



Nutfield Parish Council

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Minutes of the meeting held on 16th December 2015 at the
Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE

Councillors (Cllrs) present: Cllr Sue Renaut, Cllr David Cullen, Cllr David Dowden, Cllr Sue Ford, Cllr John Johnson, Cllr Paul Murray and Cllr Ian Reeve.	Attending: Karen Holdsworth-Cannon, Surrey Community Action (part)
Meeting opened at 8:40pm and closed at 11:35pm.	In attendance: Simon Bold, Clerk

Prior to the start of the meeting and at the invitation of the Council Chairman, Karen Holdsworth-Cannon, Community Building Advisor, of Surrey Community Action (SCA) gave advice to Cllrs concerning constitutional and governance matters relating to the Council's role as Trustees to the Nutfield War Memorial Fund and Village Hall Trust as well as the Charles Maw Trust.

1.	Chairman to open the meeting Cllr Renaut opened the meeting.	
2.	Councillor apologies for absence. Cllrs David Miller and Kent Sandiford had provided apologies to the Clerk prior to the meeting.	
3.	Code of Members' Conduct No changes to Cllrs' Notification of Disclosable Pecuniary & Other Interest Forms had been made since the last meeting. Cllr Dowden indicated that he would review his existing Notification Form and provide an updated copy at the next meeting if changes were necessary. No Cllr declared any Disclosable Pecuniary Interests and 'Other Interests' in respect of any item on the agenda.	DD
4.	Nutfield Village Memorial Hall Trust Cllrs approved the proposal put forward by Karen Holdsworth-Cannon of the SCA to work together in partnership. The service would be free to the Council by virtue of the funding arrangements of the SCA. The Clerk to formally invite the SCA to proceed. The Council referred the decision to implement a plan of action to the Nutfield War Memorial Fund and Village Hall Trust and also the Charles Maw Trust.	SB
<i>The meeting was temporarily adjourned at this point.</i>		
5.	Acceptance of last minutes Cllrs approved the minutes of the meeting held on 2 nd December 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.	SB
6.	Current Planning Applications In respect of the one planning consultation notified by Tandridge District Council (TDC): <ul style="list-style-type: none"> TA/2014/1957/Cond1 RNIB Soundscape, Philanthropic Road, Redhill RH1 4DZ Cllrs commented that they would wish to see the use of Redstone Hollow as the only access route for vehicles involved in the construction of the site. Cllrs felt that other potential routes were unsuitable for construction traffic. The Clerk to notify TDC in respect of the Council's comment in respect of the application above.	SB

