



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 10 January 2018 at the Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE

Councillors (Cllrs) present:

Cllr John Johnson (Chairman), Cllr Sue Ford,
Cllr Stephen Hall, Cllr Rob Holden,
Cllr Rigel Mowatt and Cllr Paul Murray.

Attending (all part):

3 visitors
District Cllrs Gill Black, Tony Elias and
Debbie Vickers

Meeting opened at **7:30pm** and closed at **10:35pm**.

In attendance: Simon Bold, Clerk

1.	The Chair to open the meeting. Cllr Johnson opened the meeting.	
2.	Councillor apologies for absence. Cllrs David Miller and Kent Sandiford had provided their apologies prior to the meeting.	
3.	Code of Members' Conduct <ul style="list-style-type: none"> A number of Cllrs provided the Clerk with updated Notification of Disclosable Pecuniary & Other Interests forms following a reminder by the Clerk to maintain up to date records. The Clerk to reflect these changes in the Register of Councillors' Interests on the Council's website. In accordance with the Council's Code of Conduct, Cllr Hall notified the meeting of his 'Other Interest' in respect of item 16 'Grant Applications'. No other Cllr declared any Disclosable Pecuniary Interests and/or 'Other Interests' in respect of any item on the agenda. 	
4.	Public Session (<i>a maximum of 20 minutes</i>) The following subjects were raised: grants, Sam Gyimah MP, County Cllr Rose Thorn, highways and the Reigate & Banstead Borough Council Regulations 19 (Local Plan) consultation.	
5.	Report from County & District Councillors (<i>a maximum of 10 minutes</i>) The Clerk to contact County Cllr Thorn to ascertain her intentions with respect to updating the Council in respect of Surrey County Council (SCC) activities. District Cllr Debbie Vickers reported on the Redhill Aerodrome hard taxiway planning application, the outcome of the planning appeal in respect of the Land at Kings Cross Lane (2017/259) and the M23 'smart' motorway proposal. District Cllr Gill Black raised parking in the centre of Nutfield on the A25 and the amount of lorries parking at the layby outside Nutfield Cemetery. District Cllr Tony Elias had nothing further to add. The Clerk to follow-up on the offer from District Cllrs to meet Parish Cllrs periodically to review local issues.	SB SB
6.	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 6 th December 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 nine new applications notified by Tandridge District Council (TDC) since the last Parish Council meeting, it was resolved that: <ul style="list-style-type: none"> <u>2017/2514</u> Leather Bottle Cottage, Nutfield Marsh Road, Nutfield, RH1 4EU Cllrs had no wish to object or comment. 	

