



## 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 3 May 2017 at the Memorial Hal, High Street, Nutfield, Surrey, RH1 4HE

#### Councillors (Cllrs) present:

Cllr John Johnson (Chair),  
Cllr Sue Ford, Cllr David Miller,  
Cllr Paul Murray and Cllr Kent Sandiford.

#### Attending (all part):

4 visitors  
County Cllr Helena Windsor  
District Cllr Debbie Vickers

Meeting opened at 7:35pm and closed at 10:20pm.

In attendance: Simon Bold, Clerk

1.	<p><b>To elect Chairman of the Council</b> The Clerk provided a brief summary of the voting procedures in respect of the election of a Chairman and Vice-Chairman. Cllrs raised no questions or queries. Cllr Johnson stood for election and Cllr Sandiford seconded his nomination. Cllrs unanimously voted Cllr Johnson as Chairman. The Clerk to advise the Surrey Association of Local Councils (SALC), Tandridge District Council (TDC) and external auditor of Cllr Johnson's continued Chairmanship.</p>	SB
2.	<p><b>To elect Vice-Chairman of the Council</b> Cllr Murray stood for election. Cllr Johnson seconded his nomination and Cllrs unanimously voted Cllr Murray as Vice-Chairman. The Clerk to advise TDC of Cllr Murray's continued role as Vice-Chairman.</p>	SB
3.	<p><b>Councillor apologies for absence.</b> Cllrs Sarah Collecott and Rob Holden had provided apologies prior to the meeting.</p>	
4.	<p><b>Code of Members' Conduct</b> The Clerk confirmed that no Cllr had made a change to their Cllrs' Notification of Disclosable Pecuniary &amp; 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.</p>	
5.	<p><b>Public Session</b> The subject of cycle clubs using local roads for racing and time trials was raised.</p>	
6.	<p><b>Report from County &amp; District Councillors</b> District Cllr Debbie Vickers raised the topics of the Parish Assembly, TDC's Local Plan and 'smart motorway' proposals for the M23. Surrey County Cllr Helena Windsor raised a number of local highways issues.</p>	
7.	<p><b>Acceptance of last minutes</b> The Clerk had prepared and circulated minutes of the meeting held on the 5 April 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. The format of minutes was not discussed.</p>	SB
8.	<p><b>Review of delegation arrangements for committees, sub-committees, employees and other local authorities</b></p>	

	The Clerk to amend the Working Group Terms of Reference to remove a redundant statement in respect of Standing Orders (the latter now includes the existence of Working Groups). No other changes were required/applicable under this item.	SB
9.	<b>Review of arrangements with other local authorities (including any charters and expenditure)</b> None applicable.	
10.	<b>Review work with outside bodies</b> Cllrs confirmed their participation with local third party organisations on behalf of the Council as follows: <ul style="list-style-type: none"> <li>• Redhill Aerodrome Consultative Committee (RACC) – Cllr Johnson</li> <li>• Nutfield Village Hall Management Committee – Cllr Johnson</li> <li>• TAG-A25 – Cllr Ford</li> <li>• Biffa Community Liaison – Cllr Ford</li> <li>• Nutfield Conservation Society (NCS) – Cllr Ford</li> <li>• Sussex Community Rail Partnership – Cllr Collecott</li> <li>• Nutfield Tree Wardens – Cllr Ford</li> <li>• Gatwick Airport Consultative Committee (GATCOM) – Cllr Sandiford</li> <li>• Reigate, Redhill District Rail Users Association – Duncan Mallison</li> <li>• Nutfield Memorial Hall Management Committee – Cllr Holden</li> </ul>	
11.	<b>Asset List (to include Land, buildings and office equipment)</b> This document was last reviewed and approved on 1 March 2017. The Clerk confirmed that no changes had been made since that date. The Finance Working Group to review when it next meets.	JJ
12.	<b>Insurance</b> The Clerk had circulated a comparison of insurance quotes prior to the meeting. In addition, the Clerk had obtained an indication of costs in relation to a stand-alone policy for the Charles Maw Trust (of which the Parish Council is sole Trustee). Cllrs agreed that retaining a single policy with the Trust as an additional insured was the most cost effective option but that the Clerk should write to the Trust seeking its view on whether it would prefer a stand-alone policy or alternatively make a contribution towards the cost of including the Trust within the Parish Council's policy. Cllrs discussed the merits of the cheapest quote and agreed, subject to the Clerk establishing the provider's backing from AXA, to proceed with this option and approved expenditure of £1,147 inclusive of IPT on a single-year basis with effect from 1 June 2017.	SB SB
13.	<b>Memberships of other bodies</b> The Clerk advised the following memberships, by subscription, as follows: <ul style="list-style-type: none"> <li>• Surrey Association of Local Councils (SALC)</li> <li>• Gatwick Area Conservation Campaign (GACC) for the purposes of information gathering only.</li> <li>• Surrey County Playing Fields Association</li> <li>• Reigate, Redhill District Rail Users Association</li> </ul> The Clerk to ascertain the cost of membership of the Society of Local Council Clerks (SLCC) as a secondary subscription to his current membership via another Parish.	SB
14.	<b>Reports from the Assistant Clerk and Clerk including highways and employment matters.</b> The Assistant Clerk's report and highways report had been circulated prior to the meeting. No comments or queries were raised by Cllrs. Cllrs discussed the trialling of a Cllr Surgery at the recent Parish Assembly. Given the positive response to this initiative, as a way of increasing the interaction between the Council and local residents, it was agreed to proceed with a one hour surgery on each Saturday morning prior to a Council meeting - at least two Cllrs would be available to hear from local residents about matters they wish to raise. A further surgery would also take place around the third Saturday of each month. The Clerk to	

