



## Nutfield Parish Council

Clerk to the Parish Council: Mr Simon Bold  
31 Glebe Road, Warlingham, Surrey CR6 9NG

Telephone: 07494 366074

Email: parishclerk@nutfieldpc.com Website: www.nutfieldpc.com

### Minutes of the meeting held on 5 October 2016 at the Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ

#### Councillors (Cllrs) present:

Cllr John Johnson (elected Chair),  
Cllr Rob Holden, Cllr Paul Murray,  
Cllr Kent Sandiford and  
Cllr Grahame Shaw.

#### Attending (all part):

4 visitors and  
County Cllr Helena Windsor  
District Cllrs Tony Elias and  
Debbie Vickers

Meeting opened at 7:30pm and closed at 10:15pm.

In attendance: Simon Bold, Clerk

1.	<b>To elect a Chairman of the Council</b> 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 Shaw) and Cllrs elected Cllr Johnson as Chairman. Cllr Johnson completed a Declaration of Office (Chairman). The Clerk to notify Surrey Association of Local Councils (SALC), Tandridge District Council (TDC) and the external auditor.	SB
2.	<b>To elect a Vice-Chairman of the Council</b> Two Cllrs stood for election (Cllrs Holden and Murray) and Cllrs elected Cllr Murray as Vice-Chairman. Cllr Murray completed a Declaration of Office (Vice-Chairman). The Clerk to advise TDC of his appointment.	SB
3.	<b>Councillor apologies for absence.</b> Cllr Sue Ford had provided apologies prior to the meeting. Ian Reeve had resigned since the last meeting and Cllrs thanked him for his contribution over many years.	
4.	<b>Code of Members' Conduct</b> The Clerk confirmed that no Cllr had made a change to their Cllrs' Notification of Disclosable Pecuniary & Other Interests form since the last meeting. In accordance with the Council's Code of Conduct, Cllr Holden notified the meeting of his 'Pecuniary Interest' in respect of planning application 2016/1782/TPO under agenda item 10. In addition, Cllr Johnson notified the meeting of his 'Pecuniary Interest' in respect of planning application 2016/1719/TPO under agenda item 10. No other Cllr declared any Disclosable Pecuniary Interests and/or 'Other Interests' in respect of any item on the agenda.	
5.	<b>Public Session</b> The following subjects were raised: Council agendas; Surrey County Council's (SCC) household waste policy; Redhill Aerodrome and traffic speeds.	
6.	<b>Report from County &amp; District Councillors</b> Apologies had been received from District Cllr Gill Black prior to the meeting. District Cllr Tony Elias notified everyone that TDC will launch its Local Plan consultation at the beginning of November. He also reported that TDC had commenced discussions about budget setting and that the financial conditions for Councils were tougher than ever. District Cllr Vickers had nothing more to add.	

