

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

Apologies
County Cllr Thorn

District Cllr Black

Attending:

1 visitor

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 2019/13 Eugene Bann Tennis. Advised it was to be discussed in item 7.	
5.	 Report from County & District Councillors Cllr Vickers 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. 	

	Assentance of last minutes	
6.	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 6 th February 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.	NC
7.	Planning Applications In respect of the 3 applications notified by TDC since the last Parish Council meeting, it was resolved that:	
	2019/237- 34 Kings Cross Lane, South Nutfield RH1 5NU. Removal of various stable buildings and sandschool and erection of nine dwellings with associated access and parking (Outline Planning) Comment - Fully agreed to utilise Carole's report at a cost of £140.00	NC
	2019/13 Eugene Bann Tennis Centre, Crab Hill Lane, South Nutfield RH1 5PG. Demolition of existing tennis centre. Erection of block of 23 flats, 4 dwellings with associated vehicular access, parking and landscaping. Comment - Fully agreed to utilise Carole's report at a cost of £110.00	NC
	2019/314 29 Mid Street, South Nutfield RH1 4JU Single storey infill	NC
	extension Comment - No objection	NC
	Also discussed:	110
	TDC 2019/142 Terminal Building, Redhill Aerodrome, Kings Mill Lane, South Nutfield RH1 5YP. 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 and RBBC 19/00162/F Taxiway C/D Redhill Aerodrome Kings Mill Lane Redhill Surrey. Alterations to hardstanding to revise the existing taxiway. Revision of 16/01043/F with an amended taxi-way width of 10m.	
	RBB 19/00162/F Taxiway C/D Redhill Aerodrome Kings Mill Lane Redhill Surrey. Alterations to hardstanding to revise the existing taxiway. Revision of 16/01043/F with an amended taxi-way width of 10m	
	Comment - Discussion took place on the different options available to the Council for response and it was fully agreed for NPC to not object to the application, but to add a caveat of capping the number of usage to the runway and highlight the NPC stance against Greenbelt development. Cllr Murray to create a response and all agreed for Cllr Murray to email response to all Councillors for final approval and then Clerk to send.	NC/PM
8.	Reports from the Assistant Clerk and Clerk	
5.	 Village Hall Parish Council Office internet connection – Internet installed Wednesday 6th March. Waiting for router to arrive. Clerk to advise once all set up. Written final agreement between NPC and NVHL to be sent by NVHL Village Gardener – Howard Fine Gardening Services has been briefed on list/work. 	
	Lloyds Bank – Clerk requires mandate back from one councillor in order to present back to Lloyds.	NC
	4. SLCC membership @£40 agreed by all.5. Parish meeting poster approved and agreed to place in noticeboards and online.	NC NC

	 6. Other correspondence (correspondence report) Correspondence report sent prior to meeting. Correspondence from resident in regards to School Hill area of Mid Street and the debris on the side of the roadway. With SCC. Correspondence from organisation in regards to charity funding. Clerk to contact for meeting to discuss further. 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. 	NC
9.	Local Transport 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,	NC
10.	 The Clerk confirmed the total reserve bank balance of £151,246.00 (of which £85,598.10 ClL money is included in this – this is ringfenced) and current bank balance £200. Clerk presented the bank reconciliation (January 2019) to the Chairman (Cllr Johnson) for signing – Cllr Johnson signed. Cemetery finances had been circulated previously to councillors. Summary: Budget: £12,500, income: £27,451.75 and expenditure: £21,961.33 Advised of EE price increase of 2.7% (from 31st March 2019) Advised of Water price decrease for allotments and cemetery Financial regulations to be carried over to next month 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.	Controls / Protocols for press releases (including digital and social media) To move to next meeting	NC
12.	 Councillor advertising and May Elections 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.	Grant Applications None received	NC
14.	Working Groups <u>Staffing</u> – Feedback from meeting report not complete so agreed for EGM to be set late March. <u>Highways</u> – No highways report.	NC
	Note – 'No Waiting Sign' at Cemetery Layby (Nutfield Cemetery side) been knocked down. AC to report	SA
	Note – Kings Cross Lane - just by Netherleigh Park junction – hole rusted in road sign. AC to report. <u>Communications</u> – 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. <u>Cemetery</u> - Update on the Cemetery Working Group report, discuss	SA NC
	findings and agree expenditure on proposals where necessary. - Discussed Bench policy which does not presently exist and a specific request for replacement bench in cemetery area. Agreed	PM/SF/S A

	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. - All agreed for £60 spend for postage for WBA mail out and letter 2/3 approved. - Clerk presented correspondence received on 'planting list' for WBA. Clerk to respond and take up offer of assistance. Charities - Memorial Hall – Reports had been previously shared in regards to the last meeting. No plans found to date. - 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.	NC PH
15.	Groundworks, land and tree management (including burial grounds and	
	allotments) <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. Other ideas discussed – solar panels	NO/OA
	Allotment – 2019/2020 renewal letter agreed by all.	NC/SA
16.	Events (public) and meetings of Outside Bodies (other than transport groups) Wednesday 13 th March – Clerk/Chairman TDC quarterly Parish Assembly Thursday 14 th March – Biffa meeting – Cllr Ford and Clerk	
17.	 Councillor surgeries and monthly news article 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.	Training (and conferences). Nothing to report	
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 £8,763.35 (VAT inclusive). Clerk to dispense payments.	NC
20.	Any other business the chairperson is of the opinion should be considered a the meeting as a matter of urgency 2018/1996 - Chedworth, Coopers Hill Road, South Nutfield RH1 5PD. Conversion of storage building to dwelling (Part Retrospective). Comment – NPC to object on grounds of development in green belt and work is retrospective.	NC
21.	Notification of business for inclusion on the next agenda Nothing	
22.	Next meeting date(s) Clirs noted that the Council's next meeting would take place on 3 rd April March 2019 at Village Hall, Mid Street, South Nutfield, RH1 4JJ 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 (Heads <u>underlined</u>)
Cemetery	Burial records and customer service	Sue, 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.	John, Sue and Stephen
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	John, 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.	Stephen, 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	Paul, John and Rigel
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt.	Kent, John and Rigel plus Paul (Redhill Aerodrome)
Staffing	Appraisals, contracts, pensions, well-being issues, HR policies.	Paul, David, Philip, John, Nicky and Sarah
Transport	All matters relating to airfields and airports including consultations, local railways.	Paul, John, David, Steve Hanks and Duncan Mallison
Charities/Trust/Grant	CMT, MHT, grant opportunities	Rigel, Phil

Appendix 2 - Schedule of Payments

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