



Nutfield Parish Council

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Minutes of the meeting held on 3rd February 2016 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 Paul Murray, Cllr Ian Reeve and Cllr Kent Sandiford.</p>	<p>Attending: 2 visitors District Cllrs Gill Black, Tony Elias and Debbie Vickers County Cllr Helena Windsor Carole Forrest, Planning Advisor (all part)</p>
<p>Meeting opened at 7:31pm and closed at 11:32pm.</p>	<p>In attendance: Simon Bold, Clerk</p>

1	<p>Chairman to open the meeting Cllr Renaut opened the meeting.</p>	
2	<p>Councillor apologies for absence. Cllrs John Johnson and David Miller 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 subjects of Kings Mead, the Royal British Legion, the scheduled Community meeting on 11/2/16, ditches and the Local Plan consultation were raised.</p>	
5	<p>Report from County & District Councillors District Cllrs Tony Elias and Gill Black had nothing to report. District Cllr Debbie Vickers provided brief comments about litter picking along part of the A25, Redhill Aerodrome and a future meeting with Tandridge District Council (TDC) about air quality monitoring. County Cllr Helena Windsor also provided comments on a number of subjects including air quality, the Local Plan consultation, Kings Mead and the condition of the A25.</p>	
6	<p>Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 6th January 2016. Cllrs approved these minutes and the Chair signed them on behalf of the Council. The Clerk to display copies on the Council's website and notice boards.</p>	SB
	<p><i>At this point, item 10 was brought forward to enable the Planning Advisor to comment (at the invitation of the Chairman) and depart at a reasonable time. During agenda item 7 (that followed) Cllr Dowden temporarily left the meeting.</i></p>	
7	<p>Clerk's Report The Clerk provided the following comments to Cllrs: quotations for a replacement notice board for the Marsh remained outstanding which Cllr Dowden agreed to take on; that the new safe for the Parish Office could not be ordered until sufficient</p>	DD

	<p>space has been cleared to accommodate it (Cllr Dowden offered to help clear some space); that the pay rate in respect of the Clerk is due to increase one pay spine point following successful completion of the probationary period (in accordance with the Contract of Employment); that the Council's Asset List requires urgent updating and that the Clerk and Chair need to meet to progress this further; that an interim internal audit is scheduled for 9/2/16 to be attended by the Clerk and Chairman and finally suggestions for the Council's next article in the Link had been requested and should be sent to Cllr Reeve ahead of the 12th of the month.</p> <p>The Clerk provided Cllrs with an update on whether the Council is permitted to subscribe to groups such as the Gatwick Areas Conservation Campaign (GACC) and he confirmed that although there is no ban on a Parish Council contributing to a lobby group the Council would need to be careful in order to avoid any accusation of bias on related matters. To avoid this, the Clerk advised that the Council would need to demonstrate a benefit to its community, value for money in respect of expenditure, make clear that the Council does not necessarily share the views of the organisation and that its membership and future commitment of funds is subject to periodic review to take account of any change of circumstances. On this basis, the question of whether to subscribe to GACC was carried forward the next meeting</p>	SB
8	<p>Highways matters (carriageways, pavements, overgrown vegetation, drainage) Cllr Cullen had prepared a draft letter to Surrey County Council (SCC) Highways concerning the amount of mud and debris on the A25 and it was agreed that this should be sent. Cllr Cullen to submit online reports to SCC concerning the uneven road surface on Kings Cross Lane near Netherleigh Park, South Nutfield and also the damaged storm drain on the A25 towards Redhill. Finally, Cllr Cullen agreed to draft a letter to TDC raising concerns about their method of discharging waste into the drain on Kings Cross Lane and the condition of the adjacent layby.</p>	SB DC DC
9	<p>Current Planning Applications</p> <p>In respect of the eight applications notified by TDC since the Parish Council's last meeting:</p> <ul style="list-style-type: none"> • <u>TA/2015/2206</u> 3 Mid Street, South Nutfield, RH1 4JU Cllrs resolved not to object or comment. • <u>TA/2015/1945/Cond1</u> Crab Hill Farm, Crab Hill Lane, Sth Nutfield, RH1 5NR Cllrs resolved not to comment. • <u>TA/2015/1613/Cond1</u> Crab Hill Farm, Crab Hill Lane, Sth Nutfield, RH1 5NR. Cllrs resolved not to comment • <u>TA/2015/2257</u> Hawkesbury, Coopers Hill Road, Nutfield, RH1 4HX Cllrs resolved not to object or comment. • <u>TA/2016/6</u> 33 Trindles Road, South Nutfield, RH1 4JL. Cllrs resolved not to object or comment. • <u>TA/2016/26</u> Redhill Aerodrome, Kings Mill Lane, South Nutfield, RH1 5JY. Cllrs resolved to object to this application (Certificate of Lawfulness for an existing development) as it was viewed as a way by which the applicant could secure a hard runway for the site which has been opposed by the Parish Council (along with others) in the past. Cllrs also objected to the fact that the development went ahead despite the lead Planning Authority (Reigate & Banstead Borough Council) advising the applicant, at the time, that there were no Permitted Development rights to undertake construction. • <u>TA/2016/108/NC</u> Little Cormongers Farm, Mid Street, South Nutfield. Cllrs resolved not to comment. • <u>TA/2016/112</u> 6 Blacklands Meadow, Nutfield, RH1 4EW Cllrs resolved not to object or comment. <p>The Clerk to notify TDC in respect of the Council's comments in respect of the applications above and to copy the Council's comments in respect of TA/2016/26 to Reigate & Banstead BC.</p>	

