

**Nutfield Parish Council**  
**Minutes of the Parish Meeting**  
**Wednesday 5<sup>th</sup> February 2014 at 7:30pm**  
**The Village Hall, Mid Street, South Nutfield**

**Present:** Councillors: Mrs S Renaut (Chairman), Mr D Chapman, Mr D Cullen Mr D Dowden, Mr P Forbes, Mrs S Ford, Mr K Sandiford  
County Councillor: Mrs Helena Windsor  
District Councillors: Mrs G Black, Mrs D Vickers, Mr T Elias  
Clerk: Mr R Brown  
Police: none  
8 Residents present

**Action By**

**16/14 Apologies for Absence.**  
Councillor I Reeve

**17/14 Declarations of Interest.**  
None

**18/14 Public Forum – Residents requests.**

Two Parishioners asked for Councils support to assist as much as possible with the current flooding problem as one house alongside the Nutfield Brook. TDC gave them sandbags over the Christmas holiday period to help stem the flow of water and sewerage into their houses and gardens. They thought the culvert that crosses Mid Street is too narrow and unable to cope with the current heavy rainwater. C.Cllr. Helena Windsor said she would talk to SCC Highways and see if the local Flood Relief Agency can assist in helping these residents. **HW**

Local framer will clear the ditches at the NE corner of Crabhill Lane and was thanked for his assistance in clearing this blocked ditch.

Parishioner reported the ticket machine on the Station is still programmed incorrectly as it prints tickets to London via Tonbridge. Cllr Reeve to report to Rail Group **IR**

He also reported on issues concerning Kings Lodge Nursing Home construction that the local residents are facing.

Parishioner asked if Council has commented yet on the Mercers South Marsh Extraction plan?

Cllr Forbes advised her that one report was being prepared by the Marsh Group, Conservation Socy and then NPC will study these and make a combined study report to SCC and TDC.

Parishioner asked what progress is being made on previously stated items for Kings Mead - grit bin, pathway to Station subsidence and lighting. Clerk and Helena Windsor had both chased SCC, who blamed the delay on current weather conditions, but they will keep chasing SCC to carry out this urgent work **RB/HW**

Parishioner had received many notices from SCC Highways through his door re. road works planned to be starting in Mid Street and nothing occurs. C.Cllr. Windsor stated SCC are blaming the current weather for delays. He also mentioned a potential planning issue that may arise on RAL land, following a discussion on this at RACC meeting. He also wondered why the village does not have a Village email list which would greatly assist in any emergency or mailing etc. Clerk reported he had tried to do this over a year ago and after regular notices in the NPC page in the Link he had received one email address. Clerk will try again as it would be extremely useful for the Village Emergency Plan **RB**

**19/14 Report from County & District Council – For information.**

D Cllr Debbie Vickers reported that she had spoken to TD about the Street Traders Licence questions from previous meetings. They have agreed that for a start-up business they can receive one free month to see how the project runs and then can pay monthly for a licence. TDC will not reduce the Licence Fee but could leave it open to Parish Councils discretion. At the RACC meeting 2 representatives attended from Surrey Police helicopters and they have invited the committee plus NPC to attend a site visit to better understand how they work and try to keep the helicopter noise down to a minimum.

D Cllr Elias reported that TDC have agreed another Budget freeze for 2014/15, the 4<sup>th</sup> successive year this has been done.

C.Cllr Helena Windsor mention Police operations and that they will not be reducing services due to budget cuts at SCC. She has also requested better information and follow-ups on road works and Highways issues. Philanthropic Road, Mid Street and The Avenue planned works are all delayed due to the bad weather. Cllr Forbes asked why the High Street bollards has still not been repaired and lit – answer is delays at SCC. Clerk had ordered 4 new grit/salt bins which are long overdue and she will chase these again. They have been paid for from her budgets and not delivered. **HW**

Cllr Cullen report that the tarmac in the S&ESWCo pipe trenches that cross the High Street are dropping already, Helena will report for SCC Highways to check this **HW**

**20/14 Police report & issues –**  
Police Report read

**END OF PUBLIC FORUM**

District Councillors and residents then left the meeting.

