



Nutfield Parish Council Minutes

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

2nd October 2019

Meeting opened at 7:30 pm and closed at 10.29 pm.

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

Councillors (Cllrs) present:

Cllr Stephen Hall (Chairman)
Cllr John Clarke
Cllr Jon Dadswell
Cllr Aled Duggan
Cllr Amanda Earl
Cllr Sue Ford
Cllr Rigel Mowatt (Vice Chair)

Apologies:

Cllr Dean Holborn

Attending:

1 visitor
Cllr Black
Cllr Elias
Cllr Vickers

Apologies

In attendance: Nicky Chiswick (NC), Clerk

1.	The Vice Chair to open the meeting Cllr Hall opened the meeting.	
2.	Councillor apologies for absence. Apologies received from Cllr Holborn.	
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 - Nothing.	
5.	Report from County & District Councillors Cllr Vickers <ul style="list-style-type: none"> - Advised that planning appeal: 1 The Paddocks (TA/2018/840) has been submitted and a planning application for 2 The Paddocks (2019/1524) has also been submitted. Clerk advised that no extension was given by planning officer in charge. Planning application (2019/1682) was also discussed. The Councillors will discuss these later under Item 8 and 20. - Residents bin replacement roll out to take place area by area from 18th October until December. TDC will take away old bins if required. The bin replacement project has been led by a Health and Safety initiative. - Local Plan Inspector has set the timetable for local plan (Starting 8th October). - Advised that she had a meeting with SCC highways and Cllr Thorn to mark out 'essential highway work'. The limited areas have been marked out and will be rectified shortly. Cllr Black	

	<ul style="list-style-type: none"> - Thanked the Clerk for her help in sorting out land management at South Station Approach. The Management Company and Agents have the information and are working through this. <p>Cllr Elias</p> <ul style="list-style-type: none"> - Advised on a new 'Planning Enforcement' protocol that has been approved by Tandridge District Council with immediate effect. 	
6.	<p>Acceptance of Last Minutes</p> <p>The Clerk had prepared, and circulated minutes of the meeting held on the 4th September 2019. Cllrs approved these minutes' and the Vice-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>To Elect Chairman of the Council</p> <p>Due to Cllr Johnson stepping down from Nutfield Parish Council since last meeting, NPC have a Chairman Vacancy. The Vice-Chair called for nominations for Chair. Cllr Hall proposed, seconded by Cllr Clarke that Cllr Hall be elected to the Office of Chairman. There were no other nominations. Approval was unanimous and Cllr Hall was duly elected.</p> <p>Subsequently the Chair called for nominations for Vice Chair. Cllr Mowatt proposed, seconded by Cllr Ford that Cllr Mowatt be elected to the Office of Vice-Chair. There were no other nominations. Approval was unanimous and Cllr Mowatt was duly elected.</p> <p>Clerk gave them both the appropriate paperwork to complete. Clerk advised that NPC have one seat and she will talk to Tandridge District Council (TDC) for next steps.</p>	NC NC
8.	<p>Planning Applications</p> <p>There were no applications and one appeal from TDC since the last Parish Council meeting.</p> <p><u>Appeal Received.</u> Plot 1, The Paddocks, Crab Hill lane, South Nutfield, RH1 5PG (TA/2018/840). Ref APP/M3645/W/19/3235693</p> <p>The appeal was discussed by councillors in great detail. It was proposed and agreed for Carole Forrest to review this application plus applications in Item 20. Cost of £150 was agreed by all. It was also agreed for review and approval of the document (received from Carole Forrest) to take place by email approval via the Clerk.</p> <p><u>Nutfield Activity Park Log</u> – Clerk working through actions. Nothing to report at this stage.</p> <p>Councillor Ford highlighted a planning application in relation to JJ Franks and lorry capacity increase (that has no Parish linked to it), so therefore NPC has not been made aware of the notification. Clerk to speak with Cllr Vickers and Bletchingley Parish Council to find more information.</p>	NC NC NC
9.	<p>Reports from the Clerk</p> <ol style="list-style-type: none"> 1. TDC Paper Plans Delivery Proposal – <i>The Clerk presented the proposal for costs to receive printed planning papers. It was agreed that NPC do not need printed papers. Clerk to respond accordingly.</i> 2. <i>Memorial Hall Correspondence - Clerk has received several emails from one Parishioner with regards to: a tree, anti -social behaviour and height restrictor barrier. Plus; email received from another parishioner on the state of the lower car park. Fully agreed for the Clerk to respond with: Tree Survey recently taken place and will action accordingly as per tree survey, The Anti-social Behaviour will be noted at the next PSCO meeting in October, height restrictor barrier requirement being looked at</i> 	NC NC

