



Nutfield Parish Council

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Minutes of the meeting held on 6 December 2017 at the Village Hall, Mid Street, South Nutfield, Surrey, RH1 4HE

Councillors (Cllrs) present:

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

Attending (all part):

3 visitors
County Cllr Rose Thorn, District Cllrs
Debbie Vickers & Gill Black
Carole Forrest, Planning Advisor

Meeting opened at 7:30pm and closed at 9:45pm.

In attendance: Simon Bold, Clerk

1.	Chairman to open the meeting. Cllr Johnson opened the meeting.	
2.	Councillor apologies for absence. Cllr Rob Holden had provided his apologies prior to the meeting.	
3.	Code of Members' Conduct The Clerk confirmed that no Cllr had made a change to their Notification of Disclosable Pecuniary & Other Interests form since the last meeting. In accordance with the Council's Code of Conduct, Cllr Ford notified the meeting of her 'Disclosable Pecuniary Interest' in respect of item 7 'Current Planning Applications' and applications 2017/2151 and 2017/2130. No other Cllr declared any Disclosable Pecuniary Interests and/or 'Other Interests' in respect of any item on the agenda.	
4.	Public Session The subject of traffic on the A25 was raised.	
5.	Report from County & District Councillors County Cllr Rose did not proceed with the report she had started to give. District Cllr Black raised the subjects of parking along the A25 and dog walking on the War Memorial Hall field (Charles Maw Trust land). District Cllr Vickers confirmed that she had not received any further information from Tandridge District Council (TDC) Officers with respect to parking on Mid Street, South Nutfield.	
	<i>Cllr Murray temporarily left the meeting during the above item.</i>	
6.	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 1 st November 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.	Current Planning Applications In respect of the four applications notified by TDC since the last Parish Council meeting it was resolved that: <ul style="list-style-type: none"> • <u>2017/2151</u> Queens Head, High Street, Nutfield RH1 4HH Cllrs had no wish to object or comment. • <u>2017/2130</u> Queens Head, High Street, Nutfield RH1 4HH Cllrs had no wish to object or comment. • <u>2017/2170</u> Robert Denholm House, Bletchingley Road, Nutfield RH1 4HW Cllrs had no wish to object or comment. 	

	<ul style="list-style-type: none"> • <u>2017/2346</u> Mercers Quarry, Bletchingley Road, Nutfield RH1 4EU Cllrs had no wish to object or comment. <p>In respect of the remaining application, it was noted that:</p> <ul style="list-style-type: none"> • <u>2014/1977/Cond2</u> Land at Kings Cross Lane, South Nutfield The application had already been approved by TDC. This notification had been for information only as it related to details in respect of Grant of Permission conditions 4 & 8. <p>In respect of the two planning consultations notified by Surrey County Council (SCC) since the last Parish Council meeting, it was resolved that:</p> <ul style="list-style-type: none"> • <u>2017/0175</u> Mercers South Quarry, Bletchingley Road, Nutfield, RH1 4EU Cllrs had no wish to comment. • <u>2017/0176</u> Former North Cockley Landfill Site, Chilmead Lane, RH1 4ER Cllrs had no wish to comment. <p>The Clerk to advise TDC and SCC of the Parish Council's comments in respect of the above.</p> <ul style="list-style-type: none"> • The Chairman invited the Council's Planning Advisor to address Cllrs in respect of Grant of Permission 2014/1977, Land at Kings Cross Lane. 	SB
	<p><i>At this point, the meeting was temporarily adjourned.</i></p>	
	<p>Cllrs discussed the Grant of Permission and the Section 106 Agreement for the site and the lack of enforcement by TDC. Cllrs continued to be concerned that TDC had not reacted swiftly to a number of possible breaches raised by the Parish Council via email and then as a formal complaint. TDC had provided an interim response to this.</p> <p>Cllrs agreed that if TDC's eventual response to the outstanding complaint proved unsatisfactory, then the Council would escalate the complaint in accordance with TDC's published complaints procedure.</p> <p>In the meantime, the Clerk to send a further letter to TDC detailing the remaining points of concern and seeking confirmation that continuing works onsite are proceeding in compliance with all extant permissions.</p> <p>Cllrs also approved the engagement of the Planning Advisor's services in respect of this particular case. The Clerk to confirm the terms, in writing, to the Planning Advisor.</p>	SB SB
8.	<p>Reports from the Assistant Clerk and Clerk including highways and parking.</p> <ul style="list-style-type: none"> • The Clerk confirmed that no detailed proposal had been received from TDC about the future financing of the maintenance of highways verges. • The Clerk confirmed that the Council's request to grant a Tree Preservation Order on the Oak Tree outside the Queen's Head public house had now been agreed and issued by TDC. • The Clerk confirmed that the Council was able to co-opt in respect of its current Cllr vacancy following confirmation from TDC that no 'claimed poll' request had been received. The Clerk to issue general advertising of the vacancy. • Cllr Murray requested that he attend the solicitor's office, accompanied by the Clerk, to review the correspondence held in respect of the Council's Trusteeship(s). The Clerk to arrange a mutually convenient appointment. • The Clerk confirmed that Cllr Mowatt had obtained Land Registry details confirming the land ownership of the Village Green (located outside the Queen's Head). The Clerk to write a letter to TDC about continued maintenance. <p>The Clerk notified Cllrs of a number of other items as follows: that confirmation of staff availability over the festive period would be circulated ahead of time; that a credit note of £171 will be issued by the Surrey Association of Local Councils following a query by the Clerk concerning the 2017/18 subscription and details of a Surrey Waste Local Plan consultation closing on 7 February 2018.</p>	SB SB SB
	<p><i>The meeting was temporarily adjourned at this point.</i></p>	

