



Nutfield Parish Council

Clerk to the Parish Council: Mr Simon Bold
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Minutes of the meeting held on 1 November 2017 at the Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE

Councillors (Cllrs) present:

Cllr John Johnson (Chairman), Cllr Sue Ford,
Cllr Stephen Hall, Cllr David Miller,
Cllr Paul Murray and Cllr Kent Sandiford

Attending (all part):

2 visitors
District Cllr Debbie Vickers

Meeting opened at 7:30pm and closed at 9:42pm.

In attendance: Simon Bold, Clerk

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| 1. | Chairman to open the meeting. Cllr Johnson opened the meeting. | |
| 2. | Councillor apologies for absence. <ul style="list-style-type: none"> Cllrs Rob Holden and Rigel Mowatt had provided apologies prior to the meeting. Sarah Collecott had resigned from the Council prior to the meeting and the Clerk outlined the statutory process following the resignation of a Cllr, starting with a notice to residents setting out the process of a 'claimed poll'. The Clerk to display this notice on the Council's notice boards and website and to provide an update to Cllrs at the next meeting. | SB |
| 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. No Cllr declared any Disclosable Pecuniary Interests and/or 'Other Interests' in respect of any item on the agenda. | |
| 4. | Public Session The subjects of helicopters at Redhill Aerodrome and the speed of traffic in Nutfield were raised. | |
| 5. | Report from County & District Councillors In the absence of Surrey County Cllr Rose Thorn, there was no report available. Cllrs commented that they would wish to see Cllr Rose more often at future meetings and the Clerk to raise this with her. District Cllr Debbie Vickers reported her participation in a fact-finding site visit to a 'Garden Village' development outside of Tandridge. | SB |
| 6. | Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 4 October 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. | Reports from the Assistant Clerk and Clerk including highways and parking. <ul style="list-style-type: none"> Cllrs confirmed receipt of the reports provided by the Assistant Clerk (Maxine Gray). Cllrs appreciated the newly formatted Assistant Clerk's report that will now be adopted. The Clerk confirmed that no proposal had been received from Tandridge District Council (TDC) about the financing of the maintenance of highways verges for the next four years. Item carried forward. The Clerk sought the views of Cllrs in respect of the Memorial Hall ground rent. Cllrs re-confirmed that they wished to have the views of the Charles Maw Trust | MG |

