

Nutfield Parish Council Minutes

Memorial Hall, High Street, Nutfield, Surrey 6th November 2019

Meeting opened at 7:30 pm and closed at 9.51 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 Sue Ford
Cllr Rigel Mowatt (Vice Chair)
Cllr Ian Reeve

Apologies:Attending:Cllr Amanda Earl2 visitorsCllr Dean HolbornCllr Elias

Apologies Cllr Black Cllr Vickers

In attendance: Nicky Chiswick (NC), Clerk Sarah Abellan (SA). Assistant Clerk

1.	The Chair to open the meeting	
	Cllr Hall opened the meeting.	
2.	Councillor apologies for absence.	
	Apologies received from Cllr Holborn and Cllr Earl.	
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	
	 Parishioner asked if Nutfield Parish Council had heard anything in regards to a Redhill Aerodrome Public Meeting. Clerk advised that she had chased in the autumn, and would email the Aerodrome Manager again accordingly. A member of the Conservation Society updated the council on the recent Local Plan review opening day. She advised NPC on certain themes of the meeting (where Redhill Aerodrome was mentioned and in what context, the lack of cooperation between Reigate and Banstead Borough Council and Tandridge District Council, Nutfield as a Tier 3 settlement was questioned by many of the Barristers and employment). The next session has been postponed to w/c 25th November due to a family bereavement of the inspector. The Council thanked her for her time and for updating them. 	NC
5.	Report from County & District Councillors	
	Cllr Elias	
	 Confirmed what had been advised by the conservation society on 	
	the Local Plan. Added that the inspector had made it clear at the	
	beginning that he was there to look at the plan, not look at other alternative sites.	

6.	Acceptance of Last Minutes The Clerk had prepared, and circulated minutes of the meeting held on the 2 nd October 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.	Council Vacancy – Co-option NPC had been advised by Tandridge District Council that they had not received any applications for a by-election and have had one interested person to sit on the Council. Cllr Hall interviewed Ian Reeve and proposed for him to co-opt onto the Council. All Councillors were in agreement.	
	Subsequently Ian Reeve was co-opted onto the council, the Clerk gave him the appropriate paperwork to complete. NPC welcome Cllr Reeve back onto the council.	
8.	Planning Applications There were 2 applications from TDC since the last Parish Council meeting.	
	2019/1754. 1 Hunters Gate, Nutfield RH1 4HT. Single storey side extension Comment – No objections	NC
	2019/1880. Hillside Cottage, Coopers Hill Road, Nutfield RH1 4HX. Certificates of lawfulness of proposed works to a listed building Comment – No objections	NC
	Confirm and update council on responses that were submitted for:	
	TA2019/1584 - Land Off Green Lane - NPC response submitted	
	APPEAL LETTER – <u>TA/2018/840</u> (withdrawn) – Appeal withdrawn so no submission by NPC	
	2019/1524 - 2 The Paddocks, Crab Hill Lane, South Nutfield RH1 5PG (withdrawn). This application has been resubmitted, so fully agreed by council to ask Carole Forrest to review and agreed spend of up to £100 for the review. Agreed for document to be approved via email once Clerk has received.	NC
	JJ Franks – nothing further in regards to the scoping request/planning application. Clerk to ask both JJ Franks and Biffa for recent lorry movements.	NC
9.	Reports from the Clerk Introduced Sarah Abellan (Assistant Clerk) to all councillors and everyone took the time to introduce themselves. 1. Invitation to Discover Gatwick 2019/20 – The Clerk advised that both dates were fully booked and she was on a waiting list. Nothing further to action at the moment on this. 2. Memorial Hall Correspondence – Clerk noted that NPC had received	NC
	 annual rent from Memorial Hall. Clerk to file. 3. Memorial Hall Defibrillator Update – Clerk has submitted 'Members Community Allocation' grant application for Defibrillator for Memorial Hall. Clerk will update as and when further news comes. 4. Internal half audit – Clerk confirmed half yearly (2019/2020) internal 	NC
	 audit is taking place on Thursday 14th November. 5. Equipment purchase update – Clerk advised and had shared the £300 spent on various pieces of Council equipment over 1 year. Agreed for another £200 budget for use on equipment. 	
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	6. 2020 Meeting dates – dates proposed to council (in theory 1 st Wednesday of each month except August date moving to 11 th August). Plus Parish Assembly date to be set for 4 th April. All agreed and the	NC
	 Clerk to book rooms accordingly. Consultation on admission arrangements of Surrey's community and voluntary controlled schools for 2021. Discussed consultation and how/if it affects NPC. Cllr Duggan to look and review on behalf of NPC. Redhill Aerodrome Conservation Order. Salfords and Sidlow Parish 	AD
	Council responded saying thank you very much, and they have a parishioner that could help and link up with Mike Garwood. Mike Garwood responded and will continue to review the document.	NC
	9. Electoral Register Request – Discussed and Clerk to respond saying	NC
	 10. Drains – The Clerk has had a number of emails in regards to the drains and running water along Mid Street from Braes Mead going north up towards the A25. The history and the potential for an accident in the ice was discussed in great detail. Agreed that is a County Council responsibility, the Clerk is to contact Cllr Thorn to take further with Surrey County Council. 11. Other correspondence Email received from parishioner detailing issues with replacement buses and timetable. Email passed onto transport representative Mr Mallison. He advised that this will be taken to the next meeting with Southern Trains, but he also advised to always check the live timetable as the particular weekend in question there were engineering works. The Clerk thanked him for his assistance. Clerk shared the Metrobus '4Work Saver' initiative in regards to first 4 weeks bus travel to your new job. Clerk has shared on website and Facebook. Clerk advised of communication on a piece of land on Mid Street that has overhanging trees and the owner of the land is unknown. Clerk to try and locate owner via land registry and feedback to council. Clerk shared that Councillors have been invited to Nutfield Green 	NC NC NC ALL
	 Future event on 30th November at Christ Church Centre (10.30 to midday). SCC Highways Services Survey – Cllr Hall and Cllr Duggan to review and respond. Clerk to share on Website and Facebook. 	SH/AD
10.	 Redhill Aerodrome Consultative Committee (RACC) – John Johnson has agreed to represent NPC and report back. He attended and shared the minutes from September meeting and advised nothing for NPC to action. Next meeting January. Gatwick and Heathrow – John Johnson and Steve Hanks agreed to be NPC Heathrow and Gatwick Representative. Clerk advised that she had consolidated the Gatwick, Heathrow and plane related items/meetings in order to make it clearer for the council. Shared this with the council (GAL and noise management (meeting 3rd December), Route 3 update (meeting 29th November), Route 4 update (workshop 21st November), Gatwick Expansion (11th November – Steve Hanks attending)). John Johnson and Steve Hanks attending where possible. More work required to build up expertise within the current NPC. Cllr Mowat and Cllr Dadswell offered to shadow and learn more. Clerk to work with them on above meetings. GTR Passenger Benefit Fund Update – Clerk had been sent and had shared with the councillors, the list of shortlisted potential projects for all stations (including Nutfield). 	NC/RW/J D

