



Nutfield Parish Council

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Minutes of the meeting (Parish Meeting 1) held on 4 November 2015 at the Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE

<p>Councillors (Cllrs) present: Cllr Sue Renaut (Chair), Cllr David Dowden, Cllr Sue Ford, Cllr John Johnson, Cllr David Miller, Cllr Paul Murray and Cllr Kent Sandiford.</p>	<p>Attending: 1 visitor (part) District Cllrs Debbie Vickers and Gill Black (both part) County Cllr Helena Windsor (part) Sean Hayes, Assistant to the Clerk (part)</p>
<p>Meeting opened at 7:31pm and closed at 11:43pm.</p>	<p>In attendance: Simon Bold, Clerk</p>

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

1	<p>Chairman to open the meeting Cllr Renaut opened the meeting.</p>	
2	<p>Councillor apologies for absence. Cllrs David Cullen and Ian Reeve had provided apologies to the Clerk prior to the meeting.</p>	
3	<p>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.</p>	
4	<p>Public Session The subject of air quality on local roads was raised.</p>	
5	<p>Report from County & District Councillors District Cllr Debbie Vickers raised the topics of Redhill Aerodrome and affordable housing. District Cllr Gill Black raised the imminent Local Plan consultation by Tandridge District Council (TDC). Surrey County Cllr Helena Windsor raised the subjects of air quality on local roads as well as the culvert and grit bin on Kings Cross Lane. She is to check whether scheduled works in Kings Mead will include repair to the man-hole. The Clerk to provide the County Cllr with a copy of correspondence received from Surrey County Council (SCC) Highways concerning overgrown vegetation on verges around Nutfield.</p>	<p>HW SB</p>
6	<p>Police Report The Clerk to contact the Community Support Officer to discuss Police attendance at future Council meetings.</p>	<p>SB</p>
7	<p>Acceptance of last minutes Cllrs approved the minutes of the meeting held on the 21st October 2015. These had been prepared and circulated by the Clerk prior to the meeting. At the request of Cllr Murray, the vote to accept the draft minutes was recorded as follows: For – 6 votes; Against – 0 and Abstentions – 1 vote (Cllr Murray). The Clerk to issue final copies and arrange to have them displayed on the Council's website and notice boards.</p>	<p>SB</p>

8	<p>Clerk's Report</p> <p>The Clerk reported a need to have security software purchased for the Council's computer equipment and advised that the expenditure (estimate provided) would be presented for formal approval at the Council's next (ordinary) meeting. The Clerk raised the topic of pension auto-enrolment and the requirement of the Council to have an approved policy and pension provider in time for the Council's 'staging' date. This would require Cllrs to review guidance from advisory bodies before researching and approving a pension provider. The Council's Finance and General Purposes (F&G) Working Group to take this forward.</p> <p>The Clerk also raised the topic of Council meetings (PM1 & PM2) and Working Groups. The Clerk ask Cllrs to review the draft Activity List (projects and tasks) that he had previously circulated and requested that all Cllrs submit to him any missing items. The Clerk to put together a final Activity List to enable the Council to consider its priorities and ensure that its time and effort is focused in the most appropriate way.</p>	SB DD ALL SB
9	<p>Assistant Clerk's Report</p> <p>The Assistant Clerk presented his written report to Cllrs which had been circulated prior to the meeting (see Appendix 1). As a follow-up, the Assistant Clerk to liaise with Cllr Reeve about adding an item on the health benefits of being an allotment holder in the Council's next article for the local Link magazine. The Clerk to circulate a copy of the recently completed Health & Safety review of Council assets to all Cllrs for reference.</p>	SH IR SB
<i>The meeting was temporarily adjourned at this point.</i>		
10	<p>Highways matters</p> <p>At the request of Cllr Ford the subject of air pollution to be carried forward to a later meeting. In the meantime, the Clerk to write to Defra seeking an extension to their recent consultation on this subject and to point out an apparent lack of sufficient publicity and adequate time given to respondents.</p> <p>The Clerk to forward the issues raised by Cllrs Cullen and Reeve prior to the meeting to SCC Highways. The Clerk to ask County Cllr Windsor whether any works are planned for Snickets Path at Kings Mead.</p>	SF SB SB SB
11.	<u>MATTERS RELATING TO THE PLANNING & DEVELOPMENT WORKING GROUP:</u>	
11.1	<p>Current Planning Applications</p> <p>In respect of the four applications notified by TDC since the Parish Council's last meeting:</p> <ul style="list-style-type: none"> • <u>TA/2015/1933</u> Beechfield Cottage, Church Hill, Nutfield RH1 4JA Cllrs resolved not to object or comment. • <u>TA/2015/1919</u> 1A Braes Mead, South Nutfield RH1 4JR Cllrs resolved to raise concerns about the possible negative visual impact on the building line and street scene. • <u>TA/2015/1918</u> Crab Hill Barn, Crab Hill Lane, South Nutfield RH1 5NR Cllrs resolved not to object or comment. • <u>TA/2015/1945</u> Crab Hill Farm, Crab Hill Lane, South Nutfield RH1 5NR Cllrs resolved not to object or comment. <p>The Clerk to notify TDC in respect of the Council's decisions in respect of these applications.</p> <p>In respect of the one consultation notified by 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 – condition 15 (Discharge Arrangements)</u> <p>Cllrs Johnson, Murray and Sandiford to review the papers and provide Cllrs with a proposal at the Council's next meeting (the consultation period had been extended to 23/11/15 following a request by the Clerk).</p>	SB JJ PM KS

