



## Nutfield Parish Council

Clerk to the Parish Council: Mr Simon Bold  
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Minutes of the meeting held on 6 April 2016 at the  
Nutfield Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ

### Councillors (Cllrs) present:

Cllr Sue Renaut (Chair), Cllr Sue Ford,  
Cllr John Johnson, Cllr Paul Murray,  
Cllr Ian Reeve and Cllr Kent Sandiford.

### Attending:

5 visitors  
County Cllr Helena Windsor  
District Cllrs Gill Black, Tony Elias and  
Debbie Vickers (all part)

Meeting opened at 7:32pm and closed at 11:00pm.

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> Cllrs David Cullen and David Dowden had provided apologies to the Clerk prior to the meeting.	
3	<b>Code of Members' Conduct</b> No Cllr made a change to their existing notification form or had made a change to their form since the last meeting. In accordance with the Code of Conduct, Cllr Renaut notified the meeting of a Disclosable Pecuniary Interest in respect of item '9. Planning' relating to the application in respect of TA/2016/352 Henhaw Farm, Coopers Hill Road, South Nutfield RH1 5PD. In addition, Cllr Ford notified the meeting of an 'Other Interest' in respect of item '15. Grant Applications'. No other Cllr declared any Disclosable Pecuniary Interests & Other Interests in respect of any item on the agenda.	
4	<b>Public Session</b> The subjects of traffic speeds and the foul water discharge point on Kings Cross Lane were raised.	
5	<b>Report from County &amp; District Councillors</b> District Cllr Vickers spoke in support of the Grant Application submitted by Nutfield Good Neighbours. District Cllrs Black and Elias had nothing they wished to report. County Cllr Windsor confirmed that she would contact Surrey County Council (SCC) Officers about the soft verges at the Cemetery and the 'over burden' (soil on the highway) on Mid Street following correspondence from the Parish Council. County Cllr Windsor mentioned the poor road surface on Philanthropic Road, the 'wet spot' issue on Coopers Hill Road, the raised man-hole cover at Kings Mead and the mud and debris along sections of the A25. She then provided feedback from the recent Tandridge Local Committee at which the proposed 20mph zone at the Day Nursery on Church Hill had been ruled out as it would not adhere to SCC's 'Setting Local Speed Limits' Policy but that the speed survey outside Nutfield Church School on Mid Street was due to go ahead in the next few months as part of a 20mph zone appraisal for this area.	HW
6	<b>Acceptance of last minutes</b> The Clerk had prepared and circulated minutes of the meeting held on the 2 <sup>nd</sup> March 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	<p><b>Clerk's Report</b></p> <p>The Clerk summarised recent activity relating to Nutfield Cemetery and advised Cllrs of upcoming interments and related tasks.</p> <p>In respect of the Parish Council's insurance arrangements the Clerk outlined the different quotes he will be requesting from insurers for consideration by Cllrs at the next meeting. Finally, the Clerk raised the need for email and telephone cover during his forthcoming absence and Cllr Kent offered his support – arrangements to be finalised before the end of the month.</p>	SB SB KS
8	<p><b>Highways matters (carriageways, pavements, overgrown vegetation, drainage)</b></p> <p>The Clerk to pass a copy of the response from Tandridge District Council (TDC) concerning the foul water discharge point on Kings Cross Lane to the Highways Working Group for consideration.</p> <p>The Clerk confirmed that a letter had been sent to Louise Round of TDC thanking her for the offer of an additional NOX monitor (and monitoring) for the A25 but requesting consideration of some alternatives in respect of its positioning.</p> <p>In respect of PM10 monitoring, Cllrs Ford and Murray to continue to explore a proposal (in conjunction with other Parishes) for additional monitoring in Nutfield but Cllrs asked that the method of enforcement (in the case of excessive pollutants) be addressed as part of any proposal.</p> <p>The Clerk raised the poor condition of Scout Hut Lane particularly at the Mid Street end. Cllrs were confident that the Council did not own this path and also felt that the responsibility for maintenance and repair did not fall to the Council. It was agreed that the Clerk should check the Council's records for previous enquiries made on this topic. Cllrs felt that a Land Registry enquiry may be necessary in order to resolve this query once and for all.</p> <p>In respect of the lay-by outside Nutfield Cemetery, the Clerk to wait for comments from SCC Highways in respect of a request, via Helena Windsor, to reposition some of the boulders nearer to the kerbside in order to help protect the soft verge. Once this matter is resolved, the Clerk to report to SCC the deterioration of the layby's roadway.</p>	SB SF PM SB SB
9	<p>Current Planning Applications</p> <p>In respect of the ten applications notified by TDC since the Parish Council's last meeting:</p> <ul style="list-style-type: none"> <li>• <u>TA/2016/143</u> Hamme House, Kings Mill Lane, South Nutfield RH1 5NB Cllrs resolved not to object or comment.</li> <li>• <u>TA/2016/147</u> Hamme House, Kings Mill Lane, South Nutfield RH1 5NB Cllrs resolved not to object or comment.</li> <li>• <u>TA/2016/205/EIA</u> Glebe Lake, Nutfield Marsh Road, Nutfield RH1 4JB Cllrs resolved not to object or comment.</li> <li>• <u>TA/2016/213</u> Land adjacent to Orchard Cottage, Nutfield Marsh Road, Nutfield RH1 4EU Cllrs resolved not to object or comment but did not welcome the retrospective nature of this application.</li> <li>• <u>TA/2016/294</u> 147 Mid Street, South Nutfield RH1 5RP Cllrs resolved not to object or comment.</li> <li>• <u>TA/2016/312</u> Redhill Aerodrome, Kings Mill Lane, South Nutfield RH1 5JY Cllrs resolved to object as the new hangar will be higher than the existing building. Cllr Johnson to make enquiries with TDC about the extent of the hard-standing and its relationship to Permitted Development rights and revert to Cllrs with further comments on this aspect of the application.</li> <li>• <u>TA/2016/333</u> Rose Cottage, Church Hill, Nutfield RH1 4JA Cllrs resolved not to object or comment.</li> <li>• <u>TA/2016/383/TPO</u> 4 Ridge Green Close, South Nutfield RH1 5RW <i>TPO 37 (GOD) - Fell 1 Oak</i> Cllrs objected as Condition 8.1 of the application (arboriculturist's</li> </ul>	JJ