	County Cllr Helena Windsor proposed a meeting with the local Police Safety Officer to follow-up on comments from SCC Highways (in response to the Parish Council's question to the Tandridge Local Committee) about traffic speeds on Mid Street. Cllr Windsor added that she had visited various sites around Nutfield with the local Highways Officer and was pleased to report that some gullies had been cleared but that more needed to be done. She would also address other issues that had been brought to her attention by residents.	
7.	<b>Acceptance of last minutes</b> The Clerk had prepared and circulated minutes of the meeting held on the 7 September 2016. Cllrs approved these minutes and the Chair signed them on behalf of the Council. At the request of Cllr Johnson, the vote to approve the minutes was noted: 4 Cllrs approved and 1 Cllr abstained. The Clerk to arrange the display of these minutes on the Council's notice boards and website.	SB
8.	<b>Reports from the Assistant Clerk and Clerk</b> The Assistant Clerk had circulated an activity report and highways report to everyone prior to the meeting. In respect of highways, four items were selected for the Clerk to bring to the particular attention of SCC Highways. The Clerk reported on a number of items as follows: a concern raised by the National Association of Local Councils about a potential extension to Referendum Principles for Parish Councils which Cllrs wished to discuss at the next meeting; that the Charles Maw Trust be asked to provide the Parish Council with a report of its activities and Cllrs felt that a quarterly report would be suitable; the contents of the next Link article and Cllr Murray agreed to coordinate its production; that the on-line Banking arrangements were not compatible with the Council's own financial management and would, therefore, not be pursued; that the Assistant Clerk's appraisal had been held with a positive outcome and that a note would be circulated by the Clerk and that, finally, in respect of the Council's vacancies, TDC had confirmed that co-option was now appropriate for two positions with news awaited on the third. The Clerk set out co-option procedures and confirmed that advertising (including via the Link) would now commence with the Council able to consider its position on recruitment at the next meeting. In respect of reports in general, the Chairman asked that they be provided at least two days ahead of each meeting to enable everyone to review them prior to the meeting.	SB SB PM SB SB ALL
9.	<b>Transport including highways (carriageways, pavements, overgrown vegetation and drainage)</b> Cllrs discussed the response received from the Tandridge Local Committee in respect of a 20 mph zone on Mid Street. It was decided that in conjunction with County Cllr Windsor, Cllrs should have a site visit with the local Police Safety Officer. The Clerk to advise Cllr Windsor that Cllrs Johnson and Ford would like to attend. A representative from the local School to be included if, at all, possible.	SB
	<i>At this point in the meeting, Cllr Shaw temporarily left.</i>	
10.	<b>Current Planning Applications</b> In respect of the nine applications notified by TDC since the Parish Council's last meeting: <ul style="list-style-type: none"> <li>• <u>2016/1554</u> Cartref, The Avenue, South Nutfield RH1 5RY Cllrs had no wish to comment or object.</li> <li>• <u>2016/1577</u> 36A Morris Road, South Nutfield, RH1 5SA Cllrs had no wish to comment or object.</li> <li>• <u>2016/1658/NC</u> Little Cormongers Farm, Mid Street, South Nutfield Cllrs had no wish to comment.</li> <li>• <u>2016/1634</u> 12 Peytons Cottages, Nutfield Marsh Road, Nutfield, RH1 4JB Cllrs had no wish to comment or object.</li> <li>• <u>2016/1653</u> The Inn On The Pond, Nutfield Marsh Road, Nutfield, RH1 4EU Cllrs had no wish to comment or object.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <u>2015/2224/Cond1</u> Egg Arch Farm, Clay Lane, South Nutfield, RH1 4EG Cllrs had no wish to comment.</li> </ul>	
	<i>Cllr Johnson temporarily left the meeting and Cllr Murray chaired while Cllrs discussed the next item.</i>	
	<ul style="list-style-type: none"> <li>• <u>2016/1719/TPO</u> 13 Ridge Green, South Nutfield, RH1 5RN Cllrs had no wish to comment or object.</li> </ul>	
	<i>Cllr Johnson returned to the meeting taking back Chairmanship and Cllr Holden temporarily left the meeting while Cllrs discussed the next item.</i>	
	<ul style="list-style-type: none"> <li>• <u>2016/1782/TPO</u> Millbrook House, The Avenue, South Nutfield RH1 5RY Cllrs had no wish to comment or object.</li> </ul>	
	<i>Cllr Holden returned to the meeting.</i>	
	<ul style="list-style-type: none"> <li>• <u>2016/1750</u> 21 Blacklands Meadow, Nutfield RH1 4EW Cllrs had no wish to comment or object.</li> </ul> <p>The following case had been carried over from the last meeting.</p> <ul style="list-style-type: none"> <li>• <u>2016/1534</u> 3 Marsh Cottages, Nutfield Marsh Road, RH1 4ES. Cllrs had no wish to comment or object.</li> </ul> <p>The Clerk to notify TDC of the Council's comments in respect of the above cases. Cllr Johnson made Cllrs aware that the Nominations Agreement in respect of the Affordable Housing Scheme on Kings Cross Lane was currently being discussed and he felt that it was important for the fundamental terms to remain unchanged. The Clerk to seek reassurances from TDC that the basic terms were not going to alter and obtain a copy of the latest Agreement.</p> <p>In respect of SCC's consultation on its new Surrey Waste Local Plan, Cllr Holden to review the details of the consultation and provide Cllrs with initial comments to enable Cllrs to formulate a response at the Council's next meeting.</p>	SB SB RH
11.	<p><b>Local aviation</b></p> <p>Cllr Murray reported on a number of issues. In respect of Redhill Aerodrome, he commented that a planning decision by Reigate &amp; Banstead Borough Council was not imminent, as they had requested more information. After a brief discussion, the Clerk to contact District Cllr Debbie Vickers to see if, and how, the Parish Council would go about ensuring the application be considered by TDC's Planning Committee so that, if required, representations could be made.</p> <p>Prior to the meeting, Cllr Murray had circulated a draft letter to be sent to Sam Gyimah MP confirming the results of the Council's recent Gatwick expansion survey and (noise nuisance) concerns in connection with Gatwick's Departure 3 route. Cllrs agreed that the Clerk should send the letter, as drafted, on behalf of the Council. In respect of possible changes to night flights at Gatwick, it was agreed that no action be taken (possibly until October 2017) as Government had given an indication that nothing would be considered on this topic until then.</p> <p>No issues were raised or discussed in respect of Biggin Hill airport.</p>	SB SB
12.	<p><b>Groundworks, land and tree management (including cemeteries and allotments)</b></p> <p>The Clerk, following up on an inspection by the Assistant Clerk, reported that storage arrangements for the Council's grit (used for snow clearance) was no longer suitable as bags had split and water was able to penetrate the stock. The Clerk proposed that a grit bin be purchased (quotes had been sourced) and be marked Nutfield Parish Council and not accessible to the public. Cllrs approved a maximum of £120 + VAT in accordance with prices obtained. Cllr Murray proposed and Cllr Sandiford seconded. The Assistant Clerk to order and arrange delivery.</p> <p>A discussion about the 'Village Green' on the High Street to be carried forward to a later meeting. The Clerk outlined the quotations he and the Assistant Clerk had obtained so far in respect of scheduled tree work. Cllrs asked that a third quote be obtained, by the next meeting, for consideration.</p>	MG MG SB

