



Nutfield Parish Council

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Minutes of the meeting held on 11 May 2016 at the
Nutfield 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,
Cllr Ian Reeve and Cllr Kent Sandiford.

Attending:

2 visitors
District Cllrs Gill Black, Tony Elias and
Debbie Vickers (all part)

Meeting opened at 7:38pm and closed at 10:29pm.

In attendance: Simon Bold, Clerk

1	<p>To elect Chairman of the Council The Clerk provided a brief summary of the voting procedures in respect of the election of a Chairman and Vice-Chairman. Cllrs raised no questions or queries. Two Cllrs stood for election (Cllrs Johnson and Renaut) and Cllrs elected Cllr Renaut as Chairman. The Clerk to notify Surrey Association of Local Councils (SALC), Tandridge District Council (TDC) and the external auditor.</p>	SB
2	<p>To elect Vice-Chairman of the Council Two Cllrs stood for election (Cllrs Johnson and Reeve) and Cllrs elected Cllr Reeve as Vice-Chairman. Cllr Reeve to complete a Declaration of Office. The Clerk to advise TDC of his appointment.</p>	IR SB
3	<p>Councillor apologies for absence. None (all Cllrs present).</p>	
4	<p>Code of Members' Conduct No changes to Cllrs' Notification of Disclosable Pecuniary & Other Interests Forms had been made since the last meeting. The Clerk is to ensure the Council Register of Interests is current and displayed on the Council's website. No Cllr declared any Disclosable Pecuniary Interests and 'Other Interests' in respect of any item on the agenda. The Clerk reminded Cllrs of the requirement to adhere to the terms of the Code of Conduct and detailed the seven principles (of public life) listed in the Code. On the subject of communication amongst Cllrs, the Clerk summed up by stating that Cllrs were free to communicate, for example by email, with the Cllrs they choose but that they should be mindful of the principles of the Code and conduct themselves accordingly.</p>	SB ALL
5	<p>Public Session The subjects of TAG-A25, air pollution monitoring and the control of weeds were raised.</p>	
6	<p>Report from Surrey County Council (SCC) & District Councillors (TDC) The County Cllr had provided apologies prior to the meeting. District Cllrs Black and Vickers had nothing to report. County Cllr Elias advised that he was currently acting Leader of the District Council and that a new Leader will be selected shortly (this follows the non-election of the previous Leader at the 5 May 2016 local elections).</p>	

7	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 6 April 2016. Cllrs approved these minutes and the Chair signed them on behalf of the Council. The Clerk to arrange the display of these minutes on the Council's notice boards and website.	SB
8	Review of delegation arrangements for committees, sub-committees, employees and other local authorities. It was noted that there are no delegation arrangements in place and that the current Working Group arrangements, including the Terms of Reference, did not require any amendment.	
9	Review and adoption of Standing Orders and Financial Regulations Cllrs to review these documents prior to this item being added to the agenda of the next meeting.	ALL
10	Review of arrangements with other local authorities. It was noted that there are no formal arrangements with any other local authorities. In response to a related question, the Clerk to establish what the District Council's responsibilities are in respect of the hardcourt in the playground off Mid Street, South Nutfield.	SB
11	Review work with Outside Bodies Cllrs confirmed their respective participation with local third party organisations on behalf of the Council as follows: <ul style="list-style-type: none"> • Redhill Aerodrome Consultative Committee (RACC) – Cllr Cullen • Nutfield Village Hall Management Committee – Cllr Johnson • TAG-A25 – Cllr Ford • Biffa Community Liaison – Cllr Ford • Nutfield Conservation Society (NCS) – Cllr Ford • Sussex Community Rail Partnership – Cllr Reeve • Nutfield Tree Wardens – Cllr Reeve • Gatwick Airport Consultative Committee (GATCOM) – Cllr Sandiford 	
12	Asset List (to include Land, buildings and office equipment) The Finance Working Group to review the current Asset List for consideration and approval by Council at a later date.	SR,DD, JJ, SB
13	Insurance The Clerk had circulated, prior to the meeting, details of three insurance quotes for 2016/17. Cllrs approved the recommended quotation subject to the insurable value of the Memorial Hall increasing to take account of VAT on repairs and the revised premium remaining below that of the current year. Cllr Sandiford proposed and Cllr Cullen had seconded. The Clerk to seek revised quotations and confirm the outcome to Cllrs.	SB
14	Memberships to other bodies (Councillors and Clerk) Cllrs advised the following memberships: <ul style="list-style-type: none"> • Surrey Association of Local Councils (SALC) • Gatwick Area Conservation Campaign (GACC) – for information only. • Surrey County Playing Fields Association Cllr Renaut to review the Council's financial records on SAGE to double-check for any other current memberships/ subscriptions.	SR
15	Complaints Procedure Cllrs approved the current policy and the Clerk to re-issue this document, with a current date of issue, onto the Council's website.	SB
16	Data Protection & Freedom of Information The Clerk to circulate generic versions of these documents to enable Cllrs to check and, if appropriate, amend the Council's existing documents. This topic to be carried forward to a future meeting.	SB

