



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 11 January 2017 at the
Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ

Councillors (Cllrs) present:

Cllr John Johnson (Chair),
Cllr Sarah Collecott, Cllr Sue Ford,
Cllr Rob Holden, Cllr David Miller,
Cllr Paul Murray, Cllr Kent Sandiford and
Cllr Grahame Shaw.

Attending (all part):

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

Meeting opened at 7:30pm and closed at 10:50pm.

In attendance: Simon Bold, Clerk

1.	Chairman to open the meeting. Cllr Johnson opened the meeting and welcomed new Cllrs Collecott and Miller.	
2.	Councillor apologies for absence. None (all present)	
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. The Clerk also confirmed that both new Cllrs had each completed a Notification form. In accordance with the Council's Code of Conduct, Cllr Collecott notified the meeting of her 'Disclosable Pecuniary Interest' in respect of item 21 'Payments'. No other Cllr declared any Disclosable Pecuniary Interests and 'Other Interests' in respect of any item on the agenda (see notes to item 8 also).	
4.	Public Session None.	
5.	Report from County & District Councillors County Cllr Windsor raised several highways issues. District Cllr Vickers brought a couple of further highways matters to the attention of the County Cllr. District Cllr Elias raised the subject of Tandridge District Council's (TDC) budget and advised that discussions due to take place by the middle of the month were likely to enable TDC to 'balance its books' for another year. District Cllr Black had nothing to add.	
6.	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 7 December 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
7.	Reports from the Assistant Clerk and Clerk Cllrs confirmed that they had seen the Highways Report and Assistant Clerk's Activity Report circulated prior to the meeting. The Assistant Clerk to monitor the status of the lights at the top of Mid Street and Sandy Lane and keep the County Cllr advised. The Clerk confirmed that he would advise TDC of the new Council appointments following their completion of all the necessary documentation.	MG SB

	<p>The Clerk raised the following topics: the requirement for Hi-Viz vests for Snow Angel volunteers and Cllr Sandiford offered to purchase half a dozen as cheaply as possible (and then make a expenses claim); that TDC in conjunction with Surrey County Council (SCC) had commenced a parking review starting with car parking areas in Oxted; that TDC had provided an updated estimated tax-base figure for 2017/18 of 1,201 (+0.4% change); that the Council's response to TDC's Local Plan consultation had been submitted on time and acknowledged and that he would circulate comments from residents (received after the deadline) for information to Cllrs; that he and the Assistant Clerk would commence work on the 2017/18 Allotment Tenancy Agreement with the aim of completing this in February; that Cllrs needed to suggest a suitable subject and date for the Annual Parish Assembly – Cllr Johnson to take this forward with a potential guest speaker; dates for Council meetings across the rest of the year and Cllrs requested that meetings should be shared between Nutfield and South Nutfield (Clerk to arrange) and, finally, that the Council consider asking the Charles Maw Trust for a periodic report of activity.</p> <p>The Clerk reported that he and members of the Finance Working Group had made an initial assessment of the financial support given by the Council towards the rebuild costs of the Memorial Hall in Nutfield. This showed that a contribution in the region of £110,000 had been made including the Public Works Loan of £50,000. This figure was commensurate with the Council's published accounts during the relevant period of the Hall's rebuild. The Clerk advised that some further work to check payments and entries made into the Council's ledgers would take place before a final figure would be advised to Cllr's at the next meeting.</p> <p>Finally, the Clerk checked that everyone had seen the report and accounts provided by the Trustees of the Nutfield Village Hall which had been circulated by Cllr Johnson.</p>	<p>KS</p> <p>SB</p> <p>MG SB JJ</p> <p>SB</p> <p>SB</p>
<p>8.</p>	<p>Current Planning Applications</p> <p>In respect of the ten applications notified by TDC since the Parish Council's last meeting:</p> <ul style="list-style-type: none"> • <u>2016/1618</u> The Inn On The Pond, Nutfield Marsh Road, Nutfield RH1 4EU Cllrs had no wish to comment or object. • <u>2016/1596</u> The Inn On The Pond, Nutfield Marsh Road, Nutfield RH1 4EU Cllrs had no wish to comment or object. • <u>2016/2161</u> Maple Farm, Clay Lane, South Nutfield RH1 4EG Cllrs objected to the increased height and felt this change was inappropriate within the Green Belt. • <u>2016/2265</u> Pippins, 83 Mid Street, South Nutfield RH1 4JJ Cllrs objected as they felt this was overdevelopment with, additionally, the loss of trees. In addition, Cllrs commented that if TDC were minded to approve then a condition should be added preventing the additional building being turned into a habitable dwelling and sold separately to the main building. • <u>2015/1343/Cond1</u> 9 Thepps Close, South Nutfield RH1 5NX Cllrs had no wish to comment. 	
	<p><i>Cllr Johnson declared a (possible) Disclosable Pecuniary Interest in respect of the next application as a precautionary measure (property near to his home). He did not participate in the discussion nor decision relating to it.</i></p>	
	<ul style="list-style-type: none"> • <u>2016/2276/TPO</u> Tuppenny Hope, 4 Ridge Green, South Nutfield RH1 5RN Cllrs had no wish to comment or object. • <u>2016/1577/Cond1</u> 36A Morris Road, South Nutfield, RH1 5SA Cllrs had no wish to comment. • <u>2016/2402</u> 95 Mid Street, South Nutfield RH1 4JD Cllrs had no wish to comment or object. • <u>2016/2359</u> 95 Priory Farm, Sandy Lane, South Nutfield RH1 4EJ Cllrs had no wish to comment or object. • <u>2016/2428</u> Court Cottage, Church Hill, Nutfield RH1 4JA Cllrs had no wish to comment or object. <p>In respect of one consultation by SCC:</p>	

