



## Nutfield Parish Council

Clerk to the Parish Council: Mr Simon Bold  
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Minutes of the meeting held on 2<sup>nd</sup> March 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 Paul Murray and  
Cllr Kent Sandiford.

### Attending:

3 visitors  
County Cllr Helena Windsor  
District Cllr Gill Black  
(all part)

Meeting opened at 7:35pm and closed at 10:12pm.

In attendance: Simon Bold, Clerk

1	<b>Chairman to open the meeting</b> Cllr Renaut opened the meeting.	
2	<b>Councillor apologies for absence.</b> Cllr Ian Reeve had provided apologies to the Clerk prior to the meeting and David Miller had resigned as a member of the Council since the last meeting.	
3	<b>Code of Members' Conduct</b> Cllr Ford made a change to her Notification of Disclosable Pecuniary & Other Interests Form. No other Cllr made a change to their existing notification form or had made a change to their form since the last meeting. The Clerk to update the Register of Councillors' Interests, following the change by Cllr Ford, and to upload the revised document to the Council's website. No Cllr declared any Disclosable Pecuniary Interests & Other Interests in respect of any item on the agenda.	SB
4	<b>Public Session</b> The subject of speed limits on local roads was raised.	
5	<b>Report from County &amp; District Councillors</b> District Cllr Gill Black reported on the general condition of the A25 (including pavements) due to the accumulation of mud and debris and also a Queen's 90 <sup>th</sup> birthday event in Bletchingley on 11/6/16. County Cllr Helena Windsor started by mentioning the condition of the A25 and also the poor condition of the soft verge outside Nutfield Cemetery; the high attendance at the Nutfield community meeting held in February on the subject of crime; the uneven roadway at Kings Mead and also the recently launched Surrey County Council (SCC) Bus Service review and consultation.	
6	<b>Acceptance of last minutes</b> The Clerk had prepared and circulated minutes of the meeting held on the 3 <sup>rd</sup> February 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.	SB
7	<b>Clerk's Report</b> The Clerk provided an outline of procedures following the recent resignation of David Miller. In accordance with statutory procedures the Clerk to place a formal notice of the vacancy on the Council's notice boards (and website) to outline the terms of a 'claimed poll'. If no claim is made, the Council must advertise the vacancy and attempt to co-opt a new Council member. The Clerk to liaise with Tandridge District Council (TDC) and confirm the next steps at the next meeting.	SB SB

	The Clerk also provided comments to Cllrs on the following topics: notice of temporary footpath changes by SCC; a speed limit advisory notice from SCC and the upcoming Council insurance review which will be conducted with the help of the Finance Working Group.	
8	<b>Highways matters</b> (carriageways, pavements, overgrown vegetation, drainage) Cllrs raised the damage to the soft verges outside Nutfield Cemetery and also damage to railings on Crab Hill Lane near to Nutfield Nurseries. In respect of the latter Cllr Cullen agreed to report this to SCC.	DC
9	<b>Current Planning Applications</b> In respect of the seven applications notified by TDC since the Parish Council's last meeting: <ul style="list-style-type: none"> <li>• <u>TA/2015/2224</u> Egg Arch Farm, Clay Lane, Sth Nutfield, RH1 4EG Cllrs resolved not to object or comment.</li> <li>• <u>TA/2015/2254</u> Pavilion, South Nutfield Cricket Ground, Mid Street, South Nutfield, RH1 4JJ Cllrs resolved not to object or comment.</li> <li>• <u>TA/2016/76</u> 26 Morris Road, South Nutfield, RH1 5SA. Cllrs resolved not to object or comment.</li> <li>• <u>TA/2016/165</u> Crab Hill Farm, Crab Hill Lane, Sth Nutfield, RH1 5NR. Cllrs resolved not to object or comment.</li> <li>• <u>TA/2016/176</u> Chedworth, Coopers Hill Road, Sth Nutfield, RH1 5PD. Cllrs raised an objection to the retrospective nature of this application and wished to see, if TDC were minded to approve, the addition of a condition stipulating that the detached outbuilding could not be sold separately to the main building.</li> <li>• <u>TA/2016/232</u> RNIB, Queen's House, Philathropic Road, Redhill, RH1 4DG. Cllrs resolved not to object or comment.</li> <li>• <u>TA/2016/324/NH</u> Hall Lands Cottage, Nutfield Marsh Road, RH1 4ET Cllrs queried a detail within the application. The Clerk to raise this query and also ascertain on what basis the Council could comment given the nature of the application namely a Proposed Larger Home Extension (Permitted Development).</li> </ul> <p>The Clerk to notify TDC in respect of the Council's comments in respect of all of these applications.</p>	SB SB
10	<b>Local Plan</b> The Council had submitted its response to the Local Plan ('Issues and Approaches') consultation and the Clerk confirmed that he had received an automated receipt from TDC. The Council had also queried the evidence base used in the settlement hierarchy analysis and TDC had granted the Council an opportunity to query and clarify the details. Cllr Murray to draft two settlement surveys (for Nutfield South and Nutfield respectively) within the next two weeks and the Planning Working Group to review them and, if appropriate, request an extraordinary Council meeting (via the Council Chairman) to discuss and agree before submitting to TDC.	PM
11	<b>Employment – Assistant Clerk</b> Cllr Murray reported that he had met with the Clerk and that a list of responsibilities and duties had been compiled. The next step was for Cllr Murray to create a short job advertisement, by the end of the current week, for publication on the Council's notice board, website and the next edition of the Link. The Clerk to circulate to Cllrs (for comment) ready for publication by mid-March.	PM SB
12	<b>Action List</b> Cllrs reviewed the membership of the Working Groups in light of the resignation of David Miller. As a result, Cllr Johnson to be the Council's representative on the Management Committee of the Village Hall (South Nutfield) and Cllr Reeve to temporarily stand-in as head of the Communications Group. One other major change was the creation of an Aviation Working Group to deal with all airfields	JJ IR