	Public Aerodrome Meeting – as per public session, Clerk to chase. Transport for South Foot Consultation — Clirk Holl to chask the	NC
	 Transport for South East Consultation – Cllr Hall to check the relevance of this consultation and report back at December meeting as due date is not until January. 	SH
11.	1. The Clerk confirmed the total reserve bank balance of £109,734.62 and current bank balance £200. CIL money in Lloyds account is £84,591.18. CIL sheet to be updated by Clerk to reflect time left to spend current CIL money that has come in. Clerk presented the bank reconciliation (September 2019) to the Chairman (Cllr Hall) for signing	NC
	 Cllr Hall signed. Cemetery finances had been circulated previously to councillors. Summary: Budget: £20,000, income: £35,902 and expenditure: £13,342. 	
	 CIL – payment to be made in October (£2,636.62 - £749.52 from TA/2018/514 – Kings Cross Lane, plus £1887.10 from TA/2018/1072 – Little Hundith) 	
	4. Budget – Clerk shared Budget 2020/2021 with councillors. Timeframe confirmed as Cemetery Budget meeting taking place on 11 th November, Finance budget meeting taking place on 19 th November. Either for full approval at December or January meeting depending on questions and queries.	ALL
12.	 Police Update Date and Agenda confirmed (20th January 2020 @ 10am). Clerk to 	NC
13.	 update and send to all relevant parties. Police Meeting update – Notes on the meeting were shared to all councillors prior to meeting. CCTV – With increase in crime in the parish of Nutfield, the need for CCTV has increased. Community working group to look into the requirements further. Clerk to contact Smallfield and Bletchingley to speak with them on their experiences. Also Clerk to contact SSLAC for advice. Community Working Group to meet and report back. DDPO – Cllr Hall had emailed Cllr Vickers in relation to applying for Nutfield Parish to have a Designated Public Place Order. Waiting to hear back. Monitor things in the meantime. 	CWG NC
13.	Carry over to December meeting	
	Clerk advised that Cllr Holborn has all the insurance requirements.	DH
14.	Grant Applications None	
15.	Working Groups Discussion took place on current working groups and new working groups are set as per Appendix 1.	
	 Sos back up options – Clerk investigated in the free back up option, but our 365 package does not allow for this. Clerk spoke with a number of IT consultants and Veeam Back up is the best option. The costs were presented and it was asked for Clerk to find out more information to how many of the email addresses we need back up for and if this will still cover SharePoint. Clerk to investigate more and present at December meeting. Website accessibility regulation – September 2020. Ensuring websites are accessible to all (bigger, smaller, voice recognition, colour can all change). Clerk to find out more to check our current website is compliant. 	NC NC