	<i>Item 10 had been brought forward during proceedings but is recorded here to match the agenda and for ease of reference. Cllr Dowden temporarily left the meeting during item 10.</i>	
10	<p>Local Plan</p> <p>Carole Forrest had provided, at the request of the Council, a report in response to TDC's 'Issues & Approaches' Local Plan consultation. This report included a prepared response for the Council to consider and had been circulated prior to the meeting.</p> <p>Carole outlined the main points of the report and also highlighted a concern she had in respect of the Technical Assessments provided by TDC in support of the consultation. Cllrs discussed these points and asked for more information on the Settlement Hierarchy data to enable Cllrs Sandiford and Murray to investigate further and advise Cllrs of any anomalies that should be brought to the attention of TDC. Cllr Murray to also consider whether there could be a benefit in working with other Parishes with RH1 postcodes and advise fellow Cllrs.</p> <p>Cllrs agreed that the prepared response provided by Carole should be submitted by the Clerk to TDC. In addition, the response to be posted to the Council's website and social media.</p> <p>Cllrs thanked Carole for her advice and work on this matter.</p>	SB PM SB KS
	<i>At this point, directly after item 10 Carole Forrest left the meeting.</i>	
11	<p>Employment</p> <p>Cllrs approved the appointment of Simon Bold as Clerk and Responsible Finance Officer following a review of his performance towards the end of his probationary period.</p> <p>Cllrs discussed the recruitment of an Assistant Clerk. The Clerk and Cllr Murray to compile a job description (main responsibilities and duties) and to prepare an advertisement for use on the Council's own media and various other free outlets.</p>	SB
12	<p>Trusts</p> <p>The Clerk had been asked to provide an update on the work being undertaken by Surrey Community Action (SCA) on behalf of the Parish Council, the Charles Maw Trust and the Nutfield War Memorial Fund & Village Hall Trust. The Clerk outlined what had been advised by the SCA both in terms of the current position of each Trust and what the Council should be doing in the interim. Cllr Dowden asked for clarification on matters relating to day-to-day management of the Memorial Hall and the Clerk to seek further advice from the SCA.</p>	SB
	<i>The meeting was temporarily adjourned at this point.</i>	
13	<p>Action List & Working Groups</p> <p>The latest Action List which had been prepared by the Clerk was reviewed and comments made. The Clerk to circulate a revised version to Cllrs.</p> <p>The membership and heads of each of the Working Groups were discussed and finalised (see Appendix 1) and the Clerk to circulate the revised version to Cllrs.</p> <p>Cllr Sandiford reported that the Planning Working Group was due to meet. The Chairman reminded Cllrs to let everyone know when a Working Group is scheduling a meeting to allow anyone to participate should they wish (in accordance with the Working Group Terms of Reference).</p>	SB SB ALL
14	<p>Local aviation (other than item 9 Planning Applications).</p> <p>The Clerk commented that the information provided by local resident Steve Hanks was helpful to the Council and in particular his monthly summary ahead of each Council meeting. Cllr Sandiford felt that the Clerk should be the conduit for such correspondence and added that the Planning Working Group would consider how information is gathered and acted upon – he hoped to be able to provide a proposal on this at the next Council meeting.</p>	
15	<p>Grant Application Scheme</p> <p>The Clerk had provided a draft Grant Application Scheme to enable the Council to</p>	

