



## Nutfield Parish Council

Clerk to the Parish Council: Mr Simon Bold  
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### Minutes of the meeting held on 1 March 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 David Miller, Cllr Paul Murray,  
Cllr Kent Sandiford and Cllr Grahame Shaw.

#### Attending (all part):

4 visitors  
County Cllr Helena Windsor  
District Cllr Debbie Vickers

Meeting opened at 7:35pm and closed at 11:30pm.

In attendance: Simon Bold, Clerk

1.	<b>Chairman to open the meeting.</b> Cllr Johnson opened the meeting.	
2.	<b>Councillor apologies for absence.</b> Cllr Rob Holden had provided his apologies prior to the meeting.	
3.	<b>Code of Members' Conduct</b> The Clerk confirmed that Cllr Sandiford had made a change to his Notification of Disclosable Pecuniary & Other Interests form since the last meeting and that Cllrs Miller and Murray had advised that they would be updating their Notifications shortly. The Clerk to update the Register of Councillors' Interests and post a copy 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' and jointly all Cllrs notified their 'Other Interest' in respect of item 17 'Grant Applications'. No Cllr declared any further Disclosable Pecuniary Interests or 'Other Interests' in respect of any item on the agenda at this point – see item 10 for a further notification from Cllr Collecott.	DM PM  SB
4.	<b>Public Session</b> The subjects of the Memorial Hall, Tandridge District Council's (TDC) Local Plan and local highways were raised.	
5.	<b>Report from County &amp; District Councillors</b> District Cllr Debbie Vickers raised the subjects of the TDC Local Plan (new settlement option) and a local Highways issue. County Cllr Helena Windsor also raised local Highways issues and also extended her thanks to Parish Cllr Ford for her help with the planning application at Patteson Court Landfill, Cormongers Lane (2016/0191 (ref: RE16/02710/CON) which was recently discussed at a meeting of Surrey County Council's (SCC) Planning Committee.	
	<i>At this point in the meeting, the item relating to 2016/0191 (ref: RE16/02710/CON) Land at Patteson Court Landfill, Cormongers Lane, RH1 4ER, under agenda item 9 Current Planning Applications, 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 for ease of reference.</i>	

6.	<p><b>Acceptance of last minutes</b></p> <p>The Clerk had prepared and circulated minutes of the meeting held on the 1 February 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.</p>	SB
7.	<p><b>Reports from the Assistant Clerk and Clerk including highways.</b></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 raised the following topics: the possible removal of BT phone kiosks from Nutfield and it was decided that as only one resident commented (after two separate articles in the Link) that no case could be made to retain them; the current poor state of the Cemetery lay-by which Cllr Murray agreed to take up with SCC; the subject of Neighbourhood Plans and Cllr Murray agreed to obtain and circulate the comments of the Council's Planning Advisor; that the Memorial Hall's Trustees may require an amendment to the Parish Council's policy in order to increase the building's insured value.</p> <p>In respect of the part-night street lighting proposal by SCC, Cllrs wished to receive feedback from residents. In the interim, Cllrs requested that the Clerk contact SCC to comment that the prior consultation had been ineffective, that all lights should remain on until 1am, that footpaths should remain lit throughout the night as well as the street lights on Kentwyns Rise and The Copse. Cllrs to nominate any further roads to the Clerk by the end of the week.</p> <p>In addition, the Clerk notified Cllrs of a request from the organisers of the next village litter pick for help with insurance. The Clerk advised that the Council's insurer could accommodate the event as long as the Council minuted its approval and conducted a risk assessment and Health &amp; Safety check beforehand. Cllrs gave their approval subject to the Clerk conducting the necessary checks.</p> <p>The Clerk to circulate examples of business cards for use by staff when meeting clients of the Cemetery/ Woodland Burial site etc.</p>	SB PM PM SB SB ALL SB SB
8.	<p><b>Local aviation</b></p> <p>Cllrs Johnson and Murray summarised the report on Aviation circulated to Cllrs prior to the meeting. The Clerk to circulate a consultation in respect of Instrument Approach to Runway 3 at Biggin Hill Airport for consideration by Cllrs.</p> <p>Cllrs discussed the topic of nuisance caused by aircraft from Gatwick Airport overflying Nutfield and felt that it was appropriate to support, and promote, the petition launched by Sam Gyimah MP in respect of Gatwick Departure Route 3.</p> <p>Cllrs Miller and Murray to create a flyer informing residents of this petition and this to be delivered by members of the Transport Working Group to households under the current departure flightpath.</p> <p>In respect of development at Redhill Aerodrome, Cllrs wished to wait until after a TDC Planning Committee meeting on 16 March (re: new settlement) at which point more details may emerge. In the meantime, Cllrs Johnson and Murray to write a letter to TDC, following a recent press release from Martin Fisher the Leader of the Council, to point out that Nutfield Parish Council has always defended development of this Green Belt site and to ascertain whether the views of Mr Fisher reflect TDC's actual planning policy. A discussion on this topic between Salfords &amp; Sidlow Parish Council and members of the Transport Working Group will take place on 24 March.</p> <p>The Clerk to change the title of this agenda item to 'Local Transport' at subsequent meetings.</p>	SB JJ DM JJ PM SB SB
9.	<p><b>Current Planning Applications</b></p> <p>In respect of the seven applications notified by TDC since the Parish Council's last meeting:</p> <ul style="list-style-type: none"> <li>• <u>2016/14</u> 14 Peytons Cottages, Nutfield Marsh Road, Nutfield RH1 4JB</li> </ul>	

