



Nutfield Parish Council

Clerk to the Parish Council: Mr Simon Bold
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Minutes of the meeting held on 7 June 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 Stephen Hall (part), Cllr David Miller,
Cllr Rigel Mowatt (part), Cllr Paul Murray and
Cllr Kent Sandiford.

Attending (all part):

3 visitors
County Cllr Rose Thorn
District Cllrs Gill Black and
Debbie Vickers

Meeting opened at 7:32pm and closed at 10:45pm.

In attendance: Simon Bold, Clerk

1.	Councillor apologies for absence. Cllr Rob Holden had provided apologies prior to the meeting.	
2.	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. In accordance with the Council's Code of Conduct, Cllr Collecott notified the meeting of her 'Disclosable Pecuniary Interest' in respect of item 20 'Payments'. No other Cllr declared any Disclosable Pecuniary Interests and/or 'Other Interests' in respect of any item on the agenda.	
3.	Public Session The subjects of Parish Council surgeries and the planning application (2016/764) at Redhill Aerodrome were raised.	
4.	Report from County & District Councillors Newly elected Surrey County Council (SCC) Cllr Thorn requested a meeting with members of the Parish Council to gain knowledge of local issues in Nutfield. District Cllr Black highlighted the recently announced Local Plan and Community Infrastructure Levy (CIL) seminars arranged by Tandridge District Council (TDC) for Parish Cllrs across the District. District Cllr Vickers advised that the Government's Housing Community Fund would be discussed at the forthcoming TDC Housing Committee meeting.	
5.	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 3 May 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. Cllrs discussed the production of meeting minutes following a request by Cllr Sandiford to have draft minutes more quickly than in recent months. The Clerk offered to re-prioritise his workload with the aim of producing draft minutes within two weeks of each meeting. If after three further months this was not being achieved, the Staffing Working Group would meet to discuss and offer help to achieve this goal.	SB SB

	<p>Cllrs also discussed the format and content of minutes and the majority felt that the balance between brevity and clarity was right. The Clerk to write to a resident who had raised queries about the content and timing of the Council's minutes (both draft and final) in light of this discussion.</p>	SB
6.	<p>Reports from the Assistant Clerk and Clerk.</p> <p>Cllrs confirmed receipt of the Assistant Clerk's reports which had been circulated prior to the meeting.</p> <p>The Clerk raised the subject of traffic speed on Mid Street and Cllrs requested that the Clerk contact local residents to see if anything is required from the Council</p> <p>Cllr Murray had requested that past correspondence be requested from Wellers Hedleys Solicitors. It was decided that the Clerk request copies of correspondence between the Council and the Solicitor's office covering the last seven years and in addition, a request made for details of the terms of engagement and fees for future reference.</p> <p>Cllr Murray had asked about maintaining a list of the Council's correspondence that could be added to meeting minutes. Not all Cllrs were convinced that the extra time needed to compile such a list outweighed any benefit. It was decided that the Communications Working Group look at an I.T. based solution at capturing correspondence for the Council's records and reference. The Clerk added that he had been copying to Cllrs all correspondence sent on behalf of the Council in recent months and would endeavour to do so in all cases going forward but also Cllrs can request a copy of correspondence, as they require.</p> <p>Cllr Murray had asked for a discussion about the nomination of agenda items by Cllrs. He was becoming frustrated by the Clerk either amending items he had submitted or choosing to leave them to be discussed under another existing agenda heading. The Clerk agreed that in future, nominated items from Councillors would be clearly shown as separate bullet points.</p> <p>The Clerk then took the opportunity to explain his role in convening meetings and overseeing the production of agendas and that this included the statutory authority to refuse or amend nominated agenda items from Cllrs in the unlikely event they were ambiguous, irregular, improper or otherwise inappropriate. In such an event, the Clerk would approach the Cllr concerned to see what improvements could be made and failing that consult with the Chairman before reaching a final decision. The Clerk handed out an extract from 'Local Councils Explained' as guidance for Cllrs to note. The Clerk reported that the Charles Maw Trust (CMT) had confirmed their willingness to pay the differential in the Council's insurance costs due to the inclusion of the Trust as a joint Insured. The Clerk to check the amount of this differential and invoice the CMT accordingly.</p> <p>Cllr Ford had raised a query in relation to an article in the February Link. The Clerk to write to the Chairman of the Memorial Hall Trustees seeking confirmation that organisations that were nominated members of the Memorial Hall Trust Management Committee were not ("automatically") Trustees.</p> <p>The Clerk reminded Cllrs of correspondence he had received about a local cycling event. Cllr Sandiford to add these details to the Council's website and the information to also be included in the Council's next Link article. The Clerk to provide the CMT with details of a similar event scheduled to take place in September.</p> <p>Cllrs Collecott and Miller agreed to draft the forthcoming Link article on behalf of the Council.</p> <p>The Clerk reminded Cllrs of the need for volunteers to attend the next and future Councillor surgeries – Cllrs Johnson and Murray were prepared to attend if required. Cllrs agreed that future surgeries would be held on the 1st and 3rd Saturday of each month and that meetings could be held outdoors at Holborns, Mid Street (weather permitting). It was acknowledged that in order for an item arising from a surgery to be discussed and a decision considered at a Council meeting, it would first need to appear, in advance, on the agenda.</p>	<p>SB</p> <p>SB</p> <p>SB</p> <p>PM</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>KS</p> <p>SB</p> <p>SC</p> <p>DM</p>

