



Nutfield Parish Council

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Minutes of the meeting held on 2 November 2016 at the Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ

Councillors (Cllrs) present:

Cllr John Johnson (Chair),
Cllr Sue Ford, Cllr Rob Holden,
Cllr Paul Murray and Cllr Kent Sandiford.

Attending (all part):

1 visitor and
County Cllr Helena Windsor
District Cllrs Gill Black, Tony Elias and
Debbie Vickers

Meeting opened at 7:38pm and closed at 11:08pm.

In attendance: Simon Bold, Clerk

1.	Chairman to open the meeting. Cllr Johnson opened the meeting.	
2.	Councillor apologies for absence. Cllr Grahame Shaw had provided apologies prior to the meeting.	
3.	Code of Members' Conduct The Clerk confirmed that no Cllr had made a change to their Cllrs' Notification of Disclosable Pecuniary & Other Interests form since the last meeting. No Cllr declared any Disclosable Pecuniary Interests and 'Other Interests' in respect of any item on the agenda.	
4.	Public Session The subject of the potential development of Redhill Aerodrome (as housing) was raised.	
5.	Report from County & District Councillors District Cllr Debbie Vickers reported that she had attended the Annual Community Safety Review organised by Tandridge District Council (TDC) in Oxted and attended by David Munro, the Surrey Crime Commissioner along with senior Police Officers. No additional remarks were provided by District Cllrs Gill Black or Tony Elias. County Cllr Helena Windsor provided a report on the status of various highways issues including the latest comments from Surrey County Council (SCC) Highways Officers in respect of traffic speed along Mid Street by the School. She remarked that she would be willing to make a case for 20mph signage but would need the support of others.	
6.	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 5 October 2016. Cllrs approved these minutes and the Chair signed them on behalf of the Council. At the request of Cllr Johnson, the vote was noted: 3 Cllrs approved and 2 Cllrs voted against. The Clerk to arrange the display of these minutes on the Council's notice boards and website.	SB
7.	Reports from the Assistant Clerk and Clerk Cllrs wished to record their appreciation to Maxine Gray, the Assistant Clerk for the monthly Highways report. The Clerk had circulated to Cllrs details of comments made by the Surrey Association of Local Councils (SALC) in respect of the possible extension of referendum	