	<p>assessment) which appeared to be incomplete.</p> <ul style="list-style-type: none"> <li>• <u>TA/2016/445/NH</u> Hall Lands Cottage, Nutfield Marsh Road, RH1 4ET Cllrs resolved not to comment.</li> </ul> <p><i>At this point, Cllr Renaut temporarily left the meeting while the next item was discussed. Cllr Sandiford chaired the meeting in her absence.</i></p> <ul style="list-style-type: none"> <li>• <u>TA/2016/352</u> Henhaw Farm, Coopers Hill Road, South Nutfield RH1 5PD Cllrs resolved not to object or comment.</li> </ul> <p><i>Cllr Renaut rejoined the meeting and took back chairmanship.</i></p> <p>The Clerk to notify TDC in respect of the Council's comments in respect of all of these applications.</p>	SB
10	<p><b>Local Plan</b> Cllr Murray reported that he had contacted TDC about updating the existing Settlement Hierarchy data for Nutfield. The Clerk to write to TDC to ascertain the process that the Parish Council should follow in order to submit its data.</p>	SB
11	<p><b>Vision for Nutfield</b> Cllr Murray commented on his desire for the Parish Council to create and adopt a medium-term strategy. Cllrs believed that a project similar to this had been completed in 2009/10. The Clerk to research this and to circulate the paperwork to Cllrs.</p>	SB
12	<p><b>Councillor vacancy</b> The Clerk confirmed that TDC had not received any 'claimed poll' request following the display of statutory notices by the Parish Council. Therefore, the Council was now obliged to co-opt to fill the current vacancy and to this end the Clerk to display an advert on its notice boards and website seeking interested parties to come forward.</p>	SB
13	<p><b>Employment</b> The Clerk confirmed that an application form had been prepared to be sent to people that had shown interest in the role of Assistant Clerk. The intention would be to give them a week or so to complete and return the form and then set up a small number of interviews with the Clerk and members of the Staffing Working Group. The Clerk's hours had been reviewed by the Staffing Working Group at a recent meeting with the Clerk and a proposal to increase the Clerk's hours from 20 to 22 per week was put forward for consideration. This change, to take effect from 1/4/16, was approved and had been proposed by Cllr Renaut and seconded by Cllr Sandiford. Cllrs also approved the payment of a home office allowance for the Clerk of £300 per annum - this had been proposed by Cllr Murray and seconded by Cllr Ford. A note recording these changes to be placed on the Clerk's employee file. The Clerk had provided Cllrs with the details of a payroll service provider prior to the meeting. Cllrs discussed the appropriateness of the individual concerned (including matters of compliance and indemnifications) and approved their engagement at a maximum cost of £162 per annum (based on payroll for two members of staff) - Cllr Ford had proposed and Cllr Murray had seconded this proposal. The Clerk to complete the necessary documentation so that payroll from 1 April 2016 can be successfully outsourced (Cllr Renaut had been providing these services to the Council for several years without reimbursement).</p>	SB  SB
14	<p><b>Action List</b> The Clerk had circulated an updated Action List to Cllrs prior to the meeting. Cllrs briefly reviewed the list and the Clerk to circulate an updated version incorporating comments by Cllrs. An amendment was made to the schedule of Working Groups (see Appendix 1: Working Groups 6/4/16).</p>	SB