	consider requests for donations from third parties in a more structured way. Several comments were raised by Cllrs and as a result of the discussion the Clerk would amend the draft and re-present it for consideration at the next Council meeting.	
16	<p>Events</p> <p>In respect of the forthcoming community meeting (concerning local crime), Cllr Murray confirmed that he would be setting out the room and arranging for the collection of signatures on the night – the Clerk is to provide suitable wording in respect of data protection. The event, hosted by the Parish Council, will be introduced by the Chairman of the Council before a Q&A session with the local Police.</p> <p>A discussion about the Queen’s 90th birthday celebrations was postponed until the next meeting.</p>	<p>PM</p> <p>SB</p> <p>SR</p>
17	<p>Training, conferences & consultations and meetings of Outside Bodies</p> <p>Cllr Renaut to attend the Surrey Local Council’s Update event organized by the Surrey Association of Local Councils.</p> <p>Cllrs supported the Clerk’s request to attend the Cemetery Legal Compliance training course organized by the Society of Local Council Clerks in March. A booking to be secured.</p>	<p>SR</p> <p>SB</p>
18	<p>Risk Assessment</p> <p>The Clerk provided a copy of the draft Risk Assessment document which had been created following his meeting with Cllr Johnson.</p> <p>The document was approved subject to the addition of a column showing a reference number for each item (for ease of reference).</p>	<p>SB</p>
19	<p>Bank Balances</p> <p>The Clerk provided the Council’s bank balances as at 3 February 2016 as follows: Current Account £200.00 and the Reserve Account £49,665.99.</p>	
20	<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 Cullen and seconded by Cllr Ford. Cllrs Cullen and Dowden signed the cheques.</p> <p>Cllrs also approved expenditure in respect of the local Tree Wardens group to the value of £235.16.</p> <p>Consideration of a contribution to St Peter and St Paul churchyard was carried forward pending further research into the matter by the Clerk.</p> <p>The Clerk to dispense payments as approved above.</p>	<p>SB</p> <p>SB</p>
21	<p>Notification of business for inclusion on the next agenda</p> <p>Besides those items already raised by Cllrs during the meeting, the following subjects were raised by Cllrs : the Parish Council’s notice board outside the Memorial Hall, air quality monitoring and a possible donation of a notice board at the local railway station.</p>	
22	<p>Meeting dates</p> <p>The next Council meeting on 2nd March 2016 at the Memorial Hall, Nutfield starting at 7:30pm.</p> <p>A list of future meeting dates up to July 2016 were agreed including the date of the Annual Parish Assembly of Saturday 21 May 2016 (see Appendix 3). These details to be displayed by the Clerk on the Council’s notice boards and website.</p>	<p>SB</p>
	<p><u>Sub-section 2</u> - Public Bodies (Admissions to Meetings) Act 1960:</p> <p>None.</p>	

Appendix 1: Working Groups

Working Group Name	Tasks and projects	Members <i>(Heads <u>underlined</u>)</i>
Planning	<i>Monthly planning cases, Aviation, Mineral extraction, Affordable Housing, Neighbourhood Planning, Green Belt.</i>	JJ, DM, PM, <u>KS</u> .
Crime	<i>Fly grazing (Council land), Dog Walking Policy (Council land), Crime Prevention measures.</i>	<u>JJ</u> , PM, IR, SR, Assistant Clerk (AC).
Communications	<i>Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Local Government Transparency</i>	SB, <u>DM</u> , IR, KS.
Cemetery Administration	<i>Burial records and customer service</i>	SB, DC, <u>SF</u> , AC, JJ.
Land	<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>	DC, DD, SF, AC, <u>IR</u> , SR.
Finance	<i>Budget, Insurance, Risk Assessment, Audit, Pensions, Asset List.</i>	SB, DD, JJ, DM, <u>SR</u> .
Staffing	<i>Appraisals, Contracts, Well-being, Policies.</i>	SB, <u>DC</u> , SH, PM, SR, KS.
Highways	<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>	DC, SF, AC, <u>PM</u>

Appendix 2: Schedule of Payments

Chq No.	Payee	Amount £	Comments
003007	MVM (GB) Ltd	132.00	Woodland Burial Area Plaque.
003008	Kent Sandiford	35.99	Expenses (Nutfield Parish Council website) replacing stopped cheque 003001.
003009	SSALC Limited	18.00	Training – Surrey Local Councils Update
003010	Ken Hamilton	350.00	Landscape maintenance (Nutfield Cemetery and Woodland Burial Area).
003011	Sean Hayes	*****	Assistant to the Clerk's Salary (January 2016)
003012	Sean Hayes	13.05	Assistant to the Clerk's expenses (January 2016)
003013	Simon Bold	*****	Clerk's Salary (January 2016)
003014	Simon Bold	208.88	Clerk's expenses (January 2016)
003015	Post Office Limited	505.18	PAYE and Class 1A NICS (January 2016)
	Total	2,621.88	

Appendix 3: Council meeting dates

Month/ Year	Day	Date	Type	Venue
February 2016	Wednesday	3rd	Ordinary	Memorial Hall
March 2016	Wednesday	2nd	Ordinary	Memorial Hall
April 2016	Wednesday	6th	Ordinary	Village Hall
May 2016	Wednesday	11th	Annual Meeting	Memorial Hall
May 2016	Saturday	21st	Annual Parish Assembly	Village Hall
June 2016	Wednesday	1st	Ordinary	Memorial Hall
July 2016	Wednesday	6th	Ordinary	Village Hall

***Note:** *The Annual Parish Assembly is not a meeting of the Council (but hosted by the Council)*