9.	<p>Finance</p> <ul style="list-style-type: none"> The Clerk confirmed the Council's total bank balances of £136,111 as at the end of November and as detailed in the draft Financial Statement for November 2017. He reported that variances had not significantly changed since his end of October report. Cllrs discussed the illustrative budget that had been prepared by the Clerk following a meeting of the Finance Working Group. Cllr Miller reminded Cllrs that each budget line had been reviewed in detail as could be seen in the document. Cllr Murray proposed that due to remaining uncertainty on some items of future income and expenditure that the Council postpone a decision about the budget and precept for 2018/19 until the Council's January meeting. Other Cllrs added that due to pressure on the Council's financial reserves, it was important to have as much information as possible and that by waiting until January more could be known. The Clerk confirmed that to wait until January was permissible under the Council's Financial Regulations although no further delay would be possible (as TDC would need the Parish Council's precept figure by the middle of January to enable the completion of all Council Tax calculations). Cllrs agreed that this item be carried forward to the next Council meeting. Prior to the next meeting, the members of the Finance Working Group to meet to go through details of the Council's next VAT reclaim and Cllrs to consider the further marketing of the Council's burial grounds. Cllrs wished to carry forward the review the Council's Financial Regulations to the next meeting so that they could provide feedback to the Clerk and fellow Cllrs in the interim. 	JJ ALL ALL
10.	<p>Local Transport</p> <p>Cllrs acknowledged and noted the Aviation Report that had been circulated prior to the meeting.</p> <p>Members of the Transport Working Group advised that the Council's existing response to the Department for Transport Airspace Change & Runways consultation was probably sufficient and negated a need to respond to a supplemental consultation due to close on the 19th December. However, this would be checked and confirmed to the Clerk prior to the deadline.</p>	PM
11.	<p>Working Groups</p> <p>Cllr Murray, on behalf of the Local Plan Working Group, gave a verbal report of recent Local Plan activity. In particular, it was noted that Reigate & Banstead Borough Council (RBBC) were looking to safeguard their portion of the Redhill Aerodrome site – meaning that they would reserve this land for possible future development. As part of this process, RBBC was expected to commence public consultation.</p> <p>Cllr Murray raised a concern about incorrect information circulating in the media about development of Redhill Aerodrome. It was agreed that the Council issue a press release warning residents of the veracity of the information they see and to direct them to either the local District and Borough Councils (planning authorities) or local groups heavily involved in activities at the aerodrome (e.g. the Nutfield Conservation Society and Keep Redhill Aerodrome Green).</p> <p>The Clerk confirmed that since the last meeting, reports from the Land, Planning and Finance Working Groups had been circulated to all Cllrs.</p> <p>A new project relating to the General Data Protection Regulations (GDPR) was discussed under item 13 Audit.</p>	SB
	<p><i>At this point, Cllr Mowatt left the meeting.</i></p>	
12.	<p>Groundworks, land and tree management (including burial grounds and allotments)</p> <ul style="list-style-type: none"> The Clerk had provided a quotation for the cutting of the hedge at the front of the allotments (in accordance with discussions with the Nutfield Tree Wardens). Cllrs approved expenditure of £250 (ex-VAT) and, based on savings secured 	

