



Nutfield Parish Council

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Minutes of the meeting (Parish Meeting 2) held on 21 October 2015
at the Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE.

Councillors (Cllrs) present:

Cllr Sue Renaut (Chair), Cllr David Cullen,
Cllr David Dowden, Cllr Sue Ford,
Cllr John Johnson, Cllr David Miller,
Cllr Ian Reeve and Cllr Kent Sandiford.

Attending:

3 visitors (all part)
District Cllr Debbie Vickers (part)
County Cllr Helena Windsor (part)

Meeting opened at 7:36pm and closed at 10:22pm.

In attendance: Simon Bold, Clerk

The Clerk introduced himself and set out the 'house rules' applicable to the venue and meeting.

1	Chairman to open the meeting Cllr Renaut opened the meeting.	
2	Councillor apologies for absence. Cllr Paul Murray had provided apologies to the Clerk prior to the meeting.	
3	Code of Members' Conduct No changes to Cllrs' Notification of Disclosable Pecuniary & Other Interests Forms had been made since the last meeting. In accordance with the Council's Code of Conduct, Cllr Johnson notified the meeting of a Disclosable Pecuniary Interest in respect of planning application TA/2015/1691/TPO under agenda item 11.1. Other than this, no Cllr declared any Disclosable Pecuniary Interests and 'Other Interests' in respect of any item on the agenda.	
4	Public Session (a maximum of 20 minutes). Visitors commented on the condition of the A25 and parking.	
5	Report from County & District Councillors (a maximum of 10 minutes) District Cllr Debbie Vickers commented on the status of the local Royal British Legion branch and local aviation. County Cllr Windsor reported that Surrey County Council (SCC) had been able to allocate funding, in this financial year, to enable the road to be repaired in Kings Mead – work would be scheduled in due course. SCC had also advised her that the grit bin for Kings Cross Lane would be installed shortly. In addition, the culvert repair would be assessed and an update provided.	
6	Police The Surrey Association of Local Councils (SALC) had advised the Council that the Assistant Chief Constable would be arranging an event for Parish Councils. Therefore, no discussion or further action was deemed necessary at this stage.	
7	Acceptance of last minutes Cllrs approved the minutes of the meeting held on 7th October 2015. At the request of Cllr Johnson, the vote to accept the draft minutes prepared and circulated prior to the meeting by the Clerk, was recorded as follows: For – 7 votes; Against – no votes and Abstentions – 1 vote (Cllr Johnson). The Clerk to issue final copies and arrange to have them displayed on the Council's website and notice boards.	SB
8	Clerk's Report The Clerk reported that he had recently attended two events organised by SALC (namely the SALC AGM and Legal & Finance Day). In respect of correspondence received, the Clerk had already circulated a number of items and in particular	

