



Nutfield Parish Council

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Minutes of the meeting held on 1 February 2017 at the Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE

Councillors (Cllrs) present:

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

Attending (all part):

2 visitors
County Cllr Helena Windsor
District Cllr Debbie Vickers

Meeting opened at 7:31pm and closed at 10:45pm.

In attendance: Simon Bold, Clerk

1.	Chairman to open the meeting. Cllr Johnson opened the meeting.	
2.	Councillor apologies for absence. Cllrs David Miller and Kent Sandiford had provided apologies prior to the meeting.	
3.	Code of Members' Conduct Each Cllr present updated their Notification of Disclosable Pecuniary & Other Interests form under the section 'Other Interests' to recognise their existing appointment by the Council to the Charles Maw Trust - the Council performs the role of Sole Trustee of the Charles Maw Trust. This action followed advice obtained and provided by the Clerk. The Clerk to obtain, in writing, confirmation from Tandridge District Council (TDC) of this advice and that the action taken by Cllrs complies with the Code of Conduct. The Clerk to update the Register of Councillors' Interests and post this to the Council's website. In accordance with the Council's Code of Conduct, Cllr Collecott notified the meeting of her 'Disclosable Pecuniary Interest' in respect of item 18 'Payments'. No other Cllr declared any Disclosable Pecuniary Interests and 'Other Interests' in respect of any item on the agenda at this point.	SB SB
4.	Public Session The subjects of the Memorial Hall and parking on Mid Street were raised.	
5.	Report from County & District Councillors Both District Cllr Vickers and County Cllr Windsor raised issues relating to highways including planned works. In addition, County Cllr Windsor sought feedback on the proposal by Surrey County Council (SCC) to introduce "part-night street lighting", the Patteson Court planning application (see item 8 below) and the Parish Council's membership of the Sussex Community Rail Partnership. County Cllr Windsor also highlighted the proposal by SCC to increase its portion of the precept by 15%.	
6.	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 11 January 2017. 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.	<p>Reports from the Assistant Clerk and Clerk</p> <p>Cllrs confirmed that they had seen the Highways Report and Assistant Clerk's Activity Report circulated prior to the meeting.</p> <p>The Clerk provided an update on the amount of financial support given by the Council towards the rebuild, including associated landscaping, of the Memorial Hall and confirmed that the total has been revised to £112,049. This figure incorporated a small number of additional items following further checking of the Council's ledger, minutes and payments list. The Clerk pointed out that with the addition of interest paid in respect of the Public Works Loan Board loan, which commenced in January 2015, the contribution to date is £116,452 and that this would become £131,747 by the time the repayments on the loan finish in January 2040. The Clerk provided Cllrs with a printed breakdown of the individual items making up these figures. Cllrs asked the Clerk to contact the Memorial Hall Trustees to seek a detailed breakdown of how the money granted to them by the Council, totalling £91,000, has been spent on the re-build project (evidence of expenditure is a requirement of the Council's current Grant Application Scheme).</p> <p>The Clerk sought comments from Cllrs on the next Parish Assembly meeting. The Clerk to contact a representative of Gatwick Airport to see if they would be available to be the main speaker. Other aspects of the meeting to be discussed at a future Communications Working Group meeting to be convened by Cllr Murray.</p> <p>The Clerk to circulate a guidance note from the National Association of Local Councils about record keeping and archiving before drafting an outline policy for the Council. The Clerk to also circulate the Council's Risk Register and invite Cllrs to participate in the ongoing monitoring of items.</p> <p>The Clerk reported that he was currently working on the following items: two potential planning enforcement issues brought to his attention by Cllrs; a revised version of the Council's Financial Regulations; land registry enquiries and the sourcing new tree surveys. In the latter case, Cllrs discussed the pros and cons of obtaining new surveys and concluded that contemporary assessments of the Council's trees would be the safest approach to take.</p>	<p>SB</p> <p>SB PM</p> <p>SB SB ALL</p>
	<p><i>At this point in the meeting, item 9 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 the three applications notified by TDC since the Parish Council's last meeting:</p> <ul style="list-style-type: none"> • <u>2016/2426</u> Hemingford, Kings Cross Lane, South Nutfield RH1 5NT Cllrs had no wish to comment or object. • <u>2017/40</u> 146 Mid Street, South Nutfield RH1 5RP Cllrs queried the appropriateness of building in front of the existing property line and raised a concern that, on occasion, the highway might be used for manoeuvring due to the reduced space within the site. • <u>2017/41/NC</u> Little Cormongers Farm, Mid Street, South Nutfield. Cllrs had no wish to comment. <p>In respect of the only consultation by SCC:</p> <ul style="list-style-type: none"> • <u>2016/0191 (ref: RE16/02710/CON)</u> Land at Patteson Court Landfill, Cormongers Lane, RH1 4ER (Additional information) Cllrs upheld their previous objections to this application. In addition, Cllrs wished to see standardised and readily available reports in respect of lorry movements, confirmation that lorry drivers would have unhindered access to on-site facilities and that the application be considered by the SCC Planning Committee so that the issues can be reviewed, in detail, by County Cllrs. <p>The Clerk to notify TDC or SCC, as appropriate, of the Council's comments in respect of the above cases.</p>	<p>SB</p>