	<p>principles to Parish Councils in respect of setting the annual precept. The Clerk to send a response to the Department of Communities and Local Government setting out the Council's principle objections to this idea. In respect of the ongoing correspondence with TDC concerning the Affordable Housing site on Kings Cross Lane, Cllrs asked the Clerk to write to TDC requesting that they clarify the current position and provide a proposal to take the scheme forward. The Clerk reported the details of a discussion with the Council's insurance representative about the continuance of insurance for the Memorial Hall (in light of recent changes to its Trusteeship). The insurance company reported that it was willing to maintain insurance via the Council's Policy for the time being, subject to the reporting of any changes or incidents, but wished to commence discussions with the Trustees in the New Year about a separate policy.</p>	<p>SB</p> <p>SB</p> <p>SB</p>
8.	<p>Transport including highways (carriageways, pavements, overgrown vegetation and drainage)</p> <p>The Clerk asked Cllrs whether they had anything more to add to the Council's Highways report (compiled by the Assistant Clerk). Cllrs to consider after the meeting. Cllr Ford had provided Cllrs with data from Biffa concerning lorry movements and requested comments from other Cllrs so that she could then set up a discussion with a senior representative of the company.</p> <p>Cllrs discussed the remarks of SCC Highways in respect of the traffic speed on Mid Street. The Clerk to contact County Cllr Windsor to ask her to research similar examples of speed enforcement elsewhere to see if lessons could be learned and used for the benefit of Nutfield.</p>	<p>ALL</p> <p>ALL</p> <p>SB</p>
9.	<p>Current Planning Applications</p> <p>In respect of five applications notified by TDC since the last meeting:</p> <ul style="list-style-type: none"> • <u>2016/1753</u> Maple Farm, Clay Lane, South Nutfield RH1 4EG Cllrs had no wish to comment or object. • <u>2016/1781</u> 54 Kings Mead, South Nutfield RH1 5NN Cllrs had no wish to comment or object. • <u>2016/1812</u> Redhill Aerodrome, Kings Mill Lane, South Nutfield RH1 5JY Cllrs objected on the basis that the additional hard-standing was inappropriate for a Green Belt site and that the proposal included an entrance with poor sight lines onto the highway. • <u>2016/1902</u> Eugene Bann Tennis Centre, Crab Hill Lane, RH1 5PG Cllrs had no wish to comment or object. • <u>2016/2003</u> 40 Morris Road, South Nutfield RH1 5SA Cllrs had no wish to comment or object. <p>The Clerk to notify TDC of the Council's comments in respect of the above cases.</p> <p>In respect of the SCC's consultation on its new 'Surrey Waste Local Plan', Cllr Holden to complete a draft response and circulate to all Cllrs prior to submitting on-line prior to the deadline of 25 November.</p> <p>In respect of the Redhill Aerodrome site, Cllr Johnson, the Council's Redhill Aerodrome Consultative Committee (RACC) member, confirmed that he had recently received a letter from the Chief Executive of Redhill Aerodrome, which stated an intention to submit an extensive housing development proposal. He would copy this to the Clerk for information. No details had been provided and it was understood by Cllrs that the Aerodrome management would begin a period of consultation with others, which may include the calling of an extraordinary meeting of the RACC.</p> <p>In respect of TDC's plans to move to paperless Parish Council notifications of planning applications, the Clerk to write to TDC to seek improvements to the TDC planning website and to confirm that paper plans will still be required in respect of larger proposals (such as 3 or more dwellings).</p>	<p>SB</p> <p>RH</p> <p>JJ</p> <p>SB</p>

	The Clerk had circulated details of the Community Infrastructure Levy (CIL) in relation to Parish Councils and provided a summary of income received and projected income to the financial year-end.	
	<i>Cllrs Ford and Holden temporarily left the meeting at this point.</i>	
10.	<p>Local Plan</p> <p>Cllr Sandiford confirmed that he had already updated the Council's website to reflect the sites consultation recently launched by TDC. Cllrs discussed the Nutfield sites and further publicity and agreed to include the Local Plan in the Council's next Link article (December), to add relevant site location maps to the website and add details of TDC's consultation roadshows on the Council's notice boards with the aim of encouraging Nutfield residents to respond to the consultation directly. In terms of the Council's own response, Cllrs drew up a brief to be sent, by the Clerk, to the Council's planning advisor for comments ahead of finalising a response to be approved at the December meeting. This briefing included a request for an update on TDC's Settlement Hierarchy evidence.</p>	PM KS SB SB
11.	<p>Local aviation</p> <p>Cllrs had all noted the Government's recent announcement to expand Heathrow towards the end of 2017 subject to further detailed consultations and research. In respect of Gatwick Departure Route 3, the Clerk to contact Sam Gyimah MP to seek a response to the Council's letter sent in October on this topic.</p>	SB
12.	<p>Council vacancies</p> <p>The Clerk confirmed to Cllrs, following an update from TDC, that the Parish Council was now able to co-opt in respect of all three Council vacancies. Cllrs agreed that by mid-November, after publicity of vacancies in the November Link, the Clerk to arrange interviews between members of the Council and all prospective Cllrs. These meetings would help inform the full Council prior to decisions to be taken about co-optation at the December meeting.</p>	SB
13.	<p>Groundworks, land and tree management</p> <p>The Clerk to obtain a quote for the removal of the barrier alongside the front edge of the grassed area outside the Queens Head before any decision to make alterations is discussed, at a later meeting, by Cllrs.</p> <p>The Clerk provided details of the cheapest quote to clear eight and a half overgrown plots, hedging work and clear back encroaching boundaries at the allotments. The amount previously approved (in August 2016) had proven inadequate for all works and Cllrs agreed additional expenditure to improve the amenity of the site. The work to include a light trim of the outside edge of the hedge alongside Scout Hut Lane and light tree work to an overhanging tree. The Clerk to instruct the contractor to proceed. Cllr Sandiford proposed and Cllr Johnson seconded. The Clerk also commented on the contractor's suggestion that the Council consider planting tree whips (with tree guards) along the inside hedge line to Scout Hut Lane instead of going to the expense of erecting a high fence – no formal decision reached.</p> <p>In respect of tree works on Parish Council land, the Clerk provided details of three quotes received in response to tasks set out in the Council's last tree survey. Cllrs compared the prices, suitability of contractors and description of works and approved the contractor offering the lowest price. An amount of £4,000 was approved (as before in September 2016) and the Clerk is to instruct the contractor to proceed with the most urgent works first and review the outcome and if satisfactory to then instruct the contractor to proceed with the remainder of the quoted work. The Clerk was given delegated power by the Council to approve any urgent works arising whilst the contractor is on-site and as long as the total cost of all works does not exceed the approved amount above. Cllr Johnson proposed and Cllr Murray seconded.</p> <p>Cllrs briefly discussed the War Memorial site in Nutfield and the Clerk to continue investigating ownership and to check the level of insurance on the Council's insurance policy.</p>	SB SB SB SB

