



Nutfield Parish Council

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Minutes of the meeting held on 1 June 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 Paul Murray,
Cllr Kent Sandiford.

Attending:

none

Meeting opened at 7:32pm and closed at 9:43pm.

In attendance: Simon Bold, Clerk

1	Chairman to open the meeting Cllr Renaut opened the meeting.	
2	Councillor apologies for absence. Cllrs Sue Ford, John Johnson and 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. In accordance with the Council's Code of Conduct, Cllr Murray notified the meeting of his 'Other Interest' in respect of planning application 2016/764 under agenda item 9. No other Cllr declared any Disclosable Pecuniary Interests and/or 'Other Interests' in respect of any item on the agenda.	
4	Public Session No items raised.	
5	Report from County & District Councillors District Cllr Debbie Vickers had sent a note advising that Martin Fisher is the new Leader of Tandridge District Council (TDC) with Tony Elias remaining as the Deputy Leader.	
6	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meetings held on the 11 May and 20 May 2016. Cllrs approved these minutes and the Chair signed both on behalf of the Council. The Clerk to arrange the display of these minutes on the Council's notice boards and website.	SB
7	Clerk's Report The Clerk provided provisional income figures in respect of the Cemetery and Woodland Burial Area calculated from the start of the financial year. In summary, income was below estimates for the Woodland Burial Area and a brief discussion ensued about the root causes of this with the Cemetery Administration Working Group to investigate this further.	SF
8	Highways matters (carriageways, pavements, overgrown vegetation, drainage) Cllrs remarked that Surrey County Council highways had cut back hedges along Mid Street and felt that it would be beneficial to remind local residents of their	

	<p>responsibility to keep hedges and tree branches clear of the public highway (which includes pavements). The Clerk to bring this to the attention of Cllr Reeve for inclusion in the Council's forthcoming article in the Link. Cllr Cullen confirmed that he had already reported a pothole on Kings Cross Lane and agreed to revisit the location to check for other road defects and report them if necessary.</p> <p>Cllrs once again discussed the discharge point used by TDC on Kings Cross Lane. The Clerk to write to TDC, cc. District Cllrs, detailing the concerns of Cllrs and requesting an improvement in the current arrangements.</p> <p>The Clerk to obtain a copy of the Definitive Rights of Way map for Nutfield from Surrey County Council.</p> <p>There was no report or discussion about air pollution monitoring (information is still being collated).</p>	<p>SB, IR</p> <p>DC</p> <p>SB</p> <p>SB</p> <p>(SF)</p>
9	<p>Current Planning Applications</p> <p>In respect of the four applications notified by TDC since the Parish Council's last meeting:</p> <ul style="list-style-type: none"> • <u>2016/323</u> Hall Lands Cottage, Nutfield Marsh Road, Nutfield RH1 4ET Cllrs expressed concerns about the incremental development of this site and that there was a danger of the site becoming over-developed. If TDC were minded to approve, the Council would wish to see a condition ensuring a full planning application for any future development of the site. • <u>2016/764</u> Redhill Aerodrome, Kings Mill Lane, South Nutfield RH1 5JY Members of the Planning Working Group had reviewed the application and planned to discuss details with Salfords & Sidlow Parish Council as the site crossed both Parishes. Both TDC and Reigate & Banstead Borough Council (R&BBC) had confirmed that no decision was expected until late June at the earliest. The Planning Working Group to prepare a draft comment for discussion at an extraordinary meeting on (provisionally) 14/06/2016. • <u>2014/1957/Cond2</u> RNIB, Philanthropic Road, Redhill RH1 4DG Cllrs had no wish to comment. • 2016/808 Court Cottage, Church Hill, Nutfield RH1 4JA Cllrs had no wish to object or comment. <p>The Clerk to notify TDC of the Council's comments in respect of all but 2016/764 Redhill Aerodrome which was carried forward to a future meeting.</p> <p>The Clerk confirmed that no response had been received from TDC in respect of the queries raised by the Council in respect of the Affordable Housing on Kings Cross Lane. Related to this, the Clerk to write to TDC reminding them of the Council's desire to be consulted, at the appropriate time, about the choice of building materials and external details of proposed buildings.</p>	<p>KS</p> <p>SB</p> <p>SB</p>
10	<p>Action List</p> <p>A secure cabinet for the Council's Cemetery records was raised and the Clerk to clear sufficient space in the Parish Office so that the purchase and delivery of the safe can take place (the purchase of this item had been approved at an earlier meeting). It was felt that it would help Cllrs if the Clerk contacted the head of each Working Group around the middle of every month to seek updates to the Action List. This would enable an updated list to go to Cllrs prior to each meeting. In the meantime, the Clerk asked Councillors to review the current list and provide him with updates.</p>	<p>SB</p> <p>SB</p> <p>ALL</p>
11	<p>Councillor vacancy</p> <p>The Clerk to invite prospective Cllrs to meet the Council half an hour before the Council's next scheduled meeting. Thereafter, Cllrs to consider the next steps in the recruitment process.</p>	<p>SB</p>