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	 Norton annual charge of £40 agreed. Note – this covers the three Parish Laptops. Highways – A limited highways report received. Finance – Clerk updated the council on Lloyd's monthly fee, and her communication with our business manager advising that we were not made aware of any monthly charge at bank account set up. Lloyds have advised we have a reduced charge of £7.50 a month and we have been refunded the last two fees, but NPC will be charged a £7.50 fee per month moving forward. It was discussed and agreed that at this stage we have no choice but to pay the fee moving forward until we find an alternative. Cllr Clarke will write a complaint letter accordingly. Cemetery – No Cemetery report was circulated to councillors prior to the meeting 	JC
	 Clerk presented the compost hedge quote and Cllr Ford updated the new councillors to the issue with the current Yew Trees which have mostly died due to a number of reasons. As this is replacement work on the hedge (with labour FOC), the quote of £1549 (plus VAT) was agreed to go ahead by all councillors. The Clerk to confirm and book in the work. To come from Cemetery Maintenance Budget (Code 5). Clerk presented the side hedge quote. Cllr Reeve to review quote and gain two more estimates. 	NC
	 Domain name that links back to Nutfieldpc.com (www.nutfieldwoodlandburial.uk) for five years at £40 plus VAT 	IR
	agreed. Clerk to action Link advertising of £95 agreed. Clerk to action	NC
	- Cllr Hall updated council of electricity meeting and quote for the electricity to the Cemetery from UK Power. Cllr Hall looking at other	NC
	options and meeting with the owners of 1 Pimlico Cottages to discuss these. To report back at next council meeting.	SH
16.	Groundworks, land and tree management (including burial grounds and allotments) a) The council discussed the Jubilee field's proposal from the Tree Wardens. The Council think the idea is a good one, but the main concern was on the ongoing costs (to NPC) for 420 trees (weeding for 7 years, deer guards, future tree survey and work, path maintenance). Cllr Reeve to investigate these costs and bring to next meeting.	IR
17.	Events (public) and meetings of Outside Bodies (other than transport groups) Plane Wrong – Attended by John Johnson, advised to add info sheets to our website. Clerk to action.	NC
18.	Councillor surgeries and monthly news article Link Article – New Councillors, crime, highways, and anti-social behaviour. Clerk to gather photos for new year councillor article	SH NC
19.	Training (and conferences). Clerk advised that she was on a technical training day on the 7 th November Cllr Clarke and Dadswell planning training was cancelled due to lack of attendees. Cllr Mowatt to also attend planning when new training courses are released.	NC
20.	Payment(s)	
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	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.	NC
21.	Any other business the chairperson is of the opinion should be considered at the meeting as a matter of urgency Nothing	
22.	Notification of business for inclusion on the next agenda Budget 2020/2021 discussion/approval	
23.	Next meeting date(s) Cllrs noted that the Council's next meeting would take place on 4 th December 2019 at Nutfield Village Hall, Mid Street, South Nutfield, RH1 4JJ at 7.30 pm.	ALL
24.	Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:	

Appendix 1 – Working Groups

(Amended November 6th 2019)

Working Group	Tasks and projects	Members (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	Amanda, lan, Stephen and Nicky
Community	Fly grazing (Council land), Crime Prevention measures, and support to vulnerable people.	Jon, lan, and Dean
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	Rigel, 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.	Stephen, 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).	lan, Dean, Aled, Sarah and Nicky
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt. Local Plan	John, Rigel and Jon
Staffing	Appraisals, contracts, pensions, well-being issues, HR policies.	Stephen, 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	Rigel and Amanda

Appendix 2 - Schedule of Payments

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