



Nutfield Parish Council

Clerk to the Parish Council: Mr Simon Bold
31 Glebe Road, Warlingham, Surrey CR6 9NG

Telephone: 07494 366074

Email: parishclerk@nutfieldpc.com Website: www.nutfieldpc.com

Minutes of the meeting held on 2nd December 2015 at the
Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE

<p>Councillors (Cllrs) present: Cllr Sue Renaut (Chair), Cllr David Cullen, Cllr David Dowden, Cllr Sue Ford, Cllr John Johnson, Cllr David Miller, Cllr Paul Murray, Cllr Ian Reeve, Cllr Kent Sandiford.</p>	<p>Attending: 8 visitors, 2 Police Officers County Cllr Helena Windsor, District Cllrs Gill Black and Debbie Vickers (all part attended)</p>
<p>Meeting opened at 7:35pm and closed at 11:40pm.</p>	<p>In attendance: Simon Bold, Clerk and Sean Hayes, Assistant to the Clerk (part)</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 and took the opportunity to remind Cllrs of the need to keep discussions brief and to the point.</p>	
2	<p>Councillor apologies for absence. None (all Cllrs present).</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 Police Officers present provided a report on recent local crime and, with the permission of the Chairman, conducted a brief Q&A. Other items raised were CCTV, littering and HGVs causing obstruction to other traffic.</p>	
5	<p>Report from County & District Councillors District Cllr Gill Black chose not to comment. District Cllr Vickers reported that she had attended a meeting which she had arranged between Redhill Aerodrome and local residents. County Cllr Windsor thanked both the Council and local volunteers for their work cleaning local road signs. County Cllr Windsor reported that she would raise with SCC Highways Officers poor lighting around the Mercers South site and overgrown kerbside vegetation that Cllrs advised to her – Cllr Murray to action the latter. County Cllr Windsor highlighted possible changes to staffing levels at SCC Highways in respect of the Tandridge area – Clerk to circulate an email on this subject to Cllrs.</p>	<p>PM SB</p>
6	<p>Police Report The Clerk confirmed that no report for November had been received directly from the local Police. Cllr Ford commented that this would need to be obtained via the local Police website in future as it would no longer be sent out.</p>	
7	<p>Acceptance of last minutes Cllrs approved the minutes of the meeting held on 18th November 2015. These</p>	

	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.	
8	<p>Clerk's Report</p> <p>The Clerk commented that the Council should consider adopting a published scheme for making donations to third parties (grants). As a result, the Clerk to provide Cllrs with details of such a scheme for review at a future meeting. The Clerk confirmed the following: the Bank mandate had been successfully completed; the Council's Pension Staging Date is 1st January 2017 and he would provide, by email to all Cllrs, details of the recent TDC Annual Parish Assembly which he and the Chairman attended.</p>	SB 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) and highlighted a personal letter of thanks in respect of a recent interment.</p>	
10	<p>Highways matters (carriageways, pavements, overgrown vegetation, drainage)</p> <p>Cllr Ford reprised her report, previously sent to Cllrs, which summarised proposals in respect of air pollution monitoring on local roads. As a result of discussions, the following was agreed: The Clerk to write to TDC to request the relocation of one NO2 monitor; that the Council continue to liaise with local groups who have concerns about air pollution on roads; to decline Bletchingley's three month collaboration offer on PM10 monitoring due to unresolved doubts about its value-for-money; to seek publication of PM levels under the Dust Management Plan implemented for the Mercers South site and to commit money (£330 +VAT), along with two other Parish Councils, to a A25 traffic survey proposed by TAG. In respect of the last point, the Clerk had reminded the Council of the need to use available powers and to this end, having taken account of the benefit to a large number of residents in the Parish, Cllrs approved this expenditure under Section 137 of the Local Government Act 1972.</p> <p>Cllr Cullen confirmed that he had reported poor lighting conditions on the A25, around the entrance to the Mercers South site, to SCC Highways. Cllr Sandiford highlighted the part of the road near Netherleigh Park that had a severe undulation in it and Cllr Cullen agreed to report this to SCC Highways.</p>	SB SB SF SB
11	<p>Current Planning Applications</p> <p>In respect of the nine applications notified by TDC since the Parish Council's last meeting:</p> <ul style="list-style-type: none"> • <u>TA/2015/1861 & TA/2015/2017</u> (Consultation from Reigate & Banstead Borough Council), Block 26, Redhill Aerodrome, Kings Mill Lane, South Nutfield RH1 5JY Cllrs resolved to object due to the substantial increase in floor space which Cllrs felt was unwarranted and unjustified. In addition, Cllrs felt the increase in the building's area was completely unacceptable in a Green Belt location. • <u>TA/2015/1937 & TA/2015/1939</u> (Listed Building Consent), Halfway House, Bletchingley Road, Nutfield RH1 4HN Cllrs resolved not to object or comment. • <u>TA/2015/1963/NH</u> 18 Bower Hill Close, South Nutfield RH1 5NQ Cllrs resolved not to object or comment. • <u>TA/2014/1957/Cond1</u> RNIB Soundscape, Philanthropic Road, Redhill RH1 4DZ To be discussed at an extraordinary Council meeting once Cllr Sandiford has reviewed the details and circulated his comments to Cllrs. The Clerk to ascertain TDC's timescale for comments. • <u>TA/2015/2040</u> Hawkesbury, Coopers Hill Road, Nutfield RH1 4HX Cllrs resolved not to object or comment. • <u>TA/2015/2069</u> 6 Blacklands Meadow, Nutfield RH1 4EW 	KS SB

