



## Nutfield Parish Council

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### Minutes of the meeting held on 6 July 2016 at the Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ

#### Councillors (Cllrs) present:

Cllr Sue Renaut (Chair), Cllr David Cullen,  
Cllr David Dowden, Cllr Sue Ford,  
Cllr Paul Murray, Cllr Ian Reeve and  
Cllr Kent Sandiford.

#### Attending (all part):

3 visitors

Cody Prior, UK Power Networks  
County Cllr Helena Windsor  
District Cllr Tony Elias

Meeting opened at 7:39pm and closed at 10:43pm.

In attendance: Simon Bold, Clerk

1.	<b>Chairman to open the meeting</b> Cllr Renaut opened the meeting and introduced visitors including Cody Prior of UK Power Networks who had been invited to provide a presentation during the Public Session (item 4).	
2.	<b>Councillor apologies for absence.</b> Cllr John Johnson had provided apologies to the Clerk prior to the meeting.	
3.	<b>Code of Members' Conduct</b> The Clerk confirmed that no Cllr had made a change to their Cllrs' Notification of Disclosable Pecuniary & Other Interests Form since the last meeting. No Cllr declared any Disclosable Pecuniary Interests and 'Other Interests' in respect of any item on the agenda.	
4.	<b>Public Session</b> The subjects of the foul water discharge point on Kings Cross Lane and the cut-through at Kings Mead were raised. Cody Prior gave a brief presentation of the UK Power Networks initiative to identify and support the most vulnerable people in local communities so that, in the case of a power cut, immediate and appropriate support could be given. He invited the Parish Council to work in partnership with the aim of encouraging those people in need to register their interest. Cllrs to consider.	All
5.	<b>Report from County &amp; District Councillors</b> District Cllr Tony Elias reported that Tandridge District Council (TDC) would be consulting again on their Local Plan proposals, under Regulation 18, in the autumn. He encouraged everyone to participate particularly as it will include more detail than before. County Cllr Helena Windsor raised the poor local rail service including the implementation of a reduced timetable; a request she had received about yellow lines and the fact that she was seeking a commitment for gulley clearing around the Parish. In addition, County Cllr Windsor confirmed that she would raise a number of areas, where vegetation was encroaching on the Highway, with Surrey Highways Officers. In respect of the speed survey recently carried out on Mid Street, County Cllr Windsor expressed concern that the data collected may not be sufficient (according to highways policy) to justify the implementation of a speed	HW HW

	restriction. However, she would revisit the data and supply a copy to the Parish Council for consideration.	
6.	<b>Acceptance of last minutes</b> The Clerk had prepared and circulated minutes of the meetings held on the 1 June and 14 June 2016. Cllrs approved these minutes and the Chair signed both on behalf of the Council. The Clerk to arrange the display of these minutes on the Council's notice boards and website.	SB
7.	<b>Clerk's Report</b> The Clerk raised a number of issues which were considered by Cllrs as follows: a request to install a wooden bench in the Woodland Burial Area was accepted – the Clerk to advise the applicant - and the Cemetery Working Group to review the Council's policy on memorials and furniture in the Woodland Burial Area; the Clerk to make arrangements with the contractor to mow the Jubilee Fields as soon as possible; the Clerk to seek a detailed land registry report in respect of the War Memorial; the Clerk to write to the Charles Maw Trust requesting, on behalf of the Parish Council (the lead insured), that a fence be erected behind the Memorial Hall after advice from Wellers Hedleys Solicitors and Came & Co Local Council Insurance about mitigating potential risks; to accept a request from the Clerk to carry over 3.75 days annual holiday into the next leave year and the Staffing Working Group to consider the implementation of a common annual leave period for all employees.	SB SF SB SB SB DC
8.	<b>Highways</b> Cllr Cullen to send the County Cllr details of blocked drains (gullies) on the A25 and a pothole on Kings Cross Lane.  The Clerk to contact the landowner adjacent to Mid Street about a land drain which may require attention and thereby help to alleviate surface water run-off onto the Highway.	DC SB
9.	<b>Current Planning Applications</b> In respect of the four applications notified by TDC since the Parish Council's last meeting Cllrs resolved to: <ul style="list-style-type: none"><li>• <u>2016/655</u> Bahama, Parkwood Road, Nutfield RH1 4HD Cllrs had no wish to object or comment.</li><li>• <u>2016/951</u> Rose Cottage, Church Hill, Nutfield, RH1 4JA Cllrs had no wish to object or comment.</li><li>• <u>2016/965/TPO</u> 12 Ridge Green, South Nutfield RH1 5RN Cllrs had no wish to object or comment</li><li>• <u>2016/1024</u> Park House, Bletchingley Road, Nutfield RH1 4HN Cllrs had no wish to object or comment</li></ul> The Clerk to notify TDC of the Council's comments in respect of all of the above cases.  In respect of the single consultation notified by Surrey County Council (SCC), Cllrs resolved to: <ul style="list-style-type: none"><li>• <u>2016/0098</u> Mercers South, Nutfield, Redhill, Surrey, RH1 4EU Cllrs had no wish to object or comment</li></ul> The Clerk to notify SCC of the Council's comments in respect of this case. In respect of TDC's recent Local Plan 'Issues & Approaches' document and the Green Belt sites identified within HELAA Appendix 3, the Planning Working Group to review and provide a proposal for Cllrs' consideration at the next scheduled meeting in September. In addition, the Planning Working Group to approach the Council's Planning Advisor for an estimate of costs in case her services are required in respect of this matter.  The Clerk reported that the developer in respect of the Affordable Housing site in Kings Cross Lane continued to express a willingness to liaise with the Council	SB KS KS