	<p>and quotes being gained for clearing the lower car park. See point 7 for clarity.</p> <p>3. Memorial Hall Defibrillator Update – Clerk updated Council to the meeting she had with a member of the Memorial Hall Trust on the Defibrillator. It was agreed for Clerk to complete the Surrey County Council Members Communication Allocation Grant, and if Grant received, for NPC to gift the Defibrillator to Memorial Hall Trust. Noted that NPC was offered a second-hand unit, but it was agreed to purchase a new one due to the nature of the item. The item will be Memorial Hall Trust asset. It was also agreed to ask Memorial Trust to install the item. The Clerk to liaise and arrange accordingly.</p> <p>4. Poppies and Cemetery Wreath Plans for 10th November – Cllr Hall updated councillors to Remembrance Day procedures and confirmed the timing as 9.20 am to arrive at cemetery, 9.30 am Cemetery wreath laying by Cllr Hall, 10.15 at the Memorial with wreath laying by Cllr Dadswell. Followed by the church service at 10.50. All councillors are invited.</p> <p>5. Approval of new Henry Smith Charity Trustee required. Cllr Hall updated new councillors to the work on Henry Smith Charity (dispensing funds to people in parish to those in financial need) – Clerk updated the new councillors on the procedure to agree new Trustee for Henry Smith Charity. New trustee was approved by all. Clerk to advise accordingly.</p> <p>6. Redhill Aerodrome Conservation Order. Document from Carole Forrest was shared with the councillors prior to the meeting. Fee of £112.50 was agreed by all. Discussed and agreed to send report and document to Keep Redhill Aerodrome Green (KRAG) and to Salfords and Sidlow Parish Council. To also send Carols report to Parishioner who created report.</p> <p>7. Charles Maw Trust (CMT) Communication. Communication received from Charles Maw Trust to ask for NPC's help in running the charity. It was proposed to full council that Nutfield Parish Council gift the Clerk's time to cover the Charles Maw Trust administrative work (accounts/finance, minute the meetings and carry out project work). These hours will be above the Clerks NPC hours and presented to Council and Charles Maw Trust on a quarterly basis and officially recorded on timesheet. Discussed and fully approved by all Councillors. CMT Meeting to take place one a quarter moving forward separate from NPC meetings.</p> <p>With regards to Memorial Hall correspondence that the Clerk has received in relation to bank work, tree pruning and curtilage, Clerk to advise that bank work will be carried out, advise on tree survey response and curtilage to be on CMT's next agenda, not for NPC agenda.</p> <p>8. Other correspondence</p> <ul style="list-style-type: none"> - Tandridge District Council Polling Stations – Clerk confirmed that Memorial Hall will be used as an additional polling station alongside the Village Hall. - A kissing gate request from East Surrey Walkers. Clerk to look at the partial kissing gate that NPC already own, and to advise ESW to apply for Grant as a form of funding for the new gate. Clerk to also check with ESW that it is possible to have three Kissing gates in a row. - Website Accessibility – Clerk advised of new legislation coming into force in September 2020 that in essence ensures that all websites are accessible to all (can change font size, colours etc). A review will need to take place on our current website. Clerk to find out more information. 	<p>NC</p> <p>ALL</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>
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10.	Local Transport <i>Redhill Aerodrome Consultative Committee (RACC) - discussed and proposed to ask John Johnson to continue to represent NPC on the RACC committee and attend meetings on our behalf and report back accordingly. To also ask John Johnson to assist with Gatwick and Heathrow consultations. Clerk to approach John Johnson on behalf of the council.</i>	NC
11.	Finance <ol style="list-style-type: none"> 1. The Clerk confirmed the total reserve bank balance of £76,085.96 and current bank balance £200. £84,598.68 CIL money in Lloyds account (Note that Clerk is trying to set up bank statements to be posted – work in progress). Clerk presented the bank reconciliation (August 2019) to the Chairman (Cllr Hall) for signing – Cllr Hall signed. Clerk also noted that NPC have CIL money incoming in October (£749.52 from TA/2018/514 – Kings Cross Lane, plus £1887.10 from TA/2018/1072 – Little Hundith) 2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £20,000, income: £21,495 and expenditure: £11,387. Noted there is approx. £10,000 in invoices that are expected to be paid over next 4 weeks. 3. Lloyds update – CIL cheque (£84,598.68) cleared into Lloyds account 4. Precept – payment to be made in October (£30,385) 5. Budget – postponed to next meeting 6. Fairalls Account – presented to open NPC Fairalls account. Fully approved and Clerk to action 	NC NC
12.	Police Update Date and Agenda confirmed (14 th October @ 10am). Clerk to update and send to all relevant parties. Cllr Dadswell updated council on the Neighbour Hood Watch meeting. Useful meeting where Inspector Dan Gutierrez (TDC Borough Commander) presented on: Big Crime, CCTV licences etc. Cllr Dadswell spoke directly with Insp Gutierrez.	NC
13.	Grant Applications Grant application for £1000 received from 'Us in a Bus' for 30 year celebration of the charity. It was discussed in detail and felt that £1500 for a celebration was a high figure but noted that 5 Nutfield Residents use 'Us in a Bus'. After discussions, it was put to vote to offer the following 1/ 100% of grant request, 2/ 50% of grant request, 3/ 25% of grant request, or 4/ 0% of grant request. Option 3 received 6 votes and option 4 received 1 vote. Therefore, NPC to offer a quarter of the application (£250) towards the celebration. Clerk to ask if other parishes/councils have been approached to assist. Clerk to action and arrange for cheque to be raised at the next meeting.	NC
14.	Working Groups Discussion took place on current working groups and new working groups are set as per Appendix 1. Training that is on offer to councillors was shared at this point (planning and finance). <u>Communications</u> 365 back up options – Clerk investigating a free back up option, but our 365 package does not allow for this, so more investigation required. <u>Staffing</u> *Clerk advised of the emergency 20 hours overtime requirement (due to cemetery open day). Clerk advised that overtime was approved by Chairman (Cllr Johnson) in order for parish council business to continue. All approved. *Councillors approved the Assistant Clerk's appraisal that was shared with Councillors prior to the meeting.	NC