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| | <p>before responding to the Memorial Hall Trustees. The Clerk to request a formal response from the Charles Maw Trust and to circulate to Cllrs documentation relating to the lease of land in respect of the War Memorial Hall.</p> <ul style="list-style-type: none"> • Cllrs had noted that a planning application from the owners of the Queen Head public house appeared to include an area outside of their property. The Clerk to write, bringing this to the attention of the TDC Planning Officer and the brewery, seeking an amendment to the application. • The Clerk to chase up the solicitor, who is holding papers on behalf of the Council in respect of the Memorial Hall and Charles Maw Trust, for a response to a request for copies. • The Clerk confirmed that the local Police had been asked to patrol Nutfield on the evening of the Fireworks spectacular and had received a positive response. | SB |
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| 8. | <p>Finance</p> <ul style="list-style-type: none"> • The Clerk confirmed that the Council's current bank balances totalled £84,032 as at 24/10/2017 and as shown in the draft financial statement for the current financial year. The Clerk had also provided a variance summary, which was consistent with the previous month's report. • The Clerk presented the Council's second quarter financial statement for 2017/18 (to 30 September 2017) - the Chairman signed this statement, on behalf of the Council, along with the corresponding bank statements after they had been checked and verified. • The Clerk had circulated a summary of the Council's Community Infrastructure Levy (CIL) projected income and reserves. With the addition of funds in late October, the total balance of CIL had reached £70,189. The Clerk to review whether an additional bank account should be opened to safeguard total reserves. Cllrs to continue nominating items for possible CIL funding to the Clerk for discussion at a future Council meeting. • The Clerk had circulated, prior to the meeting, an illustrative budget sheet following a meeting of the Finance Working Group. This was discussed by Cllrs and it was felt that the proposed budget lines were appropriate but concern was raised about the continued need to resource responses to planning issues as they arise (e.g. significant applications and multiple issues relating to the emerging Local Plan) and issues relating to aviation (e.g. nuisance and airport expansion). Cllrs acknowledged that income from the burial grounds might remain low and unpredictable for some time to come. Cllrs proposed that a further discussion should take place prior to the next Council meeting in December when the budget, and precept, for 2018/19 is to be finalised. The Clerk to arrange. | SB ALL SB |
| 9. | <p>Current Planning Applications</p> <p>In respect of the eight applications notified by TDC since the previous Parish Council meeting, it was resolved:</p> <ul style="list-style-type: none"> • <u>2017/1983</u> Little Hundith, Kings Cross Lane, South Nutfield, RH1 5NS Cllrs objected, as it was felt that the proposed use (storage, offices and a cattery) was inappropriate for the location. • <u>2017/2014</u> 149 Mid Street, South Nutfield RH1 5RP Cllrs had no wish to object or comment. • <u>2017/2089</u> 15 Trindles Road, South Nutfield, RH1 4JL. Cllrs had no wish to object or comment. • <u>2017/2095</u> Main Office Block and Hangar, Redhill Aerodrome, Kings Mill Lane, South Nutfield RH1 5JZ Cllrs had no wish to object or comment. • <u>2017/2112</u> Terminal Building, Redhill Aerodrome, Kings Mill Lane, South Nutfield, RH1 5YP Cllrs had no wish to object or comment. • <u>2017/168/Cond1</u> Dalma House, Kings Mill Lane, South Nutfield RH1 5NB | |

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| | <p>Cllrs requested that the TDC Tree Officer be invited to check the Arboricultural Statement to ensure that it is in accordance with regulations.</p> <ul style="list-style-type: none"> • <u>2017/2172</u> Glebe Cottage, Bletchingley Road, Nutfield RH1 4HP Cllrs had no wish to object or comment. • <u>2017/2156</u> Hurst House, Clay Lane, South Nutfield RH1 4EG Cllrs had no wish to object or comment. <p>The Clerk to advise TDC of the Parish Council's comments in respect of the above.</p> <p>Cllrs discussed the draft response, to the Government's housing consultation ("Planning for the right homes in the right places"), which had been prepared by the Council's planning advisor and circulated ahead of the meeting. Cllrs felt that no changes were necessary and the Clerk to submit the response and copy to TDC.</p> | SB SB |
| 10. | <p>Working Groups</p> <ul style="list-style-type: none"> • The Clerk confirmed that reports had been received from the Highways, Land, Planning, Staffing and Transport (Aviation Report) Working Groups. The Clerk to amend the list of Working Group members (see item 2). • Cllrs accepted Cllr Holden's draft Safety & Management Policy for use when checking the Council's burial grounds – Cllr Holden to make his first inspection, aided by either the Clerk or Assistant Clerk, before the end of the year. The Clerk to post a copy of the Policy to the Council's website prior to the first inspection. • The Clerk provided a copy of a general information leaflet produced by another Parish Council - the Communication Working Group to consider whether something similar might be useful. | SB RH SB PM |
| 11. | <p>Local Transport</p> <ul style="list-style-type: none"> • Cllrs acknowledged and noted the Aviation Report, which had been circulated prior to the meeting. Cllrs also noted that Reigate & Banstead Borough Council had refused the retrospective application from Redhill Aerodrome for a hard taxiway and that TDC were still to issue their decision (expected in early November). • The Transport Working Group to review the current Department for Transport Airspace Change & Runways consultation and provide a draft response for consideration at the next Council meeting. | PM |
| 12. | <p>Groundworks, land and tree management (including burial grounds and allotments)</p> <p>The Clerk had circulated a number of quotes relating to groundworks and tree management prior to the meeting. As a result of their deliberations, Cllrs approved the following expenditure:</p> <ul style="list-style-type: none"> • Tree work following receipt of comprehensive tree surveys which identified trees requiring urgent works (within the next six months) at the Queens Head, Jubilee Fields and Allotments sites - Cllrs approved £2,595, choosing the contractor that had been successfully used before, with funding from the tree management budget and earmarked reserves. • Cemetery hedge (alongside neighbouring properties) to reduce the height and depth of the overgrown hedge including heavy pruning - Cllrs approved a maximum expenditure of £1,350 enabling the Clerk to seek reassurances from the contractor with the lowest quotation. Cllrs agreed that Community Infrastructure Levy (CIL) monies would be used for this major restoration work. • Cutting of hedges and vegetation on each side of the Allotments plus brush-cutting two re-established plots – Cllrs approved expenditure of £640, with the contractor who had been used in the previous year, using funds from the Village Assets budget. • Screening of the cemetery compost area – Cllrs approved expenditure of £2,210 for a new 15m long yew hedge (5' high) employing the existing cemetery groundworks team. Cllrs approved funds from CIL for this one-off enhancement project. | SB |