	over the choice of building materials planned for the site. The Clerk to send an acknowledgement on behalf of the Council.	SB
10.	<b>Action List</b> The Clerk had circulated an updated list prior to the meeting. Cllrs agreed that item 31 be removed from the list as the Marsh protection work had been completed. The Clerk to send a request for comments from the head of each Working Group around the middle of the next month.	SB
11.	<b>Councillor vacancy</b> The Clerk remarked that in accordance with best practice, the Council should continue its attempts to meet both people who had expressed an interest in joining the Council prior to co-option. At this point, Cllr Cullen announced that it was his intention to resign at the end of the meeting. Cllrs were saddened to hear this news and expressed their gratitude to Cllr Cullen for all his help and hard work. The Clerk outlined the requirement for a statutory notice in respect of Cllr Cullen's resignation and advised that this would necessitate a period of 14 working days before the Council could establish, via TDC, whether it was free to co-opt or whether an election had been called. Cllrs felt that it would be better to wait until the end of the month before meeting with all prospective candidates. In the meantime, all notices of a Cllr vacancy to remain in place. The Clerk to arrange a meeting between prospective Cllrs and the Council at the end of July or beginning of August – any decision to co-opt to be made by full Council at the earliest opportunity thereafter.	SB
	<i>During item 12, Cllr Murray temporarily left the meeting.</i>	
12.	<b>Groundworks, land and tree management (including the Cemetery, Woodland Burial Area and Allotments)</b> Cllrs agreed a proposal, circulated prior to the meeting, to apply discounted tenancy rates for new plot holders through to next renewal in early 2017. Cllr Reeve and Sandiford to publicise via the Link and the Council's website respectively. Cllr Reeve suggested that the Council consider a hedge-laying option for the boundary along Scout Hut Lane. Cllrs to research suitable contractors and let the Clerk know. The Clerk had circulated details of the cost of new marker pegs for use in the Woodland Burial Area. Cllrs approved £75 and the Assistant Clerk (Maxine Gray) to purchase. The Clerk had circulated details of quotations from three contractors (labelled A, B & C) in respect of maintenance work for the Cemetery and Woodland Burial Area. Cllrs discussed the merits of each and judged contractor B to be the most suitable and approved contractor B's appointment. Cllr Cullen proposed and Cllr Sandiford seconded. The Clerk to appraise all contractors of the Council's decision but add that the Council would be happy to work with each in respect of other work that may be required in future. In respect of contractor B, the Clerk to provide written confirmation of the maintenance arrangements.	IR KS  ALL  MG  SB  SB
13.	<b>Noticeboard on the Marsh</b> Cllr Dowden had provided two quotes for a replacement notice board prior to the meeting. Cllrs discussed the suitability of the cheaper quotation, the choice of colour (black), delivery and installation costs. Cllrs approved £1,100 (excluding VAT). Cllr Sandiford proposed and Cllr Dowden seconded. Cllr Dowden to seek reconfirmation of the unit price before the Clerk or Assistant Clerk to arrange delivery and installation.	DD SB/ MG

