



Nutfield Parish Council

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Minutes of the meeting (Parish Meeting 1) held on 7 October 2015
at the Nutfield 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 David Miller, Cllr Paul Murray,
Cllr Ian Reeve and Cllr Kent Sandiford.

Attending:

4 visitors (all part)
District Cllrs Gillian Black, Tony Elias
and Debbie Vickers (all part)
County Cllr Helena Windsor (part)

Meeting opened at 7:33pm and closed at 11:50pm.

In attendance: Simon Bold, Clerk

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

Item		Action
1	Chairman to open the meeting Cllr Renaut opened the meeting.	
2	Councillor apologies for absence. Cllr John Johnson 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. No Cllr declared any Disclosable Pecuniary Interests and 'Other Interests' in respect of any item on the agenda.	
4	Public Session Visitors raised topics including Redhill Aerodrome, a sewer, Nutfield Village Hall (new defibrillator) and the local branch of the Royal British Legion.	
5	Report from County & District Councillors Both District Cllrs Black and Elias had nothing to report. District Cllr Vickers raised the condition of a wall between the cemetery and a neighbouring property and Cllr Cullen confirmed he was aware. District Cllr Vickers also highlighted a current Council Tax telephone scam and the upcoming Surrey Crime Summit on 3 November 2015. County Cllr Windsor thanked the Parish Council for their participation in the recent Tandridge Local Committee and confirmed that feasibility studies into 20mph traffic zones outside Nutfield Church School and Nutfield Day Nursery by Surrey County Council (SCC) Highways would be undertaken. In respect of King Mead, she reported that the problems with the highway were not judged by highways engineers to be severe enough to justify immediate repair. County Cllr Windsor also remarked on speed limit signage around the Parish as follows: the 40mph sign on Mid Street would be removed, the 30mph signs on the A25 would not be repositioned but the 50mph sign, in the direction of Redhill would be changed to 40mph. Finally, work to reinstate curbs near the Nutfield Marsh would be undertaken, subject to other works to reinstate and protect the Marsh, and the footways and overgrown vegetation in areas reported by the Parish Council had been scheduled to be cleared.	

	resource to be ascertained). Cllr Sandiford to arrange a meeting of the P&D Working Group to discuss, amongst other things, the topic of Neighbourhood Planning.	KS
12	MATTERS RELATING TO THE FINANCE & GENERAL PURPOSE (F&GP) WORKING GROUP:	
<i>Item 12.6 was brought forward so that it followed item 11.5. Items are recorded in the order of the original published agenda.</i>		
12.1	Payments Cllrs approved the list of payments (see Appendix 2) that had been provided by the Clerk (proposed by Cllr Cullen and seconded by Cllr Sandiford). Cllrs Cullen and Sandiford signed the cheques. Clerk to dispense payments.	SB
12.2	Bank balances and Q2 2015/16 summary Cllr Renault provided details of the Council's bank balances as at 30 th September as follows: Current Account £200 and the Reserve Account £79,541.11. Cllr Renault confirmed that the Q2 summary would be available at the next Parish Meeting 1 (Finance & General Purposes) in early November 2015 once all the payments and receipts had been consolidated for the period.	
12.3	Audit 2014/15 The Clerk provided Cllrs with a copy of the auditor's report for the year ending 31 March 2015. Cllrs duly noted the points raised including the requirement for a plan of action. SR to contact the Council's internal auditor for advice and help in creating an appropriate action plan.	SR
12.4	Risk Assessment Cllrs reviewed the current Risk Assessment document which was then approved. The Clerk to add the topic of risk assessment to the next Parish Meeting 1 (F&GP) to give Cllrs the opportunity to appoint a Cllr to take this subject forward as an ongoing activity.	SB
12.5	Events Cllr Dowden to contact the Bonfire 2015 event committee to ascertain whether any financial support is required and to obtain details of the financial controls and level of benefit to the local community.	DD
<i>Item 12.6 was brought forward so that it followed item 11.5.</i>		
12.6	Donation Cllrs discussed the topic of donations and the Clerk outlined the statutory position and associated procedures. No further questions or queries were raised by Cllrs.	
12.7	Training, conferences and meetings of outside bodies Cllrs approved Cllr Johnson's attendance, and the cost, of the Surrey Parish & Town Councils Planning event organized by the Surrey Association of Local Councils (SALC). Cllrs also approved Cllr Murray's attendance, and the cost, of a New Councillor training event organized by SALC. The Clerk to book as appropriate.	SB
12.8	Date of next (F&GP) Working Group meeting Cllr Dowden to arrange a meeting and confirm details to Cllrs.	DD
13	MATTERS RELATING TO THE ENVIRONMENT AND AMENITY (E&A) WORKING GROUP (<i>urgent matters only</i>):	
13.1	Groundworks, land and tree management (including Nutfield Marsh, allotments and Jubilee Fields) In respect of fencing work between the Jubilee Fields and the allotments, DD to obtain a third quote and to bring this matter back to the next meeting for consideration and, if appropriate, approval by Cllrs. In respect of the reinstatement of the Nutfield Marsh, Cllrs discussed a number of aspects of the work and felt it appropriate to seek some technical advice, before commencement of works, from a number of parties as follows: Natural England (Cllr Reeve to action), contractor(s) with experience of habitat protection (Cllr	DD IR