	<p>highlighted a report received on local aviation.</p> <p>The Clerk reminded Cllrs of the need to have a Cllr nominated to monitor and help operate the Council's risk assessment procedures. Cllr Reeve to provide the Clerk with a copy of the Health & Safety inspection (to take place on 22/11/2015) and the Clerk to forward this to Cllr Johnson. Cllr Johnson to provide his initial comments at the next meeting.</p> <p>The Clerk remarked that he would welcome one full meeting a month to make his workload more sustainable and did not foresee this hindering the Council's ability to operate. Finally, the Clerk offered to circulate to Cllrs, within 2 days of the meeting, a simple list of (provisional) action points as an aide memoire prior to the draft minutes being circulated later.</p>	<p>IR SB JJ</p> <p>SB</p>
9	<p>Assistant Clerk's Report</p> <p>The Assistant Clerk had provided a written report to Cllrs prior to the meeting (see Appendix 1). No queries or comments were raised by Cllrs.</p>	
10	<p>Highways matters (carriageways, pavements, overgrown vegetation, drainage)</p> <p>A number of items were raised and discussed by Cllrs as follows: the urgent need for SCC Highways to clear overgrown vegetation from alongside the A25 and the Clerk to contact SCC Highways to see if the centre of Nutfield could be cleared before the outskirts are completed; Cllr Ford to provide a proposal about air pollution monitoring prior to the next meeting and Cllr Miller to prepare a communication for residents about the temporary closure of Coopers Hill Road (and related diversion) and news concerning the imminent removal of temporary traffic lights at the Mercers South site (A25).</p>	<p>SB SF DM</p>
11.	MATTERS RELATING TO THE PLANNING & DEVELOPMENT (P & D) WORKING GROUP:	
<i>At this point, Cllr Johnson temporarily left the meeting (in accordance with Code of Conduct requirements).</i>		
11.1	<p>Current Planning Applications</p> <p>One application had been notified by Tandridge District Council (TDC) since the Parish Council's last meeting:</p> <ul style="list-style-type: none"> • <u>TA/2015/1691/TPO</u> 3 Ridge Green, South Nutfield RH1 5RN <p>Cllrs resolved not to object or comment. The Clerk to notify TDC of the Council's decision.</p>	<p>SB</p>
<i>At this point, Cllr Johnson re-joined the meeting.</i>		
	<p><i>Two consultations had been notified by Surrey County Council:</i></p> <ul style="list-style-type: none"> • <u>2015/0201/TA/</u> (in respect of TA/2013/1799) Mercers South, Nutfield, Redhill, Surrey, RH1 4EU – condition 23 (Archaeological Monitoring and Excavation) <p>Details Cllr Cullen had prepared a response on behalf of the Council. Cllrs resolved not to object. The Clerk to notify SCC of the Council's decision.</p> <ul style="list-style-type: none"> • <u>2015/0201/TA/</u> (in respect of TA/2013/1799) Mercers South, Nutfield, Redhill, Surrey, RH1 4EU – condition 15 (Discharge Arrangements) <p>The Clerk had requested and obtained an extended consultation period until 23/11/2015 for the Parish Council. Cllrs Johnson and Murray (in the latter's absence) to review the application and provide a proposal prior to the next meeting for Cllrs to consider.</p>	<p>SB</p> <p>JJ PM</p>
11.2	<p>Mercers South</p> <p>In response to an invitation from JJ Franks to meet, Cllrs Cullen, Ford and Murray (in the latter's absence) were nominated to meet company representatives for an initial Parish Council only fact-finding gathering. Cllr Sandiford would be a reserve participant if required. The Clerk to arrange a mutually convenient date and time for the early part of November.</p>	<p>SB</p>
11.3	<p>Redhill Aerodrome and aviation update</p> <p>The Clerk had circulated the response from Reigate & Banstead Borough Council (RBBC) which stated that Redhill Airport Ltd (RAL) had been advised to stop building works and to make a retrospective planning application. In respect of airstrip lighting, Cllr Murray (in his absence) was given the task of advising fellow</p>	<p>PM</p>

	Cllrs of whether he felt it may be necessary to raise this topic with RBBC. Cllr Ford to circulate the information she had seen, so far, on this topic to Cllrs. Cllr Miller mentioned a recent consultation by Gatwick Airport (since postponed) but wanted to also bring changes to the flight paths and possible further consultations to the attention of Cllrs.	SF
11.4	Neighbourhood Plan Cllrs Ford and Miller had circulated to Cllrs prior to the meeting an outline proposal about consulting with local groups on the topic of a Neighbourhood Plan. After a brief discussion, Cllrs wished to proceed subject to Cllrs Ford and Miller providing an estimated budget for approval at the next Council meeting.	SF DM
<i>The meeting was temporarily adjourned at this point.</i>		
12	MATTERS RELATING TO THE FINANCE & GENERAL PURPOSE (F&GP) WORKING GROUP:	
12.1	Payment(s) Cllrs approved the list of payments (see Appendix 2) that had been provided by the Clerk - proposed by Cllr Dowden and seconded by Cllr Reeve. The payment in respect of the Royal British Legion (RBL) Poppy Appeal (wreath to be laid on behalf of the villagers of the Parish of Nutfield) was resolved under Section 137 of the Local Government Act 1972. Cllrs Dowden and Reeve signed the cheques. The Clerk dispensed these cheques via Cllrs Cullen, Ford and Renaut.	DC, SF SR
12.2	Audit 2014/15 Cllrs discussed an action plan. As a result, Cllr Renaut and the Clerk to meet with the Council's Internal Auditor who would be retained for the foreseeable future with a review point in 2016 – the Clerk to arrange this interim audit. The Clerk to send a letter to the external auditor, a draft copy of which had been circulated prior to the meeting, with a copy to the Chief Executive of SALC.	SB SB
12.3	Noticeboard(s) Cllr Dowden confirmed that no quotes had yet been provided, via the Assistant Clerk, in respect of a replacement notice board at the Nutfield Marsh. Cllr Dowden to follow-up and to ascertain whether a donation is likely towards its cost. In any case, the design of the notice board would be subject to the approval of the Council.	DD
12.4	Events Cllr Dowden had obtained, from the organisers of the Bonfire 2015 event, financial information and details of the beneficiaries of monies raised. Cllrs approved a contribution to this event of £1,500 (plus VAT) towards the fireworks and a maximum of £200 towards the provision of portable toilets. Cllr Dowden to advise the organisers of the above and clearly state that irrespective of the contribution from the Council, all liabilities and responsibilities associated with the event were retained by the organisers and not the Council. In respect of Remembrance Day, Cllr Cullen is to speak to the local RBL members to ascertain whether any support was required from the Council. Cllr Cullen to lay a wreath (see 12.1 above) on behalf of the Council.	DD DC DC
12.5	Donation None.	
12.6	Bank Mandate The Clerk provided a copy of a resolution required by the Bank to enable the new Clerk to be added to the Council's accounts and to enable him to instruct the operation of those accounts. As a result, the following was approved: "the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the mandate will continue as amended".	
12.7	Training, conferences and meetings of outside bodies Cllrs approved the booking of Cllr Ford on the Tandridge Voluntary Services Council (TVSC) course "Serving as a Charity Trustee".	SF