	<p>In respect of Highways, the Clerk reported that SCC had confirmed that UK Power Networks would reinstate power to the footpaths lights at the top of Mid Street later in the month. The Clerk to monitor progress on this. SCC to provide an explanation for the delay and apparent mis-communication between their organisation and UKPN. The Clerk added that SCC had sent notification of cuts to its maintenance programme in respect of public Rights of Way.</p> <p>The Council's Internal Audit for 2016/17 is covered under item 9 below.</p>	SB
	<p><i>At this point in the meeting, item 12 'Councillor Vacancies' 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></p>	
7.	<p>Local Transport</p> <p>Cllrs Johnson and Murray confirmed that they would prepare a response on behalf of the Council to the CAA Airspace Change consultation along similar lines to the comments already provided to Cllrs by the Nutfield Conservation Society. Cllr Johnson to circulate to Cllrs and the Clerk to submit on behalf of the Council before the closing date of 30/6/17.</p> <p>The Clerk had circulated a response from Highways England to questions from the Council concerning noise mitigation measures in respect of the smart motorway proposals for the M23 near Nutfield. Cllr Murray to research the appropriateness of the measurements and data quoted and subsequently update Cllrs.</p> <p>Cllr Ford had proposed that the Parish Council request Nitrogen Oxide (NOx) data for Nutfield from TDC for the period since August 2014. Cllrs agreed that the Clerk should write to TDC with this request.</p> <p>Cllr Miller to send out details, via the Council's email distribution list, of the Redhill Aerodrome Consultative Committee AGM scheduled for 10 June 2017. Cllr Johnson to circulate a copy of his speech at this event to Cllrs for information.</p>	<p>JJ PM</p> <p>PM</p> <p>SB</p> <p>DM JJ</p>
8.	<p>Finance</p> <p>The Clerk confirmed the Council's current bank balances as follows: Current Account £200 and Reserve Account £85,936.89.</p> <p>Cllrs Ford and Johnson signed a completed bank mandate form after a resolution by the Council to approve the removal of a signatory (ex-Cllr) as follows "the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended". The Clerk to copy and send to the Bank for action.</p> <p>Cllrs discussed the details of a proposal from the Council's planning advisor in respect of charges for future advice and guidance. On the basis of the advisor's positive track record with the Council, local knowledge and for the purposes of continuity Cllrs approved future expenditure on this basis. Cllrs also agreed to undertake a quarterly review of actual expenditure and to monitor anticipated expenditure throughout the year. Besides the existing budget, earmarked reserves were also available to fund this type of work but the terms of the proposal also entitled the Council to exit the arrangement at any time following review. Cllr Johnson had proposed and Cllr Murray had seconded. The Clerk to confirm the Council's decision to the planning advisor.</p>	<p>SB</p> <p>SB</p>
9.	<p>External Audit – Section 1 Annual Governance Statement 2016/17</p> <p>The Clerk had circulated to Cllrs the Internal Auditor's year-end report which had raised no issues of concern and action.</p> <p>Cllrs reviewed and approved Section 1 Annual Governance Statement. The Chairman signed this statement on behalf of the Council.</p>	
10.	<p>External Audit – Section 2 Accounting Statements 2016/17</p> <p>a) It was noted that Cllrs had already approved the Annual Accounts at the meeting of 5th April 2017.</p>	

