

## **Nutfield Parish Council Minutes**

## Village Hall, Mid Street, South Nutfield, RH1 4JJ 5<sup>th</sup> June 2019

Meeting opened at 7:30pm and closed at 10.27pm.

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

**Councillors (Cllrs) present:** 

Cllr John Johnson (Chairman)
Cllr Stephen Hall (Vice-Chairman)
Cllr John Clarke
Cllr Jon Dadswell
Cllr Dean Holborn
Cllr Rigel Mowatt

**Apologies:** 

Cllr Sue Ford

Attending:

visitors

District Cllr Vickers District Cllr Black

**Apologies** 

District Cllr Elias

In attendance: Nicky Chiswick (NC), Clerk

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1.	The Chair to open the meeting	
	Cllr Johnson opened the meeting.	
2.	Councillor apologies for absence.	
	Apologies received from Cllr Ford and Cllr Elias.	
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. Cllr Dadswell, Cllr Holborn and Cllr Clarke confirmed an interest (as a friend) in item 7 – planning application 2019/862. Cllr Dadswell confirmed an interest (as a neighbour) in item 7 – planning application 2019/2266.	
4.	Public Session  Discussed the defibrillator that is situated on the front of the Village Hall and which body in the village is responsible for it. NPC is not aware of the access number – Peter Talbot to advise Clerk of the access number. More awareness of the defibrillator required in the village. There are no associated costs. To be discussed at next NPC meeting in July.  Parishioner discussed the Redhill Aerodrome and its involvement in the D Day 75 years ago, a biodiversity corridor project and that it was built in the 1920's so it will be coming up to its 100 year anniversary shortly.	NC
5.	Report from County & District Councillors  Cllr Vickers  Updated NPC that the clearance plans for Trindles Road HMO building is on track, however TDC do not know what the future plans for this property are as yet.  Updated NPC on fire that took place at Little Hundith over weekend of 24th May. It was passed to David Bryant (Environmental officer).	

	<ul> <li>Advised NPC of asbestos fly tipping that had taken place. SCC sent specialist team to clear it up.</li> </ul>	
	<ul> <li>Question for Cllr Vickers: Key to Mid Street playground after the incident in January 2019. NPC wanted to know if anything had happened in regards to access to the park as key held by TDC and no emergency number for weekend. Agreed that NPC would put forward to TDC to purchase a digital lock and agreed to purchase/fund the lock.</li> </ul>	NC
	<ul> <li>Clerk advised of email from Micky Blackburn – Locality Manager for Nutfield, Bletchingley and Outwood. Clerk to invite him to the July Parish Meeting.</li> </ul>	NC
6.	Acceptance of Last Minutes  The Clerk had prepared and circulated minutes of the meeting held on the 8 <sup>th</sup> May 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
17.	Council Vacancy – Co-option  There was full council approval to Co-opt John Clarke and Dean Holborn into Nutfield Parish Council – Clerk gave them both the appropriate paperwork to complete, advised of the email that will be set up for them and advised of training courses available.  Nutfield Parish Council welcomes Cllr Clarke and Cllr Holborn to the council. Clerk advised we have 2 council seats which the Clerk now has to reopen via TDC.	NC
7.	Planning Applications In respect of the 6 applications and I appeal notified by TDC since the last Parish Council meeting, it was resolved that:	
	<u>2019/862</u> - Ridge Green House, 9 Ridge Green Close, South Nutfield RH1 5RW. <i>Proposed replacement outbuilding and formation of new site entrance, walls and gates.</i>	
	Note – Cllr Dadswell, Cllr Clarke and Cllr Holborn advised of interest so did not participate in discussion.  Comment – Objection based on the application is for a two storey,	NC
	inappropriate development which appears to be intrusive to a neighbouring property.	
	2019/864/N- Land to the West of South Hale Farm, Moat Lane, South Nutfield RH1 5PF. <i>Addition of 300mm topsoil to land.</i>	
	<b>Comment</b> – Clerk to ask for a time extension. Pass information to Carole Forrest to gain further information.	NC
	2019/848- 5 Morris Road, South Nutfield RH1 5SB. Single storey rear extension.	
	Note – Cllr Dadswell advised of interest so did not participate in discussion.  Comment – No objections	NC
	2019/772 - 48 Trindles Road, South Nutfield RH1 4JN. Single storey rear and side extension.	NO
	Comment – No objections	NC
	<u>2019/824</u> - 1 Pimlico Cottages, Nutfield Road, Nutfield RH1 4HA. <i>Conversion of existing garage to provide a snug, shower room and utility room involving alterations to elevations</i>	