13.	<p><b>Grant Applications</b></p> <p>The Council had received one application from the South Nutfield Fire Works Committee, which the Clerk had circulated to Cllrs prior to the meeting. The application requested that the Council consider funding for two portaloos and two gazebos. Cllrs discussed the merits of the application and how any profits were used to benefit of the community. Cllrs approved the funding of toilets up to an amount of £180 but were not willing to fund the two gazebos. Cllr Sandiford had proposed and Cllr Murray seconded. The Clerk to notify the applicant and confirm the payee arrangements.</p>	SB
14.	<p><b>Events</b></p> <p>In the absence of Cllr Ford, the Clerk notified Cllrs of the launch of the Good Neighbours Scheme on 11 November 2016 at 2pm at the Memorial Hall. Cllr Murray hoped to attend.</p> <p>Other events discussed were: the Royal British Legion Nutfield Branch AGM on 8 October (Cllr Johnson will try to attend); Bonfire Spectacular in South Nutfield and Remembrance Day on 13 November (Cllr Johnson to lay a wreath on behalf of the community of Nutfield and the Parish Council). The Clerk to arrange the wreath (subject to item 20) for Cllr Johnson.</p> <p>In addition, Cllrs Johnson and Murray to attend a Gatwick Airport tour organised for Parish Councils to take place on 22 November.</p>	<p>PM</p> <p>JJ</p> <p>JJ</p> <p>SB</p> <p>JJ</p> <p>PM</p>
15.	<p><b>Training, conferences &amp; consultations and meetings of Outside Bodies</b></p> <p>Cllr Holden confirmed that he had attended the training provided by SALC for new Cllrs and that he had found it useful. Unfortunately, Cllr Shaw had been unable to attend (due to work commitments) and the Clerk confirmed that a credit note had been secured for future use.</p> <p>In respect of a potential meeting with the local Surrey Police Safety Officer (see item 6) Cllr Johnson confirmed that he would be available. Cllr Ford was to be invited as well. The Clerk to make arrangements with County Cllr Windsor.</p> <p>The Clerk to circulate the 2017 SALC training programme to all Cllrs.</p>	<p>JJ</p> <p>SF</p> <p>SB</p> <p>SB</p>
16.	<p><b>Employment</b></p> <p>The Clerk's appraisal to be scheduled for later in October and conducted by members of the Staffing Working Group. At this stage, Cllrs Murray and Sandiford confirmed that they would be available. The Clerk to arrange.</p> <p>The Clerk reported that having followed up on the Pension Auto-enrolment arrangements, that were discussed at the last meeting, the Payroll service provider was able to support the Council in implementing its decision. The Clerk to obtain further details and circulate to Cllrs ahead of the next meeting where approval of the costs would be considered.</p>	<p>PM</p> <p>KS</p> <p>SB</p> <p>SB</p>
17.	<p><b>Review Work with Outside Bodies</b></p> <p>In light of the recent resignation of Ian Reeve, the Council considered its representative on two Outside Bodies. In respect of the Nutfield Tree Wardens, Cllr Ford's nomination given prior to the meeting was approved but in respect of the Sussex Community Rail Partnership, Cllrs decided to carry this forward to a future meeting and felt that a local resident may be appropriate to represent the interests of both the Parish Council and local community.</p> <p>Cllr Holden agreed to attend a site visit of the St Peter &amp; St Paul Churchyard with the Clerk following an invitation from the Church in respect of ongoing management and maintenance work. The Clerk to arrange.</p> <p>Cllr Murray remarked that he felt it important for the Council to increase the extent of its communication with local residents and groups in order to increase its engagement with the wider community.</p>	<p>SF</p> <p>RH</p> <p>SB</p>