11.2	Neighbourhood Plan At the request of Cllrs Ford and Miller, Cllrs approved expenditure of £100 in respect of a proposal to canvass the views of local organisations and representatives on the topic of a Neighbourhood Plan.	
11.3	Update on matters relating to local aviation (including Gatwick). Cllr Murray reported that he and Cllr Cullen had discussed the Gatwick Airport Arrivals consultation and that they will consult with others and advise Cllrs thereafter of any proposal for consideration. It was noted that the Gatwick Departures consultation had been postponed until January 2016. In respect of recent changes to the lighting at Redhill Aerodrome, the Clerk is to write to the Civil Aviation Authority to establish the need and purpose of these changes. The Clerk to also contact Reigate & Banstead Borough Council with details and to ask the planning officers to comment.	DC PM SB SB
<i>The meeting was temporarily adjourned at this point.</i>		
12	MATTERS RELATING TO THE FINANCE & GENERAL PURPOSE 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 Miller and seconded by Cllr Ford. Cllrs Ford and Sandiford signed the cheques and the Clerk to dispense payments.	SB
12.2	Bank Balances and Q2 2015/16 summary Cllr Renault provided details of the Council's latest bank balances as follows: Current Account £-196.00 and the Reserve Account £79,541.11 creating an overall balance of £79,255.11. Cllr Renault confirmed that there would be no charges on the overdrawn account which would be automatically topped-up from the Reserve Account. Cllr Renault had circulated to members of the F&GP Working Group a financial summary to 26/10/15 showing variances between budget(s) and expenditure. Further copies were available and Cllr Renault invited comments from those present. No queries or comments were raised by Cllrs.	
12.3	Risk Assessment Cllr Johnson had circulated to Cllrs his initial thoughts on the Council's existing risk assessment document. He would continue to review and revise the document and provide an update for discussion at the Council's meeting in December.	JJ
12.4	Noticeboard(s) As discussed at previous meetings, the Assistant Clerk to source three quotations in respect of a replacement notice board for the Nutfield Marsh site. Quotations to be circulated to Cllrs prior to the December meeting.	SH
12.5	Communication Cllr Sandiford had been asked, by the Chairman, to comment on how Council specific email accounts could be set up for Cllrs to ensure the security of emails sent and received by Cllrs. At this point, the Clerk remarked that Council emails should include standard footers - for example, like the one used by the Clerk and that it is normal for the Clerk to oversee management of Council email addresses so that they can be set up, or cancelled, as appropriate. Cllr Sandiford to research the suitability of web-hosted email services. Cllr Renault to provide him with details of a web-hosting company previously used by the Council. Cllr Sandiford warned that a hosted email service could incur some ongoing costs. Cllr Miller reported that he had been unable to send an email to residents concerning imminent road closures due to an unresolved technical issue. Cllr Miller is to remind Cllr Reeve of the previously discussed Link article and the deadline for submission to the Link's editors.	KS SR DM