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	Comment – No objections	NC
	2019/687 - 21 Thepps Close, South Nutfield RH1 5NX. Variation of conditions 2 and 7 of planning application TA/2017/298 dated 15/05/2017 allow a rear infill extension to the porch and additional window to the side elevation, change a window to a door and details provided of Renewable Energy provision (Erection of detached dwelling and parking).	NC
	Comment – No objections to the variation to conditions  APPEAL	NC
	2018/796 - 2019/809 Commerce House, 4 High Street, Nutfield RH1 4HQ (Appeal ref – APP/M3645/W/19/3227629). Proposed hip to gable extension and rear dormer to form loft conversion (Application for a Certificate of Lawful Development for a Proposed Development)	
	Comment – No objections	NC
8.	<ol> <li>Reports from the Clerk</li> <li>Highway Grass Cutting – The Clerk advised that she had not heard anything further from TDC or SCC on the cutting of the verges in this financial year. Clerk advised that NPC contractors cannot carry out highway verge work.</li> <li>Kissing Gate and Spreader rehoming – Officially asked the Village Hall to hold the spreader, and gates to be rehomed. Cllr Johnson to move.</li> <li>Village Gardener – Clerk advised that she is happy with the Gardeners</li> </ol>	IJ
	work. 4. Snow Shovel Handles – approved spend of £20 for handles. Clerk to	NC
	<ul> <li>purchase.</li> <li>5. St Peters and St Pauls maintenance. Clerk presented and council fully agreed to support £825 for maintenance for this year. Clerk to liaise with St Peters and St Pauls accordingly.</li> <li>6. Maintenance projects – Clerk presented the quotes for maintenance work</li> </ul>	NC
	(cemetery shed, village office shelfing and basketball court). Discussed the condition of the basketball court and the damage to the nets. Cllr Holborn to speak with the football team to see if the storage box can be moved to stop acting as a step up to the basketball nets. Full council agreed for the spend (shelves up to £400, shed up to £315 and basketball up to £1600). Struds Maintenance would be happy to be the handyman/maintenance for NPC. Clerk to pay deposits and book in work.  7. Other correspondence	NC
	<ul> <li>No correspondence report sent prior to meeting as nothing new to add at the time.</li> <li>Clerk advised that the Village Gardner had cut the Memorial Hall hedge. He had reported to the Clerk that they were in a poor state and that the hedges should be cut twice a year. Charles Moore Trust had advised the Clerk that there was an agreement that between the Memorial Hall and the NPC that the costs would be shared. NPC has carried out the first cut of 2019, so the Memorial Hall should carry out the second cut in late September. Cllr Mowatt to contact Memorial Hall to discuss further.</li> </ul>	RM
10.	Local Transport	
	<ul> <li>Sam Gyimah meeting CAA and Gatwick Airport Manager on route 3 – Dates proposed by Sam Gyimah. Council agreed for Paul Murray to represent NPC if agreed by Paul Murray and attend with Cllr Johnson. Clerk to confirm to Sam Gyimah and confirm dates.</li> <li>Passenger Benefit Fund – No feedback from Parishioners. Varied ideas discussed, and fully agreed to report back advising that NPC</li> </ul>	NC

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	think an additional shelter on the Redhill side is required. As the current one is not large enough. Clerk to action.	NC
11.	<ol> <li>Finance         <ol> <li>The Clerk confirmed the total reserve bank balance of £161,265.15 (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 (April 2019) to the Chairman (Cllr Johnson) for signing – Cllr Johnson signed.</li> <li>Cemetery finances had been circulated previously to councillors. Summary: Budget: £20,000, income: £1,542.00 (advised of two funerals coming taking place w/c 10th June which we have not yet received the payment) and expenditure: £2,568.00</li> <li>Bank Signatories of Cllr Holborn and Cllr Clarke to be added. All old councillors to be removed. Fully agreed.</li> <li>Full discussion took place for the general reserves list. The clerk had pulled together all ideas sent and had presented to the council. It was fully agreed to add the following to planned spend for 2019/2020</li></ol></li></ol>	NC
12.	Parking Discussed that the parking outside the new housing development in Kings Cross Lane has been notably dangerous and this was highlighted at the meeting below.	
13.	Police Update Meeting Meeting took place with PSCO Wells on the 3 <sup>rd</sup> June with Cllr Dadswell, Cllr Hall and AC in attendance for NPC. Notes from the meeting with PSCO Wells were circulated to the council prior to the meeting. This is the first meeting with the PSCO that has taken place in over a year. The plans to make the meetings quarterly was well received and beneficial to get a two-way flow in place and increase the PSCO's knowledge of activity in the village. Clerk to set next meeting to take place in September.	
14.	Grant Applications None received.	
15.	<ul> <li>Working Groups</li> <li>Amended with additions of the new councillors.</li> <li>Communications</li> <li>Clerk to send out email signatories for each Councillor to add to their 365 email account.</li> <li>Discussed the need for the Clerk and Assistant Clerk to have new phones and phone packages on the same network. Fully agreed for 2 X EE business 24 month £26.00 plus VAT packages (Including phone) plus £40 closure fee of Virgin account. Clerk to action.</li> <li>Explained the need for a small network for the Pear cemetery data. Sweethaven have offered one solution, but need other options. Work in progress.</li> <li>Highways – No highways report.</li> <li>Cemetery –Cemetery report was circulated to councillors prior to the meeting and fully agreed.</li> <li>Discussed and agreed bench request for Mr Smith. Position, pricing and photo size all agreed.</li> </ul>	NC NC/SH SA/NC
	<ul> <li>Banner and posters for next cemetery open day (spend of up to £300) agreed.</li> </ul>	SA