	<i>At this point, Cllr Ford temporarily left the meeting.</i>	
15	<p><b>Grant Application Scheme</b></p> <p>The Council had received one application from a new initiative called Nutfield Good Neighbours which the Clerk had circulated to Cllrs prior to the meeting. This project aimed to provide voluntary drivers to residents unable to make their own way to, for example, GP and hospital appointments.</p> <p>Cllrs firstly discussed whether it appropriate to consider this application after just one month of the Grant Application Scheme going live (instead of after three months). Cllrs felt the application could be considered as the subject had potential relevance for many local residents and that match-funding was dependent on third parties being aware of a decision to support, or not, by the Parish Council. Cllrs discussed the application and the benefits to the community and on this basis Cllrs approved a grant of £300 – Cllr Murray had proposed and Cllr Reeve had seconded. The Clerk to notify the applicant and confirm the payee arrangements.</p>	SB
	<i>At this point, Cllr Ford returned to the meeting.</i>	
16	<p><b>Groundworks, land and tree management</b></p> <p>The Clerk, prior to the meeting, had provided Cllrs with a summary of the allotment fees for the last 5 years, a draft rental letter and revised tenancy agreement to take effect from 01 April 2016. Cllr Renaut reminded Cllrs that the Council had budgeted for a small increase in the fees for 2016/17. Cllrs approved an increase in the fees to £42 for a full plot and £21 for a half plot and agreed the rental letter and tenancy agreement. The Clerk to issue these documents.</p> <p>The Clerk to take meter readings and turn on the water supply at the allotments and cemetery. The readings to be submitted to East Surrey &amp; Sutton Water.</p> <p>The Clerk asked Cllrs for details of garden contractors that might be suitable for taking on grounds maintenance at Nutfield cemetery and Woodland Burial Area.</p>	SB SB ALL
17	<p><b>Events (To include the Council's own Annual Parish Assembly on 21/5/16)</b></p> <p>Cllrs Ford and Johnson reported that they were hopeful of securing speakers for the Council's Annual Parish Assembly and would advise the Clerk in the next week or so. Cllrs approved a catering budget of no more than £250 based, at this stage, on a sizeable turnout. The Clerk to contact a caterer for a quote and also ask local organisations for information they may wish to display at the event. Information about the recent activities of the Council to be prepared by the Clerk for presentation by the Council on the day.</p>	SB SB SB
18	<p><b>Training, conferences &amp; consultations and meetings of Outside Bodies (to include the purchase of reference books and Surrey Local Council's Forum on 21/4/2016)</b></p> <p>Cllr Ford offered to attend the Surrey Local Council Forum organised by the Surrey Association of Local Councils and Cllrs approved the cost of £42 and also Cllr Ford's travel expenses (mileage at the standard HMRC rate).</p> <p>The Clerk re-presented a proposal to purchase a recommended reference book ("Local Councils Explained") for the Council's use and Cllrs approved this expenditure of £59.99 inc packing and postage via the Council's training budget.</p>	SF SB
19	<p><b>Finance</b></p> <p>The Clerk provided the Council's current bank balances as follows: Current Account £200.00 and the Reserve Account £49,227.08.</p> <p>There was no variances report produced by the Clerk, due to time constraints, although the Finance Working Group had discussed variances (as at January 2016) in some detail at their last meeting.</p> <p>Cllrs reviewed the Asset List and a number of items were queried in terms of their status and condition. The Clerk to re-present the Asset List once a comprehensive review, by the Finance Working Group, had been completed.</p> <p>The Clerk provided a draft list of earmarked reserves which he had prepared following discussions at the recent Finance Working Group. He explained that this document was now an audit requirement and was designed to provide a clear</p>	SB SR