	<p><i>*Councillors approved the Assistant Clerk's Salary review that was shared with Councillors prior to the meeting with back payment to 3rd June 2019, along with a pro-rated Home Working allowance effective from next payroll.</i></p> <p><i>*Clerk to formalise with the Assistant Clerk</i></p> <p><u>Highways</u> – A limited highways report received.</p> <p><u>Finance</u> – Updated Financial Regulations that were shared prior to the meeting were fully approved. Clerk to upload onto website.</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"> - Updated council on the recent minor cemetery vandalism and burglary. Clerk advised of the emergency spend that was required for replacement chain and two locks. Clerk advised that this was approved by Chairman (Cllr Johnson) in order for Parish Council to secure its assets and for business to continue. - Clerk presented the rationale behind the need for warm and waterproof coats for Clerk and Assistant Clerk for cemetery work. Spend of up to £140 was agreed by all. 	<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"> a) Councillor's Hall, Mowatt Ford attended the Open Strategy Meeting at TDC on behalf of NPC on the 19th September. The meeting was a fact-finding session for TDC. NPC were provided with a large parish map. No further action from NPC at this stage. b) A repeat request from Allotment holder for deer fencing. As per point c, to investigate through the Allotment Society once NPC are members. c) Allotment Society – details shared with councillors prior to meeting. Annual membership of £55 plus VAT agreed unanimously. Clerk to action. d) It was noted that for tree works, the Clerk to gain quotes that were for all future tree work in the Parish, and the successful company would be the one on the Nutfield Parish Supplier list. 	<p>NC</p> <p>NC</p>
16.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>TAG meeting – Cllr Ford attended</p> <p>Plane Wrong – Clerk to ask John Johnson if he can attend on behalf of NPC. Clerk to ask.</p> <p>Discover Gatwick – Clerk to attend November date.</p>	<p>NC</p> <p>NC</p>
17.	<p>Councillor surgeries and monthly news article</p> <ul style="list-style-type: none"> • November Surgery cancelled due to lack of attendance at surgeries over the year. New format to be discussed at January meeting 2020. • Link Article – New Councillors, Cemetery open day update, bin replacement 	<p>SH</p>
18.	<p>Training (and conferences).</p> <p>Clerk offered Cllr Dadswell and Cllr Clarke Council Finance and Planning training – Clerk to give details/dates and then book accordingly.</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 totalled £11,493.69 (VAT inclusive). Clerk to dispense payments.</p>	<p>NC</p>
20.	<p>Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency</p>	

	<p>Planning Application - 2019/1524 - 2 The Paddocks, Crab Hill Lane, South Nutfield RH1 5PG and Planning Application – 2019/1584 - Land off Green Lane, Outwood, Redhill RH1 5QR.</p> <p>Discussed and agreed for both planning applications to go to Carole Forrest for her review. Clerk to action.</p> <p>Planning Application - 2019/1682 - Site adjacent to 9 Mid Street, Mid Street, South Nutfield RH1 4JU. No time extension given to NPC to add to November meeting. After listening to Cllr Vickers highlighting this planning application in item 2, councillors agreed to review online comments and NPC object backing these comments and to be agreed via email.</p>	<p>NC</p> <p>NC</p>
21.	<p>Notification of business for inclusion on the next agenda</p> <p>Jubilee Field tree planting proposal</p>	
22.	<p>Next meeting date(s)</p> <p>Cllrs noted that the Council's next meeting would take place on 6th November 2019 at Memorial Hall, High Street, Nutfield, Surrey at 7.30 pm.</p>	ALL
23.	<p>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</p> <p>One item discussed.</p>	

Appendix 1 – Working Groups

(Amended October 2nd 2019)

<i>Working Group</i>	<i>Tasks and projects</i>	<i>Members</i> <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>Amanda</u> , Stephen and Nicky
Community	Fly grazing (Council land), Crime Prevention measures, and support to vulnerable people.	<u>Jon</u> and Dean
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	<u>Rigel</u> , John, Jon 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> , Aled 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).	<u>Dean</u> , Aled, Sarah and Nicky
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt. Local Plan	<u>John</u> , Rigel and Jon
Staffing	Appraisals, contracts, pensions, well-being issues, HR policies.	<u>Stephen</u> , Jon and Nicky
Transport	All matters relating to airfields and airports including consultations, local railways.	??, Steve Hanks and Duncan Mallison
Charities/Trust/Grant	CMT, MHT, grant opportunities	<u>Rigel</u> and Amanda

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