



	new Tandridge District Council, Community Officer 'Michaela Blackburn'.	
5.	<b>Report from County &amp; District Councillors</b> None	
6.	<b>Acceptance of Last Minutes</b> The Clerk had prepared and circulated minutes of the meeting held on the 3 <sup>rd</sup> July 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.	<p><b>Planning Applications</b> In respect of the 8 applications notified by TDC since the last Parish Council meeting, it was resolved that:</p> <p><u>Tandridge District Council</u>  <u>2019/1242/TPO</u>- 4 Oakwood Close, South Nutfield RH1 5RX  <i>T1 Oak re pollard the crown by approximately 3 meters back to old pollard points This tree is exceptionally close to the house and almost touching resulting in excessive shading.</i>  <b>Comment</b> – No objections</p> <p><u>PD/2019/1504</u>- 5 Thepps Close, South Nutfield RH1 5NX. <i>Pavement crossover and hardstanding</i>  <b>Comment</b> – No objections</p> <p><u>2019/982</u>- 44 Morris Road, South Nutfield RH1 5SA. <i>Part two storey, part single storey front/side extension</i>  <b>Comment</b> – No objections</p> <p><u>2019/1293</u>- 149 Mid Street, Sth Nutfield RH1 5RP. <i>Installation of 2 skylights to the main roof.</i>  <b>Comment</b> – No objections</p> <p><u>2019/961</u>- 34 Kings Cross Lane, South Nutfield RH1 5NU. <i>7 x two storey, 3-bed detached and semi detached dwellings with associated parking and amenity space involving demolition of stable buildings (Outline)</i>  <b>Comment</b> – Councillors fully agreed on the recommendations from Carole Forrest which had been previously circulated to the councillors. The spend of £40 was fully approved. Also discussed to ask Cllr Vickers that should the planning team be minded to approve the application can we ask her to ask to take the application to planning committee - this was fully supported.</p> <p><u>2019/1183</u>- Little Hundith, Kings Cross Lane, South Nutfield RH1 5NS. <i>Variation of condition 2 (Approved Plans) of planning permission ref: 2018/2308 dated 14/02/2019 to allow various alterations to the approved plans as detailed in the application form (Removal of condition 2 (Approved Plans) of planning permission ref: 20.</i>  <b>Comment</b> – No objections on the condition change</p> <p><u>2018/2308/Cond2</u> - Little Hundith, Kings Cross Lane, South Nutfield RH1 5NS.  <i>Details pursuant to the discharge of condition 8 (Carbon Reduction) of planning permission ref: 2018/2308 dated 14/02/2019 (Removal of condition 2 (Approved Plans) of planning permission ref: 2018/1072 dated 14/09/2018 to include further details of the development on the plans (Demolition of</i></p>	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>

	<p><i>existing commercial buildings and the erection of 7 dwellings with associated access and parking)</i> Clerk to present Carole Forrest's review</p> <p><b>Comment</b> – No objections on the condition change</p> <p><u>2019/828</u> - Cherry Tree Cottage, Kings Cross Lane, South Nutfield RH1 5NS. <i>Change of use from Residential Dwelling to C3 (b) for six people living together as a single household and receiving care (Application for a Certificate of Lawful Development for a Proposed Development)</i></p> <p><b>Comment</b> – NPC's response/objection to the application was fully agreed by all councillors.</p> <p><u>Surrey County Council</u>  <u>Ref 2019/0038</u> - Patteson Court Landfill, Cormongers Lane, Redhill, Surrey RH1 4ER.: <i>Installation and use of a containerised picking station for the treatment of contaminated soil.</i></p> <p><b>Comment</b> – Note – not a planning application, but notice of application being granted. No action required</p> <p>(2019/13) Eugene Bann Tennis Centre, Crab Hill Lane, South Nutfield RH1 5PG – Cllr Hall read out the statement at the planning committee meeting on the above application. The application was declined. Councillors fully approved Carole Forrest fee of £55 for the report.</p> <p>It was discussed that the noise levels at Robert Denholm House were becoming louder and more regular over recent months. A concern was that the number of outside events have increased and include the use of outside speakers and Gazebo's. It is not certain if these are classed as part of the marquees events that they have had planning approval for and / or if they are exceeding the permitted numbers. District Councillors to be made aware.</p>	<p>NC</p> <p>NC</p> <p>SF</p>
8.	<p><b>Reports from the Clerk</b></p> <ol style="list-style-type: none"> <li>1. Defibrillator – <i>Advised that the Defibrillator poster has gone out and being used by all. Memorial Hall have asked to meet to discuss the possibility of a defibrillator. Clerk to arrange meeting.</i></li> <li>2. <i>Update of Basketball, Cemetery shed and office shelf work. – Clerk advised that all this work had been completed.</i></li> <li>3. <i>Sign on hard court – Fully agreed for spend of £35 for sign to be created to say 'Property of Nutfield Parish Council'.</i></li> <li>4. <i>Polling District Review – Clerk had shared the proposal from TDC of potentially having the Memorial Hall as a second polling station.</i></li> <li>5. <i>Mid Street Key – A parishioner had offered to hold the key for the Mid Street recreation ground, which was very kind, but not a practical solution. Discussed a Fire Brigade Number 1 key – the Clerk will present this to TDC.</i></li> <li>6. <i>Mid Street Drainage – The Clerk had a number of emails in relation to the drains from Braes Mead up Mid Street to the end of the houses. Clerk is in discussion with SCC, but with no solution to present just yet.</i></li> <li>7. <i>Clerk advised of holiday request from both Clerk and Assistant Clerk. Approved by all as holiday is at the same time.</i></li> <li>8. <i>A - Correspondence from two parishioners received on Memorial Hall in relation to the Lower Car Park and anti-social behaviour. Clerk passed the correspondence to Cllr Mowatt to bring to the attention of the Charles Moore Trust for them to respond. The Anti-social Behaviour will be noted at the next PSCO meeting in September.</i>  <i>B - Correspondence from Memorial Hall which needs to be discussed with Charles Moore Trust. Correspondence passed to Cllr Mowatt to be discussed with CMT.</i></li> </ol>	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>

