



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 6th January 2016 at the
Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE

Councillors (Cllrs) present: Cllr Sue Renaut (Chair), Cllr David Cullen, Cllr David Dowden, Cllr Sue Ford, Cllr John Johnson, Cllr David Miller, Paul Murray and Cllr Kent Sandiford.	Attending: 2 visitors (part) District Cllr Debbie Vickers (part) County Cllr Helena Windsor (part)
Meeting opened at 7:55pm and closed at 11:00pm.	In attendance: Simon Bold, Clerk

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

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

1	Chairman to open the meeting Cllr Renaut opened the meeting.	
2	Councillor apologies for absence. Cllr Ian Reeve 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 The subjects of the crime and anti-social behaviour in Nutfield and the future location of the Surrey Air ambulance were raised.	
5	Report from County & District Councillors District Cllr Debbie Vickers had nothing to report. County Cllr Helena Windsor confirmed that the number of Surrey County Council (SCC) Highways Officers for the Tandridge area was to be reduced from three to two but that this would be reviewed within six months. The County Cllr was aware that the railings by the newly restored culvert in Kings Cross Lane had been damaged and this would be reported to SCC Highways for repair. The grit bin in the same location had now been installed. The County Cllr was keen to support any works to monitor air pollution on local roads as well as CCTV, if considered appropriate by others.	
6	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 16 th December 2015 prior to the meeting and following discussion two amendments were made. Cllrs approved the resultant minutes. At the request of Cllr Murray, the voting was recorded as follows: For - 4 votes; Against - 2 votes and Abstentions – 2 votes. The Clerk to display copies on the Council's website and notice boards.	SB
7	Clerk's Report The Clerk had provided, just prior to the meeting, details of a proposed Grant Application Scheme to be used by the Council when considering donations to	

	<p>third parties. Cllrs to provide comments to the Clerk to enable a final draft to be considered for approval at the Council's next meeting.</p> <p>Cllrs discussed holding some meetings during the year at the Village Hall in South Nutfield. The Clerk to finalise the dates of Council meetings during the first half of the year and look to book the Council's April and July meetings at the Village Hall (subject to availability). The Clerk commented that the Council's (ordinary) May meeting would need to be on the 11th May and Cllrs remarked that the Annual Assembly is normally held on a Saturday in May and that the Village Hall would be the preferred venue for this.</p> <p>The Clerk reported that Sean Hayes, the Assistant Clerk (aka Assistant to the Clerk), had tendered his resignation to the Chairman and that this would take effect at the end of January. The Council wished to record their thanks to Sean for his support and wished him well for the future. The Council's Staffing Working Group, with the assistance of the Clerk, would review the role, job description and recruitment of a replacement and a meeting would be arranged to start this process. The Clerk to discuss and arrange the handover of tasks (e.g. Cemetery duties) with the Assistant Clerk in the interim.</p> <p>The Clerk also reported that JJ Franks' had responded to a request by the Council for publication of pollution levels. The company stated that they would deal with this in accordance with the conditions set out in the planning approval.</p> <p>Finally the Clerk to contact Tandridge District Council's (TDC) Housing Enabling Team to seek clarification on the arrangements for local lettings in the Nomination Agreement appended to the S106 terms for Kings Cross Lane (specifically management of consequential lettings elsewhere in Nutfield).</p>	<p>ALL</p> <p>SB</p> <p>SB Staffing WG</p> <p>SB</p> <p>SB</p>
8	<p>Assistant Clerk's Report</p> <p>The Assistant Clerk had provided a written report to Cllrs (see Appendix 1) prior to the meeting. Cllr Cullen to provide the SCC Highways reference number for a broken drain he had reported to the Clerk for his records and for the Clerk to pass to the County Cllr if the repair remains outstanding for any length of time. The Clerk confirmed that the Assistant Clerk was seeking a price for a replacement spare padlock for the main allotment gates.</p>	<p>DC (SB)</p> <p>SH</p>
9	<p>Highways matters (carriageways, pavements, overgrown vegetation, drainage)</p> <p>The Clerk is to write to SCC Highways raising the Council's concern about the reduction in Officer numbers in Tandridge and seeking reassurance that the timeliness of the service e.g. repair of defects, will not deteriorate.</p> <p>Cllr Cullen to draft a letter to SCC Highways raising the Council's ongoing concern over the amount of debris and mud on the A25 around the road haulage sites (this had already been raised by the Council at the recent Tandridge Local Committee meeting).</p> <p>The Clerk to seek an update from County Cllr Windsor about speed reduction signage (30 mph) on Mid Street, Nutfield.</p>	<p>SB</p> <p>DC</p> <p>SB</p>
10	<p>Current Planning Applications</p> <p>In respect of the six applications notified by TDC since the Parish Council's last meeting:</p> <ul style="list-style-type: none"> • <u>TA/2015/2097</u> 19 High Street, Nutfield, RH1 4HH Cllrs resolved not to object or comment. • <u>TA/2015/2041</u> Henhaw Farm, Coopers Hill Road, South Nutfield RH1 5PD Cllrs resolved not to object or comment. • <u>TA/2015/2114</u> 116 Mid Street, South Nutfield RH1 4JH (Cert. of Lawfulness) Cllrs resolved not to comment. • <u>TA/2015/2132</u> 19 High Street, Nutfield RH1 4HH Cllrs resolved to object unless the placing of 'A' frames on the public footpath outside the premises fronting the A25 was prohibited by condition attaching to any permission granted. • <u>TA/2015/2176</u> Pippins, 83 Mid Street, South Nutfield RH1 4JJ Cllrs resolved not to object or comment. 	