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	<ul> <li>Push Test agreed and Cllr Hall to assist AC – date to be confirmed and advertised.</li> </ul>	SA/SH
	<ul> <li>Two Memorials (Bann and Elphick) approved by full council.</li> <li>New Cemetery and WBA regulations agreed – to be updated in all files, website and noticeboards.</li> </ul>	SA SA/NC
	<ul> <li>Mapping project discussed and agreed for the Assistant Clerks time to be used to manually plot the WBA. Clerk and Assistant Clerk to begin the planning for this project.</li> </ul>	NC/SA
	At this point in proceedings, the Clerk pointed out the restriction imposed by Standing Order 1(y) as follows: "Meetings shall not exceed a period of 2½ hours". As a result, the Council resolved to implement Standing Order 31(a) and to waive 1(y) in respect of each remaining agenda item.	
16.	Groundworks, land and tree management (including burial grounds and allotments)	
	<ul> <li>Allotment Fire – The case has been closed by the police due to lack of evidence. No contact has been made by the police to NPC on the matter. Clerk has emailed the affected plots to advise that the insurance does not cover plot holders property, and to offer our sympathy to the destruction of these plots.</li> <li>Allotment Skip – Agreed to place a Skip for 24 hours on a weekday.</li> </ul>	
	Clerk to speak with Mick Tamplin to see if he and his machine is available to move rubbish for one day. Agreed for spend of £350.  - Updated Tenancy agreements. Plot 55 not signed. Clerk to acknowledge and respond asking for further information.	NC NC
17.	Events (public) and meetings of Outside Bodies (other than transport	
	groups)  RACC – NPC discussed the email response (dated 31/5/209) from KRAG in regards to the minutes/attendees and fully backed its contents. Clerk to reply accordingly. Cllr Johnson to draft a speech for the meeting on behalf of Salfords and Sidlow Parish Council and Nutfield Parish Council. Clerk to advise Salfords and Sidlow Parish Council.	NC
	Gatwick route 4 meeting – Clerk to ask for minutes from this meeting that Cllr Mowatt attended.	NC
18.	Councillor surgeries and monthly news article	
	20 <sup>th</sup> July – Cllr Johnson and Cllr Dadswell  Next link article to include – Defibrillator, update on the new councillors, useful information, police meeting, speed watch, passenger benefit fund.	JJ/JD
		SH
19.	Training (and conferences).  New Councillor training – dates/details provided to Cllr Holborn/Cllr Clarke.	
20.	Payment(s)  Clirs 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 £8,604.29 (VAT inclusive). Clerk to dispense payments.	NC
21.	Any other business the chairperson is of the opinion should be considered a the meeting as a matter of urgency	
22.	Notification of business for inclusion on the next agenda	
23.	Next meeting date(s)	
-	Cllrs noted that the Council's next meeting would take place on 3 <sup>rd</sup> July 2019 at Memorial Hall, High Street, Nutfield, Surrey, RH1 at 7.30pm.	
24.	<b>Sub-section 2</b> – Public Bodies (Admissions to Meetings) Act 1960: Nothing discussed under this item.	

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## **Appendix 1 – Working Groups**

(Amended June 5th 2019)

Working Group	Tasks and projects	<b>Members</b> (Heads <u>underlined</u> )
Cemetery	Burial records and customer service	Sue, 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	Stephen and Nicky
Community	Fly grazing (Council land), Crime Prevention measures, and support to vulnerable people.	Dean, Sue and Stephen
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	John J, Rigel, John C 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, 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, Dean 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 J</u> and Rigel
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt.	John J, John C 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	Rigel, John C and Jon

## Appendix 2 - Schedule of Payments