**Close meeting**

**Memorial Hall – brought forward**

**New Building –** Update of construction process

Richard Coffey spoke on the planning issues that had arisen with TDC as the design consultants for Ascot building had failed to act or advise on the planning Conditions put in with the Planning permission documents which asked for a Tree Method Statement together with samples of the building and accurate building location plans. He and the Clerk had been to a meeting at Ascot Building and these points were never mentioned. Since then they have placed the base build on hold for 4 weeks to allow adequate time for these planning conditions to be rectified and details supplied. Richard is happy to assist Council with the construction of this project and is delighted to help in any way using his building experience to assist the Parish Council.

Finance – update

Clerk had circulated current bank balances and planned expenditure. Nutfield Junior Football Club has sent a cheque for £25,000 towards the build costs and this was most gratefully received.

Assistance on site during construction

Discussion on more assistance on site as the Clerk has had to attend on numerous occasions so far, which is not planned in the NPC hours per month. Richard Coffey said it was to assist him in setting up the site but once work re-starts again it will not need to so much time up there, and he will assist.

**Open meeting**

**21/14 Assistant to the Clerk**

Report taken earlier - Sean Hayes had circulated his report and the items on there were read, discussed and a copy attached

**22/14 Approval of the Minutes of the Parish Council Meeting held on 8<sup>th</sup> January 2013 to be agreed and signed as a true record. (LGA 1972 Sch.12 s41)**

The Minutes were **AGREED** and signed by the Chairman as a true record.

**23/14 Matters and action points arising from Minutes – for updating and noting only. Any items requiring attention will be on the agenda**

None

**24/14 Assistant to the Clerk – brought forward from Agenda**

**Report to Parish Council – January 2014** -Sean Hayes read his report and copy of this is attached

**25/14 COMBINED COMMITTEE**

**26/14 PLANNING & DEVELOPMENT**

**26/1/14 Planning Decisions** by Tandridge District Council since last Combined Committee Meeting:

- **TA/2013/1791/TPO 3 Oakwood Close, South Nutfield... TPO 46 (GOD) –** Reduce crown of 1 Sycamore on south side by up to 3.5m to leave clearance of 5.5m from property. Lift crown to 6m from ground level  
Dated 10/12/13...21 days... NPC comment by 31/12/13  
**NPC Comment - No Comment TDC Decision – APPROVED by letter**

**26/2/14 Current Planning Applications –** the following applications to be considered and comments agreed for submission to Tandridge District Council:

- **TA/2014/51 Hale Farm, Kings Cross Lane, South Nutfield..** Replacement of all windows with double glazed units ( Listed Building Consent)  
Dated 21 01/14 - 21 days - NPC comment by 11/02/14  
**NPC Comment - No Objection - Neighbours**
- **TA/2014/93/TPO Woodland opposite Thornthrift, Clay Lane, South Nutfield..**  
TPO9 (GOD) – Fell 1 Horse Chestnut  
Dated 27/01/14 – 21 days – NPC comment by 17/02/14  
**NPC Comment - No Objection**
- **TA/2014/123 Netherleigh Lodge, Kings Cross Lane, South Nutfield...** Demolition of existing garage and erection of detached garage with games room over  
Dated 29/01/14 – 21 days – NPC comment by 19/02/14  
**NPC Comment - No Objection - Neighbours**

**26/3/14 Aviation matters**

**RAL Appeal -** update

Nothing further to report.