	<i>Cllr Murray temporarily left the meeting at this point.</i>	
14.	<p>Action List & Working Groups</p> <p>The Clerk had circulated an updated version of the Action List to Cllrs prior to the meeting. No further changes were requested. Minor changes were made to the schedule of Working Groups - the Clerk to circulate an updated version after the meeting. All Cllrs to provide further updates during the month.</p> <p>Cllr Murray remarked that he wished to see the Council reach out to more local groups but accepted that this would be more achievable once the Council had recruited more Cllrs.</p>	SB ALL
15.	<p>Cemetery & Woodland Burial Area</p> <p>The Clerk reported that it was important to obtain digital scans of the cemetery plans to enable the digitisation project to start and enable spare copies of the plans to be printed for use on-site. Cllrs approved £100 – Cllr Sandiford proposed and Cllr Holden seconded. The Clerk then reported that he had obtained a revised quote for a larger secure cabinet for statutory documents as it had become clear that the choice previously selected and approved would be insufficient to house all the cemetery ledgers. Therefore, he suggested that the Council rescind its approval in September 2016 for £635 (excl. VAT) and approve the new specification. Cllrs approved a maximum of £1,000 using budget and earmarked reserves for this item. Delivery to be arranged by the Assistant Clerk. Cllr Johnson approved and Cllr Holden seconded. Cllrs also approved the £45 for continuation of the Woodland Burial site advert in the Link magazine and the Clerk to complete renewal instructions.</p> <p>The Clerk, following work by the Assistant Clerk, had circulated a Statutory Declaration for use in the transfer of Exclusive Rights of Burial by the Parish Council (as Nutfield Burial Board) in respect of existing grave spaces in the Cemetery and Woodland Burial site. Cllrs approved its use.</p> <p>Finally, the Clerk confirmed that two burials were scheduled to take place over the coming month.</p>	SB MG SB
16.	<p>Review Work with Outside Bodies</p> <p>Cllr Murray had suggested that the Council consider membership of the Reigate, Redhill & District Rail Users Association (RRDRUA) in order that the Council obtain greater information about current rail service levels and, if needed, represent the views of local residents. The Clerk to ascertain whether the Parish Council can become a member (corporate rather than private individual). Any decision to join carried forward to a future meeting.</p>	SB
17.	<p>Events</p> <p>Cllrs noted the imminent launch of the Nutfield Good Neighbours Scheme on 11 November at 2pm at the Memorial Hall. Cllrs Holden and Murray hoped to attend.</p>	RH PM
18.	<p>Training, conferences & consultations and meetings of Outside Bodies</p> <p>The Clerk raised the subjects of the Tandridge Parish Assembly (date to be advised by TDC) and the meeting of the Tandridge Local Committee on 9 December 2016. A discussion relating to membership of RRDRUA had taken place under item 16.</p>	
19.	<p>Grant Applications</p> <p>The Clerk had circulated, prior to the meeting, a grant application received from the Nutfield Tree Wardens. Cllrs discussed this application and in recognition of the variety of support this local group provides to the residents of Nutfield approved a maximum amount of £250 towards insurance and related costs (<i>Local Government Act 1972, s137</i>). Cllr Murray proposed and Cllr Ford seconded. The Clerk to confirm the details of this award in writing and to acknowledge that monies may not be required until early in 2017. Cllr Ford to arrange a follow-up meeting with the group.</p>	SB SF
20.	<p>Employment</p> <p>The Clerk had obtained an outline of fees that the payroll services provider would charge to manage the Council's pension arrangements. Cllrs approved up to £100</p>	

