



Nutfield Parish Council Minutes
Memorial Hall, High Street, Nutfield, Surrey
4th September 2019
 Meeting opened at **7:30pm** and closed at **9.59pm**.

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

Councillors (Cllrs) present:

Cllr John Johnson (Chairman)
 Cllr Stephen Hall (Vice-Chairman)
 Cllr Jon Dadswell
 Cllr Aled Duggan
 Cllr Amanda Earl
 Cllr Sue Ford
 Cllr Dean Holborn
 Cllr Rigel Mowatt

Apologies:

Cllr John Clarke

Attending:

4 visitors
 Cllr Thorn
 Cllr Vickers

Apologies

Cllr Black

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 Clarke.	
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. All Councillors present declared an interest in Item 13 – as Trustees to the Charles Moore Trust. Given that all Councillors are named Trustees, the Council agrees to Member dispensations to enable the Council to undertake its duties i.e. to properly consider a request for a Grant from the Charles Moore Trust Charity.	
4.	Public Session <ul style="list-style-type: none"> - Duncan Mallison attended as representative of the Reigate and Redhill District Rail Users Group. He updated the council on the current situation of the Nutfield Rail link. Overall, in general, the service has improved, yet the loss of the direct link is still an issue. He advised that in 2021 the franchise would be renewed, so this is a key date for the council to be aware of. The Council would like to thank Mr Mallison for his time in updating the council. - Liz Ramsey attended on behalf of the Tree Wardens and had circulated a proposal to the council in relation to the Jubilee Fields 	

	<p>(which the Parish Council own). Summary of the proposal: Along with the Woodland Trust, create a mini woodland in the field via the National Woodland Trust tree scheme (where you can apply for up to 420 trees (approx. 1 acre)) for Nutfield to assist in countering climate change. Possibility to go larger with the relevant funding. The costs involved would be maintenance costs for 7 years (as the woodland would need to be kept weed free), access, path maintenance (if necessary) and ongoing tree surveys and maintenance. Cllr Johnson advised of the already high costs of the loans of the Jubilee fields. This will be placed on the October NPC meeting agenda.</p> <ul style="list-style-type: none"> - Parishioner advised of overgrowth from Kings Mead to Netherleigh Park (in particular Bower Hill Close/Kings Cross Lane corner) and Mid Street to Station Approach North. Also noted sign outside Netherleigh Park/Kings Cross Lane that is rusting. Cllr Hall advised that the sign has already been reported, but Surrey County Council (SCC) advised that it has been looked at and deemed as safe. The Clerk will look at the other paths, and see if they are suitable paths for the Village Gardener to look at. - Parishioner enquired again regarding the annual Aerodrome meeting (last one took place October 2018). Cllr Johnson had emailed asking for this on 19th August, but had no reply. Cllr Johnson to ask again. At least 6 weeks' notice is required in order to advertise the meeting and add to the Link. 	<p>NC</p> <p>NC</p> <p>JJ</p>
5.	<p>Report from County & District Councillors Cllr Thorn</p> <ul style="list-style-type: none"> - Discussed Grit bins, possible Defibrillator grant, repainting of the layby 'keep clear' painted signage, layby kerbing replacement. Advised Cllr Thorn of the pavement outside the Crown Vets on the A25 that is need of replacement/repair. <p>Cllr Vickers</p> <ul style="list-style-type: none"> - Advised that she has asked that if the two planning applications (2018/2478 - Land at Kings Cross Lane, South Nutfield and 2019/961 34 Kings Cross Lane, South) are likely to be approved, that they go to committee. - Community Services Committee meeting has been postponed to October so a discussion on bins in the District can take place. - Local Plan Inspector has set the timetable for local plan (Starting 8th October). - Advised on a new planning enforcement team is in place at Tandridge District Council. <p>Clerk advised on behalf of Cllr Black that the Clerk had found the owners and management company of the land in 'The Copse' and they are about to take an inspection of the area. The Clerk to keep Cllr Black informed accordingly.</p>	NC
6.	<p>Acceptance of Last Minutes The Clerk had prepared and circulated minutes of the meeting held on the 14th August 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.</p>	NC
7.	<p>Council Vacancy – Co-option There was full council approval to Co-opt Amanda Earl and Aled Duggan onto Nutfield Parish Council – Clerk gave them the appropriate paperwork for them to complete, advised of the email that will be set up for them and advised of training courses available. Nutfield Parish Council welcomes both Cllr Earl and Cllr Duggan to the council. Clerk advised we now are a full Council with no open seats.</p>	