	<p>and airports (including consultations) that may have a bearing on Nutfield. Details of the revised Working Groups are shown at Appendix 1: Working Groups.</p> <p>The Clerk (in the absence of Cllr Reeve) provided Cllrs with an update following a recent meeting of the Communications Working Group. This included the need to choose a topic and speaker for the Annual Parish Assembly (see item 15 below), enhancements to the Council's website with the focus at this stage of publicising the role of the Parish Council in the context of the responsibilities of other Councils e.g. TDC and SCC. For the time-being, the Clerk to add a schedule of the Council's future meeting dates to notice boards and the website.</p> <p>The latest Action List which had been prepared by the Clerk and circulated prior to the meeting was reviewed and comments made including the request to add a number of additional items. The Clerk to circulate a revised version to Cllrs.</p> <p>Cllr Murray commented that he felt that there may be an imbalance in the workloads amongst Cllrs. However, the Chairman stated that she did not share this view.</p>	<p>SB</p> <p>SB</p>
13	<p><b>Local aviation (other than Planning Applications).</b></p> <p>Cllrs discussed an invitation from Redhill Aerodrome Ltd (RAL) to the Council to meet and discuss the aerodrome. This invitation had also be received by Salfords &amp; Sidlow Parish Council who had indicated a willingness to attend subject to certain caveats. The Clerk to write to RAL accepting the invitation, subject to similar caveats, and for two Cllrs to attend. Cllrs Cullen and Johnson agreed to be available and then report back to Council.</p>	<p>SB</p> <p>DC</p> <p>JJ</p>
	<p><i>At this point, Cllr Murray briefly left the meeting.</i></p>	
	<p>Cllr Johnson volunteered to attend a Gatwick drop-in exhibition, concerning proposed modifications to westerly departure routes, on behalf of the Council.</p> <p>In response to a proposal by RAL to reduce the number of Committee members on the Redhill Aerodrome Consultative Committee (RACC) Cllrs felt that this was unnecessary and potentially damaging to local representation. Cllr Cullen to draft a response along these lines for the Clerk to send.</p>	<p>JJ</p> <p>DC</p> <p>SB</p>
14	<p><b>Grant Application Scheme</b></p> <p>Cllrs discussed the draft Grant Application Scheme which had been circulated by the Clerk prior to the meeting and also two recommendations made by the Clerk to include a cap on the level of grant payments and to seek an amount of match-funding from each applicant. Cllrs approved the Grant Application Scheme on the basis of some level of match-funding by each applicant but did not elect to include a cap on the amount of grant funding per application.</p> <p>The Clerk to publish the Scheme via the Council's notice board, website and in the next edition of the Link.</p>	<p>SB</p>
	<p><i>During item 14, Cllr Cullen had temporarily left the meeting.</i></p>	
15	<p><b>Events</b></p> <p>Cllrs Johnson and provisionally Murray to attend the TDC Parish Assembly on the 16/3/16 with Cllr Ford in reserve if Cllr Murray unable to attend.</p> <p>Cllr Renaut reminded Council that the Memorial Hall was booked for the 16/3/16 in case the Working Groups wished to meet on that evening.</p> <p>Cllr Cullen offered to attend the Tandridge Local Committee on 23/3/16 and to draft a question for the Committee seeking an update on the implementation of 20mph zones outside the school on Mid Street and the nursery on Church Hill.</p> <p>The Clerk to submit the question on behalf of the Council and liaise with the Committee's Support Officer.</p> <p>Cllrs discussed the content of the Annual Parish Assembly and it was proposed to focus the presentation around a new initiative between Parish Councils and UK Power Networks to give additional support to vulnerable members within the community (Priority Service Register). In addition, it was felt that involvement from local Neighbourhood Watch members would complement the event and Cllrs</p>	<p>JJ, PM (SF)</p> <p>DC</p> <p>SB</p> <p>SF</p>

