



## Nutfield Parish Council

Clerk to the Parish Council: Mr Simon Bold  
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### Minutes of the meeting held on 7 February 2018 at the Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ

#### Councillors (Cllrs) present:

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

#### Attending (all part):

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

Meeting opened at 7:35pm and closed at 10:40pm.

In attendance: Simon Bold, Clerk

1.	<b>The Chair to open the meeting.</b> Cllr Johnson opened the meeting.	
2.	<b>Councillor apologies for absence.</b> Cllrs Rob Holden and David Miller provided their apologies prior to the meeting.	
3.	<b>Code of Members' Conduct</b> 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.	<b>Public Session</b> The following subjects were raised: Green Belt land on the edge of the Parish, the Kings Lodge site, highways including verges and the A25 (centre of Nutfield).	
5.	<b>Report from County &amp; District Councillors</b> County Cllr Rose Thorn relayed her recent discussions with members and Officers of Surrey County Council (SCC) about road signage and the poor condition of the lay-by outside Nutfield Cemetery. County Cllr Thorn advised that she would continue to discuss the lay-by with Colin Kemp, SCC Cabinet Member for Highways. District Cllr Debbie Vickers provided comments in respect of local planning applications. District Cllr Gill Black provided the date of the next Tandridge District Council (TDC) Planning Policy Committee in March at which she expected there would be further news about the emerging Local Plan.	
6.	<b>Acceptance of last minutes</b> The Clerk had prepared and circulated minutes of the meeting held on the 10 <sup>th</sup> January 2018. 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
	<i>The meeting was temporarily adjourned at this point.</i>	
7.	<b>Current Planning Applications</b> In respect of the five applications notified by TDC since the last Parish Council meeting, it was resolved that: <ul style="list-style-type: none"> <li>• <u>2018/148</u> Kings Lodge, Nutfield Park, South Nutfield RH1 5PA Cllrs commented on the potential for parking and traffic problems particularly during construction and a lack of notification of this application by TDC to surrounding properties.</li> <li>• <u>2018/52</u> 22 Mid Street, South Nutfield RH1 4JX Cllrs had no wish to object or comment.</li> <li>• <u>2017/259/Cond1</u> Land at Kings Cross Lane, South Nutfield Cllrs had no wish to object or comment.</li> <li>• <u>2017/2665</u> Glebe Lodge, Bletchingley Road, Nutfield RH1 4HN</li> </ul>	