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| | <p>All the above quotes are excluding VAT and in accordance with the Council's Financial Regulations (including value-for-money criteria). The Clerk and Assistant Clerk to instruct contractors to proceed.</p> <p>The Clerk to obtain revised quotes in respect of:</p> <ul style="list-style-type: none"> • The refurbishment of the main Cemetery path to improve its accessibility based on a wider path of self-binding gravel, cobble sett edges, a 'turning circle' and drainage plus clarification of the re-use of materials. • The hedge between the Allotments and Scout Hut Lane in response to a meeting of the Land Working Group and local tree wardens. • Two replacement noticeboards due to the deterioration of existing boards. <p>The Clerk to provide the above quotations prior to the next Council meeting.</p> | MG SB |
| | <i>The meeting was briefly adjourned at this point.</i> | |
| 13. | <p>Cemetery</p> <p>Cllrs discussed the burial sites advertisement for the Nutfield Link for 2018 that had been circulated prior to the meeting. The Clerk to make minor amendments and to re-circulate. Cllrs approved the related expenditure from the Cemetery advertising budget (see payment list).</p> | SB |
| 14. | <p>Review Work with Outside Bodies</p> <p>Item deferred to a future meeting.</p> | SB |
| 15. | <p>Events (public) and meetings of Outside Bodies.</p> <p>The Clerk provided details of a number of upcoming events. Cllr Johnson to represent the Council at the Nutfield Remembrance Day service and to lay a wreath.</p> | JJ |
| 16. | <p>Employment</p> <ul style="list-style-type: none"> • A draft appraisal report had been circulated by the Clerk following a meeting between members of the Staff Working Group and Maxine Gray. Cllrs approved the report and a recommendation that the Assistant Clerk's pay be increased in accordance with National Pay Scales and the Contract of Employment (including backdating to the annual pay review date). Cllrs expressed their appreciation of the work of the Assistant Clerk. The Clerk to action the above. • Cllr Miller to arrange the Clerk's appraisal prior to the Council's next meeting. | SB DM |
| 17. | <p>Training (and conferences).</p> <ul style="list-style-type: none"> • The Clerk briefly outlined the changes in Data Protection legislation and that training for Cllrs, at a local venue, would be available in early 2018. The Clerk to provide further details. • Cllrs approved two training courses for the Assistant Clerk in 2018 as follows: New Clerks training (£100) - which would provide an overview of the role of a Clerk/ Assistant Clerk – and Allotments and Cemeteries (£60). The Clerk to book. | SB SB |
| 18. | <p>Grant Applications</p> <p>None received.</p> | |
| 19. | <p>Councillor surgeries and monthly news article</p> <ul style="list-style-type: none"> • Cllr Miller offered to write the next Link article and mentioned the topics he would include. Cllrs to provide additional suggestions (and related text) within the next week. • Cllrs discussed the timings of future surgeries across the winter. It was agreed to reduce the number of surgeries from December onwards - to the third Saturday of each month. Cllrs volunteered to attend surgeries as follows: Johnson and Murray on the 4th November, Cllr Ford on the 18th November (with Cllr Holden to be invited to attend as well) and Cllr Miller on the 2nd December (with Cllr Mowatt to be invited to attend as well). Cllr Johnson offered to stand in, if other Cllrs were unavailable. | DM ALL JJ PM SF RH DM RM |
| 20. | <p>Payment(s)</p> <ul style="list-style-type: none"> • Cllrs approved the list of payments (see Appendix 1: Schedule of Payments) which had been prepared and circulated to Cllrs prior to the meeting. It was noted that the payment in respect of the work of the Planning Advisor be funded by | |