	<p>Cllrs resolved not to object or comment.</p> <ul style="list-style-type: none"> • <u>TA/2015/2083</u> 3 Morris Road, South Nutfield RH1 5SB <p>Cllrs resolved not to object or comment.</p> <p>The Clerk to notify TDC in respect of the Council's decisions in respect of the relevant applications above.</p>	SB
	<p>In respect of the one consultation notified by Surrey County Council:</p> <ul style="list-style-type: none"> • <u>2015/0201/TA/ (in respect of TA/2013/1799) Mercers South, Nutfield, Redhill, Surrey, RH1 4EU (pursuant to Condition 29)</u> <p>To be discussed at an extraordinary Council meeting once Cllr Sandiford has reviewed the details and circulated his comments to Cllrs.</p>	KS
12	<p>Update on matters relating to local aviation (to include Biggin Hill, Gatwick and Redhill Aerodrome).</p> <p>Cllrs discussed how best to respond to the recently advised consultation on plans to introduce a new landing system for Runway 3 at Biggin Hill Airport. The Clerk to check that the consultation runs until mid-February which will allow Cllrs sufficient time to formulate a response.</p> <p>Prior to the meeting, the Clerk had provided Cllrs with a copy of correspondence that had advised of the possible registration of Airfields as Brownfield sites. Cllrs began to debate this issue but then requested an adjournment in order to hear from a member of the audience on this subject. This request was against the advice of the Clerk who set out how the Council could leave themselves open to challenge by allowing an audience member to intervene during a Council meeting.</p>	SB
<p><i>The meeting was temporarily adjourned at this point.</i></p>		
	<p>Following discussion by Cllrs, the Clerk to write to Sam Gyimah MP to raise concerns about the possible registration of Redhill Aerodrome as a brownfield site and to establish the details of any related consultation.</p> <p>Cllrs then discussed how to deal effectively with information received from representatives of Keep Redhill Aerodrome Green (KRAG), other local groups and residents in respect of aviation. Cllrs appreciated receiving information from these groups and agreed that all correspondence relating to aviation be copied to a local resident who had broad knowledge of the subject.</p> <p>The Chairman reiterated the comments of the Clerk that it is important for Cllrs to know the provenance of information prior to including it in any debate. As a result, the Clerk was asked to advise a local resident and representative of KRAG to clearly identify whether he is writing to the Council as either a local resident or as a representative of KRAG. It was generally felt that this would help Cllrs demonstrate that they were addressing matters with an open mind.</p> <p>In respect of Gatwick Airport, where there are no current consultations open, Cllrs discussed the fact that the consultant at CAA was still taking views in respect of the Gatwick Airport Independent Review. Cllr Miller to obtain a copy of a letter recently sent by the Nutfield Conservation Society to the consultant and the Clerk to circulate it to Cllrs.</p> <p>The Clerk to await a reply from TDC Planning Department in respect of lighting changes at Redhill Aerodrome before asking the CAA for comment.</p>	SB SB SB DM SB
13	<p>Action List</p> <p>Cllrs reviewed the Action List provided by the Clerk. The Clerk to update the list following comments by Cllrs the list to be discussed again at an extraordinary Council meeting.</p>	SB
14	<p>Working Groups</p> <p>Councillors discussed the future arrangements for Working Groups. To this end, Cllrs approved the Terms of Reference which had been discussed at the last meeting and carried forward to this. Cllrs requested that a meeting of the Working Groups take place on the third Wednesday of each month. The Clerk advised that as the Terms of Reference did not delegate any powers from the Council to the</p>	