18.	<p><b>Action List &amp; Working Groups</b></p> <p>Cllrs discussed and, for the time being, agreed memberships of the Council's Working Groups (see Appendix 1: Working Groups). Cllrs wished to review this allocation once all three Cllr vacancies had been filled so that responsibilities could be shared more evenly.</p> <p>The Clerk to circulate an updated Action List around the middle of the month for Cllrs to review. The Clerk reminded Cllrs that everyone needed to provide updates to the list, at any time (for example by sending the Clerk an email), so that it remained current and relevant. Going forward, the Clerk to circulate prior to meetings and around the middle of each month.</p>	SB ALL SB
19.	<p><b>Finance</b></p> <p>The Clerk provided the Council's current bank balances as follows: Current Account £200 and the Reserve Account £77,952.65 (following receipt of the Council's second and final precept instalment of £22,056.50).</p> <p>The Clerk confirmed that he planned to circulate a Q2 2016/17 report to Cllrs following the meeting. The Clerk reported that he had received completed Additional Party forms from Cllrs Holden, Johnson, Murray and Shaw to enable them to be added to the Council's Bank accounts. A Bank mandate form was duly signed by existing signatories to reflect these additional parties (with no other change). The Clerk to advise Cllrs of the process of presenting their completed forms, at the Bank, after the meeting.</p> <p>The Clerk to arrange an informal meeting with Cllrs to discuss the budgeting process and timeline.</p> <p>The Clerk had circulated the external auditor's report for the period ending 31 March 2016 prior to the meeting. Cllrs acknowledged receipt of this report and as no concerns had been raised about the financial year in question, Cllrs agreed that no action plan was required. Cllrs, in light of this successful external audit, agreed to re-appoint the existing internal auditor for another year. The Clerk to contact the internal auditor to confirm this decision and arrange an interim internal audit prior to the end of the calendar year.</p> <p>Cllrs discussed the future rental of the Parish Office at the Nutfield Village Hall following receipt of proposals from the hall's management committee. It was agreed, with effect from 1 January 2017 to rent the office to secure exclusive access at all times with payment in two instalments each year (total cost per year £500). Cllr Sandiford recommended that the office door lock be changed and Cllr Johnson agreed to ascertain the cost. The Clerk to confirm the above with the hall's management committee and discuss the future arrangements with the Showtimers Amateur Dramatic Society.</p> <p>Finally, Cllrs approved a maximum of £35 to provide both the Assistant Clerk and Clerk with business cards. Cllr Johnson had proposed and Cllr Shaw seconded. The Assistant Clerk to arrange.</p>	SB  SB SB  SB  JJ SB MG
20.	<p><b>Payment(s)</b></p> <p>The Clerk had provided Cllrs with a list of payments for consideration prior to the meeting. Cllrs also considered a donation towards a wreath for Remembrance Day. Cllrs approved the list of payments (see Appendix 2: Schedule of Payments) and a donation to the Royal British Legion (wreath) of £200 on behalf of the community of Nutfield (under s.137, LGA 1972). Cllr Sandiford had proposed and Cllr Shaw seconded. Clerk to dispense payments.</p>	SB
21.	<p><b>Notification of business for inclusion on the next agenda</b></p> <p>In addition to the items already raised during the meeting, Cllrs wished to include SCC's Surrey Waste Local Plan consultation and TDC's Local Plan consultation. Clerk to add these items to the next agenda.</p>	SB
22.	<p><b>Next meeting date(s)</b></p> <p>The next scheduled Council meeting to take place on 2<sup>nd</sup> November 2016 at the Memorial Hall, High Street, Nutfield starting at 7.30pm.</p>	