12.8	Date of next (F&GP) Working Group meeting Cllr Dowden confirmed that he had arranged a meeting of Cllrs to discuss a provisional budget for 2016/17.	
13	MATTERS RELATING TO THE ENVIRONMENT AND AMENITY (E&A) WORKING GROUP:	
13.1	Groundworks, land and tree management (including reinstatement work at Nutfield Marsh, allotments and Jubilee Fields) The Council had obtained three quotes in respect of erecting a new fence between the Allotments and the adjacent Jubilee Fields. Cllrs approved "Quote 1" subject to the work being able to be completed before the end of the year. The Clerk to arrange the work on this basis (or bring back to Council as appropriate). Cllr Dowden had proposed and Cllr Cullen seconded. In respect of ditching in the Jubilee Fields the Assistant Clerk is to chase up the contractor to complete the work as a priority and to arrange a joint meeting on site with the contractor and Clerk. In respect of Nutfield Marsh, Cllr Cullen explained that he and the Clerk had consulted with the parties discussed at the last meeting. None had raised concerns about the proposed work or preparations which include a contractor's method statement and risk assessment. On this basis, Cllr Cullen advised that the work would proceed as previously agreed by the Council and the Clerk is to advise the contractor accordingly.	SB SH SB SB
13.2	Memorial Hall Playground Cllr Ford had completed a grant application in respect of obtaining funding to reinstate the playground area adjacent to the Nutfield Memorial Hall. After a brief discussion, Cllr Ford is to present the completed application at a meeting of the Charles Maw Trust for review and, if appropriate, approval to submit. Cllr Ford is to send the draft grant application to members of the Charles Maw Trust.	SF
13.3	Use of the Parish Office by third parties Cllrs discussed a request for temporary short-term use of the Parish Council office by a group due to use the South Nutfield Village Hall around New Year. On the basis that the Council had been given advance notice and details of the dates involved Cllrs approved the request. Cllr Miller to advise the group accordingly.	DM
13.4	Use of Parish Council Notice Boards by third parties The Clerk advised that he had received a couple of requests from third parties requesting the use of the Parish Council's Notice Board to advertise events and products. The Clerk commented that it was important for the Council to retain full control of the boards because often space was limited and the Council had a statutory duty to display certain notices. On this basis, Cllrs decided that only its notices should be displayed, and subject to space, only notices from other local authorities and public service providers e.g. the Police.	
13.5	Date of next (E&A) Working Group meeting Cllr Cullen to advise in due course.	
14	Notification of business for inclusion on the next agenda Other than the items already noted, Cllrs raised the landscaped areas around the Nutfield Memorial Hall, the play area adjacent to the Nutfield Memorial Hall, Neighbourhood Planning and future Council meetings. In respect of future Council meetings, Cllr Miller to arrange an informal meeting of Cllrs.	DM
15	To confirm details of the next meeting (Parish Meeting 1) The date of the next Council meeting on 4 th November 2015 at the Memorial Hall, Nutfield starting at 7.30pm was confirmed.	
	Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960: None.	

Appendix 1: Assistant Clerk's Report

Cemetery and Woodland Burial Area

- John Sowton's Ashes to be interred in November.
- Repair to remove trip hazard at gate now completed.

Allotments

- Awaiting decision on new fencing to make boundary secure.
- Water supply to be shut down next week (across winter months)

Roads

- Temporary traffic lights on the A25 causing some delays during peak times

Health & Safety

- Inspection of the Council's assets around the village to take place on Thursday (22/10/15).

Appendix 2: Schedule of Payments

Chq No.	Payee	Amount £	Comments
002969	C.A. Forrest	260.50	Planning advisor fee.
002970	TVSC (<i>Tandridge Voluntary Service Council</i>)	40.00	Training course booking of "Serving as a Charity Trustee".
002971	RBL Poppy Appeal	200.00	Donation to Royal British Legion Poppy Appeal in respect of wreath for Remembrance Day 2015 (<i>Section 137 LGA 1972</i>).
	Total	500.50	