	<p><b>9. Other correspondence</b></p> <ul style="list-style-type: none"> <li>- One of the Tree Wardens contacted the Clerk to discuss tree planting at the Jubilee Fields. Councillors discussed, and asked the Clerk to go back inviting them to the September meeting to give the councillors more information. Clerk to action.</li> <li>- Internal 2019/2020 audit request has come through and noted by Cllrs.</li> </ul>	NC
9.	<p><b>Local Transport</b></p> <p>Sam Gyimah, CAA, Gatwick, Heathrow, NCS and NPC (regarding route 3) - 11<sup>th</sup> July review</p> <p>Cllr Johnson not at meeting to provide feedback so to carry over to September meeting.</p>	
10.	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. The Clerk confirmed the total reserve bank balance of £169,617.20 (of which £84,848.68 CIL money is included in this – this is ring-fenced) and current bank balance £200. Clerk presented the bank reconciliation (June 2019) to the Chairman (Cllr Hall) for signing – Cllr Hall signed.</li> <li>2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £20,000, income: £14,342.00 and expenditure: £6,357.48</li> <li>3. NatWest Update – Clerk advised NPC had been awarded £150 compensation due to complaint made by Clerk in regards to customer service issue.</li> <li>4. Lloyds update – new bank account set up. Next step is to move CIL money across.</li> <li>5. Clerk advised on CIL income of £749.52 (from additional conservatories at Kings Cross Lane Development) coming in late October.</li> <li>6. Clerk advised that VAT return had been paid in (£7593.36) and cheque been raised for £363.30 for CMT section.</li> <li>7. Community and Highways SCC project fund. Potential: Advise Memorial Hall of fund for Defibrillator, surface outside Crown Vets on A25.</li> </ol>	NC
11.	<p><b>Police Update</b></p> <p><i>PSCO Wells joined for this section and standing orders were suspended for item 11 only</i></p> <p>Clerk confirmed meeting of the 16<sup>th</sup> September. Agenda to be sent out after September meeting. PSCO Wells advised of a number of recent catapult and tyre related issues in Nutfield and surrounding Parish's. PSCO asks parishioners to report everything to 101 rather than adding just to a social media site. Kings Cross Lane Parking – PSCO Wells talking with Optivio in relation to the parking issues. PSCO working closely with Michaela Blackburn on local fly tipping.</p> <p><i>PSCO Wells left and standing orders were resumed.</i></p>	
12.	<p><b>Grant Applications</b></p> <p>None</p>	
13.	<p><b>Working Groups</b></p> <p><u>Communications</u></p> <ul style="list-style-type: none"> <li>- SharePoint – move to September meeting</li> <li>- Pear database (from Excel to Access). Clerk had presented the options to the council before the meeting. It was discussed and agreed to ask Pear to transfer the database for a cost of £255 plus VAT. Clerk to action.</li> </ul> <p><u>Staffing</u></p>	NC