12.6	<p>Memorial Hall and Playground</p> <p>Cllr Dowden had sourced a quote for signage for the Memorial Hall. Cllr Renaut clarified that this was part of the original rebuild costs for the Hall and therefore falls to the Council to fund. Cllrs approved the expenditure and the Clerk to ask the supplier to proceed.</p> <p>Cllrs discussed other signage and it was noted that any signs relating to dog-fouling should form part of the proposals to be drawn up concerning dog walking in the vicinity of the Hall. Cllr Dowden commented that he would be purchasing 'no parking signs' in due course.</p> <p>In respect of the grant application relating to the play area it was decided that any application should be reviewed and, if appropriate, approved by the Charles Maw Trust who own the land. Cllr Ford to update the Memorial Hall Management Committee on the status of the grant application in due course.</p>	SB DD SF
<i>The meeting was temporarily adjourned at this point</i>		
12.7	<p>Events</p> <p>Cllr Dowden confirmed that the Council can expect to receive a significant reimbursement from the Bonfire 2015 event organisers. He is to provide the Clerk with written confirmation of the arrangements agreed with the organisers as set out in the Council's last meeting.</p> <p>In respect of the Remembrance Day ceremony, the Clerk confirmed that he had received confirmation that the Royal British Legion (RBL) had completed all arrangements for this event. It was noted that the local RBL branch AGM had taken place recently but no additional information had been received.</p>	DD
12.8	<p>Bank Mandate</p> <p>The Clerk and Cllrs completed the necessary paperwork to enable the Clerk to be added to, and to operate, the Council's bank accounts. The Clerk to submit the forms to the bank. Subsequently, the Clerk to review the details held by the bank and to ensure their accuracy in all respects.</p>	SB
12.9	<p>Training, conferences & consultations and meetings of Outside Bodies</p> <p>A number of meetings were discussed and the attendance of Cllrs was agreed as follows:</p> <p>TDC's Local Plan consultation meetings – The Clerk and Cllr Ford to attend the daytime sessions, Cllr Johnson to attend the evening sessions, Cllr Murray to attend one evening session and Cllr Miller to attend the other evening session.</p> <p>TDC's Annual Parish Assembly – The Clerk and Cllr Renaut to attend.</p> <p>Tandridge Voluntary Service Council's (TVSC) training event entitled 'Serving as a Charity Trustee' – Cllr Ford to attend.</p> <p>Surrey Association of Local Council's (SALC) Chairmanship Event – Cllr Renaut to attend and the SALC New Councillor Training Event – Cllr Murray to attend.</p> <p>The Clerk reminded the Cllrs of the date of the next Local Tandridge Committee meeting on 11/12/15. Cllrs to consider subjects that could be raised and let their fellow Cllrs know ahead of the Council's next meeting in December.</p>	SB, SF JJ, PM DM SB, SR SF SR PM ALL
13	MATTERS RELATING TO THE ENVIRONMENT AND AMENITY WORKING GROUP:	
13.1	<p>Groundworks, land and tree management (including the grounds around the Memorial Hall, the Cemetery and Woodland Burial areas)</p> <p>In respect of landscaping around the Memorial Hall it was decided that this should be reviewed and, if appropriate, approved by the Charles Maw Trust who own the land.</p>	
<i>The meeting was temporarily adjourned at this point</i>		
13.1	<p>The Clerk had circulated details, which included a contractor's quotation, of the additional ditching work required in one of the Jubilee Fields to mitigate the risk of flooding to neighbouring land. In accordance with the Council's Financial Regulations, Cllrs approved the proposed expenditure on the basis of the need to</p>	

	act swiftly ahead of winter. The Clerk to inform the contractor to proceed. In respect of tree management, Cllr Ford to provide the Clerk with copies of the Council's most recent tree surveys and the Clerk to review in conjunction with the Council's appointed contractor. Any additional trees notified to the Clerk to be incorporated in this review and, if appropriate, added to any schedule of proposed work which is to be costed by the contractor and advised to the Council for approval.	SB SF SB
14	Notification of business for inclusion on the next agenda Cllrs did not raise any items other than those already noted during the meeting.	
15	To confirm details of the next ordinary Council meeting The Clerk reminded Cllrs that the trial period of holding two full Council meetings a month (PM1 & PM2) had come to an end and that following discussions the next Council meeting would need to deal with organising the Council's priorities (tasks and projects) and the roles and responsibilities of working groups. Therefore, the format of the next Council meeting would be significantly different to enable Cllrs to focus on these topics. The Clerk to ensure that public notices clearly state the extraordinary nature of this next meeting. The next (extraordinary) Council meeting on 18 November at the Memorial Hall, Nutfield starting at 7.30pm was confirmed. The next (ordinary) Council meeting on 2 December starting at 7:30pm (venue to be advised) was also confirmed.	SB
	<u>Sub-section 2</u> - Public Bodies (Admissions to Meetings) Act 1960: None.	

Appendix 1 – Assistant Clerk's Report

Cemetery and Woodland Burial Area

- In the next two weeks we have one burial and one ashes interment plus two headstone requests.
- There will be the cost of a few tablets and plaques to satisfy orders already made when graves were reserved.
- Brochures have been delivered to a number of Undertakers

Allotments

- Work to the east side boundary scheduled to be completed before Christmas.
- The holders of plots that have not been recently cultivated will be asked whether they wish to continue.

Roads

- JJ Franks new road due to be finished this Friday (ahead of time).

Health and Safety survey

- This has been carried out and attention needed to the hard playing surface in the Recreation Ground at South Nutfield, and the wire around the top and basketball backboards.
- Weeds on the pound have been sprayed.
- Minimal dog fouling on football pitches.

Appendix 2: Schedule of Payments

Chq No.	Payee	Amount £	Comments
002972	Mrs Sharon Huseyin	75.00	Book-keeping services
002973	Nutfield Memorial Hall	121.00	Venue hire for Council meetings
002974	Pineneedle Limited	247.50	Advertisement in Surrey County Bereavement Guide 2016
002975	Stoneman Funeral Service Ltd	210.00	Memorial plaque for cemetery.
002976	Ken Hamilton	65.00	Ground clearance (allotments)
002977	Ken Hamilton	35.00	Landscape maintenance (Woodland Burial site)
002978	Ken Hamilton	320.00	Landscape maintenance (Nutfield Cemetery)
002979	Simon Bold	*****	Clerk's salary (October 2015)
002980	Simon Bold	88.52	Clerk's expenses (October 2015)
002981	Sean Hayes	*****	Assistant Clerk's salary (October 2015)
002982	Sean Hayes	43.06	Assistant Clerk's expenses (October 2015)
002983	Post Office Limited	576.96	PAYE and Class 1A NICS (full balance to October 2015)
002984	Nutfield Link	45.00	Advertisement for twelve issues in 2016.
	Total	2,914.52	