	<p>Cllrs wished to object on the basis that previous decisions to refuse development be upheld given that the details of this proposal included no significant changes or mitigating features.</p> <ul style="list-style-type: none"> <li>• <u>2016/2196</u> Red Cottage, 1 Clay Lane, South Nutfield RH1 4EG Cllrs commented that if TDC was minded to approve the application that a condition be included to prevent the converted outbuilding being sold separately as a habitable dwelling.</li> <li>• <u>2015/1861/Cond1</u> Block 26, Redhill Aerodrome, Kings Mill Lane, RH1 5JY Cllrs had no wish to comment.</li> <li>• <u>2015/1343/Cond2</u> 9 Thepps Close, South Nutfield RH1 5NX Cllrs had no wish to comment.</li> <li>• <u>2017/349/TPO</u> Nutfield Park Farm, Nutfield Park, South Nutfield RH1 5PA Cllrs had no wish to object or comment.</li> <li>• <u>2017/259</u> Land at Kings Cross Lane, South Nutfield Cllrs wished to collate more information and discuss this case further. The Clerk to seek further time from TDC to enable Cllr Sandiford to prepare comments to be circulated prior to the next Council meeting. Cllr Sandiford and Murray to seek clarification from the Council's planning advisor on the fundamental requirements of the Affordable Housing Scheme for an application of this type.</li> <li>• <u>2017/298</u> 21 Thepps Close, South Nutfield RH1 5NX Cllrs wished to object on the basis that the proposed building would, in the opinion of Cllrs, be overdevelopment with poor access between properties.</li> </ul> <p>The Clerk to notify TDC of the Council's comments in respect of the above cases.</p>	SB
	<p><i>The following item had been brought forward, prior to item 6. The order of items, as stated in the agenda, has been maintained for ease of reference.</i></p>	
	<p>Cllr Ford briefly summarised the outcome of the recent SCC Planning Committee's meeting in respect of application 2016/0191 (ref: RE16/02710/CON) Land at Patteson Court Landfill, Cormongers Lane, which she had attended. As a result, the Parish Council was asked to comment on additional 'informatives' provided by SCC and Cllrs discussed the use and benefit of these features. Cllrs agreed that, if possible, the 'informatives' should be strengthened but in any case wished to see them included in the final planning decision. As a result, it was hoped that traffic data would be more readily available; that on-site facilities would be available to drivers and that lorry drivers would desist from parking at the layby outside the Cemetery. Cllr Ford to advise the above to County Cllr Windsor and seek clarification of the enforceability of 'informatives'. Cllrs thanked Cllr Ford for her work on this case in conjunction with the County Cllr.</p> <p>Cllr Murray to obtain and circulate the Council's planning advisor's comments in respect of TDC's revised HELAA 3 list (Local Plan) which included the nomination of Redhill Aerodrome as a potential site for Housing.</p>	SF PM
10.	<p><b>Groundworks, land and tree management (including cemeteries, allotments and 'village green')</b></p> <p>Cllrs approved the revised Allotment Tenancy rates for 2017/18 at £43 for a full plot and £22 for a half plot which took account of the Council's costs (such as maintaining the site). Cllrs also approved the draft Tenancy Agreement for the same period, which had been prepared by the Clerk, subject to one change in relation to dogs. The Assistant Clerk to issue renewal notices and new Tenancy Agreements.</p> <p>Cllrs discussed a summary of quotations obtained by the Clerk and Assistant Clerk in respect of tree surveys for all the Council's land. Cllrs selected three contractors from the schedule and the Clerk to obtain further details of the service from each prior to the next meeting.</p>	MG SB
	<p><i>At this point, Cllr Collecott temporarily left the meeting due to a Disclosable Pecuniary Interest in the next item.</i></p>	