	Agreed to bring Item 9.6 forward to after item 7 Standing orders suspended to allow Mike Garwood and Cllr Vickers to contribute.	
9.6	Reports from Clerk 6 – Other correspondence Report received on proposal for a conservation order. It was discussed in detail by the councillors. The councillors wanted to say a big thank you to Mike Garwood for his time in putting this document together as it must have taken a long time. Cllr Hall proposed that we accept the document and for NPC to submit, Cllr Mowatt seconded, and it was fully approved by all councillors. Councillors agreed for Carole Forrest to review the document and pull together the final submission. Clerk to contact Carole Forest accordingly.	NC
	Standing orders resumed.	
8.	Planning Applications There were no applications from TDC since the last Parish Council meeting. Nutfield Activity Park Log – The log was shared with the councillors prior to the meeting. Councillors agreed to carry out the recommendations as per indicated and Clerk to action. All fully agreed for the spend of £245 for the log creation by Carole Forrest. Noted – the Local Plan meeting on the 8 th October will be streamed. Clerk to find out more information on this and share with the NPC.	NC NC
9.	Reports from the Clerk 1. Litter and dog waste bin replacement – <i>The list of litter and dog waste bins had been shared by the Clerk prior to the meeting. It was fully agreed that NPC recommendations are - no reductions (as we have bare minimum as it is), no location changes, happy with the three designs, and the main concern by NPC is that the cemetery layby require at least the 4 bins and request four bigger bins, as they are constantly full and overflowing. Clerk to report back accordingly.</i> 2. <i>Mid Street Key – Clerk advised that TDC advised that the key is a FB5 key, and a set will be ready for NPC shortly. Agreed to hold key at Holborns shop which is open 7 days a week until 7.30pm. Clerk to investigate further.</i> 3. <i>NP Maintenance work – Clerk had advised that she was happy with the maintenance work of Struds Maintenance. Councillors discussed and agreed that Struds Maintenance is to be a listed supplier for maintenance work.</i> 4. <i>Memorial Hall Correspondence –</i> <i>A - Correspondence from parishioner in relation to the Memorial lower car park and anti-social behaviour. The Anti-social Behaviour will be noted at the next PSCO meeting in September.</i> <i>B – Ongoing correspondence with parishioner in relation to the Memorial Hall lower car park and issues with silt build up. Councillors wish to meet and discuss with parishioner. Clerk to organise a mutually agreeable date.</i> <i>C – Email in relation to the Memorial Hall hedge, bank and tree. Passed response to Cllr Johnson (on behalf of the Charles Moore Trust).</i> 5. <i>External Audit – Clerk advised the she had received approval of external audit 2018/2019 from PKF Littlejohn. On noticeboard and website.</i> 6. <i>Other correspondence</i> - <i>Clerk advised that the NPC post box was ready to be installed at the front of the Village Hall. Cllr Johnson to put up. Once installed, clerk to change official address of NPC to the Village Hall.</i>	NC NC NC NC/JJ JJ