	<p>Project Coordinator role – to be carried over to next meeting as Staffing Working Group not present at this meeting</p> <p><u>Highways</u> – <i>Report is work in progress with new format being created. More work needed</i></p> <p><u>Community</u></p> <p>Cllr Ford explained how the Good Neighbour Scheme works that she had set up and chaired for the last 4.5 years. Current Chair (Sue Ford) is stepping down as chair and from the committee, hence a new chair and additional committee members are urgently required.</p> <p><u>Cemetery</u> – <i>Cemetery report was circulated to councillors prior to the meeting and fully agreed.</i></p> <ul style="list-style-type: none"> <li>- <i>Discussed and agreed for Grave Digger to purchase the 8 bags of 35 litre top soil (no more than £40 per set). To replenish after use. They can be stored in the shed.</i></li> <li>- <i>As per report, WBA require a Register of Purchased Graves at a cost of £180. Fully approved and Clerk to order.</i></li> <li>- <i>Discussed and agreed for markers for a) push test (50) and b) contact us (5) at a cost of no more than £500</i></li> <li>- <i>Advised that the emergency tree work was carried out at a cost of £120 plus VAT. Three quotes were gained, and the chosen contractor was chosen based on customer service, recommendation and value.</i></li> <li>- <i>Sample tablet – to be carried over to September meeting</i></li> <li>- <i>Advised on ashes interment/bench issue where a bench has been placed before the interment has occurred. Clerk to write/contact the EROB owner to advise that unless the interment is booked and paid for, the bench will be removed and Clerk to give 28 days from date of letter. Clerk to action.</i></li> </ul>	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>
14.	<p><b>Groundworks, land and tree management</b> (including burial grounds and allotments)</p> <ul style="list-style-type: none"> <li>- Allotment Skip day – Allotment clearance day was a huge success with at least three ‘thank you’ received from plot owners. One large skip and a lot of wood were collected from the day.</li> <li>- NPC have 9 free plots (mix of full and half plots), and it was proposed to the council that whilst the parish has free plots, we can offer to those outside the parish with a subject to approval condition. Can offer to adjoining Parish’s who have a waiting list.</li> <li>- Memorial Field Hall Tree survey approved at a cost of £760 plus VAT by ATS Trees. Using ATS Trees services as they have carried out the tree surveys for other parish sites and NPC are happy with their work, and need consistency with the surveys. Clerk to book in asap – budget against General Reserves</li> <li>- 2019/2020 TA and payment update – losing two plots, and agreed for letter to go out to one plot to confirm that they need to leave in a good state.</li> <li>- Queens Head (new ownership) and Village Green (bench and trough is NPC property). Clerk to meet, introduce NPC and speak about Village Green. Report back at next meeting.</li> </ul>	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>
15.	<b>Events (public) and meetings of Outside Bodies</b> (other than transport groups)	
18.	<p><b>Councillor surgeries and monthly news article</b></p> <ul style="list-style-type: none"> <li>• 14<sup>th</sup> September – Cllr Hall and Cllr Clarke (Cllr Johnson on standby)</li> <li>• Link Stuffing – Cllr Hall, Cllr Mowatt and Cllr Clarke.</li> </ul>	<p>SH/JJ/JC</p> <p>SH/RM/JC</p>
19.	<p><b>Training</b> (and conferences).</p> <p>October - Clerk and Assistant Clerk Cemetery Training – £340 fully approved</p>	NC

	October – Cllr Holborn, Cllr Clarke and Cllr Dadswell – New Councillor Training	
20.	<b>Payment(s)</b> 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 £10,484.66 (VAT inclusive). Clerk to dispense payments.	NC
21.	<b>Any other business the chairperson is of the opinion should be considered a the meeting as a matter of urgency</b> N/A	
22.	<b>Notification of business for inclusion on the next agenda</b>	
23.	<b>Next meeting date(s)</b> Cllrs noted that the Council's next meeting would take place on 4 <sup>th</sup> September 2019 at Memorial Hall, High Street, Nutfield, Surrey at 7.30pm.	ALL
24.	<b>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</b> Nothing discussed under this item.	

## **Appendix 1 – Working Groups**

*(Amended July 3<sup>rd</sup> 2019)*

<b><i>Working Group</i></b>	<b><i>Tasks and projects</i></b>	<b><i>Members</i></b> <i>(Heads <u>underlined</u>)</i>
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>Jon</u> , Dean 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**

## NUTTFIELD PARKER COUNCIL

### Substrate of Payments

[illegible]

Ref. (author, year)	Study design	Study location	Study period	Study population	Study objectives
1. Smith et al. (2015)	Retrospective cohort study	USA	2000-2010	10,000 participants	Investigate the association between smoking and lung cancer risk.
2. Jones et al. (2016)	Case-control study	UK	2005-2012	5,000 cases and 5,000 controls	Examine the impact of diet on the development of heart disease.
3. Brown et al. (2017)	Prospective cohort study	Canada	2008-2015	15,000 participants	Assess the relationship between physical activity and mental health outcomes.
4. White et al. (2018)	Randomized controlled trial	Australia	2010-2017	2,000 participants	Evaluate the effectiveness of a new drug for treating hypertension.
5. Black et al. (2019)	Systematic review	Global	1990-2018	Not applicable	Summarize the evidence on the effectiveness of various educational interventions.

Signed \_\_\_\_\_ Date 14th August 2013

Only through such a process can the Church be transformed into a truly Christian, Church in Southern Africa Church.

Signed \_\_\_\_\_  
Parish Councilor Parish Council Ward 1

Signature: \_\_\_\_\_  
 Parish Council: Parish Council: \_\_\_\_\_