	<ul style="list-style-type: none"> • <u>2016/0191</u> Land at Patteson Court Landfill, Cormongers Lane, RH1 4ER <p>Cllrs objected on the basis that the proposal could increase the number of HGV movements per day (above the level already restricted under current planning approval), exacerbate the number of lorries already queuing at times in Cormongers Lane and that changes to the entrance would do nothing to alleviate this situation and that the lack of driver facilities on-site is causing some disruption and problems for nearby areas. Cllr Sandiford to circulate a final response on this basis to Cllrs before passing to the Clerk. The Clerk to notify TDC or SCC, as appropriate, of the Council's comments in respect of the above cases.</p>	KS SB
9.	<p>Local aviation</p> <p>Cllr Murray gave an overview of the present situation with respect to local aviation. In respect of Redhill Aerodrome, the building works to the north car park had been granted under Permitted Development rights but there was still no further news on the planning application for works to the runway. At a recent Redhill Aerodrome Consultative Committee (RACC) meeting, it was reported that fixed wing aircraft activity had increased. There was no further information available on the Aerodrome's notification of an alternative use as housing (submitted under TDC's Local Plan). In respect of Gatwick Departure Route 3, a meeting between local groups, community representatives and Surrey's MP Sam Gyimah was to be held in the Parish Office at the end of January – Cllrs Johnson and Paul Murray will attend and, subject to meeting capacity, Cllr Holden too. This would address the points raised by the Nutfield Conservation Society, which the Parish Council had endorsed at the last meeting.</p> <p>The Clerk had circulated a letter received from Crispin Blunt on the same topic, which gave support for further consultation with local communities. The Clerk had also received details of changes to Gatwick's Noise Management Policy – to be circulated to the Transport Working Group for information.</p> <p>Cllrs Johnson and Holden indicated that they would be available to attend an Information Session hosted by CAA in respect of the process of consulting on airspace changes. Cllr Murray to attend if available.</p> <p>Cllrs Johnson and Holden indicated that they would attend a Gatwick Noise Management Board meeting at the end of January too.</p>	JJ PM (RH) SB JJ RH PM JJ RH
10.	<p>Groundworks, land and tree management (including cemeteries, allotments and 'village green')</p> <p>Cllr Holden to finalise the specification for a repair to the bus shelter on the A25 and then seek three quotes for comparison purposes and presentation at a future meeting. The Clerk to re-circulate the quote obtained so far for reference.</p> <p>In respect of the Village Green, the Clerk to complete a simple land search to obtain formal details of the Council's property before contacting the neighbouring land owner in order to establish a line of communication.</p>	SB
11.	<p>Cemetery and Woodland Burial Area</p> <p>Cllr Ford had circulated and consulted with fellow Cllrs about simple changes to the existing Nutfield Cemetery regulations. Cllrs approved these changes. The Clerk to produce a final version in readiness for distribution.</p> <p>Cllrs Ford and Shaw provided a brief overview of their work to research cemetery fees and the appropriateness of the current, long-standing, fee structure for Nutfield Cemetery. Cllrs agreed that the aim should be to simplify as well as to update the current fee structure. This work to include whether to simplify the designated areas within the Woodland Burial Area.</p> <p>Cllr Murray to review the Nutfield Cemetery website and provide a re-draft for consideration by fellow Cllrs.</p>	SB SF GS PM
12.	<p>Action List & Working Groups</p> <p>The Clerk to update the Action List following discussions on projects being conducted by the Land, Communication and Highways Working Groups. Cllr Murray took the opportunity to request further items for the next edition of the Link and Cllr Murray to</p>	SB