	<p>Cllrs had no wish to object or comment.</p> <ul style="list-style-type: none"> <li>• <u>2017/2611</u> 2 Cormongers Barn, 9B Mid Street, South Nutfield RH1 4JU</li> </ul> <p>Cllrs objected on the basis that the proposal would be an inappropriate classification within the Green Belt.</p> <p>The Clerk to advise TDC of the Parish Council's comments in respect of the above.</p> <p>Cllrs agreed the content of the Stage 3 complaint, as drafted by the Council's planning advisor, in respect of TDC's handling of enforcement issues in respect of 2014/1977 &amp; 2017/259, Land at Kings Cross Lane. The Clerk to send to TDC. Cllrs had no wish to comment in respect of the developer's most recent choice of external materials.</p>	SB SB
8.	<p><b>Council Vacancy</b></p> <p>The Clerk reported that two individuals had previously expressed an interest to join the Council but that only one had decided to provide background details including confirmation of their eligibility. The Clerk had copied this information to all Cllrs and three Cllrs had attended a meeting with the candidate and reported back to all Cllrs. On the strength of all this information, Cllrs discussed co-option.</p> <p>Cllrs resolved to appoint Philip Hanson to the Council. The Clerk to notify Philip and obtain completed forms (Declaration of Acceptance of Office and Cllrs' Notification of Disclosable Pecuniary &amp; Other Interests) prior to the next meeting and advise TDC of this appointment.</p> <p>The Clerk to subsequently update the Register of Cllrs' Interests and upload this document to the Council's website.</p>	SB SB SB
9.	<p><b>Reports from the Assistant Clerk and Clerk including highways and parking.</b></p> <p>Cllrs confirmed receipt of the reports provided by the Assistant Clerk (Maxine Gray) prior to the meeting.</p> <ul style="list-style-type: none"> <li>• The Clerk confirmed that there was still no proposal from TDC about the financing of the maintenance of highways verges from April 2018. The Clerk also confirmed that he would provide Cllrs with details of employees' Spring holidays; advised Cllrs that the external auditor had changed to PKF Littlejohn LLP and that further details, including changes to the reporting process, were available by webinar and that he would circulate details of a SCC 'Councillor Communication Survey' to all Cllrs. In respect of the latter, Cllrs agreed to provide their comments to enable the Clerk to compile a composite response to be sent to the Surrey Association of Local Councils (SALC).</li> <li>• The Clerk had circulated a report about the Charles Maw Trust that summarised the questions and queries raised by Cllrs prior to the meeting. No further remarks were forthcoming and Cllrs agreed that the Clerk should send this report to SALC to obtain clarification and advice.</li> <li>• Cllr Sandiford offered to provide details of previous attempts by the Council to improve the appearance of the Cemetery lay-by in light of the current problems with heavy goods vehicles parking up and the associated damage to the grassed verge. The Cemetery Working Group to continue discussions with the County Cllr (see item 5).</li> <li>• Cllrs Johnson and Murray confirmed that they had had an informal meeting with District Cllrs a couple of weeks earlier. Cllrs agreed that in future, all Cllrs would be notified and invited to attend but that no more than three Parish Cllrs should attend each time. These meetings would be held on an ad-hoc basis.</li> </ul>	SB SB ALL SB KS SF ALL
10.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• The Clerk confirmed the Council's total bank balances of £125,931 as detailed in the Financial Statement dated 31 January 2018 and that this figure included £70,189 of Community Infrastructure Levy reserves (ring-fenced). Cllr Mowatt asked that the CIL reserves be displayed more prominently on future Financial Statements. The Clerk had also circulated a variance report prior to the meeting – no comments were made by Cllrs.</li> <li>• The Clerk had circulated an updated version of the Council's Financial Regulations prior to the meeting and invited final comments from Cllrs. Cllrs agreed the draft provided by the Clerk and so the Clerk to issue a final version and post a copy to the Council's website.</li> </ul>	SB SB

	<ul style="list-style-type: none"> <li>The Clerk had circulated a revised version of the Council's Grant Application Scheme to take account of the requirement of an applicant to provide three quotations for projects in excess of £3,000. Cllrs agreed this change to bring the Grant Scheme into conformity with the Council's Financial Regulations. The Clerk to issue the new Grant Application form to the Council's website.</li> </ul>	SB
11.	<p><b>Burial Grounds</b> (<i>Council acting as Nutfield Burial Board</i>)</p> <ul style="list-style-type: none"> <li>Cllr Ford summarised the proposed changes to the burial grounds Fees &amp; Regulations that she had circulated prior to the meeting. No changes in charges were proposed following the benchmarking exercise (and increases) in the previous year. Cllrs approved the new documents to take effect from 01 February and the Assistant Clerk to include these new documents in the Funeral Director information packs. The Clerk to arrange the publication of fees to the Council's website.</li> <li>Cllr Ford had provided a draft interim Policy in respect of benches within the burial grounds and Cllrs approved as proposed. The Clerk to add this to the Council's website.</li> </ul>	MG SB SB
	<i>The meeting was temporarily adjourned at this point.</i>	
12.	<p><b>Local Plan(s)</b></p> <ul style="list-style-type: none"> <li>Cllrs Johnson and Mowatt confirmed that they had attended the recent public meeting hosted by Salfords &amp; Sidlow Parish Council in respect of Reigate &amp; Banstead Borough Council's Development Management Plan consultation. Cllrs had seen the draft response to this consultation provided by the Parish Council's planning advisor and agreed that it should be submitted and circulated to interested parties including Officers at TDC. Clerk to do.</li> <li>In respect of activity relating to TDC's emerging Local Plan, Cllrs agreed that a delegation should attend the next TDC Planning Policy Committee meeting in March as news relating to the proposed new settlement site was expected – a number of Cllrs expressed an interest to attend. Cllrs agreed to continue liaison with other Parish Councils and to this end, Cllr Johnson volunteered to attend a meeting of Parishes organised by Godstone Parish Council and confirmed that, on behalf of the Council, he would remain non-committal with respect to any proposals that might arise. Cllrs also acknowledged that liaison and cooperation should include KRAG and Cllr Murray confirmed that he, as a member of KRAG, had recently attended a Local Plan meeting organised by the Green Party. The Local Plan Working Group reported that revisions to the current National Planning Policy Framework (NPPF) were expected around Easter and these may have relevance to TDC's emerging Local Plan and the Redhill Aerodrome site. Finally, Cllrs briefly discussed the possibility of inviting Martin Fisher to the upcoming Nutfield Parish Assembly (see item 18 below).</li> </ul>	SB  ALL JJ
13.	<p><b>Local Transport</b></p> <p>Cllrs acknowledged and noted the Aviation Report that had been circulated prior to the meeting. Cllr Murray reported that he intended contacting Andy Sinclair at Gatwick Airport.</p> <p>Cllr Ford to provide the Clerk with a contact at Biffa so that he can contact them and request the removal of excessive mud on the highway near to their site whenever it arises. Cllr Ford also confirmed that the air quality monitor in Nutfield had recently been cleaned in order to make sure that readings were accurate.</p>	PM SF
14.	<p><b>General Data Protection Regulations (GDPR)</b></p> <p>Cllr Hall had circulated notes to everyone following his attendance of a GDPR training course. He gave a brief verbal overview of the current Data Protection rules and changes that the Council will need to implement to comply with the new Regulations e.g. appoint a Data Protection Officer. He emphasised the need for Cllrs to be aware of the recommended changes and to take action. Cllr Hall volunteered to join the Communications Working Group and take a lead, with the assistance of others, on this topic (see also items 15 and 19 below).</p>	SH
15.	<p><b>Working Groups</b></p> <ul style="list-style-type: none"> <li>The Clerk confirmed that reports had been received from the Cemetery, Community, Land, Finance, Local Plan, Planning and Transport (Aviation report) Working Groups. The Clerk to re-issue the Working Groups List (see Appendix 2).</li> </ul>	SB