	<p>In respect of the one consultation notified by Surrey County Council (SCC):</p> <ul style="list-style-type: none"> • <u>2015/0201/TA/ (in respect of TA/2013/1799) Mercers South, Nutfield, Redhill, Surrey, RH1 4EU</u> <p>Cllrs felt that the proposals in respect of Condition 29 would not result in any significant issues and wished to advise SCC of this but to also reserve the right to comment further if additional information became available that might lead to a change of opinion.</p> <p>The Clerk to advise SCC of the comment in respect of the above consultation.</p>	SB
7.	<p>Action List</p> <p>Cllrs reviewed the current list as provided by the Clerk.</p>	
8.	<p>Working Groups</p> <p>Cllrs allocated tasks from the Action List to new Working Groups and nominated members for these groups (see Appendix 1: Working Groups) for details.</p> <p>The Clerk had provided copies of updated Terms of Reference (for Working Groups) following consultation with the Surrey Association of Local Councils (SSALC). These revised Terms of Reference to be approved at the next ordinary Council meeting.</p> <p>Cllrs proposed that a meeting of the Working Groups be held on 20 January 2016 to progress the (highest priority) tasks from the Action List and to nominate and decide the heads of each Working Group. The Clerk to book a venue for this meeting.</p>	SB
9.	<p>Budget & Precept for 2016/17</p> <p>The Finance Committee had prepared and circulated a draft budget and invited comments from fellow Cllrs prior to the meeting. In addition to a small number of queries raised ahead of the meeting, Cllrs present raised questions relating to the allocation of reserves (and their level), the addition of new budget items and the Clerk's salary.</p> <p>The Clerk provided an explanation of an appropriate level of general reserve having taken account of both general and audit guidance for Parish Councils. The Clerk reminded the Chair of the importance of the Council being able to present its specified reserves in a way that would be acceptable to auditors. No questions or queries were raised by Cllrs on this point.</p> <p>In respect of new budget items, Cllrs Johnson and Murray wished to see some allocation of monies to village security (e.g. crime prevention measures) and Cllr Murray also felt that it would be prudent to assign some funds towards a Neighbourhood Plan project. Cllr Renault reminded everyone of the need to balance the books and that any additional expenditure would need to be justified and carefully costed – she felt that, at the current moment, not enough information was available to justify specific funds to either of these potential new budget items and that if an urgent need arose then some monies could be provided from the Council's general reserves (if the Council's overall financial position allowed).</p> <p>The Clerk raised a query about the allocation of funds towards staff salaries. In response, the Clerk was advised that within the current proposed budget there were sufficient funds to enable his basic hours to increase to twenty five per week.</p> <p>At the end of the discussion, Cllrs approved the budget and the precept for 2016/17 (the latter would increase by 2% / £865). Cllr Renault had proposed and Cllr Dowden had seconded the proposal. At the request of Cllr Murray, the vote to approve the budget was recorded as follows: For – 5 votes; Against – 2 votes and Abstentions – 0 votes.</p> <p>The Clerk to write to TDC to advise them of the Council's precept for 2016/17.</p>	SB
10.	<p>Notification of business for inclusion on the next agenda</p> <p>Besides those items already raised by Cllrs during the meeting, the subjects of the location of future meetings, crime prevention in the village, air pollution and aviation were raised for discussion.</p>	SB
11.	<p>To confirm details of the next ordinary Council meeting</p> <p>The next Council meeting on 6th January 2016 at the Memorial Hall, Nutfield starting at 7:30pm.</p>	
12.	<p><u>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960</u></p> <p>None.</p>	

Appendix 1: Working Groups

Working Group Name	Tasks and projects	Membership (Cllrs and employees)
<i>Planning</i>	<i>Monthly planning cases, Aviation, Mineral extraction, Affordable Housing, Neighbourhood Planning, Green Belt.</i>	<i>JJ, DM, PM, SR, KS.</i>
<i>Crime</i>	<i>Fly grazing (Council land), Dog Walking Policy (Council land), Crime Prevention measures.</i>	<i>Sean Hayes (SH), JJ, PM, IR, SR.</i>
<i>Communications</i>	<i>Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Local Government Transparency</i>	<i>SB, DM, IR, KS.</i>
<i>Cemetery Administration</i>	<i>Burial records and customer service</i>	<i>SB, DC, SF, SH, JJ.</i>
<i>Land</i>	<i>Memorial Hall land (Charles Maw Trust), Play Areas, Tree Work, Bus Shelter, Cemetery, War Memorial, Jubilee Fields, Village Entry Signs, the Triangle, Village Green, the Pound, Allotments, Nutfield Marsh.</i>	<i>DC, DD, SF, SH, IR, SR.</i>
<i>Finance</i>	<i>Budget, Insurance, Risk Assessment, Audit, Pensions, Asset List.</i>	<i>SB, DD, JJ, DM, SR.</i>
<i>Staffing</i>	<i>Appraisals, Contracts, Well-being, Policies.</i>	<i>SB, DC, SH, PM, SR, KS.</i>
<i>Highways</i>	<i>Snow Angels, Air Quality, Reporting condition of roads, pavements and overgrown vegetation on verges etc to SCC, 20 mph speed limit projects, Street Lighting.</i>	<i>DC, SF, SH, PM</i>
<i>Memorial Hall</i>	<i>Day-to-day management</i>	<i>DC, DD, SF, IR, SR, KS.</i>