



Nutfield Parish Council

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Minutes of the meeting held on 7 December 2016 at the
Nutfield Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE

Councillors (Cllrs) present:

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

Attending (all part):

5 visitors (inc. Carole Forrest)
County Cllr Helena Windsor
District Cllrs Gill Black and Debbie Vickers

Meeting opened at 7:33pm and closed at 10:46pm.

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 subjects of street signage, parking and the location of Council meetings were raised.	
5.	Report from County & District Councillors District Cllr Gill Black reported that she had attended the Local Plan briefing held in Bletchingley. She then reported that Tandridge District Council (TDC) was working on its 2017/18 budget and that funds were limited and news was still awaited from central Government about financial support and/or terms for next year. District Cllr Debbie Vickers had nothing to add. County Cllr Helena Windsor raised a number of topics pertinent to Nutfield as follows: the housing proposal for Redhill Aerodrome and its relationship to the current Local Plan Sites Consultation; the progression of air monitoring on the A25; the imminent Tandridge Local Committee meeting where additional parking controls were due to be discussed and, finally, Surrey County Council's (SCC) current policy with respect to speed limits on Mid Street.	
6.	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 2 November 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
	<i>Item 9 Local Plan was brought forward to enable the item to be discussed earlier than scheduled and the Council's Planning Advisor, Carole Forrest, was invited by the Chairman to speak to Cllrs. The order of items, as stated in the agenda, has been maintained here for ease of reference.</i>	

7.	<p>Reports from the Assistant Clerk and Clerk</p> <p>Cllrs briefly reviewed and discussed the Highways Report prepared and circulated to all prior to the meeting. The Clerk asked Cllrs to nominate, after the meeting, those items of greatest concern. Cllrs felt that it might be beneficial to publish this document. No comments or questions were raised about the Assistant Clerk's Activity Report.</p> <p>The Clerk provided a summary of activity in respect of a number of items as follows: additional bank signatories; St Peter & St Paul site visit (awaited); Risk Register to be circulated; Fireworks grant payment awaiting invoice; notification of Council opening times and staff holidays over the Christmas and New Year period; a reminder for Cllrs to nominate items for the next Link article; the use of Community Infrastructure Levy (CIL) monies by Parish Councils and, finally, preparations for snow clearance (Cllr Ford to pass on a chain and padlock to the Assistant Clerk).</p> <p>Cllr Murray had asked, prior to the meeting, for confirmation of the amount that the Parish Council had contributed to the rebuilding of the Memorial Hall. The Clerk indicated that he did not have this information to hand and that he would need to spend time collating information. Cllrs felt that it would be helpful to carry out this work so that the question posed by Cllr Murray could be answered.</p>	<p>ALL</p> <p>SB</p> <p>ALL</p> <p>SF</p> <p>SB</p>
	<p><i>Item 10 Local Aviation was brought forward to enable the item to be discussed earlier than scheduled. The order of items, as stated in the agenda, has been maintained here for ease of reference.</i></p>	
8.	<p>Current Planning Applications</p> <p>In respect of eight applications notified by TDC since the Parish Council's last meeting:</p> <ul style="list-style-type: none"> • <u>2016/1974</u> Tuppenny Hope, 4 Ridge Green, South Nutfield RH1 5RN Cllrs had no wish to comment or object. • <u>2016/1985</u> South Hale Farm, Moats Lane, South Nutfield RH1 5PF Cllrs objected as they considered this inappropriate development within the Green Belt. • <u>2016/2018</u> Hazelbank, Trindles Road, South Nutfield RH1 4JG Cllrs had no wish to comment or object. • <u>2016/2090</u> 52 Morris Road, South Nutfield RH1 5SA Cllrs had no wish to comment or object. • <u>2016/2109</u> Waynes, The Avenue, South Nutfield RH1 5RY Cllrs had no wish to comment or object. • <u>2016/2114</u> Russets, Kings Cross Lane, South Nutfield RH1 5NS Cllrs had no wish to comment or object. • <u>2016/2196</u> Red Cottage, 1 Clay Lane, South Nutfield RH1 4EG Cllrs objected as they considered this inappropriate development within the Green Belt. • <u>2016/2216</u> 40 Trindles Road, South Nutfield RH1 4JN Cllrs had no wish to comment or object. <p>In respect of the appeal case:</p> <ul style="list-style-type: none"> • <u>2015/2257</u> Hawkesbury, Coopers Hill Road, Nutfield RH1 4HX Cllrs noted this appeal case. <p>In respect of the application notified by SCC:</p> <ul style="list-style-type: none"> • <u>2016/0191</u> Land at Patteson Court Landfill, Cormongers Lane, RH1 4ER Cllrs requested more time to consider this application. The Clerk to contact SCC to seek confirmation that a response, just after the Council's next scheduled meeting is acceptable. <p>Cllrs discussed the news of a possible housing development at Redhill Aerodrome and the lack of substantive detail. Cllr Murray to make this point in the next Link article and provide background information about current constraints on development at the site.</p>	<p>SB</p>