	record for Cllrs of specific reserves. No questions or queries were raised by Cllrs. The Clerk to re-present this document for approval at the next meeting.	SB
20	<p><b>Audit &amp; Risk Assessment</b></p> <p>The Clerk had provided Cllrs with a copy of the latest internal audit report and Cllrs acknowledged receipt of these documents and that they had noted the contents.</p> <p>The Clerk outlined the procedure for completion of the 2015/16 external audit and highlighted the dates by which time certain actions needed to be completed. Cllr Renaut offered to help achieve completion within these stated timescales and the Clerk and Cllr Renaut to meet ahead of the annual internal audit to compile the Council's year-end financial reports.</p> <p>The Clerk had made a minor change to the Risk Register (to number each item for ease of reference) and Cllrs approved this revised document.</p>	SR SB
21	<p><b>The Charles Maw Trust and the Nutfield War Memorial Fund &amp; Village Hall Trust.</b></p> <p>The Clerk provided a brief summary of the current situation. In respect of the Nutfield War Memorial Fund &amp; Village Hall Trust, Surrey Community Action (SCA) had commenced work on the 7-step plan, which all Cllrs had seen, following the SCA's consultation with the Charities Commission. In respect of the Charles Maw Trust, the SCA had started a review of the Trust's documentation lodged with the Charities Commission and had advised that the Trust should not carry out any activities until further notice.</p> <p>Cllr Ford highlighted that the next Biffa board meeting was in July and so any bid by the Charles Maw Trust for funding of the playground would need to be completed before then.</p> <p>The Clerk advised that he, Cllr Ford and Cllr Renaut would be attending a SCA training day in the following week. In addition, a meeting between Cllrs and the SCA was scheduled for the 25<sup>th</sup> April to provide an update on both of the above mentioned Trusts.</p> <p>Cllr Murray had asked for information about the Public Works loans prior to the meeting and Cllr Renaut suggested he inspect the files if he so wished.</p>	SB SF SR PM
22	<p><b>Payment(s)</b></p> <p>Cllrs approved the list of payments (see Appendix 2: Schedule of Payments) that had been provided prior to the meeting by the Clerk – this had been proposed by Cllr Ford and seconded by Cllr Reeve. Cllrs Renaut and Reeve signed the cheques. The Clerk to dispense payments.</p> <p>The Clerk confirmed that he had obtained further background information from the treasurer of St Peter and St Paul concerning this closed churchyard and that he would check the details with the Institute of Cemetery &amp; Crematorium Management and advise Cllrs of the Council's statutory position in due course.</p> <p>The Clerk was pleased to report that all of the donations expected in respect of the Marsh refurbishment had now been gratefully received.</p>	SB SB
23	<p><b>Notification of business for inclusion on the next agenda</b></p> <p>Besides those items already raised by Cllrs the topic of Neighbourhood Planning was raised for inclusion on the agenda of the next meeting.</p>	SB
24	<p><b>Meeting dates</b></p> <p>It was noted that the next Council meeting would take place on 11<sup>th</sup> May 2016 at the Memorial Hall, Nutfield starting at 7.30pm.</p>	
	<p><u>Sub-section 2</u> - Public Bodies (Admissions to Meetings) Act 1960: None.</p>	

### Appendix 1: Working Groups (6/4/16)

<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> .
Community Support	<i>Fly grazing (Council land), Crime Prevention measures, Support to vulnerable people.</i>	<u>JJ</u> , PM, IR, SR, SF, 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>£</b>	<b>Comments</b>
003027	Nutfield Village Hall Ltd	20.00	Village Hall Committee Room booking (Working Groups' meeting on 20 <sup>th</sup> January 2016)
003028	Zurich Insurance	187.25	Donation – Insurance for the Nutfield Parish Tree Wardens
003029	SLCC Enterprises Ltd	174.00	Cemetery Legal Compliance Training (Clerk)
003030	GACC	10.00	Annual subscription to the Gatwick Area Conservation Campaign (GACC)
003031	Surrey County Playing Fields Association	10.00	Affiliation Fee for 2015/16 (retrospective).

003032	Ken Hamilton	245.00	Landscape maintenance (Nutfield Cemetery and Woodland Burial Area).
003033	Surrey ALC Ltd	722.44	Surrey Association of Local Councils & National Association of Local Councils subscription fees 2016/17
003034	Simon Bold	1,139.34	Clerk's salary (March 2016)
003035	Simon Bold	146.41	Clerk's expenses (March 2016)
003036	Post Office Limited	539.16	PAYE and Class 1A NICS (March 2016)
DD*	Sutton & East Surrey Water	12.36	Water service charge - allotments
DD*	Sutton & East Surrey Water	13.64	Water service charge - cemetery
003037	Nutfield Village Hall Ltd	20.00	Village Hall Committee Room booking (Council meeting on 6 <sup>th</sup> April 2016)
	<b>Total</b>	<b>3,239.60</b>	

*\*Payment scheduled by Direct Debit*