14.	<b>Grant Applications</b> None.	
15.	<p><b>Local aviation</b></p> <p>It was noted that Cllr Cullen was currently head of the Aviation Working Group but no replacement was discussed. It was also noted that Cllr Johnson had previously indicated his willingness to be the Council's representative on the Redhill Aerodrome Consultative Committee (RACC) – Cllrs agreed that he replace Cllr Cullen in this role.</p> <p>Cllrs briefly discussed the status of the police and ambulance helicopter services at Redhill Aerodrome and felt that no significant change in activity was likely in the short-term.</p> <p>In respect of Gatwick overflying, the Aviation Working group to draft a letter to the local MP for consideration by Cllrs.</p> <p>In respect of the potential for a second runway at Gatwick, Cllrs Murray and Reeve had proposed a survey to gather the views of local residents. Cllrs agreed that a reply-only email be set up and publicised via the Link asking residents to send a simple 'yes' or 'no' to the question of whether residents are in favour, or not, of a second runway at Gatwick. Cllrs Murray, Reeve and Sandiford to work together with Cllr Reeve to produce an article for the August edition of the Link.</p>	JJ  DC  PM, IR KS
16.	<b>Jubilee Fields</b> Item carried forward until the Land Working Group has met.	
17.	<b>Transport – local train services</b> Cllr Reeve to draft a letter for Cllrs to consider.	IR
18.	<b>Events</b> Cllr Ford had initiated a Fun Day for the 17 July to seek support and funds for the existing playground alongside the Memorial Hall, High Street in Nutfield. A number of Cllrs offered to help with various tasks on the day.	ALL
19.	<b>Training, conferences &amp; consultations and meetings of Outside Bodies</b> The Clerk had circulated details of a Legal & Finance Day organized by the Surrey Association of Local Councils prior to the meeting. Regrettably, no Cllr was available but Cllrs agreed that the Clerk, who was available, should attend. The associated expenditure of £90 (excluding VAT) was approved and the Clerk to book and attend.	SB
20.	<b>Employment</b> No issues were raised other than the Staffing Working Group to consider the Council's pension auto-enrolment obligations and provide an update to Cllrs by the September meeting.	DC
21.	<b>Finance</b> The Clerk provided the Council's current bank balances as follows: Current Account £200 and the Reserve Account £60,783.17. The Clerk had provided a copy of the variance report ending 31 May 2016 prior to the meeting with annotations outlining the most significant differences between budget and expenditure. No questions or queries were raised by Cllrs. The Clerk outlined the process for dispensing staff pay in respect of July in the event of no Council meeting taking place in August. No questions or queries were raised by Cllrs.	SB
22.	<b>Computing</b> The Clerk reported that the Council's email and website might cease to operate because the Council's existing support package was unlikely to provide sufficient storage capacity to meet future needs. The Clerk provided details of upgrades available that would future-proof the Council's services and Cllrs approved to	

	upgrade from the Basic Plan to the Advanced Plan at an additional annual cost of £50 (excluding VAT). The Clerk to make this purchase via expenses.	SB
	<i>At this point, Cllr Murray left the meeting.</i>	
23.	<b>Payment(s)</b> Cllrs approved the list of payments (see Appendix 1: Schedule of Payments) that had been provided by the Clerk prior to the meeting – approval had been proposed by Cllr Renaut and seconded by Cllr Ford. Cllrs Reeve and Sandiford signed the cheques. The Clerk to dispense payments.	SB
24.	<b>Notification of business for inclusion on the next agenda</b> Besides those items already raised by Cllrs the subjects of new planning applications, Fields in Trust and maintenance of the Village Green were raised for inclusion on the agenda of the next meeting.	SB
25.	<b>Next meeting date(s)</b> The next scheduled Council meeting to take place on 7 <sup>th</sup> September 2016 at (provisionally) the Memorial Hall, High Street, Nutfield starting at 7.30pm. It was noted that there may also be a requirement for a short extraordinary meeting on 3 August 2016 to discuss new planning applications and the appointment of new Cllrs.  The Clerk provided a schedule of future meeting dates through to April 2017 for Cllrs to note.	ALL
26.	<b>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</b> None.	

#### Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
003052	SSALC Limited	42.00	Surrey Local Council's Forum (21/04/2016)
003053	National Association of Local Councils	54.99	Local Councils Explained book (Training) and postage & packing
003054	Ken Hamilton	905.00	Landscape maintenance (Nutfield Cemetery) in June 2016
003055	Mrs Sharon Huseyin	75.00	Book-keeping services (April and May 2016)
003056	Simon Bold	*****	Clerk's salary (June 2016)
003057	Simon Bold	94.47	Clerk's expenses (June 2016)
003058	Maxine Gray	*****	Assistant Clerk's salary (June 2016)
003059	Maxine Gray	70.93	Assistant Clerk's expenses (June 2016)
003060	Post Office Limited	512.98	PAYE and Class 1A NICs (June 2016)
003061	Post Office Limited	14.08	Class 1A NICs (in respect of ex-Clerk's home office allowance for 2015/16)

003062	Nutfield Memorial Hall	33.00	Hall hire (Council meeting on 1/06/2016)
DD*	Public Works Loan Board (503604)	1,741.60	Repayment instalment.
003063	Nutfield Village Hall Limited	20.00	Hall hire (Council meeting on 6/07/2016)
	<b>Total</b>	<b>4,828.42</b>	

\* Payment scheduled by Direct Debit