9.	<p>Local Plan</p> <p>Carole Forrest gave a brief overview of her report to Cllrs and then Cllrs discussed a number of topics relating to TDC's Local Plan Sites Consultation. Cllr Murray to provide some additional text concerning the Redhill Aerodrome housing proposal (which is likely to become an additional site within future Local Plan consultations) and Carole Forrest to include this and comments raised by Cllrs in a revised report to be provided within the week. The Clerk to post this to the Council's website to further publicise the consultation and provide information for residents. Carole Forrest to provide a final draft response to Cllrs around the 16 December and the Clerk to circulate to Cllrs before submitting to TDC and publishing to the Council's website.</p>	PM CF SB CF SB
	<p><i>At this point in the meeting, Cllrs moved back to item 7. Its original position on the agenda has been retained for ease of reference.</i></p>	
10.	<p>Local aviation</p> <p>Cllrs Johnson and Murray reported that they had attended a Parish Cllrs' tour of Gatwick Airport and that a copy of the presentation slides would be circulated to all Cllrs. Cllr Murray then gave an overview of Gatwick Departure Route 3 and night-flying – Gatwick had given assurances that they were not looking to increase the number of night flights. In respect of Redhill Aerodrome, Cllr Murray advised that there was no news on the current taxiway planning application and little to report on the Aerodrome's proposal to become a housing development due to a lack of substantive detail.</p>	
	<p><i>At this point, the meeting was temporarily adjourned.</i></p>	
	<p>Cllr Murray raised the report that had been given to him by the Nutfield Conservation Society (NCS) and circulated to fellow Cllrs prior to the meeting. Despite having given a prior indication that a review of this report could wait until the next meeting, on reflection Cllr Murray wished Cllrs to give it their support and proposed that the Council write to the parties who had been sent the report e.g. CAA. The Clerk raised a concern that Cllrs may have been mis-directed and that any item where a proposal is to be made must be clearly flagged to Cllrs in advance of the meeting in order that Cllrs can review the subject and prepare for discussion. The Chairman asked that this point be minuted and that this situation should not be treated as a precedent going forward. All but one Cllr confirmed that they had seen and read the NCS report and it was decided that the Clerk should write to other recipients of the NCS report to indicate the Council's support of the work of the NCS.</p>	SB
	<p><i>At this point in the meeting, Cllrs moved to item 8. Its original position on the agenda has been retained for ease of reference.</i></p>	
11.	<p>Council vacancies</p> <p>The Clerk had advised Cllrs at the Council's last meeting that, in accordance with the statutory process, the Council was able to co-opt in respect of all vacancies. Subsequent to this, these vacancies had been publicised on the Council's notice boards, website and in the Link magazine. Three individuals had expressed an interest to join the Council and they had provided background details and completed Eligibility Forms, which the Clerk had copied to all Cllrs. Members of the Council had meet with these candidates and on the strength of this information, Cllrs discussed making appointments. Cllrs resolved to appoint two individuals to the Council namely Sarah Collecott and David Miller. The Clerk to notify all candidates of the Council's decision and obtain completed forms (Declaration of Acceptance of Office and Cllrs' Notification of Disclosable Pecuniary & Other Interests) from each appointee prior to the next meeting and then advise TDC of these appointments. The Clerk to subsequently update the Register of Cllrs' Interests and upload this document to the Council's website.</p>	SB SB