	<ul style="list-style-type: none"> <li>An allotments newsletter that had been prepared by the Assistant Clerk and circulated by the Land Working Group, was agreed by Cllrs. The Assistant Clerk to send out the newsletter to allotment holders. Cllr Ford presented a copy of the Funeral Packs and confirmed that these would be hand-delivered to local Funeral Directors with the help of the Assistant Clerk and Cllr Holden. Cllr Ford gave an overview of the work involved to transpose information from the hand-written ledgers into the new computer system. Cllrs asked that the situation be considered in a couple of months, once the Assistant Clerk had completed other tasks. Cllrs agreed that the letters in respect of the recently completed memorial push-tests be sent out, starting with a small sample to judge the level of response. The Clerk reminded Cllrs of further burial grounds income received in the month.</li> </ul>	MG MG RH SF MG
16.	<p><b>Business Plan</b></p> <p>Cllr Murray raised the benefits of the Council's having stated aims. Cllrs agreed to hold an informal session to discuss and explore this topic ahead of the Nutfield Parish Assembly in April.</p>	ALL
17.	<p><b>Groundworks, land and tree management</b> (including burial grounds and allotments)</p> <ul style="list-style-type: none"> <li>The Clerk had circulated details of three quotations for tree work in respect of the burial grounds and the Triangle. Cllrs agreed the lowest quotation for reasons of cost and that the contractor had carried out previous works to a good standard. The Clerk to issue an instruction for works to proceed.</li> <li>The Clerk had not circulated the proposed Allotment Tenancy Agreement for 2018/19 as feedback from one of the current plot holders was still awaited. The subject of tenancy rates was raised and Cllrs agreed to review and ratify at the next meeting.</li> <li>The Clerk provided details of the recent site meeting that took place with the Treasurer of St Peter &amp; St Paul Church in Nutfield and Cllr Holden. The Clerk outlined the maintenance costs faced by the Church and reiterated the provisioning for this which existed in the Council's budget for 2018/19. The Council to review this item at the next meeting.</li> </ul>	SB
18.	<p><b>Events (public) and meetings of Outside Bodies</b> (other than transport groups)</p> <p>Cllrs discussed the details of the Parish Assembly to be held on 14 April. Cllrs agreed that Martin Fisher, Leader of TDC should be invited to speak. The Clerk to issue the invitation.</p> <p>Cllr Ford confirmed that she had attended the latest meeting of TAG-A25.</p> <p>The Clerk had circulated details of an event in respect of Community Led Housing and asked Cllrs to let him know if they wished to attend.</p>	SB ALL
19.	<p><b>Training</b> (and conferences).</p> <p>The Clerk mentioned several upcoming training courses including the local session in respect of the GDPR – he encouraged all Cllrs to attend. In addition, the Clerk reminded Cllrs of the Surrey Spring Conference organised by SALC and asked Cllrs to let him know if they wished to attend.</p> <p>Cllr Sandiford outlined the amount of work required for him to provide training to the Council employees in respect of management of the Council's website and social media sites. He hoped to start this training by the end of May.</p>	ALL ALL KS
20.	<p><b>Employment</b></p> <p>The Clerk confirmed that his appraisal had taken place and Cllr Murray provided a draft report of this meeting. The Clerk to circulate this report to attendees of the appraisal, for approval, before circulating to all Cllrs. The approval of the Clerk's appraisal was deferred to the next meeting.</p>	SB
21.	<p><b>Grant Application</b></p> <p>The Clerk had circulated, prior to the meeting, a grant application received from the Nutfield Tree Wardens. Cllrs discussed this application and in recognition of the support this local group provides to the residents of Nutfield approved a maximum amount of £250 towards insurance and related costs (<i>Local Government Act 1972, s137</i>). The Clerk to confirm the details of this award in writing.</p>	SB