17	<p>Press & Media</p> <p>Cllrs wished to review the document entitled Press & Media Protocol before giving their approval. All Cllrs to review.</p> <p>Cllrs requested that two Council documents named 'Email Guidelines' and 'Website Policy' be added to the list of policies for annual review within Standing Orders. The Clerk to update Standing Orders once the outcome of item 9 (above) is known.</p>	ALL SB
18	<p>Dates of future Council Meetings</p> <p>Cllrs confirmed that Council meetings should continue to take place on the first Wednesday of each month with the only exception being August 2016 - any meeting in this month will be subject to whether any time-sensitive topics, such as planning cases, require attention. Cllrs also agreed to try to hold four of its meetings in the next calendar year at the Village Hall on Mid Street. The Clerk to draw up a schedule of meetings (and venues) for the forthcoming year.</p>	
19	<p>Clerk's Report</p> <p>The Clerk confirmed the position with respect to the current Cllr vacancy. As a result, Cllr Reeve to include a notice of the vacancy in the next edition of the Link with any enquiries to be directed to the Clerk. The Clerk to advise those expressing an interest that any decision to proceed with co-option will not be taken until the Council's next meeting.</p> <p>In respect of the Assistant Clerk's position, Cllr Renaut to confirm her availability to attend interviews otherwise either Cllr Cullen or Sandiford (members of the Staffing Working Group) to be asked to attend. The Clerk to draft a list of questions to raise with all candidates and arrange interviews.</p> <p>The Clerk reported that there had been no grant applications (or enquiries) since the Council's last meeting.</p> <p>In respect of the Council's response to the Local Plan, TDC had advised that no further action is required until the settlement hierarchy data had been considered in the context of other comments and feedback received. The Clerk to monitor and diarise a follow-up with TDC within the next two months.</p>	IR SB SR SB SB
20	<p>Highways matters</p> <p>Cllr Sandiford raised the matter of an overgrown hedge on Mid Street and Cllr Cullen agreed to bring this to the attention of County Cllr Windsor.</p>	DC
21	<p>Current Planning Applications</p> <p>In respect of the three applications notified by TDC since the Parish Council's last meeting:</p> <ul style="list-style-type: none"> • <u>TA/2015/796/Cond1</u> Accommodation, Eugene Bann Tennis Centre, Crab Hill Lane, South Nutfield RH1 5PG Cllrs had no wish to comment. • <u>TA/2016/521</u> 12 Trindles Road, South Nutfield RH1 4JN Cllrs had no objection or wish to comment. • <u>TA/2015/1695/Cond1</u> Little Cormongers Farm, Mid Street, South Nutfield Cllrs had no wish to comment. <p>The Clerk to notify TDC in respect of the Council's comments in respect of all of these applications.</p> <p>Councillor Sandiford gave a brief overview of the Community Infrastructure Levy (CIL) and advised that TDC oversee all the fee arrangements and that 15% of the total CIL fee will be passed to the Council in respect of any eligible cases within Nutfield. All CIL money is intended for infrastructure projects and open spaces. The Clerk added that any CIL monies will need to be identified within the Council's accounts (e.g. reserves) and records maintained for monitoring purposes. Cllrs approved the CIL report for 2015/16, which showed 'nil' funds in the year - the Clerk to submit to TDC by 31/5/2016.</p> <p>The Clerk had circulated to Cllrs, prior to the meeting, the response he had received from the Council's planning advisor following an enquiry from Cllr Johnson into the status of the proposed affordable housing site on Kings Cross</p>	SB SB SB

