



Nutfield Parish Council

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Minutes of the (extraordinary) meeting held on 18 November 2015 at the
Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE

Councillors (Cllrs) present: Cllr Sue Renaut (Chair), Cllr David Cullen, Cllr Sue Ford, Cllr John Johnson, Cllr Ian Reeve and Cllr Paul Murray.	Attending: none
Meeting opened at 8:00pm and closed at 10:04pm.	In attendance: Simon Bold, Clerk

Prior to the start of the meeting, two local Police officers attended and gave a brief summary of their actions in response to recent local crime particularly the damage to private property in the South Nutfield area.

1	Chairman to open the meeting Cllr Renaut opened the meeting and took the opportunity to remind Cllrs of the need to keep discussions brief and to the point so that the meeting can finish at a reasonable time.	
2	Councillor apologies for absence. Cllrs David Dowden, David Miller and Kent Sandiford had provided apologies to the Clerk prior to the meeting.	
3	Code of Members' Conduct Cllr Ford made a change to her Notification of Disclosable Pecuniary & Other Interests Form. No other Cllr made a change to their existing notification form or had made a change to their form since the last meeting. The Clerk to update the Register of Councillors' Interests, following the change by Cllr Ford, and to upload the revised document to the Council's website. No Cllr declared any Disclosable Pecuniary Interests & Other Interests in respect of any item on the agenda. The Clerk to circulate a guidance note to Cllrs concerning the Code of Conduct which outline the responsibilities of Cllrs with respect to disclosure.	
4	Acceptance of last minutes Cllrs approved the minutes of the meeting held on 4 th November 2015. These had been prepared and circulated by the Clerk prior to the meeting. The Clerk to display copies on the Council's website and notice boards.	
5	Current Planning Applications In respect of the consultation notified by Surrey County Council (SCC): <ul style="list-style-type: none"> • <u>2015/0201/TA/ (in respect of TA/2013/1799) Mercers South, Nutfield, Redhill, Surrey, RH1 4EU (details in respect of Condition 15 of permission dated 12/8/14.</u> Cllrs resolved that they wished to bring to the planning officer's attention concerns about the adequacy of measures and controls to deal with any overflow from Glebe Lake. Cllr Murray to provide a suitable written comment to be sent by the Clerk to SCC in accordance with this resolution before Monday (23/11/15).	
6	Activity List The Clerk provided copies of a revised Activity List (in draft) which reflected comments from Cllrs over recent weeks. He summarised the format and how the document could be used by the full Council to set and review its priorities. The	

	<p>document would be a record of key information about the Council's tasks and projects, for example, the aims, deadlines and the Cllr, or group of Cllrs, responsible for completing the task. It was intended that the Activity List, once established, be regularly reviewed by full Council with particularly attention being given to the tasks marked as 'high' priority.</p> <p>Cllrs discussed the format and content of the document. Cllrs to nominate, via the Clerk, further items for inclusion so that the Clerk can distribute a revised list prior to the next meeting. Cllrs to discuss and approve the Activity List at the next meeting.</p>	
7	<p>Working Groups</p> <p>The Clerk provided a copy of updated Terms of Reference to be used by the Council as the governance document for any Working Group. The Clerk, in response to questions raised, clarified the significant differences between Committees and Working Groups and made clear that Working Group should be established with the intention of completing tasks and projects and that they would not carry any delegated authority from the full Council.</p> <p>Cllrs felt that these Terms of Reference were, in principle, acceptable. Cllrs to discuss and approve the Terms of Reference at the next meeting. The Clerk to circulate copies to all Cllrs prior to the next meeting.</p> <p>Cllrs agreed that, at the next meeting, the intention should be to not only agree the Activity List and Terms of Reference for Working Group but to establish the Working Groups to enable the most important tasks, as set out on the Activity List, to be tackled.</p>	
8	<p>Notification of business for inclusion on the next agenda</p> <p>Besides the items already raised, Cllrs nominated the following topics: a possible meeting with the owners of the Mercers South site; the Council's budget & precept for 2016/17; air quality (e.g. roads); Gatwick Airport consultation(s) and the acquisition of software for use in maintaining Cemetery records.</p>	
9	<p>To confirm details of the next ordinary Council meeting</p> <p>The next Council meeting was scheduled for 2nd December 2015 starting at 7.30pm at the Memorial Hall, Nutfield.</p> <p>Cllrs discussed the possibility of incorporating this meeting with a presentation by the Police but it was decided that the preferred course of action was to offer help and support to the Police in holding a stand-alone residents meeting (at a suitable time and venue) to deal with issues relating to anti-social behaviour and local crime.</p> <p>No other discussion about future meetings took place.</p>	
	<p><u>Sub-section 2</u> - Public Bodies (Admissions to Meetings) Act 1960. None.</p>	