	<ul style="list-style-type: none"> - Cllr Johnson to chase on Redhill Aerodrome public meeting as no response had from the email in August (as per public meeting discussion). - Open Strategy Meeting details/request from TDC had been shared with councillors and dates proposed. Cllr Hall, Cllr Ford and Cllr Mowatt agreed to meet on the 19th September. Clerk to arrange accordingly with TDC. 	NC
10.	Local Transport Sam Gyimah, CAA, Gatwick, Heathrow, NCS and NPC (regarding route 3) - 11 th July review Cllr Johnson advised that the meeting was interesting, they listened to NPC's point of view but not sure any action would come from it.	
11.	Finance <ol style="list-style-type: none"> 1. The Clerk confirmed the total reserve bank balance of £169,617.20 (of which £84,598.68 CIL money is included in this – this is ring-fenced) and current bank balance £200. Clerk presented the bank reconciliation (July 2019) to the Chairman (Cllr Johnson) for signing – Cllr Johnson signed. 2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £20,000, income: £16,128.00 and expenditure: £8,586.18 3. SES Water payments for year (from September 2019) are: £3 Cemetery and £13 Allotment. 4. Lloyds update – CIL cheque (£84,598.68) presented to move to Lloyds account. 5. Timeframe for 2019/2020 budget. Clerk going on training next week, details/timing to follow. 6. Community and Highways SCC project fund. Nothing more to discuss at this stage. 	NC
12.	Police Update Meeting to be changed due to one councillor not being able to attend. Clerk to change accordingly. Meeting agenda to include HMO house, Parking including Kings Cross Lane, Anti-Social Behaviours, catapulting. It was agreed by councillors: a) - to ask Cllr Vickers to who is ultimately responsible for the HMO house and b) - for NPC to write to Optivio and Cllr Hall to draft a letter.	NC SH/NC
13.	Grant Applications <i>Grant received from Charles Moore Trust (CMT) for Tree Survey at Memorial Hall playing field for £780. It was discussed in detail and approved, as for insurance purposes, the trees need a survey, and the last one was 2013, and the current CMT funds do not allow for the tree survey to take place. It was agreed by all for NPC to carry out the tree survey (Budget from General reserves). Clerk to action and book in.</i> <i>Note - Given that all Members are named Trustees the Council agrees to Member dispensations to enable the Council to undertake its duties i.e. to properly consider a request for a Grant from the Charles Moore Trust Charity</i>	NC
14.	Working Groups <u>Communications</u> <ul style="list-style-type: none"> - SharePoint – all Councillors are happy with the SharePoint set up. Clerk to investigate 365 back up options. - Clerk had shared the costs to add two additional email addresses to the 365 package. The cost of an additional £9 a month was fully agreed by all. 	NC NC

	<p><u>Staffing</u> Project Coordinator role – on hold</p> <p><u>Highways</u> – No report received. Clerk to speak with Highway administrator.</p> <p><u>Cemetery</u> – Cemetery report was circulated to councillors prior to the meeting and fully agreed.</p> <ul style="list-style-type: none"> - Discussed and agreed for stumps to be removed by DH Tree Services at a cost of £200 plus VAT. - Cllr Hall updated Council to the 'cemetery gates' project which involves electricity installation. Clerk getting a meeting with UK Power Network Project Manager to gain a quote. 	<p>NC</p> <p>NC</p> <p>NC</p>
15.	<p>Groundworks, land and tree management (including burial grounds and allotments)</p> <ul style="list-style-type: none"> - Jubilee fields – The Jubilee fields history was explained to the new councillors, including the loans and maintenance costs involved. <p>Clerk updated councillors that she had visited the Queens Head public house to meet the new owners. Subsequently they are happy to mow the lawn, flower/tend the trough, and are aware that the tree, bench and trough are the property of NPC, and that the tree has a Tree Preservation Order (TPO) on it.</p>	
16.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>Village Hall Meetings – 10th September 7.30pm</p> <p>TAG – 26th September Cllr Ford</p> <p>RACC – 18th September Cllr Johnson</p> <p>NHW Annual meeting – 19th September Cllr Dadswell</p> <p>Plane Wrong – move to October meeting to discuss further.</p>	<p>?</p> <p>SF</p> <p>JJ</p> <p>JD</p>
17.	<p>Councillor surgeries and monthly news article</p> <ul style="list-style-type: none"> • 14th September – Cllr Hall and Cllr Clarke (Cllr Johnson on standby) • Link Article – New Councillors, basketball court update, change of Parish Council office address, surgery date, cemetery request for people to keep our records up to date by changing address. 	SH/JJ/JC
18.	<p>Training (and conferences).</p> <p>Clerk presented the following additional training courses for the Clerk (Surrey ALC AGM & Autumn Conference, Clerks Technical Networking Day and Clerks Networking Day) – additional spend of £260 for the training budget approved by all (to come from general reserves).</p> <p>October – Cllr Earl and Cllr Duggan– New Councillor Training agreed. Clerk to book.</p>	<p>NC</p> <p>NC</p>
19.	<p>Payment(s)</p> <p>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 £5,442.70 (VAT inclusive) plus transfer of £84,598.68 CIL money to Lloyds account. Clerk to dispense payments.</p>	NC
20.	<p>Any other business the chairperson is of the opinion should be considered a the meeting as a matter of urgency</p> <p>N/A</p>	
21.	<p>Notification of business for inclusion on the next agenda</p>	
22.	<p>Next meeting date(s)</p> <p>Cllrs noted that the Council's next meeting would take place on 2nd October 2019 at Nutfield Village Hall, Mid Street, South Nutfield, RH1 4JJ at 7.30pm.</p>	ALL