	<p>provide preparatory information for Cllrs concerning disclaimers, Code of Conduct and the role and services provided by the Parish Council and other local Councils. Cllrs to discuss issues of risk, security and the display of notices with the Village Hall management committee prior to the commencement of the first surgery to be held on 3<sup>rd</sup> June 2017. Those Cllrs involved in each surgery will be required to circulate a simple report of the items raised and discussed with residents. Cllrs Johnson, Murray and Miller indicated their willingness to attend the initial surgeries.</p> <p>Cllr Sandiford raised the need for the Council to consider the adoption of a Social Media Policy to enable the Council to deliver regular communication in accordance with the principles of public life as stated in the Council's Code of Conduct. Cllr Sandiford to draft a Policy and circulate to fellow Cllrs.</p> <p>The Clerk to finalise arrangements for planning training of Cllrs by TDC.</p> <p>Cllrs discussed the M23 'smart motorway' proposal and Cllr Ford confirmed that air pollution data from the new PM10 monitor was now available but subject to further analysis. Cllrs hoped that more information would be forthcoming at the Bletchingley Annual Assembly on 15 May and Cllrs Ford and Murray indicated that they would attend. This subject to be carried forward to the next meeting. Cllr Murray, in the interim, to seek information about the effectiveness of acoustic screening of major roads. Cllrs noted that any 'smart motorway' proposal is likely to be widely consulted by the Highways Agency.</p> <p>The Clerk remarked that the Assistant Clerk's annual appraisal was due in the next month and so he would commence discussions with the Staffing Working Group.</p> <p>The Clerk confirmed that he would submit the Council's Declaration of Compliance to the Pensions Regulator by the end of the month.</p>	<p>SB</p> <p>JJ PM DM</p> <p>KS</p> <p>SB</p> <p>SF PM</p> <p>PM</p> <p>SB DM SB</p>
15.	<p><b>Crime Reduction</b></p> <p>Cllr Miller to distribute details of the Surrey Police crime reduction initiative relating to criminal damage in and around Nutfield to those residents signed up to the Council's email group.</p>	DM
	<p><i>At this point, the meeting was temporarily adjourned.</i></p>	
	<p>Cllrs discussed the recent incidents of crime in Nutfield and agreed that it was appropriate to continue discussions with the Police about their proposals to reduce crime. The Community Working Group, headed by Cllr Johnson, to approach both the Village Hall Management Committee and also Mark Howells (Surrey Police) to take matters further.</p>	JJ
16.	<p><b>Local Transport</b></p> <p>Cllr Murray confirmed that he had attended the latest meeting of the Redhill Aerodrome Consultative Committee (RACC) and Cllr Johnson had circulated the minutes.</p> <p>Cllr Johnson reminded Cllrs that there were two aviation consultations requiring a response and confirmed that he would prepare a response on behalf of the Council along similar lines to the comments already provided to Cllrs from the Nutfield Conservation Society. Cllr Johnson to circulate to Cllrs prior to the Clerk submitting on behalf of the Council.</p> <p>Cllr Miller to ask Cllr Collecott (in her absence) for more information about the Sussex Community Rail Partnership survey in respect of TDC's Local Plan as it was unclear whether it was appropriate for the Parish Council to comment.</p> <p>The Clerk to circulate to Cllrs details received from Southern Railways about changes to late night services from central London.</p>	<p>JJ</p> <p>SB</p> <p>DM</p> <p>SB</p>
17.	<p><b>Action List &amp; Working Groups</b></p> <p>The Clerk raised the subject of the Action List and its usefulness to Cllrs - there was a mixed response from Cllrs. After some discussion, it was agreed that as an alternative, the Head of each Working Group should circulate a brief report to fellow Cllrs to appraise them of activity and priorities two weeks prior to each Council meeting.</p>	ALL