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| | <p>virtue of the powers under LGA 1972, s137 due to the benefit it gave to the whole Parish. The two payments to the Royal British Legion (RBL) were similarly funded.</p> <p>The Community Infrastructure Levy reserves were not used in respect of any payment on this occasion. The Clerk to dispense payments.</p> <ul style="list-style-type: none"> • Cllrs approved £250 in respect of a contingency fund for additional salt and grit should the need arise in the event of extreme winter weather. | SB |
| 21. | <p>Next meeting date</p> <p>Cllrs noted the next scheduled meeting of the Council on 6 December 2017 at the Village Hall, Mid Street, South Nutfield, Surrey at 7.30pm.</p> | ALL |
| 22. | <p>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</p> <p>Nothing discussed under this item.</p> | |

Appendix 1 – Schedule of Payments

| Chq No. | Payee | Amount £ | Comments |
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| 003232 | RBL Poppy Appeal | 200.00 | Remembrance Sunday donation and wreath (Local Government Act 1972 s.137) |
| 003233 | SSALC Limited | 28.80 | Training - EU General Data Protection Regulation (Clerk) |
| 003234 | Redhill Farm Services | 240.00 | Grass cutting of Jubilee Fields |
| 003235 | Nutfield Memorial Hall | 36.00 | Hall hire (1 November meeting) |
| 003236 | Simon Bold | ***** | Clerk's salary and office allowance (October 2017) |
| 003237 | Simon Bold | 154.86 | Expenses claimed by the Clerk (October 2017) |
| 003238 | Maxine Gray | ***** | Assistant Clerk's salary (October 2017) |
| 003239 | Maxine Gray | 21.45 | Expenses claimed by the Assistant Clerk (October 2017) |
| 003240 | The Post Office Limited | 460.33 | PAYE and Class 1A NICs (October 2017) |
| 003241 | - SPOILED - | 00.00 | - SPOILED - |
| DD* | National Employment Savings Trust (NEST) | 84.55 | Pension – Employer and employees contributions (October 2017) |
| 003242 | The Groundsman Ltd | 600.00 | Grounds maintenance for Nutfield Cemetery and Woodland Burial Area (October 2017) |
| 003243 | Nutfield Link | 45.00 | Advertisement of burial grounds in the Nutfield Link (12 editions from January 2018). |
| 003244 | SSALC Limited | 39.00 | Training - Clerks' Technical Networking Day |
| 003245 | DM Payroll Services Ltd | 66.00 | Payroll services administration fees (2017/18 half-year) |
| 003246 | Mrs CA Crutchfield | 505.00 | Planning advice in respect of the government's 'Right Homes in the Right Places' consultation. |
| 003247 | RBL Surrey | 250.00 | Donation to the 'Silent Soldier' campaign commemorating WWI (LGA 1972 s.137). |
| | Total | £4,194.22 | |

** Payment scheduled by Direct Debit*