	Cllr Murray to seek the comments of the Council's Planning Advisor in respect of additional development sites submitted to TDC during the recent Local Plan consultation and, if appropriate, obtain a quotation for additional work. (Cllrs commented on the housing development scheme at Redhill Aerodrome under item 9).	PM
9.	<p>Local aviation</p> <p>The Clerk had circulated a report on aviation provided by the Transport Working Group prior to the meeting. Cllr Johnson had attended a meeting with Sam Gyimah MP and others with Andy Sinclair, Head of Airspace Strategy and Engagement, Gatwick Airport. The discussion centred on the current Departure Route 3 and mitigating its impact on Nutfield and Mr Sinclair agreed to consider what actions could be taken in light of the representations made.</p> <p>Cllr Johnson confirmed that he had attended a Gatwick Noise Management Board meeting earlier in the week. Information obtained from that meeting would be used to inform the Parish Council's response to the current Gatwick Night Flights consultation. Cllr Johnson outlined some of the issues such a quotas and capping, landing charges and use of modern aircraft. Cllrs agreed that the Council's response should include these concerns and Cllr Johnson to draft a response and provide additional background information, for review by Cllrs before it is submitted ahead of the deadline of 28/2/17. Cllr Johnson to attend a Civil Aviation Authority presentation on the new airspace change process on 6/2/17.</p> <p>In respect of Redhill Aerodrome, Cllr Murray reported that the expected date for Reigate & Banstead Borough Council to consider the retrospective planning application was March 2017. In respect of a housing scheme for the site, there was no news but Cllrs Johnson and Murray had scheduled a meeting with Salfords and Sidlow Parish Council on 8/2/17 to consider the potential impact for the area.</p>	JJ JJ JJ PM
	<i>At this point, Cllrs returned to item 8. Its original position on the agenda has been retained for ease of reference.</i>	
	<i>Prior to the start of item 10, Cllr Collecott temporarily left the meeting, due to a Disclosable Pecuniary Interest in respect of repairs to the bus shelter.</i>	
10.	<p>Groundworks, land and tree management (including cemeteries, allotments and 'village green')</p> <p>Cllr Holden presented three quotations for repairs to the roof of the bus shelter situated in Nutfield on the A25. After some discussion, Cllrs selected a contractor based on both expertise and price and approved expenditure of no more than £3,250 (exclu VAT). The Council elected to use Community Infrastructure Levy funds (in accordance with regulations) for this expenditure. The Clerk to meet the contractor on-site prior to commissioning the work and to liaise with the owner of the neighbouring property.</p>	SB
	<i>Cllr Collecott returned to the meeting.</i>	
	<p>The Clerk had circulated, prior to the meeting, a revised Allotment Tenancy Agreement for use in 2017/18. Cllrs approved this version with the caveat that if any substantive changes were required following further consultations the Agreement would be brought back to Cllrs in March for reconsideration.</p> <p>The Clerk reported that in accordance with the Council's approval in November in respect of completing urgent tree work, he had approved further work totalling £1,200 (exclu VAT) based on the technical assessment of three trees (Picus tests) and following consultation with the Assistant Clerk (Maxine Gray) and the Chairman. This urgent work was scheduled to take place in mid-February.</p> <p>The Clerk, with the help of the Assistant Clerk, to obtain at least three quotes for new tree surveys (see item 7).</p>	SB SB MG
11.	<p>Cemetery and Woodland Burial Area</p> <p>Cllr Ford provided an update on the review of fees by the Cemetery Working Group. She did not feel that a radical overhaul was appropriate in the short-term. The aim of</p>	