	<p>b) Cllrs reviewed and approved Section 2 Accounting Statements which the Clerk had circulated prior to the meeting.</p> <p>c) The Chairman signed the Annual Return on behalf of the Council.</p> <p>The Clerk to make arrangements to complete the notification of electors' rights including updating the Council's website and notice boards and send the completed Annual Return to the external auditor before the stipulated submission date.</p>	SB SB
11.	<p>Current Planning Applications</p> <p>In respect of the seven new applications notified by TDC since the previous Parish Council meeting:</p> <ul style="list-style-type: none"> • <u>2017/847</u> 16 Peytons Cottages, Nutfield Marsh Road, Nutfield, RH1 4JB Cllrs objected on the same basis as on previous occasions (overdevelopment). • <u>2017/852</u> Highview, Netherleigh Park, South Nutfield, RH1 5NH Cllrs had no wish to object or comment. • <u>2017/975/NH</u> 11 Thepps Close, South Nutfield, RH1 5NX Cllrs had no wish to comment. • <u>2017/974/NH</u> 8 Peytons Cottages, Nutfield Marsh Road, Nutfield, RH1 4JB Cllrs had no wish to comment. • <u>2017/982</u> 1 Adlington Cottages, Nutfield Road, Nutfield RH1 4HB Cllrs objected due to the retrospective nature of this application. • <u>2017/994</u> South Lodge, Bletchingley Road, Nutfield, RH1 4HN Cllrs had no wish to object or comment. • <u>2017/1055</u> Orchard Cottage, Kings Cross Lane, South Nutfield RH1 5NS Cllrs regretted the potential loss of a garage (on-site parking space). <p>The Clerk to advise TDC of the Council's comments in respect of the above cases.</p> <p>Cllr Murray confirmed the current position with respect to the Local Plan following last month's meeting with Martin Fisher, Council Leader of TDC. Correspondence had been circulated to Cllrs and Cllr Murray was currently drafting a further discussion paper for Cllrs.</p> <p>In respect of 2017/259 Land at Kings Cross Lane this had been approved by TDC's Planning Committee subject to the signing, by the developer and a Housing Association, of a Section 106 Agreement by the end of June confirming a scheme of 100% Affordable Housing. Cllr Murray to draft a letter of appreciation to members of the Planning Committee for upholding the terms of TDC's Core Strategy Policy 5, Rural Exceptions. The Clerk to ask the TDC Housing Enabling Officer for clarification of the Parish Council's role in respect of the Nomination Agreement (associated with the Section 106 Agreement).</p> <p>Cllrs briefly discussed the TDC Draft Trees and Soft Landscaping Supplementary Planning Document consultation. Cllrs Johnson and Murray to draft a response with the help of Cllrs Collecott and Mowatt and circulate to Cllrs prior to the extended deadline of 26 June. The Clerk to send a holding note to TDC (as agreed with them) and then submit the final response prior to the deadline.</p> <p>The Clerk confirmed that the developer involved in the potential housing scheme at Redhill Aerodrome had requested a meeting with members of the Parish Council. The Clerk to respond to the developer advising that the Council would get in touch when the Council felt it necessary.</p> <p>The Clerk to finalise the details of the TDC planning training for the following week.</p>	SB PM PM SB JJ PM SC MW SB SB SB
	<p><i>The following item had been brought forward, prior to item 7. The order of items, as stated in the agenda, has been maintained for ease of reference.</i></p>	
12.	<p>Councillor vacancies</p> <p>In accordance with statutory procedures, TDC had confirmed to the Clerk that the Parish Council was entitled to co-opt in respect of its (two) vacancies. These</p>	