	Cullen to action) and TDC (the Clerk to action). The Clerk to contact the nominated contractor and advise of the delayed commencement.	DC SB
<i>The meeting was temporarily adjourned at this point.</i>		
14	Nutfield Volunteers Cllrs Murray and Reeve to meet to discuss this matter and report back to the Council at a later date.	PM IR
15	Charity Commission annual returns Cllr Renaut advised that the Clerk's details needed to be registered with HMRC before the annual returns can be submitted. Cllr Renaut and the Clerk to action.	SB SR
16	Notification of business for inclusion on the next agenda Other than the items already noted, Cllrs raised the need to provide additional general information about the Council to residents via its website and also a review of the cemetery and its appearance.	
17	To confirm details of the next meeting (Parish Meeting 2) The date of the next Council meeting on 21 st October 2015 at the Memorial Hall, Nutfield, starting at 7.30pm was confirmed.	
Section 2: Any tenders that need consideration or decision should be read under this section		
	None	

Appendix 1: Assistant Clerk's Report

Cemetery and Woodland Burial Area

- No new burials this last two weeks but I did have an enquiry for the site of the grave of the father of an octogenarian who died in 1943 and is buried in the cemetery. I was able to locate it, drove him and his wife up to the cemetery as they could no longer drive and she is now very happy that they can get a proper headstone for her late father-in-law.
- Contractor has still to do the gate despite a number of calls to his mobile. I will pursue him.
- An unfortunate error on one of the tablets recently put in had the wrong year for date of death which the relatives pointed out to us. It was a mistake at the engravers and they have agreed to rectify the problem.

Allotments

- Two fencing quotes ready although one firm has yet to reply despite promises of Monday at the latest.
- Two more plots taken up leaving only 3 half plots. I will contact those who have done little or nothing this year to see if they are still interested and if not to surrender their plot.

Roads

- Drain on North side of A25 just west of the village still not repaired.
- Traffic congestion on A25 east of village (temporary traffic lights) clear for all to see.
- A quote for the notice boards from the company who did the last two has been received and we await others.

Appendix 2: Schedule of Payments

Chq No.	Payee	Amount £	Comments
002957	Redhill Farm Services	396.00	Landscape Maintenance – Jubilee Field 3
002958	BDO LLP	756.00	External auditor's fee for year ending 31/3/2015.
002959	Mulberry & Co	204.84	Internal auditor's fee for year ending 31/03/2015
002960	David Dowden	1,704.35	Reimbursement for new parish council computer.
002961	Simon Bold	*****	Clerk's salary and holiday pay (September 2015)
002962	Simon Bold	102.34	Clerk's expenses (September 2015)
002963	Sean Hayes	*****	Assistant Clerk's Salary (September 2015)
002964	Sean Hayes	56.88	Assistant Clerk's expenses (September 2015)
002965	HMRC	526.80	PAYE and Class 1A NICs (September 2015)
002966	Ken Hamilton	465.00	Landscape maintenance – Nutfield Cemetery
002967	Ethos Electrical Solutions	360.00	CCTV upgrade – Nutfield Memorial Hall
002968	SSALC Limited	30.00	Training event - Planning
	Total	6,069.91	