	<p>Cllrs discussed a quotation obtained by the Clerk for clearance of an overgrown area of the Cemetery. On the basis that this area was currently unsightly and that clearance would provide additional burial space, Cllrs approved expenditure of £528 based on the extent of work provided in the quotation. The Clerk to instruct the contractor to proceed.</p>	SB
11.	<p><b>Cemetery and Woodland Burial Area</b></p> <p>Cllr Ford had circulated a proposal with respect to revised fees for the Cemetery following research carried out by herself and Cllr Shaw. Cllrs discussed the proposal and approved the revised fees and their simplified presentation. Cllr Shaw to combine the recently revised terms with the new schedule of fees in readiness for publication. The Clerk briefly outlined a query that had arisen in relation to a recent interment. Cllrs agreed a response to be made on behalf of the Nutfield Burial Board. The Cemetery Working Group to review the revised web text provided by Cllr Murray.</p>	GS SB SF
12.	<p><b>Funding Review of the Memorial Hall, Nutfield</b></p> <p>Cllr Murray expressed a view that the Council's request for additional information from the Memorial Hall Trustees concerning the use of grant money had not been satisfactorily answered. In addition, it was his view that the Council should instigate a review of its part funding of the re-build project.</p> <p>Cllrs discussed the latter point and some other Cllrs expressed the view that there was little, or no, need or benefit in looking into past matters particularly given several procedural changes made by the Parish Council in recent times such as the introduction of a published Grant Scheme.</p> <p>In respect of the request for information from the Memorial Hall Trustees about the use of money granted by the Parish Council, the Clerk to request a more detailed breakdown of expenditure. Cllrs to await a response before deciding whether further action is necessary.</p>	SB
13.	<p><b>Financial Review – Charles Maw Trust</b></p> <p>Cllrs discussed and agreed a proposal from Cllr Murray that the Parish Council request past and present financial information from the Charles Maw Trust to check against its own records of transactions with the Trust.</p>	SB
14.	<p><b>Action List &amp; Working Groups</b></p> <p>Cllrs agreed with a suggestion from the Clerk that at future meetings, the head of each Working Group summarise the prioritisation of their respective projects for the benefit of all Cllrs.</p> <p>The Communications Working Group made a number of proposals that were agreed by Cllrs as follows: items due to be published in the Link to also be published via the Council's website, twitter and Facebook accounts; the Clerk and Assistant Clerk to be given website training by Cllr Sandiford from April onwards and Cllr Sandiford to investigate the use of software to automate the publication of tweets.</p> <p>The topic of a skills register to be carried forward to a later meeting.</p> <p>Cllr Sandiford to draft a request to TDC for training and advice for Cllrs in respect of assessing planning applications and providing feedback to Planning Officers.</p> <p>The Communications Working Group to meet later in the month to discuss the format of the upcoming Parish Assembly in detail. At this stage, Cllrs approved expenditure of £180 towards refreshments for the event.</p> <p>Several changes were made to the Working Groups list (see Appendix 1: Working Groups). The Clerk to ask Cllr Holden if he wished to be the head of the Land Working Group.</p> <p>Cllrs to provide Cllr Murray with items for the next Link article by 3 March.</p> <p>Cllrs did not discuss the Council's Risk Register and this item to be carried forward to a later meeting.</p>	ALL KS SB MG KS PM SB ALL SB