	<ul style="list-style-type: none"> • <u>2017/2612</u> Leather Bottle Cottage, Nutfield Marsh Road, Nutfield, RH1 4EU Cllrs had no wish to object or comment. • <u>2017/2527</u> 60 Kings Mead, South Nutfield, RH1 5NN Cllrs had no wish to object or comment. • <u>2017/2487</u> Tuppenny Hope, 4 Ridge Green, South Nutfield, RH1 5RN Cllrs objected on the basis that the proposed structure was in front of the existing building line and out of character with surrounding buildings and street scene. Cllrs also remarked that this application was retrospective and asked that the Planning Officer not be swayed by this in anyway. • <u>2017/2437</u> Main Office Block & Hangar, Redhill Aerodrome, Kings Mill Lane, RH1 5JZ Cllrs had no wish to object or comment. • <u>2017/2420</u> Priory Farm, Sandy Lane, South Nutfield, RH1 4EJ Cllrs had no wish to object or comment. • <u>2017/2424</u> South Lodge, Bletchingley Road, Nutfield, RH1 4HN Cllrs had no wish to object or comment. • <u>2017/1321/Cond1</u> 28 Mid Street, South Nutfield, RH1 4JX Cllrs had no wish to comment. • <u>2017/2573</u> Glencairn, Holmesdale Road, South Nutfield RH1 4JE Cllrs had no wish to object or comment. <p>The Clerk to advise TDC of the Parish Council's comments in respect of all of the above. Cllrs discussed the Planning Inspectorate's decision in respect of Kings Cross Lane (2017/259) which permits the developer (HCH) to include four private dwellings within the previously 100% affordable housing scheme (twelve properties remain affordable). The Clerk had researched the grounds on which the Council could object and Cllrs, after discussion, felt that there was no benefit in taking this matter further. In terms of the Council's existing Stage 2 complaint with TDC, Cllrs reviewed the comments of the Planning Advisor and agreed to take the complaint to Stage 3 because of incomplete answers so far. The Clerk to ask the Planning Advisor to draft an appropriate Stage 3 complaint letter to go to Louise Round, Chief Executive of TDC.</p> <p>The Clerk, following enquiries to TDC Officers, was able to advise that the 'local connection' criteria for the affordable houses would remain in place and that the new private houses would attract Community Infrastructure Levy (payable by the developer). A group of Cllrs had recently met with HCH to discuss the choice of external materials. The Clerk to write to HCH to confirm that Cllrs would be happy to have a further meeting to discuss some alternative external materials. In addition, the Council agreed that should HCH make a planning application in the interim, concerning external materials, the Council would comment in the normal way and discuss the details at a full Council meeting.</p>	<p>SB</p> <p>SB</p> <p>SB</p>
8.	<p>Reports from the Assistant Clerk and Clerk including highways and parking.</p> <p>Cllrs confirmed receipt of the reports provided by the Assistant Clerk (Maxine Gray) prior to the meeting. The Clerk provided a quick explanation of the Burial Grounds enquiries report (aka CemWood report) and how it is used to track casework and potential income.</p> <ul style="list-style-type: none"> • The Clerk confirmed that no proposal had been received from TDC about the financing of the maintenance of highways verges from April 2018. • Cllrs agreed to close the current advertising for a new Cllr on the 19th January following a number of enquiries from local residents. The Clerk to contact potential candidates and arrange informal interviews with a group of Cllrs ahead of the next meeting. • Cllrs discussed the response from the Tandridge Local Committee about safety issues on the A25 through the centre of Nutfield. The Clerk to outline the steps that need to be taken by the TAG-A25 group, as the Parish Council could only consider providing support once SCC Highways Officers had given their blessing. • Cllrs discussed a request to appoint a new Trustee from the local Smiths Charity and, in response, Cllrs wished to record that they had no wish to object. • The Clerk set out, for Cllrs' information, the statutory increase in employer and employee pension contributions with effect from 1 April 2018. As no action was necessary, Cllrs decided to leave its level of contribution unchanged but noted that this matter would require review annually. 	<p>SB</p> <p>ALL</p> <p>SB</p> <p>ALL</p>