23.	<b>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</b> None.
-----	--

**Appendix 1: Working Groups**

Working Group	Tasks and projects	Members (Heads <u>underlined</u> )
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt, Local Plan.	<u>KS</u> , JJ and RH
Community	Fly grazing (Council land), Crime Prevention measures, Support to vulnerable people.	<u>JJ</u> , PM and SF
Communications	Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Local Government Transparency	<u>PM</u> , KS and SB
Cemetery	Burial records and customer service	<u>SF</u> , RH, GS, SB and MG
Land	(Play areas), Tree Work, Bus Shelter, Cemetery & WBA, (War Memorial), Jubilee Fields, Village Entry Signs, the Triangle, Village Green, the Pound, Allotments, (Nutfield Marsh).	SF, GS, RH, MG and SB
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	<u>JJ</u> , PM, KS and SB
Staffing	Appraisals, Contracts, Pensions Well-being issues, HR Policies.	<u>PM</u> , KS, JJ, SB and MG
Highways	Snow Angels, Air Quality, Reporting condition of roads, pavements and Over-grown vegetation on verges etc. to SCC, 20 mph speed limit projects, Street Lighting.	<u>PM</u> , GS, SF and MG
Aviation	All matters relating to airfields and airports including consultations.	<u>PM</u> , RH, JJ and Steve Hanks.

## Appendix 2: Schedule of Payments

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
003083	Signscape and Signconex Limited	1,134.36	Purchase of replacement Parish Council notice board (Nutfield Marsh)
003084	BDO LLP	360.00	External auditor fee for year ending 31 March 2016
003085	Nutfield Village Hall Ltd	20.00	Hall hire (October 2016 Council meeting)
003086	Diane Malley	66.00	Payroll services for 2016/17 (half-year fees)
003087	Simon Bold	*****	Clerk's salary (September 2016)
003088	Simon Bold	72.43	Clerk's expenses (September 2016)
003089	Maxine Gray	*****	Assistant Clerk's salary (September 2016)
003090	Maxine Gray	30.31	Assistant Clerk's expenses (September 2016)
003091	Post Office Limited	541.62	PAYE and Class 1A NICs (September 2016)
DD*	Public Works Loan Board	1,478.43	Repayment instalment (loan ref: 502929)
DD*	Public Works Loan Board	2,813.60	Repayment instalment (loan ref: 499350)
003092	The Groundsman Landscapes Ltd	650.00	Landscape maintenance (Nutfield Cemetery and Woodland Burial Area) in September 2016.
003093	Safe Security Services Limited	762.00	Purchase and delivery of secure cabinet.
003094	SSALC Limited	132.00	New Councillor training course (20/09/2016)
003095	Nutfield Village Hall Ltd	250.00	Parish Office rental fee (half-year)
003096	The Royal British Legion	200.00	Donation ref: Remembrance Day Commemoration & Wreath (Local Government Act 1972 s.137)
	<b>Total</b>	<b>10,056.19</b>	

\* Payment scheduled by Direct Debit