



Nutfield Parish Council Minutes

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

5th 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:

4
 visitors
 District Cllr Vickers
 District Cllr Black

Apologies

District Cllr Elias

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 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 <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> • 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). 	

	<p>Comment – No objections</p> <p><i>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).</i></p> <p>Comment – No objections to the variation to conditions</p> <p>APPEAL</p> <p><i>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)</i></p> <p>Comment – No objections</p>	<p>NC</p> <p>NC</p> <p>NC</p>
8.	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> 1. Highway Grass Cutting – <i>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.</i> 2. Kissing Gate and Spreader rehoming – <i>Officially asked the Village Hall to hold the spreader, and gates to be rehomed. Cllr Johnson to move.</i> 3. Village Gardener – <i>Clerk advised that she is happy with the Gardeners work.</i> 4. Snow Shovel Handles – <i>approved spend of £20 for handles. Clerk to purchase.</i> 5. St Peters and St Pauls maintenance. <i>Clerk presented and council fully agreed to support £825 for maintenance for this year. Clerk to liaise with St Peters and St Pauls accordingly.</i> 6. Maintenance projects – <i>Clerk presented the quotes for maintenance work (cemetery shed, village office shelving 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.</i> 7. Other correspondence <ul style="list-style-type: none"> - <i>No correspondence report sent prior to meeting as nothing new to add at the time.</i> - <i>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.</i> 	<p>JJ</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>RM</p>
10.	<p>Local Transport</p> <ul style="list-style-type: none"> - <i>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.</i> - <i>Passenger Benefit Fund – No feedback from Parishioners. Varied ideas discussed, and fully agreed to report back advising that NPC</i> 	<p>NC</p>

	<ul style="list-style-type: none"> - <i>Push Test agreed and Cllr Hall to assist AC – date to be confirmed and advertised.</i> - <i>Two Memorials (Bann and Elphick) approved by full council.</i> - <i>New Cemetery and WBA regulations agreed – to be updated in all files, website and noticeboards.</i> - <i>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.</i> 	SA/SH SA SA/NC 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 style="list-style-type: none"> - 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. - Allotment Skip – Agreed to place a Skip for 24 hours on a weekday. 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 31/5/2019) 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. Gatwick route 4 meeting – Clerk to ask for minutes from this meeting that Cllr Mowatt attended.	NC NC
18.	Councillor surgeries and monthly news article <ul style="list-style-type: none"> • 20th 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) 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 £8,604.29 (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 N/A	
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 rd July 2019 at Memorial Hall, High Street, Nutfield, Surrey, RH1 at 7.30pm.	ALL
24.	Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960: Nothing discussed under this item.	

Appendix 1 – Working Groups

(Amended June 5th 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>Dean</u> , Sue and Stephen
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	<u>John J</u> , 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.	<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, 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.	<u>John J</u> , John C and Rigel
Staffing	Appraisals, contracts, pensions, well-being issues, HR policies.	<u>John</u> , 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> , John C and Jon

Appendix 2 – Schedule of Payments

[illegible]