12	<p>Groundworks, land and tree management (including the Cemetery and Woodland Burial Area)</p> <p>The Clerk had supplied copies of three quotations obtained by Cllr Ford following site meetings with prospective grounds maintenance companies for the Cemetery and Woodland Burial Area. The level of detail between the quotations varied and the Clerk to seek fuller specifications from at least two of the contractors within ten days of the meeting. This would enable Cllrs to make a truer comparison and decision, if appropriate, at the extraordinary meeting (provisionally 14/6/16 – see item 9) or at the next scheduled meeting on the 6/7/16.</p>	SB
13	<p>Local aviation</p> <p>It was noted that at the Redhill Aerodrome Consultative Committee (RACC) AGM on 11 June 2016, Salford & Sidlow Parish Council (SSPC) would make a speech on behalf of residents this year. Cllrs Cullen and Sandiford will attend on behalf of the Council and Cllr Paul Murray will represent Keep Redhill Aerodrome Green (KRAG).</p> <p>In respect of Gatwick Route 3, Cllr Cullen to draft a comment for the Council to consider sending to the CAA and it was felt that the Council should consider its stance concerning the potential expansion of Gatwick in light of the current review (and imminent decision) over an additional runway at Heathrow.</p>	DC, KS DC
14	<p>Review and adoption of Policies</p> <p>Cllrs to review and send any comments to the Clerk in advance of the next meeting. The Clerk to subsequently circulate details of any proposed revision prior to the next meeting.</p>	ALL SB
15	<p>Events</p> <p>None.</p>	
16	<p>Training, conferences & consultations and meetings of Outside Bodies</p> <p>The Clerk to write to the Tandridge Local Committee requesting an update on the progress of the speed survey to take place on Mid Street, South Nutfield. No other items were raised.</p>	SB
17	<p>Employment</p> <p>The Clerk remarked that once (positive) references for the new Assistant Clerk had been received the recruitment process would be complete and he would arrange the signing of the Contract of Employment and provide some initial training. The new employee to be invited to attend the next Council meeting by way of introduction to all Cllrs.</p>	SB SB
18	<p>Finance</p> <p>The Clerk provided the Council's current bank balances as follows: Current Account £200 and the Reserve Account £65,327.43. Cllrs approved the bank reconciliation that had been presented at the last meeting.</p> <p>In respect of the external audit, the Clerk had circulated completed copies of the Annual Return for year ended 31 March 2016 prior to the meeting.</p> <p>a) Cllrs approved Section 1 – Annual Governance Statement for 2015/16. Cllr Sandiford proposed and Cllr Dowden seconded.</p> <p>b) Cllrs approved Section 2 – Accounting Statements 2015/16 following a discussion about the significant variances report. Cllr Sandiford proposed and Cllr Cullen seconded.</p> <p>The Clerk to send the Council's Annual Return for 2015/16 to the external auditor.</p>	SB
19	<p>Payment(s)</p> <p>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 Dowden. Cllrs Cullen and Renault signed the cheques. The</p>	SB

	Clerk to dispense payments and request that the payroll provider remove the record of mileage from the Clerk's payslip.	
20	Notification of business for inclusion on the next agenda Besides those items already raised by Cllrs the subject of the future use of the Jubilee Fields was raised for inclusion on the agenda of the next scheduled meeting in July.	SB
21	Next meeting date(s) The next Council meeting to take place on 6 th July 2016 at the Village Hall, Mid Street, Nutfield, starting at 7.30pm	
	Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960: none	

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
003045	Charlotte Holborn*	180.00	Refreshments and catering – Annual Assembly.
003046	Came & Company*	1,628.38	Annual insurance premium (Hiscox).
003047	Simon Bold	1,263.55	Clerk's Salary and mileage (May 2016)
003048	Post Office Limited	508.72	PAYE and Class 1A NICS (May 2016)
003049	Ken Hamilton	320.00	Landscape maintenance (Nutfield Cemetery) in April and May 2016.
003050	Mulberry & Co	264.84	Internal Audit services
003051	Advanced Transport Research Ltd	396.00	Traffic Survey of the A25 (<i>Local Government and Rating Act 1997, s.30</i>)
	Total	4,561.49	

**Payments already approved at an earlier Council meeting and cheques completed*