	<p>elsewhere by the Clerk and Assistant Clerk, to direct £371 towards any related tree works that might arise.</p> <ul style="list-style-type: none"> The Clerk confirmed that three tree surgeon companies had been approached for quotations in respect of the most recently surveyed trees. Details of quotations received to be circulated prior to the next meeting. 	
13.	<p>Audit</p> <p>The Clerk had circulated the Internal Auditor's interim report. It was a positive report and the auditor had taken the opportunity to make a number of recommendations to help prepare the Council for the full year review and external audit for 2017/18. Cllrs agreed that the Communications Working Group should take on the adoption of measures to make the Council compliant with the GDPR. The Clerk to update the list of Working Groups.</p> <p>In addition, the Clerk and Cllr Sandiford to seek information from the Council's web-master about the consolidation of the Council's email addresses on to one central system.</p>	<p>PM SB</p> <p>KS SB</p>
14.	<p>Appointees to Outside Bodies</p> <p>Cllrs reviewed the list of Council appointees to Outside Bodies. Cllr Miller agreed to be the representative, on a temporary basis, to the Sussex Community Rail Partnership. The Clerk to ask the current (non-Cllr) representative to the Reigate, Redhill District Rail Users Association whether he is happy to continue and to pass on the Council's appreciation of his support to date.</p>	<p>DM</p> <p>SB</p>
15.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>None.</p>	
16.	<p>Training (and conferences).</p> <p>The Clerk to book Cllr Hall on the SSALC 'General Data Protection Regulations' training course costing (£48 excl VAT) as approved. The Clerk to seek additional GDPR training for Cllrs at a local venue early in the New Year and to circulate dates.</p>	<p>SH</p> <p>SB</p>
17.	<p>Grant Applications</p> <p>None received.</p>	
18.	<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) by the end of the week. Cllr Ford volunteered to attend the surgery on the 15th January 2018. The Clerk to circulate an email, nearer the time, to all Cllrs requesting one more attendee. The Clerk suggested that he circulate the dates of surgeries for the whole of 2018 and seek two volunteers for each. 	<p>DM</p> <p>ALL</p> <p>SF</p> <p>SB</p> <p>SB</p> <p>ALL</p>
19.	<p>Payment(s)</p> <ul style="list-style-type: none"> Cllrs approved the list of payments (see Appendix 1: Schedule of Payments) totalling £7,627.44 which had been prepared and circulated to Cllrs prior to the meeting. None of these payments was funded using Community Infrastructure Levy reserves. The Clerk to dispense payments. 	<p>SB</p>
20.	<p>Next meeting date</p> <p>Cllrs noted the next scheduled meeting of the Council on 10 January 2018 at the Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE at 7.30pm.</p>	<p>ALL</p>
21.	<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
003248	Hire - A - Loo	288.00	Grant payment in respect of Nutfield Fireworks 2017 (LGA 1972, s.145)
003249	Advanced Tree Services Limited	2,142.00	Tree surveys (inc. digital mapping) at various sites
003250	Nutfield Village Hall Limited	270.00	Parish Office rental fee (£250 half year) and Hall hire (December Parish Council meeting)
003251	Simon Bold	*****	Clerk's salary and office allowance (November 2017)
003252	Simon Bold	175.02	Expenses claimed by the Clerk (November 2017)
003253	Maxine Gray	*****	Assistant Clerk's salary (November 2017) including back pay to June 2017.
003254	Maxine Gray	7.30	Expenses claimed by the Assistant Clerk (November 2017)
003255	HM Revenue and Customs	597.37	PAYE and Class 1A NICS (November 2017)
DD*	National Employment Savings Trust (NEST)	102.46	Pension – Employer and employees contributions (November 2017)
003256	The Groundsman Ltd	600.00	Grounds maintenance for Nutfield Cemetery and Woodland Burial Area (November 2017)
DD*	Public Works Loan Board (503604)	1,695.25	Repayment instalment (Memorial Hall)
003257	Nutfield Link	10.00	Annual subscription (postal).
	Total	£7,627.44	

* Payment scheduled by Direct Debit