	<ul style="list-style-type: none"> The Clerk to ask the Charles Maw Trust (CMT) for details of its issues and concerns with respect to the Lease with the War Memorial Hall. The Clerk to take these concerns with the Surrey Association of Local Councils and the Association's legal advisors, if necessary, on behalf of the Parish Council (the sole Trustee of the CMT). In the meantime, it was agreed to do nothing with respect to the rent payable under the queried Lease. The Clerk to ask County Cllr Rose Thorn for a copy of the map showing stretches of highway subject to flooding (the 'wet spot' map) held by SCC. Once received, Cllrs to review to ensure it reflects and records recent flood incidents e.g. Mid Street and Clay Lane. Cllr Sandiford to be asked to make the weblink to the SCC webpage 'Report-it' more prominent on the Parish Council website (this SCC webpage enables residents to notify them directly of different incidents, such as potholes). The Clerk was pleased to report that his appraisal meeting was now scheduled for 17th January. Cllr Holden agreed to join Cllrs Miller and Murray at the meeting. The Clerk reminded Cllrs to review the Council's current Financial Regulations and requested that any comments be sent to him by Friday 19th January. Cllr Murray and the Clerk to attend the solicitor's office, towards the end of January, to review the correspondence held in respect of the Council's Trusteeship(s). <p>The Clerk encouraged each Cllr to subscribe to the TDC news service, which provides news of activity and press releases.</p>	<p>SB SB</p> <p>SB</p> <p>ALL</p> <p>KS</p> <p>RH DM PM ALL SB PM</p> <p>ALL</p>
9.	<p>Finance</p> <ul style="list-style-type: none"> The Clerk confirmed the Council's total bank balances of £133,089 as detailed in the Financial Statement dated 28 December 2017 (Q3) and that include £70,189 of Community Infrastructure Levy reserves (ring-fenced). He had also circulated a variance report prior to the meeting. The Chairman signed this statement, on behalf of the Council, along with the corresponding bank statements after verification. The Clerk had provided an updated budget illustration document since the last meeting. This included updated VAT reclaim figures and burial ground income for 2017/18. Cllrs looked again at the estimated burial ground income for 2018/19 and the provision for dealing with future Planning cases and the resources needed to defend Green Belt land, within the Parish, from development. Other aspects of the provisional budget were also reviewed and some changes made. As a result, Cllrs unanimously agreed a Council budget for 2018/19 of £69,189 (slightly down on the previous year) with an increased level of earmarked reserves to £16,370. As a result, a precept of £52,363 was also agreed (up from £47,863). Cllr Johnson had proposed and Cllr Hall had seconded. Cllrs felt that this budget and precept level would help with financial stability and the provision of services and support to the local community. The Clerk to obtain from TDC the estimated tax-base for 2018/19 so that the cost per Band D household can be calculated. The Clerk to advise TDC of the Council's precept for 2018/19. 	<p>SB</p> <p>SB</p>
10.	<p>Local Plan(s)</p> <ul style="list-style-type: none"> Cllrs agreed that it should formally respond to Reigate & Banstead Borough Council's (RBBC) consultation in respect of its Development Management Plan (Regulation 19). This would focus on the proposal to categorize the part of Redhill Aerodrome within the Borough as 'Safeguarded Land' (reserved for future development). The Clerk to ask the Council's planning advisor to provide a proposal using the same fee structure as the one in place for the TDC Local Plan, and to provide a full draft response by the end of the month for Cllrs to consider. Cllrs asked that the planning advisor also help with a separate Link article highlighting the announcement by RBBC of its Regulation 19 consultation. Cllr Murray to complete the final article in time for its publication in the February Link. Cllr Sandiford to add details of the RBBC consultation on the Council's website. The members of the Local Plan Working Group reported that following the Parish Council's formal response to the TDC Local Plan new settlement consultation, they continued to liaise with TDC. Although a decision about the choice of new settlement had been expected at the end of December 2017, TDC had recently advised that due to the volume of responses the decision had been delayed and is more likely to be announced in the spring of 2018. 	<p>SB</p> <p>PM KS</p>

	<ul style="list-style-type: none"> • Cllr Murray to review a prepared draft press release in support of TDC Council Leader Martin Fisher who had challenged the Government's proposed method of calculating housing need. The Clerk to send a draft of this to TDC requesting a suitable time for its release. • Cllr Johnson confirmed that he had attended the RACC meeting and obtained a copy of Thakeham's (the developer) 'Vision Statement' document for the Redhill Aerodrome site. The Clerk to obtain 25 copies from the developer's PR company. Cllrs confirmed that they had no wish, at this stage, to meet representatives of Thakeham following an invitation received by the Clerk. 	PM SB SB
11.	<p>Local Transport</p> <p>Cllrs acknowledged and noted the Aviation Report that had been circulated prior to the meeting.</p> <p>Cllr Johnson to draft a letter to Sam Gyimah MP outlining the Council's disappointment at the recent rail fare increases for those travelling to and from Nutfield. Cllrs to review and the Clerk to send.</p>	JJ
12.	<p>Working Groups</p> <ul style="list-style-type: none"> • The Clerk confirmed that reports had been received from the Cemetery (burial grounds enquiries report), Finance (budget illustration), Local Plan (see item 10), and Transport (Aviation report) Working Groups. The Clerk to bring the Working Groups List up to date (see Appendix 2). • Cllr Holden raised that the Working Group Terms of Reference required that each group should provide a monthly report of activities and notify all Cllrs of their meetings. Cllr Ford added that it is also important that Cllrs deputise for each other to avoid disruption and delays. All Cllrs agreed to provide reports each month, by email, of their respective Working Groups activities (including 'nils' if applicable) and to deputise for each other, should the need arise. 	SB ALL
13.	<p>Groundworks, land and tree management (including burial grounds and allotments)</p> <p>Cllrs agreed to defer this item (tree work) until at least one further quotation had been received by the Clerk.</p>	SB
14.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <ul style="list-style-type: none"> • The Clerk to seek the most popular date from Cllrs for the Parish Assembly in April and to book the Hall. • Cllr Ford to attend the TAG A25 meeting later in January. Cllr Johnson had just attended the recent Redhill Aerodrome Consultative Committee meeting and the Clerk to circulate the draft minutes and related documents. 	SB SB
15.	<p>Training (and conferences).</p> <p>The Clerk to circulate provisional dates for the General Data Protection Regulations training for Cllrs and liaise with local Clerks to secure a date and venue.</p> <p>The Council was happy for the planning advisor to attend a Community Led Housing seminar in February (as the Parish Cllr representative). Cllrs to consider whether to attend. The Clerk to ask Cllr Sandiford for an update on website training for Council staff.</p>	SB ALL KS
	<i>Cllr Hall temporarily left the meeting for the duration of item 16.</i>	
16.	<p>Grant Applications</p> <p>Cllrs discussed an application received from the Royal British Legion, Nutfield Branch. A decision was deferred and the Clerk to ask the RBL Chairman for more information prior to the Council's next meeting. The Clerk confirmed to Cllrs that the nature of this grant fell within the qualifying criteria of the Community Infrastructure Levy.</p> <p>The Clerk to amend the Grant Application form to clarify the extent of information required for larger projects.</p>	SB SB
	<i>The meeting was temporarily adjourned and Cllr Hall rejoined the meeting.</i>	
17.	<p>Councillor surgeries and monthly news article</p> <ul style="list-style-type: none"> • Attendees for the January and February Council surgeries were agreed and the Clerk to circulate the schedule of dates for the whole of 2018. All Cllrs to advise their availability for future surgeries. 	SB ALL