	write to the Council's Planning Advisor seeking views on Neighbourhood Planning. Cllrs Collecott and Miller to provide background details to developing a Register of Skills for use by the Council following a request by Cllr Murray. The Clerk to update the Working Group list (recorded at Appendix 2). Cllr Miller to speak with Cllr Ford about joining the Cemetery Working Group.	PM DM SC SB DM
13.	Review Work with Outside Bodies The Clerk reported that following the Council's article in the Link, a local resident had offered to be the designated representative for Nutfield on the Reigate, Redhill & District Rail Users' Association (RRDRUA). In addition, Cllrs Collecott and Miller offered to be additional representatives when required. Cllrs agreed these appointments and the Clerk to notify the resident and the RRDRUA. Cllr Holden to be the Council's representative (non-Trustee) on the Memorial Hall User Group (not yet established). The Clerk to advise the Memorial Hall Trustees. The Clerk to notify the Memorial Hall Trust of a need for someone to open and close the venue for future meetings.	SB RH SB SB
14.	Events (public) Cllr Johnson confirmed that he would be able to represent the Council at a commemorative event in April being arranged by the Nutfield Branch of the Royal British Legion. The Clerk to advise the RBL of this.	SB
15.	Training, conferences & consultations and meetings of Outside Bodies The Clerk had circulated information about two half-day training courses (organised by the Surrey Association of Local Councils) concerning Allotments and Cemeteries. Cllrs approved the attendance of the Clerk on the Allotments course and Cllr Ford on the Cemeteries course – total cost £80 net. The Clerk to book these courses. The Council decided not to support the interest shown by the Clerk in another short course entitled Meeting Procedures due to the year-to-date expenditure on training.	SB SF SB
16.	Grant Applications None.	
17.	Employment A direct debit mandate to enable the payment of pension contributions (which were approved at the last Council meeting) was signed by Cllrs Ford and Sandiford on behalf of the Council. The Clerk to send the form to the National Employment Savings Trust (NEST) and confirm its completion to the Council's payroll bureau.	SB
18.	Review and adoption of Policies Cllrs approved the revised Standing Orders that had been circulated prior to the last meeting. The Clerk to issue this latest version and update the copy on the Council's website. The Clerk to review and circulate an updated version of the Council's Financial Regulations for consideration by Cllrs at a future meeting.	SB SB
19.	On-street electric charging point(s) Cllr Holden had circulated a proposal prior to the meeting to look into the feasibility of on-street electric charging points in Nutfield. Cllrs supported this research and Cllr Holden to provide periodic updates over the coming months.	RH
20.	Finance The Clerk confirmed the Council's current bank balances as follows: Current Account £200 and Reserve Account £88,058.83. The Clerk presented the Council's financial statement for the third quarter of 2016/17, which the Chairman then signed on behalf of the Council along with the corresponding bank statements once checked and verified. Cllr Miller requested an explanation for the variances in respect of a couple of items and the Clerk provided details for each. No update was provided by the Clerk in respect of the Council's Asset List due to time constraints. This item will be carried forward to the next meeting.	SB

21.	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 with the addition of one item relating to approved training (cheque no.3128). The Clerk to dispense payments. A review of office furniture is to be considered once Cllr Johnson has been able to confirm what is available second-hand.	SB JJ
22.	Notification of business for inclusion on the next agenda None.	
23.	Next meeting date(s) The next scheduled meeting of the Council to take place on 1 st February 2017 at the Memorial Hall, High Street, Nutfield, RH1 4HE starting at 7.30pm.	
24.	<u>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</u> None.	

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
003116	SPOILED	VOID	SPOILED – not used.
003117	Myers Tree Services	1,920.00	Tree management works
003118	Air Monitors Limited	842.40	Contribution to AQ Mesh Particulate Monitor, solar system and server package (<i>Local Government Act 1972, s.137</i>)
003119	Information Commissioner	35.00	Data Protection registration renewal
003120	Simon Bold	*****	Clerk's salary (December 2016)
003121	Simon Bold	184.20	Clerk's expenses (December 2016) including NPC website domain/ email annual contract.
003122	Maxine Gray	*****	Assistant Clerk's salary (December 2016)
003123	Maxine Gray	12.68	Assistant Clerk's expenses (December 2016)
003124	The Post Office Limited	623.45	PAYE and Class 1A NICs (December 2016)
003125	The Groundsman Landscapes Ltd	650.00	Landscape maintenance (Nutfield Cemetery and Woodland Burial Area) in December 2016.
003126	Mrs CA Crutchfield	1,097.25	Local Plan consultation research and report (<i>Local Government Act 1972, s.142</i>)
003127	Nutfield Village Hall Limited	20.00	Hall Hire (January 2017 meeting)
003128	Cranleigh Parish Council	180.00	Cemetery Legal Compliance Training Course (two persons).
	Total	7,113.35	

Appendix 2: Working Groups

Working Group	Tasks and projects	Members <i>(Heads <u>underlined</u>)</i>
Cemetery	Burial records and customer service	<u>Sue</u> , Grahame, Kent, 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, David and Simon
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>Paul</u> , Grahame, Sue and Maxine
Land	Tree Work, Bus Shelter, Cemetery & WBA, (War Memorial), Jubilee Fields, Village Entry Signs, the Triangle, Village Green, the Pound, Allotments, (Play Areas and 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 PM (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.