	<ul style="list-style-type: none"> • <u>TA/2015/2260/NH</u> 147 Mid Street, South Nutfield RH1 5RP (Notification of a Proposed Larger Home Extension). Cllrs resolved not to comment. <p>The Clerk to notify TDC in respect of the Council's decisions in respect of the relevant applications above.</p>	SB
11	<p>Local Plan</p> <p>Cllrs discussed the recently launched Local Plan consultation by TDC. The extensive documentation included sites in South Nutfield that had been identified as potential sites for development. The Clerk confirmed that TDC's preferred method for feedback was on-line and that individuals and organisations, including the Parish Council, were invited to register via the TDC website.</p> <p>Cllr Johnson to re-circulate documents provided by the Clerk (obtained at a TDC briefing) which outlined the subjects and issues on which TDC wished to receive comments and Cllr Johnson felt this would help structure the Council's response. Cllrs wished to seek the help of the Council's planning advisor in terms of an overview of the consultation and its potential impact, both good and bad, on the community of Nutfield. The Clerk to contact the planning advisor setting out the Council's request and to obtain a quotation for any proposed report to Council. It was noted that the advisor's report would be required one week before the next Council meeting to enable Cllrs to review and prepare comments.</p> <p>Cllr Sandiford to re-issue messages publicising TDC's consultation via the Council's website, Twitter and Facebook accounts.</p>	JJ SB KS
12	<p>Local aviation</p> <p>The Clerk summarised, with the help of additional comments from Cllrs, the current status of various aviation matters as follows: Gatwick's new routes were currently subject to a judicial review; the Clerk confirmed that the Parish Council had been registered as an interested party by those carrying out the Gatwick Arrivals Review; the details of the new flight path proposals at Biggin Hill (IAP 3) had been reviewed by Cllrs and were not expected to have an adverse impact on residents in Nutfield; the constituency MP's office (Sam Gyimah MP) had advised that the open parts of existing airfields would not form part of any brownfield review. The Clerk is still to write to the CAA about lighting changes made at Redhill Aerodrome in the summer.</p> <p>The Clerk is to check whether it is considered appropriate for the Council to subscribe to any lobby group and if so whether there are any particular rules or protocols that needed to be followed by the Council as a result.</p>	SB SB
<i>The meeting was temporarily adjourned at this point.</i>		
13	<p>Action List</p> <p>A number of new items were added to the current list and prioritised by Cllrs. In respect of crime prevention measures the Clerk to liaise with the local Police and other agencies to see who would be willing and available to participate in a local community meeting. The Clerk to also find out details of the surveillance system used by Bletchingley Parish Council.</p>	SB SB
14	<p>Working Groups</p> <p>Cllrs approved the Terms of Reference (ToR) governing the activities of the Council's Working Groups. These had been provided at the Council's last meeting and carried forward to this meeting.</p> <p>Cllr Sandiford to upload the ToR to the Council's website and consider updating the website to reflect the changes being made to the structure of future Council meetings following revisions to Working Group arrangements i.e. one scheduled ordinary Council meeting each month with extraordinary Council meetings on an ad-hoc basis (if required) and meetings of the Working Groups as required.</p>	KS
15	<p>Bank Balances</p> <p>Cllr Renault provided bank reconciliation reports (current and reserve accounts)</p>	