	<p>vacancies had been publicised on the Council's notice boards, website and in the Link magazine. Two 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.</p> <p>Cllrs resolved to appoint to the Council Stephen Hall and Rigel Mowatt. Both Stephen and Rigel were present and joined the meeting having completed their respective forms (Declaration of Acceptance of Office and Cllrs' Notification of Disclosable Pecuniary & Other Interests). The Clerk to advise TDC of these appointments and update the Register of Cllrs' Interests for upload to the Council's website.</p>	SB
13.	<p>Working Groups</p> <p>No Cllr had provided a report of their Working Groups activity since the last meeting except Cllr Ford who had provided a Cemetery Working Group report. This report also included an outline of future activity.</p> <p>Cllr Murray raised the idea of improving the Council's level of engagement with local businesses. The Communications Working Group to consider this further at their next meeting.</p> <p>The Clerk to send a list of projects, by Working Group, to all Cllrs and Cllrs to provide individual reports, including priorities, to all Cllrs by the next meeting.</p> <p>Cllrs discussed the membership of the Working Groups and changes were made and noted (see Appendix 1: Working Groups).</p>	PM SB ALL
14.	<p>Cemetery and Woodland Burial Area (WBA)</p> <p>In response to Cllr Ford's report (see item 13), Cllrs (representing the Nutfield Burial Board) agreed to the development of a wildlife policy in respect of the WBA, new and updated burial documentation and the uploading of the new fees, for both burial sites, on to the Council's website. The Assistant Clerk, Maxine Gray, to arrange.</p> <p>Cllrs did not discuss key-holder arrangements.</p>	MG
15.	<p>Crime Reduction</p> <p>Cllr Johnson had circulated a report of his meeting with Mark Howells, Crime Reduction Officer at Surrey Police. A number of options to reduce crime had been discussed and the Community Working Group to discuss and develop possible proposals to be brought back to the Council for consideration.</p> <p>Cllr Johnson to also send his meeting report to the new Cllrs for information.</p>	JJ JJ
16.	<p>Groundworks, land and tree management (including cemeteries, allotments and 'village green')</p> <p>Cllr Ford raised the subject of maintenance of the Village Green (outside the Queens Head, Nutfield) which Cllrs discussed. The Clerk to write to the new landlord setting out an 'as before' arrangement but adding that any proposal involving the tree would require the involvement of TDC in case of any tree-care and planning issues that may arise.</p> <p>Cllrs Johnson and Murray raised the subject of the future use of the Jubilee Fields. This was briefly discussed and Cllrs agreed that both Cllrs should look, as a first step, into the feasibility of any proposals and come back to the Council, in due course, with details for Cllrs to review.</p> <p>The Clerk reported that some allotment holders had raised concerns about the numbers of rabbits that were eating crops. Cllrs agreed that something should be done and the Clerk to discuss with a local resident and allotment holder how best to proceed. The Clerk to raise this, and the condition of the boundaries around the allotments with Cllr Holden, Head of the Land Working Group, on his return.</p> <p>In addition, the Clerk confirmed details of a quotation he had received to clear vacant plots of rubbish and Cllrs approved expenditure of £300. The Clerk to proceed and</p>	SB JJ PM SB SB SB