	<p>Lane. Cllrs agreed that the Clerk should write to TDC seeking answers to the questions raised by the advisor.</p> <p>In respect of the potential for a Neighbourhood Plan for Nutfield, Cllrs reported that only a very small number of people had expressed an interest. After some discussion, Cllrs decided that due to other existing commitments they were unable to pursue this topic at present. Cllr Ford to advise TDC of the current situation (out of courtesy to members of the TDC planning team).</p>	<p>SB</p> <p>SF</p>
22	<p>Action List</p> <p>The Clerk to update the current list based on updates provided by Cllrs.</p>	SB
23	<p>Groundworks, land and tree management (including the Cemetery and Woodland Burial Area)</p> <p>Cllrs approved a request to install a memorial bench at the Woodland Burial Area on the basis that the Cemetery Working Group are to review the rules and regulations to ensure that the ethos of the area can be assured. The Clerk to arrange the installation of the additional bench.</p> <p>In respect to the Allotments, the Clerk is to review the Tenancy Agreement over the coming year in light of feedback received. In respect of some discarded metal fencing Cllr Reeve to put up a notice offering its use for fruit cages and/or growing frames for climbing plants.</p> <p>In respect of Scout Hut Lane, the Clerk confirmed that advice previously obtained by the Council from its solicitor clearly stated that the lane was not the responsibility of the Council and that it had no duty to maintain or repair. Cllrs raised no questions or queries.</p> <p>In respect of a new grounds maintenance contract for the Cemetery, Cllr Ford is to provide the Clerk with quotations from interested contractors for review and, if appropriate, approval at the next meeting.</p> <p>The Land Working Group had recently inspected the area around the War Memorial on the High Street – part of the brickwork on top of the retaining walls was in need of repair. Cllrs were uncertain of the landownership and Cllr Cullen to contact a couple of local residents who may be able to shed some light on this matter.</p>	<p>SF,DC, JJ,SB</p> <p>SB IR</p> <p>SF</p> <p>DC</p>
	<i>Cllr Murray temporarily left the meeting during part of item 23.</i>	
24	<p>Local aviation</p> <p>Cllr Murray raised the subject of the Redhill Aerodrome Consultative Committee (RACC) AGM on 11 June 2016 and suggested that it was the turn of Salford & Sidlow Parish Council (SSPC) to make a speech on behalf of residents. Cllr Cullen to contact the SSPC Clerk to request they arrange a speaker.</p>	DC
25	<p>Events (including the Council's own Annual Parish Assembly on 21/5/16)</p> <p>Cllr Renaut notified the Council of the upcoming Royal British Legion Nutfield Branch Quiz night.</p> <p>The Clerk ran through the arrangements for the Annual Parish Assembly and various Cllrs volunteered to help set up the event – the Clerk to circulate a note to Cllrs summarising the various actions and timings on the day.</p>	DD, JJ, SR,SB
26	<p>Training, conferences & consultations and meetings of Outside Bodies</p> <p>None.</p>	
	<i>Cllr Murray had temporarily left the meeting at the beginning of item 27.</i>	
27	<p>Finance</p> <p>The Clerk provided the Council's current bank balances as follows: Current Account £1,469 and the Reserve Account £65,479.39 (following receipt of the first half-yearly installment of the Council's precept).</p>	

	Cllr Renaut provided a copy of the bank reconciliation for the 2015/16 year-end, which showed a total cash reserve of £49,453.08. To be approved and signed at the Council's next meeting. Cllrs approved the list of earmarked reserves for 2016/17 that had been circulated to Cllrs prior to the Council's last meeting.	
28	Payment(s) Cllrs approved the list of payments (see Appendix 1: Schedule of Payments) that had been provided by the Clerk – approval had been proposed by Cllr Sandiford and seconded by Cllr Reeve. Cllrs Dowden and Cullen signed the cheques. The Clerk to dispense payments.	
29	Notification of business for inclusion on the next agenda Besides those items already raised by Cllrs the topics of air pollution monitoring, cemetery maintenance, verges and the external audit sections 1 & 2 were raised for inclusion on the agenda of the next meeting.	
30	Next meeting date The next Council meeting to take place on 1 st June 2016 at the Memorial Hall, High Street, Nutfield starting at 7.30pm.	
	<u>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</u> None.	

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
DD*	Public Works Loan Board (502929)	1,494.05	Repayment instalment
DD*	Public Works Loan Board (499350)	2,843.20	Repayment instalment
003038	Mrs Sharon Huseyin	75.00	Book-keeping services
003039	Simon Bold	1,424.85	Clerk's salary (April 2016)
003040	Simon Bold	135.93	Clerk's expenses (April 2016)
003041	Post Office Limited	623.97	PAYE and Class 1A NICS (April 2016)
003042	Sue Ford	25.83	Travel expenses (mileage to Surrey Local Council's Forum – April 2016).
003043	Nutfield Village Hall Ltd	51.00	Hall hire for Nutfield Parish Assembly
003044	Nutfield Good Neighbours	300.00	Grant payment (<i>Statutory Provision: Local Government and Rating Act 1997, ss26-29</i>)
	Total	6,973.83	

*Payment scheduled by Direct Debit