	<i>Cllrs Collecott and Shaw left the meeting due to early engagements the following day.</i>	
15.	<b>Events (public)</b> The Clerk to notify the local Royal British Legion of the Council's attendees for the Pilot's Memorial event in April.	SB
16.	<b>Training, conferences &amp; consultations and meetings of Outside Bodies (to include the next Tandridge Local Committee meeting on 3 March 2017).</b> The Clerk stated that a Clerks Networking Day, hosted by Surrey Association of Local Councils, was scheduled for 21 March but due to the meeting's content he did not feel it particularly beneficial to attend on this occasion. Cllrs raised no queries. Cllr Murray agreed to contact the Council's Reigate, Redhill & District Rail Users Association representative for an update.	PM
17.	<b>Grant Applications</b> Cllrs had notified the meeting of their 'Other Interest' in this item under item 3 'Code of Members' Conduct'. The Clerk had circulated a grant application received from the Charles Maw Trust in respect of the installation of safety fencing. Cllrs discussed the merits of the application. On the basis that a need had been established (safety provision) and that £1,767 of third party funding had been secured (via County Cllr funds), Cllrs approved a grant of £664.20. The payment to be added to the payment list (see item 20) and the Clerk to notify the applicant and dispense payment.	SB
18.	<b>Finance</b> The Clerk confirmed the Council's current bank balances as follows: Current Account £200 and Reserve Account £82,142.97.	
19.	<b>Asset List</b> The Clerk had prepared and circulated an updated version of the Council's Asset List prior to the meeting. Cllrs approved this List. The Finance Working Group to review the List, on an ongoing basis, at its next meeting.	JJ
20.	<b>Payment(s)</b> Cllrs approved the list of payments (see Appendix 2: Schedule of Payments) which had been prepared and circulated to Cllrs prior to the meeting with the addition of one item (cheque number 3153) and a revision of the amount payable via direct debit to NEST (staff pension). The Clerk to dispense payments.	SB
21.	<b>Notification of business for inclusion on the next agenda</b> None.	
22.	<b>Next meeting date(s)</b> The next scheduled meeting of the Council to take place on 5 <sup>th</sup> April 2017 at the Village Hall, Mid Street, South Nutfield, RH1 4JJ starting at 7.30pm.	ALL
23.	<b>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</b> None.	

## Appendix 1 - Working Groups

<b>Working Group</b>	<b>Tasks and projects</b>	<b>Members</b> <i>(Heads <u>underlined</u>)</i>
Cemetery	Burial records and customer service	<u>Sue</u> , Grahame, David, 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, Sarah, David and Simon
Community	Fly grazing (Council land), Crime Prevention measures, support to vulnerable people.	<u>John</u> , Sue and David
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	(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 PM (Redhill Aerodrome)
Staffing	Appraisals, Contracts, Pensions Well-being issues, HR Policies.	<u>David</u> , Kent, John, Simon and Maxine
Transport	All matters relating to airfields and airports including consultations, local railways.	<u>Paul</u> , Rob, John, Sarah, David, Steve Hanks and Duncan Mallison

## Appendix 2 – Schedule of Payments

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
003139	Hire-A-Loo	156.00	Portable toilet for the Nutfield Bonfire 2016 event – Grant Award (LGA 1972, s.145)
003140	The Conservation Volunteers (TCV)	38.00	Membership for the Nutfield Parish Tree Wardens -part of Grant Award (LGA 1972, s.137)
003141	Zurich Insurance plc	188.10	Insurance for the Nutfield Parish Tree Wardens -completing Grant Award (LGA 1972, s.137).
003142	Nick Dance	1,404.00	Maintenance of Allotment site including hedges
003143	Myers Tree Services	1,440.00	Tree work (crown reduction following surveys)
003144	SSALC Limited	48.00	Allotment Management training half-day
003145	Nutfield Memorial Hall	36.00	Hall hire (March 2017 meeting)
003146	Simon Bold	*****	Clerk's salary (February 2017)
003147	Simon Bold	98.75	Clerk's expenses (February 2017)
003148	Maxine Gray	*****	Assistant Clerk's salary (February 2017)
003149	Maxine Gray	100.53	Assistant Clerk's expenses (February 2017)
003150	The Post Office Limited	624.94	PAYE and Class 1A NICs (February 2017)
DD*	National Employment Savings Trust	105.63	Pension – Employer and employees contributions for February 2017
003151	Office Furniture Online	380.40	Office chair (fully adjustable).
DD*	SES Business Water	57.90	Water service charge - allotments
DD*	SES Business Water	16.71	Water service charge - cemetery
003152	Safe Security Services Ltd	1,140.00	Fireproof safe for Council and Cemetery records
003153	Charles Maw Trust	664.20	Safety fencing – Grant Award (LGA 1976, s.19)
	<b>Total</b>	<b>£8,266.01</b>	

\* Payment scheduled by Direct Debit