	<p>for the period to 27 November 2015. No comments or queries were raised by Cllrs and these reports were signed (by the Chairman) on behalf of the Council.</p> <p>The Clerk provided the Council's bank balances as at 4 January 2016 as follows: Current Account £960.00 and the Reserve Account £63,508.79.</p>	
16	<p>Memorial Hall, Memorial Playground and surrounding grounds.</p> <p>Cllr Ford gave an update to Cllrs on her work to complete a grant application for funds to reinstate the playground at the Memorial Hall as follows: several contractors had been accompanied to the site and proposals and quotes received; Steve Hyder, Parks and Countryside Manager at TDC, had also visited and given advice; a visit by another contractor to discuss Health & Safety and maintenance had been scheduled and a meeting with volunteers had been arranged for the evening of 14th January.</p> <p>Several additional pieces of information were still required by Cllr Ford to fully complete the grant application and ENTRUST application including details of a website for the playground. Cllr Sandiford to investigate the cost of a website to enable this to be discussed at the next Charles Maw Trust meeting.</p>	<p>SF</p> <p>SF KS</p>
<p><i>At this point, Cllr Dowden left the meeting.</i></p>		
17	<p>Groundworks, land and tree management (including the Cemetery and Woodland Burial areas)</p> <p>The Clerk had provided, prior to the meeting, details of a quotation for tree work on a number of urgent and medium priority trees as identified under the Council's most recent tree inspection reports. Approved by Cllrs and the Clerk to instruct the contractor to proceed.</p> <p>Cllrs also agreed that work should be undertaken on the remaining trees and the Clerk is to arrange meetings with a number of contractors in order to obtain quotes.</p>	<p>SB</p> <p>SB</p>
18	<p>Noticeboard(s)</p> <p>The Assistant Clerk to obtain sufficient quotations to enable Cllrs to discuss and, if appropriate, approve expenditure on a replacement notice board for the Nutfield Marsh.</p>	<p>SH</p>
19	<p>Risk Assessment</p> <p>Cllr Johnson to re-send a previous email to Cllrs seeking comments on this topic so that a revised document can be considered, and if appropriate, approved at the next meeting.</p>	<p>JJ</p>
20	<p>Events</p> <p>None.</p>	
21	<p>Training, conferences & consultations and meetings of Outside Bodies</p> <p>The Clerk provided details of several training opportunities. Both Cllrs Ford and Renault expressed an interest in the Surrey Local Council's Update (February 2016) and Cllrs approved the fees. Cllr Renault had already expressed an interest in attending the free Three Southern Counties (3SC) Devolution Bid presentation (March 2016). Cllrs to confirm their availability and the Clerk to make bookings.</p> <p>The Clerk to circulate the latest SSALC training schedule for 2016 to Cllrs.</p>	<p>SF SR</p> <p>ALL SB</p>
22	<p>Payment(s)</p> <p>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 Miller and seconded by Cllr Ford. Cllrs Ford and Sandiford signed the cheques. The Clerk to dispense payments.</p> <p>The Clerk had provided, prior to the meeting, quotations for a mobile handset and a replacement shredder for Council use. Cllrs approved both items of expenditure. The Clerk to place the orders.</p>	<p>SB</p> <p>SB</p>

23	Notification of business for inclusion on the next agenda Besides those items already raised by Cllrs during the meeting, the subject of the Council's response to TDC's Local Plan consultation was raised.	
24	To confirm details of the next ordinary Council meeting The next Council meeting on 3 rd February 2016 at the Memorial Hall, Nutfield starting at 7:30pm.	ALL
	<u>Sub-section 2</u> - Public Bodies (Admissions to Meetings) Act 1960. None.	

Appendix 1: Assistant Clerk's Report

Cemetery and Woodland Burial Area

- One interment.

Allotments

- One allotment shed damaged on 19th December. The Fire brigade had to remove the lock on the gate to gain access. The police notified and a crime reference number issued.
- The ground conditions are very wet following the recent high rainfall.

Roads

- The pot hole by the drain on the Redhill side to Nutfield on the A25 has deteriorated once again.

Appendix 2: Schedule of Payments

Chq No.	Payee	Amount £	Comments
002995	Redhill Farm Services	2,412.00	Work in Jubilee Fields – fencing and ditching
002996	Information Commissioner	35.00	Data protection registration renewal
002997	Nutfield Memorial Hall	22.00	Hire of venue (JJ Franks meeting)
002998	Mrs Sharon Huseyin	75.00	Book-keeping services (October & November 2015)
002999	Ken Hamilton	480.00	Landscape maintenance (Nutfield Cemetery and Woodland Burial Area)
003000	Nick Dance (Agricultural Contractor)	7,056.00	Nutfield Marsh protection and landscape restoration work.
003001	4UH Ltd	35.99	Website domain name renewal
003002	Simon Bold	*****	Clerk's salary (December 2015)
003003	Simon Bold	120.83	Clerk's expenses (December 2015)
003004	Sean Hayes	*****	Assistant to the Clerk's salary (December 2015)
003005	Sean Hayes	8.55	Assistant to the Clerk's expenses (December 2015)
003006	Post Office Limited	554.91	PAYE and Class 1A NICS (December 2015)
DD*	Public Works Loan Board	1,757.05	Repayment instalment.
	Total	13,776.35	

*Payment scheduled by Direct Debit