	<p>ensure the contractor has a valid Waste Carriers Licence and will use a registered waste site for disposal (mixed waste). The Clerk had a meeting scheduled with the contractor for Friday.</p> <p>Cllrs agreed to expenditure of £500 towards the maintenance of the churchyard at St Peter & St Paul Church in Nutfield in accordance with the Council's budget. The Clerk to request an invoice from the Church.</p> <p>The Clerk outlined discussions with two contractors about the cutting of the Jubilee Fields. It was clear that, due to the poor quality of the grass, neither contractor could make sufficient money to cover the cost of cutting and removal. Cllrs acknowledged that the Council would need to pay for future cuts of the fields – the number of cuts per year would be 2 or 3 (depending on the weather) in order to improve the sward. Cllrs agreed to a maximum expenditure of £200 per cut.</p> <p>The Clerk confirmed that he and the Assistant Clerk were scheduled to meet the appointed Tree Surveyor later in the week to review the works and agree the features of the contractor's final report.</p>	<p>SB</p> <p>SB MG</p>
17.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>Cllrs indicated their availability as follows:</p> <ul style="list-style-type: none"> • Tandridge Local Committee (23rd June) – none • JJ Franks Open Day (30th June) – Cllrs Hall and Ford • Nutfield Tree Wardens (4th July) – Cllr Ford <p>Cllrs also noted that there was a Campaign for the Protection of Rural England (CPRE) led public meeting scheduled for 4th July in South Godstone.</p> <p>Cllr Collecott agreed to respond to the request from County Cllr Thorn for a meeting with the Parish Council. Cllrs discussed the invitation from TDC to attend their Local Plan and Community Infrastructure Levy (CIL) seminars taking place between 28th June and 13th July. Cllrs to advise the Clerk of their availability and the Council's Planning Advisor be invited to attend.</p> <p>Cllrs agreed to expenditure of a maximum of £120 (in accordance with Financial Regulations 4.1) towards a gazebo for use during Cllr surgeries and any outdoor events attended by the Council. Cllr Murray to acquire on behalf of the Council and the Clerk to update the Council's Asset List.</p>	<p>SF SH SF</p> <p>SC</p> <p>ALL</p> <p>PM SB</p>
18.	<p>Training (and conferences).</p> <p>The Clerk notified Cllrs of a presentation by SES Water on the 21st July about future water provision. The Clerk to circulate to Cllrs. The Clerk also passed on the dates of forthcoming TDC Parish Assemblies scheduled for 27th September and 6th December. The Clerk sought approval for expenditure on the Clerk's Leadership Training Course (run by Surrey Association of Council Clerks) which he had raised at the last meeting. Cllrs approved expenditure of £200 from the Council's training budget.</p>	<p>SB</p>
19.	<p>Grant Applications</p> <p>No grant applications had been received since the last meeting.</p> <p>Cllrs agreed with a proposal from Cllr Murray that a Councillor be appointed to research and source external grant funding, where required, from third parties. Cllr Mowatt volunteered to take on this role.</p>	<p>RM</p>
	<p><i>Cllr Collecott temporarily left the meeting during item 20 and returned directly afterwards.</i></p>	
20.	<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. Cllrs acknowledged the use of the Community Infrastructure Levy to fund the refurbishment of the bus shelter on the A25. The Clerk to dispense payments.</p> <p>Cllrs approved expenditure towards the Clerk's joint membership of the Society of Local Council Clerks estimated to be £38 for the remainder of the current financial</p>	<p>SB</p>

	year. The Clerk pointed out that the subscription for subsequent full years will be higher at approx. £105. The Clerk to complete the relevant documentation for the current year.	SB
21.	Notification of business for inclusion on the next agenda None.	
22.	Next meeting date(s) The next scheduled meeting of the Council on 5 th July 2017 at the Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE at 7.30pm.	ALL
23.	<u>Sub-section 2</u> - Public Bodies (Admissions to Meetings) Act 1960: None.	

Appendix 1: Working Groups

Working Group	Tasks and projects	Members <i>(Heads <u>underlined</u>)</i>
Cemetery	Burial records and customer service	<u>Sue</u> , 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 Stephen
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	<u>John</u> , Paul, David, Stephen 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> , Sue, Stephen and Maxine
Land	(Play areas), Tree Work, Bus Shelter, Cemetery & WBA sites (Health & Safety), (War Memorial), Jubilee Fields, Village Entry Signs, the Triangle, Village Green, the Pound, Allotments, (Nutfield Marsh).	<u>Rob</u> , Sue, Rigel, Maxine and Simon

Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt, Local Plan.	<u>Kent</u> , John, Rob and Rigel plus Paul (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

Chq No.	Payee	Amount £	Comments
003178	Redhill Farm Services	158.40	Erect stock-proof section of fence at Jubilee Field 2
003179	The Groundsman Ltd	600.00	Grounds maintenance for Nutfield Cemetery and Woodland Burial Area (May 2017)
003180	Simon Bold	*****	Clerk's salary (May 2017)
003181	Simon Bold	91.25	Clerk's expenses (May 2017)
003182	Maxine Gray	*****	Assistant Clerk's salary (May 2017)
003183	Maxine Gray	79.90	Assistant Clerk's expenses (May 2017)
003184	The Post Office Limited	488.69	PAYE and Class 1A NICs (May 2017)
DD*	National Employment Savings Trust (NEST)	94.63	Pension – Employer and employees contributions for May 2017
003185	Nutfield Village Hall Limited	20.00	Hall hire (June 2017 Parish Council meeting).
003186	Mason and Sons Roofing	3,480.00	Refurbishment of wooden bus shelter, A25 (<i>Community Infrastructure Levy</i>)
DD*	Public Works Loan Board (503604)	1,710.70	Repayment instalment (Memorial Hall)
003187	Mulberry and Co	263.22	Internal Audit fee – year-end 2016/17
	Total	£8,649.65	

* Payment scheduled by Direct Debit