	per annum for these additional services to cover both employees as necessary. Cllr Ford proposed and Cllr Sandiford seconded. The Clerk to continue implementation work with the payroll services provider.	SB
21.	Review and adoption of Policies The Clerk to circulate a revised version of Standing Orders to cover basic, but necessary, changes prior to the next meeting.	SB
22.	Finance The Clerk presented the Council's financial statement for the second quarter of 2016/17, which the Chairman signed on behalf of the Council along with the corresponding bank statements that had been checked and verified. The Clerk confirmed that the Council's current bank balances totalled £91,556 following receipt of CIL monies since the last meeting. Cllrs Holden and Johnson to take their completed Additional Party forms to a local bank branch as part of the work to update authorised bank account signatories. The Clerk to circulate a copy of the Council's Risk Register for review by Cllrs.	RH JJ SB
23.	Budget 2017/18 The Clerk reminded Cllrs of the timeline for setting the budget and that Cllrs should consider their nominations for expenditure as soon as possible. The Clerk to draw up a preliminary budget, based on a forecast of expenditure for 2016/17, and to arrange a meeting of the Finance Working Group to create a draft budget for consideration by all Cllrs at the next meeting.	ALL SB
24.	Payment(s) Cllrs approved the list of payments (see Appendix 1: Schedule of Payments) which had been prepared and circulated to Cllrs prior to the meeting. The Clerk to dispense payments. (A number of items mentioned on the agenda were not considered and will be carried forward to the next meeting).	SB
	<i>Cllr Murray temporarily left the meeting at this point.</i>	
25.	Notification of business for inclusion on the next agenda None.	
26.	Next meeting date(s) The next scheduled meeting of the Council to take place on 7th December 2016 at the Memorial Hall, High Street, Nutfield starting at 7.30pm.	
27.	<u>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</u> None.	

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
003097	The Groundsman Landscapes Ltd	650.00	Landscape maintenance (Nutfield Cemetery and Woodland Burial Area) in October 2016.
003098	Simon Bold	*****	Clerk's salary (October 2016)
003099	Simon Bold	140.22	Clerk's expenses (October 2016)
003100	Maxine Gray	*****	Assistant Clerk's salary (October 2016)
003101	Maxine Gray	5.00	Assistant Clerk's expenses (October 2016)
003102	Post Office Limited	583.93	PAYE and Class 1A NICs (September 2016)
003103	Nutfield Memorial Hall	33.00	Hall hire (October Council meeting)
003104	Nutfield Link	45.00	Quarter-page advertisement (Woodland Burial Area) – annual fee for 12 issues.
003105	Graham Skilton	750.00	War Memorial site repairs (<i>War Memorials (Local Authorities' Powers) Act 1923, s.1 LGA 1948 s.133</i>)
003106	Nutfield Link	10.00	Annual subscription (postal)
	Total	3,882.34	

* Payment scheduled by Direct Debit