Highways</u> – <i>No highways report. Notification of road works taking place on Kings Cross Lane within 18 months. Highway report meeting postponed due to illness.</i> <u>Cemetery</u> – <i>Cemetery report was circulated to councillors prior to the meeting and fully agreed</i> - <i>Helpers required for Cemetery Open Morning (10am to 1pm).</i> - <i>Signage postponed as spec has changed due to signage positioning.</i></p>	NC NC/SH
21.	<p>Groundworks, land and tree management (including burial grounds and allotments)</p>	

	- Allotment 2019/2020 tenancy agreement. Discussed and approved to include deposit required for new allotment holders of £30.	
22.	Events (public) and meetings of Outside Bodies (other than transport groups) TAG – 23 rd May Cllr Ford Airspace Route 4 – 16 th May Cllr Mowatt NVHL – 14 th May Cllr Mowatt	SF RW RW
23.	Councillor surgeries and monthly news article <ul style="list-style-type: none"> • Amended Councillor Surgery to bi-monthly - removed June, August, October, and December. • 18th May – Cllr Mowatt and Cllr Hall • Next link article to include – Elections, Highways, Govia Thameslink Railway fund, Project Co-Ordinator Role, Allotments 	RM/SH SH
24.	Training (and conferences). New Councillor training – dates/details provided to Cllr Dadswell. He is to advise Clerk to what course he wants to attend.	JD/NC
25.	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 £7,026.91 (VAT inclusive). Clerk to dispense payments.	NC
26.	Any other business the chairperson is of the opinion should be considered a the meeting as a matter of urgency N/A	
27.	Notification of business for inclusion on the next agenda Cllr Ford gave her apologies for June meeting.	
28.	Next meeting date(s) Cllrs noted that the Council's next meeting would take place on 5 th June 2019 at Village Hall, Mid Street, South Nutfield, RH1 4JJ at 7.30pm.	ALL
29.	Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960: Nothing discussed under this item.	

Appendix 1 – Working Groups

(Amended May 8th 2019)

Working Group	Tasks and projects	Members (Heads <u>underlined</u>)
Cemetery	Burial records and customer service	<u>Sue</u> , 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	<u>Stephen</u> 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> , Rigel 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, 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>John</u> and Rigel
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt.	<u>John</u> and Rigel
Staffing	Appraisals, contracts, pensions, well-being issues, HR policies.	John, Jon, Nicky and Sarah
Transport	All matters relating to airfields and airports including consultations, local railways.	John, Steve Hanks and Duncan Mallison
Charities/Trust/Grant	CMT, MHT, grant opportunities	<u>Rigel</u> and Jon

Appendix 2 – Schedule of Payments

NUTFIELD PARISH COUNCIL

Schedule of Payments
8th May 2019

Chq No.	Ref	Supplier Code	Payee	Date of Invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
3472	156	3	Mulberry & Co	29/04/2019	099727928	£ 133.05	20%	£ 159.66	£26.61	2019/19 audit	
3473	157	5	Paul Murray	16/04/2019	437261454	£ 152.90	20%	£ 181.58	£28.68	Cemetery plants	
3474	158		Howard Fine	24/04/2019	N/A	£ 140.00	0%	£ 140.00	£0.00	Cemetery Village Gardener	
3475	159		Howard Fine	24/04/2019	N/A	£ 140.00	0%	£ 140.00	£0.00	Cemetery Village Gardener	
3476**	160	01	The Groundman Ltd	30/04/2019	26707491	£ 520.00	20%	£ 624.00	£104.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Bursal (April 2019)	
3477	161	28	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk's salary (April 2019)	
3478	162		Nicky Chiswick	N/A	N/A	£ 264.16	0%	£ 264.16	£0.00	Expenses claimed by the Clerk (April 2019)	
3479	163	27	Sarah Abedin	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (April 2019)	
3480	164		Sarah Abedin	N/A	N/A	£ 165.89	0%	£ 165.89	£0.00	Expenses claimed by the Assistant Clerk (April 2019)	
3481	165	44	Laura Pollock	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (April 2019)	
3482	166	29	Jo Gaywood	N/A	N/A	xxx	0%	xxx	xxx	NVH Clerk Salary (April 2019)	
3483	167	30	HM Revenue and Customs	N/A	N/A	£ 542.61	0%	£ 542.61	£0.00	PAYE and Class 1A NICs (April 2019)	
3484	168	30	HM Revenue and Customs	N/A	N/A	£ 24.00	0%	£ 24.00	£0.00	PAYE and Class 1A NICs (March 2019) - underpayment	
3485	169	30	HM Revenue and Customs	N/A	N/A	£ 60.39	0%	£ 60.39	£0.00	PAYE and Class 1A NICs (February 2019) - lost cheque	
00*	170	31	National Employment Savings Trust (NEST)	N/A	N/A	£ 157.09	0%	£ 157.09	£0.00	Pension - Employer and employees contributions March 2019	
00*	171	23	Sweetfaren Company limited	15/04/2019	263782087	£ 54.80	20%	£ 65.76	£10.96	365 April	
00*	172	5	SES Business Water	N/A	N/A	£ 9.00	0%	£ 9.00	£0.00	Monthly water charges - cemetery	
00*	173	1	SES Business Water	N/A	N/A	£ 22.00	0%	£ 22.00	£0.00	Monthly water charges - allotments	
00*	174	23	Virgin Media	17/04/2019	591819014	£ 5.00	20%	£ 6.00	£1.00	March AC telephone bill	
00*	175	23	EE	13/04/2019	245719348	£ 13.20	20%	£ 15.84	£2.64	C Telephone bill	
00*	176	23	3iN	08/04/2019	918445212	£ 45.94	20%	£ 55.13	£9.19	March, April and installation - Village Hall office broadband	
3486	177	14	Game and Company	03/05/2019	N/A	£ 1,280.50	0%	£ 1,280.50	£0.00	insurance cover 2019/2020	
3487	178	13	Kent, Surrey & Sussex Air Ambulance Trust			£ 250.00	0%	£ 250.00	£0.00	Grant	
			Total			£ 6,843.83		£ 7,026.91	£ 183.08		

** use of CL money

Date: 8th May 2019

Signed: _____
Nicky Chiswick, Clerk to Nutfield Parish Council

Signed: _____
Parish Councillor Parish Councillor 2

Signed: _____
Parish Councillor Parish Councillor 1