**Gatwick Airport – Flight Path Consultation -** update

Agreed Clerk meet with Cllr. Ford tomorrow and compose NPC response to the Consultation

**26/4/14 TDC Bye-laws for Nutfield Marsh**

Update

No communication from H M Government office

**27/14 FINANCE & GENERAL PUROSES**

**27/1/14 Finance**

**Agree Payment of January Invoices received**

**PAYMENTS FOR JANUARY 2014**

**Signed on 5<sup>th</sup> February 2014**

002696 Clerks salary – as per contracted terms		
002697 Clerks expenses		671.19
002698 Assistant to Clerk salary – as per contracted terms		
002699 Assistant to Clerk expenses		18.90
002700 H.M. Revenue & Customs Income Tax + N.I. - as per contracted terms		
002701 S Huseyin - Invoice 164 Book-keeping services January 2014		90.00
002702 Cole Jarman - Invoice 13241 RAL Inquiry - Acoustic consultancy services		2892.00
002703 Colin Smith Planning - Invoice 13118 RAL Inquiry 50% Fees Prep bundle for Counsel 50% Fees Counsel Rose Grogan 50% Expenses		633.73
Colin Smith Planning - Invoice 14009 RAL Inquiry 50% Fees Counsel Rose Grogan		375.00
Colin Smith Planning - Invoice 14013 RAL Inquiry – 50% Fees for Counsel Rose Grogan		<u>3000.00</u>
002704 Ken Hamilton – Invoice 372.47 Maintenance work Nutfield Woodland Burial site 01/01/14 - 31/01/14 Ken Hamilton – Invoice 372.48 Maintenance work Nutfield Cemetery 01/01/14 – 31/01/14		180.00
		<u>190.00</u>
002705 GACC Membership 2014		1 0.00
002706 Nutfield Link - Invoice Quarter Page WBA Advertisement in 12 editions 2014		43.00
002707 Nutfield Village Hall Ltd - Invoice 14/100 Hire of Village Main Hall 09 Jan 14 Gatwick Airspace presentation by GAL & NATS		51.00
002708 Surrey County Playing Fields Assoc. Affiliation fee 2013/14		10.00
002709 The Conservation Volunteers Nutfield Tree Wardens Zurich Insurance scheme 2014		<u>233.01</u>

**TOTAL PAYMENTS**

**£ 10,145.72**

**RESOLVED: Proposed, Councillor Cullen. Seconded, Councillor Dowden. AGREED**

It was agreed that a report be written on the total expenditure made re. RAL Inquiry costs **PF/RB**

It was also proposed the Clerk investigate on-line banking, which would save costs for travel, plus a saving in Meeting time, signing cheques. Clerk would send round a list of payments for Councillors to agree for payments to be agreed at the main meeting. Clerk then transmit electronically. **RB**

**27/2/14 Precept 2014/15**

Precept was discussed in depth and the amount finally agreed was £42,400.

**Proposal to Agree revised precept figure to be discussed and recommended for year 2014/15**

**Voted that the Precept for 2014/15 should be set at £42,400 subject to final consideration of the loss of funds by HM Government Local Council Tax Support Scheme reduction. AGREED**

**27/3/14 New Field**

**Proposal: To Ratify agreement by Combined Committee that the purchase of the new field will be by applying for Public Works Loan Board finance of £40,000 with the remaining balance of £25,000 paid from NPC income funds - Voted and AGREED**

Update on acquisition progress

Clerk will complete all the necessary documents for the PWLB finance application

**27/4/13 Cemetery/Woodland Burial Area Parking**

Evonik UK Holdings Ltd – update on SR letter re use of field for parking  
Clerk had called Evonik UK to ask why a reply to emailed letters had not been received. Letters had been sent to Evonig not Evonik which explained why previous correspondence by email had no reply  
Letter now sent and hopefully a reply will be received.  
WBA Tablets orders

**27/5/13 Assistant to the Clerk**

Report read earlier and attached

Close meeting

**Memorial Hall**

**New Building** – Update of construction process

Finance – update

Assistance on site during construction

Open meeting

**27/2/14 Discuss potential reduction by TDC re HM Government Local Council Tax Support Scheme reduction of 26% at Band D level of £733.00. Increase precept to adjust for this loss?**

Clerk to contact Trevor Leggo at SCAPTC and ask for information on this and advice on decision **RB**  
Discuss at Combined Committee meeting before agreeing Precept there.