	<p>the employer contribution rates and costs of implementation via the Council's existing payroll service provider. Cllrs approved an employer contribution rate of 3% in respect of the Clerk from the outset of the scheme with NEST. In addition, the Council approved a £20 setup fee and a £30 annual management fee to be paid to the payroll service provider.</p> <p>It was noted that the Assistant Clerk, Maxine Gray, did not qualify for automatic enrolment but that she wished to make a voluntary employee contribution into the scheme.</p> <p>The Clerk to instruct the payroll bureau to proceed with the scheme with effect from 01 January 2017 (with contributions to start in February) and to write standard letters to each employee setting out the Council's obligations and actions. It was noted that a Declaration of Compliance is required by 31 May 2017. Cllr Murray had proposed the above and Cllr Ford had seconded.</p> <p>For the sake of good order, the Clerk had circulated, prior to the meeting, copies of his recent appraisal and the Probation Report for the Assistant Clerk to all Cllrs for approval. Cllrs accepted these documents and were advised of the effect on each employee's salary in accordance with their Contracts of Employment.</p>	SB SB
19.	<p>Review and adoption of Policies</p> <p>The Clerk had circulated an updated copy of Standing Orders for consideration by Cllrs. This item to be carried forward to the next meeting to give everyone more time to review this document.</p>	ALL
20.	<p>Finance</p> <p>The Clerk confirmed that the Council's bank balances totalled £93,365.54. A copy of the latest financial statement would be circulated to Cllrs following the meeting (it had been delayed due to budget discussions and other tasks).</p> <p>The Clerk outlined the changes to be made to the format of the Council's Asset List to bring them into line with general guidance from the Internal Auditor. The Clerk to circulate the revised document following the meeting and the Finance Working Group to review.</p>	SB SB
21.	<p>Budget</p> <p>Cllrs discussed the provisional budget document. This had been prepared by the Clerk following a meeting of Cllrs and circulated to all members of the Council in advance of the meeting. Cllrs discussed how best to address the unpredictability of income each year and a projected decline in reserves for the current year.</p> <p>On the basis of retaining the same overall budget (individual items were changed in accordance with requirements), reducing earmarked reserves from £19,950 to £11,700 and revising the allotment fees, Cllrs unanimously agreed to increase the precept from £44,113 to £47,863. Cllrs felt that all of these measures were required to put the Council on a more certain financial footing to help the Council continue to meet its statutory role, ongoing financial obligations and support the local community in years to come. The Clerk to obtain from TDC the tax-base for 2017/18 so that the cost per Band D household can be calculated. The Clerk to advise TDC of the Council's precept for 2017/18.</p>	SB
22.	<p>Payment(s)</p> <p>Cllrs approved the list of payments (see Appendix 2: Schedule of Payments) which had been prepared and circulated to Cllrs prior to the meeting. The Clerk to dispense payments. In addition, Cllrs approved the purchase of a laminator at a cost <£50 which the Assistant Clerk is to order.</p>	SB MG
23.	<p>Notification of business for inclusion on the next agenda</p> <p>Other than items already raised during the meeting, Cllrs wished to have the replacement of the bus shelter roof and a discussion about electric charging points on the next agenda.</p>	

24.	Next meeting date(s) The next scheduled meeting of the Council to take place on 11th January 2017 at the Village Hall, Mid Street, South Nutfield, RH1 4JJ starting at 7.30pm.	
25.	<u>Sub-section 2</u> - Public Bodies (Admissions to Meetings) Act 1960: None.	

Appendix 1 - Working Groups (December 2016)

Working Group	Tasks and projects	Members (Heads <u>underlined</u>)
Cemetery	Burial records and customer service	<u>Sue</u> , Kent, Grahame, Simon, and Maxine
Communications	Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Local Government Transparency	<u>Paul</u> , Kent and Simon
Community	Fly grazing (Council land), Crime Prevention measures, Support to vulnerable people.	<u>John</u> , Paul and Sue
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	<u>John</u> , Paul, Kent and Simon
Highways	Snow Angels, Air Quality, Reporting condition of roads, pavements and overgrown vegetation on verges etc. to SCC, 20 mph speed limit projects, Street Lighting.	<u>Paul</u> , Grahame, Sue and Maxine
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).	Sue, Grahame, Rob, Maxine and Simon
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt, Local Plan.	<u>Kent</u> , John and Rob plus Paul (Redhill Aerodrome)
Staffing	Appraisals, Contracts, Pensions, Well-being issues, HR Policies.	<u>Paul</u> , Kent, John, Simon and Maxine
Transport	All matters relating to airfields and airports including consultations, local railways.	<u>Paul</u> , Rob, John and Steve Hanks.

Appendix 2: Schedule of Payments

Chq No.	Payee	Amount £	Comments
003107	Steven Saunders	150.00	Removal of vegetation from bus shelter on A25 and immediate vicinity
003108	The Groundsman Landscapes Ltd	650.00	Landscape maintenance (Nutfield Cemetery and Woodland Burial Area) in November 2016.
003109	Simon Bold	*****	Clerk's salary (November 2016)
003110	Simon Bold	90.31	Clerk's expenses (November 2016)
003111	Maxine Gray	*****	Assistant Clerk's salary (November 2016)
003112	Maxine Gray	134.83	Assistant Clerk's expenses (November 2016) including grit bin on behalf of the Council
003113	Post Office Limited	492.54	PAYE and Class 1A NICs (November 2016)
003114	Mulberry & Co	263.22	Interim audit for 2016-17 on 6/12/2016
003115	Nutfield Memorial Hall	33.00	Hall hire (December Council meeting)
DD*	Public Works Loan Board	1,726.15	Repayment instalment (503604)
	Total	5,102.46	

* Payment scheduled by Direct Debit