	Working Groups it would mean that a meeting of Working Groups, even if it included all Cllrs, would not be a Council meeting. Note: Following the meeting, the Clerk advised Cllrs that he would seek advice from the Surrey Association of Local Councils (SALC) to double-check whether these arrangements would be acceptable in terms of the statutory processes governing Councils and their meetings. Clerk to advise Cllrs prior to the next meeting and the topic of Working Groups to be discussed at an extraordinary Council meeting.	SB
<i>The meeting was temporarily adjourned at this point.</i>		
15	Bank Balances The Clerk provided details of the Council's latest bank balances as follows: Current Account £67.31 and the Reserve Account £68,288.64.	
16	Budget & Precept for 2016/17 Cllrs commenced a discussion of the draft budget that had been prepared by Cllrs involved in the Finance & General Purposes Group. The discussion centred on the Clerk's hours which had been used to calculate the Clerk's salary for 2016/17. The Clerk repeated his comments recently made to the Chairman which were that having stated previously to Cllrs, within the early weeks of his employment, that the hours he was having to do were unsustainable at over 30 hours a week, and including working weekends, he was now heartened to see that the hours required to complete the job were gradually reducing. As a result, the Clerk advised that he would be willing to work up to 25 hours a week if the Council needed him to work to this level (the Clerk's Contract of Employment states 20 hours a week plus additional paid hours on approval). No conclusion was reached on this subject. The Clerk suggested that there should be a separate budget line for all donations (grants) which the Council may wish to give in the next financial year (see new Grant Application Scheme as mentioned under item 8 Clerk's Report). Cllrs did not approve the budget and this item would be carried forward to an extraordinary meeting on the 16 December 2015. Cllrs Renault and Dowden to circulate an updated draft budget to all Cllrs prior to the extraordinary meeting.	SR DD
17	Audit The Clerk had provided Cllrs with a copy of the external auditor's reply to the Council's letter querying two 'Issues Arising' matters. No comments or queries were raised by Cllrs. The Clerk had also provided a plan of action to address each of the issues raised by the external auditor in respect of the 2014/15 audit. Cllrs approved the proposed action plan and the Clerk to implement.	SB
18 18.1 & 18.2	Memorial Hall, Memorial Playground and surrounding grounds. The items relating to the grant application in respect of the playground and surrounding grounds were referred to the Charles Maw Trust for consideration and action.	
<i>The meeting was temporarily adjourned at this point.</i>		
19	Groundworks, land and tree management (including the Cemetery and Woodland Burial areas) The Clerk to speak to the Council's landscaping contractor concerning scheduled tree work and a couple of additional tree management jobs.	SB
20	Noticeboard(s) Nothing further to report and the Clerk to ask the Assistant Clerk to obtain the three quotations as previously discussed.	SH
21	Risk Assessment Nothing further to report and Cllr Johnson to provide an updated Risk Assessment document at a later meeting.	JJ
22	Events None.	

23	Training, conferences & consultations and meetings of Outside Bodies (to include the Tandridge Local Committee meeting of 11/12/15) Cllr Cullen to draft a question to be submitted, via the Clerk, to the Tandridge Local Committee seeking an increase in the frequency of highway cleaning along the A25 nearest the sites used by HGVs.	DD SB
24	Payment(s) Cllrs approved the list of payments (see Appendix 2) that had been provided prior to the meeting by the Clerk – this was proposed by Cllr Sandiford and seconded by Cllr Ford. Cllrs Cullen and Sandiford signed the cheques. The Clerk to dispense payments. Cllr Dowden had provided three quotations for a secure filing cabinet in which to keep Cemetery records. Cllrs approved the mid-priced quotation. The Clerk to place the order.	SB SB
25	Notification of business for inclusion on the next (ordinary) agenda Besides those items already raised by Cllrs during the meeting, the subject of the location of future meetings was raised for discussion.	SB
26	To confirm details of the next ordinary Council meeting The next (extraordinary) Council meeting on 16 December at the Memorial Hall, Nutfield starting at 7.30pm was confirmed. The next (ordinary) Council meeting on 6 January 2016 starting at 7:30pm at the Memorial Hall, Nutfield starting at 7:30pm. There was no discussion about any future meeting dates.	
<u>Sub-section 2</u> - Public Bodies (Admissions to Meetings) Act 1960: <i>Any items such as tenders that need consideration and/or decision should be read under this section.</i> None.		

Appendix 1: Assistant Clerk's Report

Cemetery and Woodland Burial Area

- One interment on November 14th and one burial on November 18th.
- Enquiry about ashes interment and tablet with client meeting on Friday December 4th.

Allotments

- No action.

Roads

- A25 east of new Mercers South haul road very muddy.
- Sign posts in the village remain clean.
- Culvert on Kings Cross Lane has been fixed.

Appendix 2: Schedule of Payments

Chq No.	Payee	Amount £	Comments
002985	SSALC Limited	60.00	New councillor training (17/11/2015)
002986	M F Lansley	89.00	Repair to surface at entrance to Nutfield Cemetery
002987	SSALC Limited	90.00	HR & Chairs Briefing (training - 18/11/2015)

Chq No.	Payee	Amount £	Comments
002988	Hire-A-Loo	156.00	Portable toilet for Nutfield Bonfire 2015 event
002989	Simon Bold	*****	Clerk's Salary (November 2015)
002990	Simon Bold	138.67	Clerk's expenses (November 2015)
002991	Sean Hayes	*****	Assistant Clerk's salary (November 2015)
002992	Sean Hayes	36.45	Assistant Clerk's expenses (November 2015)
002993	Post Office Limited	533.86	PAYE and Class 1A NICS (November 2015)
DD*	Sutton and East Surrey Water	130.07	Water service charge - allotments
DD*	Sutton and East Surrey Water	2.62	Water service charge - Cemetery
002994	Ken Hamilton	480.00	Hedging cutting (allotments) and landscape maintenance (Nutfield Cemetery).
DD*	Public Works Loan Board	1,757.05	Repayment instalment.
	Total	4,737.66	

*Payment scheduled by Direct Debit