	Johnson and Murray to consider this aspect of the meeting. Cllrs considered whether to make arrangements for the Queen's 90 <sup>th</sup> birthday celebrations and decided that the best course of action was to consider requests for support by organisations arranging local community events.	JJ, PM
16	<b>Training, conferences &amp; consultations and meetings of Outside Bodies</b> The Clerk had circulated, prior to the meeting, details of a reference book about Parish Council procedures which he suggested the Council could purchase. Cllr Sandiford suggested that he research the availability of this material before any decision be made and Cllrs agreed.	KS
17	<b>Finance</b> The Clerk provided the Council's bank balances as at 25 February 2016 as follows: Current Account £200.00 and the Reserve Account £49,665.99. [Following the meeting it was noted that the Reserve Account figure published in the minutes of the last meeting should have read "£52,287.87"]. The Chairman provided a copy of the Bank Reconciliations to 31/1/2016 which had been prepared by the Council's book-keeper. These showed Bank balances of £200.00 (current) and £52,487.87 (reserve). This was approved by Cllrs and signed on behalf of the Council by the Chairman. The presentation of the variances report was carried over to the next meeting in order to allow the Finance Working Group to meet and discuss the details beforehand.	SB
18	<b>Audit</b> The Clerk reported that he required more time to review the internal auditor's interim audit report before circulating it to Cllrs. The report would be circulated prior to the next meeting and added to the next agenda.	SB
19	<b>Council's policies</b> The Clerk reminded Cllrs that the Council's Standing Orders and Financial Regulations are scheduled to be reviewed annually. Therefore, these documents will be presented for adoption at the Council's annual meeting of the Council. In addition, other Council policies should be reviewed annually and the Clerk confirmed that he was working on this and would update Cllrs as progress is made.	SB
20	<b>Notice Board(s)</b> Cllr Dowden confirmed that he would make a site visit to the Marsh to check the dimensions of the existing notice board and aim to provide Cllrs with three quotations prior to the next meeting.	DD
21	<b>Payment(s)</b> Cllrs approved the list of payments (see Appendix 2: Schedule of Payments) that had been provided prior to the meeting by the Clerk – this was proposed by Cllr Dowden and seconded by Cllr Cullen. Cllrs Ford and Sandiford signed the cheques. One invoice from the Nutfield Village Hall Ltd to be queried by the Clerk before presentation for payment. In addition, the Clerk confirmed that he is awaiting further information from the Treasurer of St Peter and St Paul concerning the Council's contribution to maintenance of the churchyard and once more is known the item will be brought to the Council for further consideration. Cllrs approved the membership of the Gatwick Area Conservation Campaign (GACC) on the basis that (in accordance with the discussion at the last Council meeting) Cllrs felt that this would benefit the community at minimal cost (£10) on the basis of information gathering even though the Council did not necessarily share the views of the organisation. In addition, future membership and commitment of funds would be subject to periodic review. Finally, the Clerk reported that he was confident that donations expected by the Council towards the reinstatement work at the Marsh would be forthcoming.	SB  SB  SB

	The Clerk to dispense payments as approved above.	
22	<b>Notification of business for inclusion on the next agenda</b> No additional items to those already mentioned during the meeting were nominated by Cllrs.	
23	<b>Meeting dates</b> The next Council meeting on 6 <sup>th</sup> April 2016 at the Village Hall, Nutfield starting at 7.30pm.	
	<b><u>Sub-section 2</u></b> - Public Bodies (Admissions to Meetings) Act 1960: None.	

### **Appendix 1: Working Groups (2/3/16)**

<b>Working Group Name</b>	<b>Tasks and projects</b>	<b>Members</b> <i>(Heads <u>underlined</u>)</i>
Planning	<i>Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt, Local Plan.</i>	JJ, 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>IR</u> (interim), 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, <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> .
Aviation	<i>All matters relating to airfields and airports including consultations.</i>	<u>DC</u> , PM, JJ & Steve Hanks.

**Appendix 2: Schedule of Payments**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
003016	Nutfield Parish Tree Wardens	<del>235.16</del>	Not required - SPOILED
003017	The Conservation Volunteers (TCV)	<del>235.16</del>	Not required - SPOILED
003018	Stocksigns Ltd	167.68	Roadside signage at entrance to Nutfield Memorial Hall.
003019	The Conservation Volunteers (TCV)	38.00	Membership for the Nutfield Parish Tree Wardens
003020	Nutfield Village Hall Ltd	51.00	Hall Hire – Crime Community meeting hosted by the Parish Council
003021	Miss C.A. Forrest	792.50	Local Plan consultation research and report ( <i>Local Government Act 1972, s.142</i> ).
003022	Mrs Sharon Huseyin	60.00	Book-keeping services (December 2015 & January 2016)
003023	Simon Bold	965.16	Clerk's Salary (February 2016)
003024	Simon Bold	147.68	Clerk's expenses (February 2016)
003025	Post Office Limited	421.88	PAYE and Class 1A NICS (February 2016)
003026	SSALC Limited	66.00	New Councillor Training Course
	<b>Total</b>	<b>2,709.90</b>	