23.	Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960: One item discussed.	
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Appendix 1 – Working Groups

(Amended July 3rd 2019)

Working Group	Tasks and projects	Members <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	Rigel, John C and Jon
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Appendix 2 – Schedule of Payments

NUTFIELD PARISH COUNCIL											
Chq No.	Ref	Supplier	Payee	Date of invoice	VAT Number	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
001552	269	42	Tandridge District Council	14/07/2019	N/A	£ 125.00	0%	£ 125.00	£0.00	Unrecovered 2019 election	
001553	270	25	Mrs C.A. Crutfield	31/07/2019	N/A	£ 245.00	0%	£ 245.00	£0.00	Nutfield Green Activity Park	
001554	271	5	The Groundsman Ltd	31/08/2019	267075491	£ 520.00	20%	£ 624.00	£104.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (August 2019)	
001555	272	40	Insured Fire	31/08/2019	N/A	£ 60.00	0%	£ 60.00	£0.00	Village Gorse	
001556	273		Nutfield Parish Council	N/A	N/A	£ 84,596.68	0%	£ 84,596.68	£0.00	CL MOVEMENT - NOT A PAYMENT	
001557	274	28	Nicky Chiswick	N/A	N/A	xxx	0%	xxx	xxx	Clerk's salary (August 2019)	
001558	275		Nicky Chiswick	N/A	N/A	£ 757.18	0%	£ 757.18	£0.00	Expenses claimed by the Clerk (August 2019)	
001559	276	27	Sarah Atkinson	N/A	N/A	xxx	0%	xxx	xxx	Assistant Clerk Salary (August 2019)	
001560	277		Sarah Atkinson	N/A	N/A	£ 39.17	0%	£ 39.17	£0.00	Expenses claimed by the Assistant Clerk (August 2019)	
001561	278	43	Jo Glynned	N/A	N/A	xxx	0%	xxx	xxx	Highways report salary (August 2019)	
001562	279	44	Jara Pollock	N/A	N/A	xxx	0%	xxx	xxx	Nick Clerk Salary (August 2019)	
001563	280	30	HM Revenue and Customs	N/A	N/A	£ 487.71	0%	£ 487.71	£0.00	STATE and Clerk SA MCS (August 2019)	
001564	281		Jara Pollock	N/A	N/A	£ 2.76	0%	£ 2.76	£0.00	Expenses claimed by the N/A Clerk (August 2019)	
001565	282	41	Blue Pearl Design	N/A	N/A	£ 60.00	0%	£ 60.00	£0.00	Website maintenance	
001566	283	38	15541C Limited	01/09/2019	167411408	£ 70.00	20%	£ 84.00	£14.00	Clerk's Budget planning training	
00*	283	31	National Employment Savings Trust (NES)	N/A	N/A	£ 142.12	0%	£ 142.12	£0.00	Pension - Employer and employees contributions August 2019	
00*	284	28	Steeptown Company Limited	01/09/2019	281782087	£ 54.80	20%	£ 65.76	£10.96	2019/2020 September	
00*	285	5	SE3 Business Winter	N/A	N/A	£ 3.00	0%	£ 3.00	£0.00	Monthly water charges - cemetery	
00*	286	1	SE3 Business Winter	N/A	N/A	£ 13.00	0%	£ 13.00	£0.00	Monthly water charges - allotments	
00*	287	29	EE	11/08/2019	245718348	£ 52.46	20%	£ 62.95	£10.49	Telephone Bill	
			Total - not including CB, unrecovered			£ 5,442.39		£ 5,442.39	£ 136.45		
*Agreed at meeting on 20/02/2020											
Signed: _____ Date: 4th September 2019											
Nicky Chiswick, Clerk to Nutfield Parish Council											
Signed: _____ Parish Councilor Parish Councillor 1											
Signed: _____ Parish Councilor Parish Councillor 2											

Total: 4th September 2019

Signed: _____
Nicky Chiswick, Clerk to Nutfield Parish Council

Signed: _____
Parish Councillor Parish Councillor 2

Signed: _____
Parish Councillor Parish Councillor 1