22.	<b>Councillor surgeries and monthly news article</b> <ul style="list-style-type: none"> <li>• Cllrs discussed attendees for the March Council surgeries (February had already been agreed) and all Cllrs to advise their availability for this, and future surgeries across the remainder of the year.</li> <li>• Cllrs nominated possible topics for the next Link article and the Clerk to ask Cllr Miller whether he could draft the next article for consideration by Cllrs.</li> </ul>	ALL SB
23.	<b>Payment(s)</b> Cllrs approved the list of payments (see Appendix 1: Schedule of Payments) which totalled £3,612.64 and that had been prepared and circulated to Cllrs prior to the meeting. Community Infrastructure Levy reserves were not used. The Clerk to dispense payments.	SB
24.	<b>Next meeting date</b> Cllrs noted the next scheduled meeting of the Council on 7 March 2018 at the Memorial Hall, Nutfield, Surrey, RH1 4HE at 7.30pm.	ALL
25.	<b>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</b> Nothing discussed under this item.	

### Appendix 1 – Schedule of Payments

Chq No.	Payee	Amount £	Comments
003270	SSALC Limited	57.60	General Data Protection Training (Cllr)
003271	DM Payroll Services Ltd	66.00	Payroll services and administration of pension (half-yearly charge)
003272	Pear Technology Services Ltd	366.00	AO prints of the new burial grounds plans
003273	Simon Bold	*****	Clerk's salary and office allowance (January 2018)
003274	Simon Bold	113.18	Expenses claimed by the Clerk (January 2018)
003275	Maxine Gray	*****	Assistant Clerk's salary (January 2018)
003276	Maxine Gray	6.00	Expenses claimed by the Assistant Clerk (January 2018)
003277	HM Revenue and Customs	560.11	PAYE and Class 1A NICS (January 2018)
DD*	National Employment Savings Trust (NEST)	98.10	Pension – Employer and employees contributions (January 2018)
003278	The Groundsman Ltd	600.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (January 2018)
003279	Mrs C A Crutchfield	45.00	Planning advice in respect of Land at Kings Cross Lane (January 2018)
003280	Nutfield Village Hall Ltd	20.00	Hall hire (February 2018 Parish Council meeting)
003281	Surrey County Playing Fields Association	10.00	Annual subscription (2017/2018)
	<b>Total</b>	<b>£3,612.64</b>	

\* Payment scheduled by Direct Debit

## Appendix 2 - Working Groups

<b>Working Group</b>	<b>Tasks and projects</b>	<b>Members</b> (Heads <u>underlined</u> )
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, Stephen 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