	<p>Cllrs discussed the merits or otherwise of a Neighbourhood Plan following some research carried out by the Council's Planning Advisor. It was concluded that as the details of TDC's Local Plan were due to be published by the end of 2017, the Council's attention should be given to influencing this emerging document rather than commencing a Neighbourhood Plan process which would be unlikely to be completed before the Local Plan.</p> <p>The Clerk presented the Council's Community Infrastructure Levy (CIL) return for 2016/17 and Cllrs agreed that he should submit this to TDC.</p>	SB
21.	<p><b>Groundworks, land and tree management (including cemeteries, allotments and 'village green')</b></p> <p>The Clerk reported that he had been unable to secure an on-site meeting with a contractor to discuss further clearance of the allotments. This item to be carried forward to the next meeting.</p>	SB
22.	<p><b>Events (public) and meetings of Outside Bodies (other than transport groups)</b></p> <p>Cllr Johnson will attend the next Nutfield Village Hall management committee meeting and Cllr Ford to attend the next TAG-A25 meeting.</p> <p>In respect of the Annual Parish Assembly, which took place in April, Cllrs reported positive feedback from those attending. It was felt that the format worked well and that the Cllr surgery initiative could be developed further (see item 14 for details). The Clerk to note that the catering for next year could be scaled back slightly and that the preparation of teas and coffees better organised.</p>	JJ SF  SB
23.	<p><b>Training (and conferences).</b></p> <p>The Clerk raised the subject of his training and sought the support of Cllrs for his attendance of a 'Leadership training' course. Cllrs were amenable to this request and the Clerk to circulate written details to all.</p>	SB
24.	<p><b>Grant Applications</b></p> <p>None.</p>	
25.	<p><b>Payment(s)</b></p> <p>The Clerk had prepared and circulated to Cllrs a list of payments for approval. This list was updated to reflect the Council's decision with respect to its insurance arrangements and the cost of catering for the Annual Parish Assembly (approved at an earlier meeting). Cllrs approved the updated list (see Appendix 1: Schedule of Payments). The Clerk to dispense these payments.</p> <p>Cllrs approved expenditure of £85 in respect of an A1 flipchart, pad of paper and pens for use during meetings of Cllrs (e.g. Working Groups etc.).</p>	SB  SB
26.	<p><b>Notification of business for inclusion on the next agenda</b></p> <p>None.</p>	
27.	<p><b>Next meeting date(s)</b></p> <p>The next scheduled meeting of the Council on 7<sup>th</sup> June 2017 at the Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ starting at 7.30pm.</p>	ALL
28.	<p><b><u>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</u></b></p> <p>None.</p>	

### Appendix 1 – Schedule of Payments

Chq No.	Payee	Amount £	Comments
003167	Spoiled	00.00	Not used.
003168	Simon Bold	*****	Clerk's salary (April 2017)
003169	Simon Bold	142.91	Clerk's expenses (April 2017)
003170	Maxine Gray	*****	Assistant Clerk's salary (April 2017)
003171	Maxine Gray	5.00	Assistant Clerk's expenses (April 2017)
003172	The Post Office Limited	627.12	PAYE and Class 1A NICs (April 2017)
DD*	National Employment Savings Trust (NEST)	99.71	Pension – Employer and employees contributions for April 2017
003173	The Groundsman Landscapes Ltd	600.00	Grounds maintenance for Nutfield Cemetery and Woodland Burial Area (April 2017)
003174	Nutfield Village Hall Limited	301.00	Hall hire (Annual Assembly meeting £51) & Parish Office rental fee – half year (£250)
003175	Nutfield Memorial Hall	36.00	Hall hire (May 2017 meeting)
003176	Charlotte Holborn	180.00	Catering for Annual Parish Assembly
003177	Came & Company	1,146.87	Annual insurance premium
	<b>Total</b>	<b>£4,793.55</b>	

\* Payment scheduled by Direct Debit