	<ul style="list-style-type: none"> Cllrs provided a number of possible topics for the next Link article and Cllr Johnson to ask Cllr Miller whether he could draft the next article for consideration by Cllrs. 	DM
18.	<p>Payment(s)</p> <ul style="list-style-type: none"> The Clerk acknowledged receipt of a cheque for £80.13 from the Charles Maw Trust in respect of their portion of insurance costs under the Policy paid by Nutfield Parish Council. Cllrs approved the list of payments (see Appendix 1: Schedule of Payments) which totalled £7,309.63 which had been prepared and circulated to Cllrs prior to the meeting. Community Infrastructure Levy reserves were not used. The Clerk to dispense payments. 	SB
19.	<p>Next meeting date</p> <p>Cllrs noted the next scheduled meeting of the Council on 7 February 2018 at the Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ at 7.30pm.</p>	
20.	<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
003258	Information Commissioner	35.00	Data Protection Registration renewal (30/01/18)
003259	Mulberry & Co	261.60	Interim internal audit for 2017/18
003260	Simon Bold	*****	Clerk's salary and office allowance (December 2017)
003261	Simon Bold	196.52	Expenses claimed by the Clerk (December 2017)
003262	Maxine Gray	*****	Assistant Clerk's salary (December 2017)
003263	Maxine Gray	6.00	Expenses claimed by the Assistant Clerk (December 2017)
003264	HM Revenue and Customs	548.50	PAYE and Class 1A NICS (December 2017)
DD*	National Employment Savings Trust (NEST)	91.06	Pension – Employer and employees contributions (December 2017)
003265	Mrs C A Crutchfield	45.00	Planning advice in respect of Land at Kings Cross Lane (December 2017)
003266	The Groundsman Ltd	600.00	Grounds maintenance for Nutfield Cemetery and Woodland Burial Area (December 2017)
003267	Nutfield Memorial Hall	36.00	Hall hire (January 2018 Parish Council meeting)
003268	Pear Technology	552.00	Council Mapping System software and technical support (Year 2 of 5)
003269	Myers Tree Services	3,354.00	Priority tree work (following surveys).
	Total	£7,309.63	

* Payment scheduled by Direct Debit

Appendix 2 – 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, General Data Protection Regulations	<u>Paul</u> , Kent, 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
Local Plan	Research and preparation of formal response to Tandridge District Council's and Reigate & Banstead Borough Council's Local Plans	John, Paul and Rigel
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt.	<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, David, Steve Hanks and Duncan Mallison