**27/3/14 New Field**

**Proposal: To Agree PWLB application of £40,000 and balance of £25,000 paid from NPC funds**

Update on acquisition progress

Clerk advised on current PWLB rates on loans. It had been suggested that £40,000 loan be applied for and the £25,000 balance taken from income reserves. Agreed to wait for full sets of accounts at the Combined Committee meeting and agree the proposal there, once we are sure of reserves and potential expenditure in 2014/15. Also to consider the costs for a full loan of £65,000 compared with the split loan above.

**SR/RB**

**27/4/14 Cemetery/Woodland Burial Area Parking**

Evonik UK Holdings Ltd – update on SR letter re use of field for parking

Agreed to contact Evonik to request any decision

**RB**

**27/5/14 Assistant to the Clerk**

**Report** - taken earlier in meeting

Contract letter to be sent to Sean Hayes tomorrow for signature

**RB**

Close meeting

**Memorial Hall**

**Insurance** – Update

Clerk had checked insurance cover on appointed contractors and full cover was in place

**New Building** – Progress of construction process

Meeting being held at Ascot Buildings with Clerk and Mr Coffey to discuss build schedule and specification

**RB/RC**

**Agree 25% Stage Payment of £20,582.00 to enable material purchasing at 2013 prices**

Discussed and Agreed

**VAT exemption documents**

All completed and copies sent to suppliers

**New Charity Bank accounts** - Update on UTB and Virgin savings accounts

Funds not yet transferred to either account as payments now being made

**Other items**

Agreed to request holding final 5% payment back at completion for snagging.

**RB**

Re-Open meeting

**28/14 ENVIRONMENT & AMENITY**

**28/1/14 Jubilee Fields, South Nutfield**

Fields Hedges & Ditches condition –update

Clerk had spoken to resident in 2<sup>nd</sup> field re Ditches and stated it is on Council land

Sub-committee update

Sub Committee meet as soon as possible for discussion on future land projects.

**RB/IR/DD/KS**

Land security

Clerk in discussion with Scouts and residents re security lighting along the lane

Rubbish & Dog Poo Bins needed – costs

Clerk has brochures and will check first with TDC and SCC to see if they will cover costs

**28/2/14 Parish Council Land**

Update on land & tree state following storms

No damage reported

**28/3/14 Highways, Traffic & Parking**

Roads & Trees storm damage report

Most trees now cleared some debris remaining, keep vigilant eye out for any further damage

Highway accidents

Some reported by Police

**28/4/14 Allotments**

**Proposal: Ratify decision from Combined Committee to AGREE that Council purchase 4 self-feed water tanks to replace the last 4 standpipe taps in the Allotments.**

**Voted and AGREED**

**28/5/14 Clerks Report –**

Nutfield Link - March copy items - Land, Snow angels, Memorial Hall close of access + playground

Include Gatwick Consultation, land purchase

Council Meeting date for visit by TDC Chief Executive Louise Round – agreed 4<sup>th</sup> June 2014

TDC Winter Servicing Pavement scheme – update

All stock ready for use

Woodland Burial area

Toilet delivered and sited in Cemetery

Any other items

Petty cash account needed for Memorial Hall small items. Chairman thought there was on already and agreed that a cheque be written for 100.00 cash to be held by Clerk for small items on site **RB**

**29/14 Matters for reporting or inclusion on future agenda**

None

**30/14 Other matters- for information only**

Agreed to have accounts prepared for Combined Committee and then created bi-monthly **SR/RB**

Cllr Dowden offered to research any grants currently available to Council or Trustees of Memorial Hall to assist in funding major items

**31/14 Dates of next meetings:**

**Combined Committee Meeting – P&D, F&GP, E&A – 19<sup>th</sup> February 2014**

**Council Meeting – 5<sup>th</sup> March 2014 - Committee Room, Village Hall - 7.30pm**

**Section 2:** Any Tenders that need consideration or decision must be read in this section

**MEETING CLOSED 23.00pm**

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**Signed, Chairman, 5<sup>th</sup> March 2014**

**Cc: County Councillor Windsor  
District Councillor Vickers  
District Councillor Black  
District Councillor Elias**