	<p>the review was to benchmark rates and ensure that they reflected costs to the Parish Council given that the fees had not been updated for several years. Cllr Ford to provide a further update prior to the next meeting and in the meantime welcomed comments from Cllrs about the terms of the seven-year parishioner rate.</p> <p>After a brief discussion, Cllr Murray to commence a feasibility assessment of making changes to the Cemetery lay-by in light of usage by large lorries and the condition of the verge and roadway. Cllr Murray confirmed that he was currently working on updating the Cemetery website text starting with the Woodland Burial section first - for consideration by the Cemetery Working Group.</p> <p>The Clerk confirmed that the new Cemetery software (digital mapping) had been successfully installed on the Parish Council's PC and laptop and work, by the Assistant Clerk, to enable the plotting of graves on the system had commenced.</p> <p>The Clerk asked Cllrs for feedback on a new Cemetery Activity Report, prepared by the Assistant Clerk prior to the meeting, and advised that he would circulate updates each month to Cllrs.</p> <p>Cllrs agreed with the Clerk's suggestion that an overgrown area of the Cemetery be cleared to re-establish space for graves and improve the appearance of the area. The Clerk to obtain a quote for this work.</p>	<p>SF ALL</p> <p>PM</p> <p>PM</p> <p>MG</p> <p>SB</p> <p>SB</p>
12.	<p>Action List & Working Groups</p> <p>Cllrs briefly discussed the current list of projects including the next Link article. Cllrs wished to include in the next article a notice to residents of the proposal by SCC to adopt part-night street lighting on local residential roads.</p> <p>The Clerk to circulate an updated list for a fuller discussion at the next meeting. No change to the Working Groups was made.</p>	<p>PM</p> <p>SB</p>
13.	<p>Events (public)</p> <p>None.</p>	
14.	<p>Training, conferences & consultations and meetings of Outside Bodies</p> <p>The Clerk to ascertain, in conjunction with the Council's Planning Advisor, the appropriateness and value of Cllrs attending a 'Future of Housing Supply' event.</p> <p>Cllr Murray to liaise with the Council's representative on the Reigate, Redhill & District Rail Users' Association and seek a news update.</p>	
15.	<p>Grant Applications</p> <p>None.</p>	
16.	<p>Finance</p> <p>The Clerk confirmed the Council's current bank balances as follows: Current Account £200 and Reserve Account £81,787.88</p>	
17.	<p>Asset List</p> <p>The Clerk to circulate a reformatted version of the Council's Asset List and seek comments and updates from Cllrs ahead of the next meeting.</p> <p>The Clerk raised the topic of land assets within the Parish and Cllrs resolved to discuss this item under agenda item 21 due to the potential sensitivity associated with the topic. However, Cllrs wished to make clear that the discussion would not relate to land sale or development but was simply to obtain clarification of a technical nature.</p>	<p>SB</p>
18.	<p>Payment(s)</p> <p>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. In addition, Cllrs approved to a maximum value (ex-VAT) of £1,000 the purchase of a fully adjustable office chair for use by the Clerk, 4 foldable tables and 2 standard office chairs for use in the Parish Office (the existing meeting table to be offered to local groups to make more space).</p>	<p>SB</p> <p>SB</p>
19.	<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 subject of Neighbourhood Planning on the next agenda.</p>	<p>SB</p>

20.	Next meeting date(s) The next scheduled meeting of the Council to take place on 1 st March 2017 at the Memorial Hall, High Street, Nutfield, RH1 4HE starting at 7.30pm.	
21.	Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960: Cllrs discussed a land issue relating to the Parish. The Clerk to circulate a National Association of Local Councils briefing note to Cllrs.	SB

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
003129	Pear Technology Services Ltd	552.00	Council Mapping System software and technical support (Year 1 of 5)
003130	Kent Sandiford	9.00	Hi-Viz jackets for use by volunteers (re-imburement)
003131	Nutfield Memorial Hall	36.00	Hall hire (February 2017 meeting)
003132	The Groundsman Landscapes Ltd	650.00	Landscape maintenance (Nutfield Cemetery and Woodland Burial Area) in January 2017.
003133	Diane Malley	96.00	Payroll services (half-yearly charge) and administration of pension (set up and annual fee)
003134	Simon Bold	*****	Clerk's salary (January 2017)
003135	Simon Bold	91.15	Clerk's expenses (January 2017)
003136	Maxine Gray	*****	Assistant Clerk's salary (January 2017)
003137	Maxine Gray	35.15	Assistant Clerk's expenses (January 2017)
003138	The Post Office Limited	446.96	PAYE and Class 1A NICs (January 2017)
*	National Employment Savings Trust	84.94	Pension – Employer and employees contributions for January 2017
	Total	£3,437.90	

* Payment scheduled by Direct Debit