



Nutfield Parish Council

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Minutes of the meeting held on 4 April 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 Phil Hanson,
Cllr Rob Holden, Cllr David Miller,
Cllr Rigel Mowatt, Cllr Paul Murray and
Cllr Kent Sandiford.

Attending (all part):

4 visitors
District Cllrs Tony Elias and
Debbie Vickers

Meeting opened at **7:31pm** and closed at **10:00pm**.

In attendance: Simon Bold, Clerk

1.	The Chair to open the meeting. Cllr Johnson opened the meeting.	
2.	Councillor apologies for absence. None – all Cllrs present.	
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 following subjects were raised: helicopters using Redhill Aerodrome, a planning matter relating to Crab Hill Lane, current CCTV at the Village Hall and rural crime.	
5.	Report from County & District Councillors Neither District Cllr chose to report anything. No Surrey County Council (SCC) report was given in the absence of County Cllr Rose Thorn.	
6.	Acceptance of last minutes Cllrs requested two amendments, for the sake of accuracy, to the draft minutes of the meeting held on the 7 March. Cllrs approved the amended 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 applications notified by Tandridge District Council (TDC) since the last Parish Council meeting, it was resolved that: <ul style="list-style-type: none"> • <u>2017/1427/Cond1</u> Brookside Cottage, Crab Hill Lane, South Nutfield RH1 5PG Cllrs had no wish to comment. • <u>2017/168/Cond2</u> Dalma House, Kings Mill Lane, South Nutfield RH1 5NB Cllrs had no wish to comment. • <u>2018/514</u> Land at Kings Cross Lane, South Nutfield Cllrs objected on the basis that TDC should preserve all the terms of the original planning permission 2017/259 and, therefore, not permit any additions, such as conservatories, to properties. • <u>2018/505</u> Project House, Morris Road, South Nutfield RH1 5SA 	

	<p>Cllrs raised concerns about the density of the proposed development and the potential for the overlooking of neighbouring properties. Cllr Murray requested that it be noted that he took no part in the discussion in respect of this application.</p> <ul style="list-style-type: none"> • <u>2018/483</u> 22 Mid Street, South Nutfield RH1 4JX Cllrs had no wish to comment. • <u>2018/493</u> 146 Mid Street, South Nutfield RH1 5RP The Council objected because of the excessive ridge height of the proposed detached garage. • <u>2018/449</u> 14 Trindles Road, South Nutfield RH1 4JN Cllrs had no wish to comment in respect of this application in isolation but objected when considered in conjunction with 2018/455 due to the excessive amount of development. • <u>2018/455</u> 14 Trindles Road, South Nutfield RH1 4JN Cllrs had no wish to comment in respect of this application in isolation but objected when considered in conjunction with 2018/449 due to the excessive amount of development. • <u>2018/595</u> 1 Nutfield Court, Church Hill, Nutfield RH1 4JA Cllrs had no wish to comment. <p>The Clerk to advise TDC of the Council's comments in respect of the above applications. Cllrs noted that as a corporate body (as opposed to a private individual), the Council could not take its ongoing complaint with TDC, about their handling of planning enforcement in relation to the Land at Kings Cross Lane, to the Local Government Ombudsman. Cllrs agreed that the Clerk should write (again) to Louise Round seeking unequivocal evidence that the developer has an agreement to transfer land to a Housing Association and that there has been full compliance with the prevailing Section 106 agreement (S106). In addition, the Clerk to ask what measures TDC will put in place to ensure that developers comply fully with the terms of future S106 agreements. Cllr Sandiford provided a summary of responses from Cllrs to the two Green Belt documents that he had circulated following the last meeting. Cllr Murray asked that every Cllr comment on these papers in order that the Council can consider whether to formulate a formal approach to the protection of the Green Belt in the Parish. All Cllrs to provide comments within the next two weeks and Cllr Sandiford to summarise the results and provide a proposal at the next meeting. Cllrs considered and approved the outline response, including the estimate of costs for its production, from the Council's Planning Advisor with respect to the Government's NPPF consultation. Cllrs to review the full draft response prior to the next Council meeting. The Clerk to instruct the Planning Advisor to proceed.</p>	<p>SB</p> <p>SB</p> <p>ALL KS</p> <p>SB</p>
8.	<p>Reports from the Assistant Clerk and Clerk including highways and parking.</p> <p>Cllr Hall confirmed that he had again reported (online) the flooded carriageway on Clay Lane. Maxine Gray, Assistant Clerk, to extract the details of blocked gullies from the Parish Council's Highways Report and give these details to Cllr Ford for her to present to the County Cllr.</p> <p>The Clerk confirmed that the Charles Maw Trust had met and would seek advice in respect of its land interests and the lease with the War Memorial Hall.</p> <p>The Clerk had circulated to Cllrs a draft response to a recent letter from the War Memorial Hall trustees that had raised a number of topics. Cllrs agreed that the letter, prepared by the Clerk, should be sent subject to one amendment.</p> <p>Cllrs acknowledged receipt of a note, from the Clerk, which summarised the contents of the recent TDC Parish Assembly.</p> <p>Cllrs agreed to extend the Council's insurance cover to include the litter-pick scheduled for the 6th to 8th April 2018 organised by the Nutfield Conservation Society (NCS). This was granted on the basis of the Clerk's review of the Society's 2018 Risk Assessment and other preparatory documents. The Clerk to advise the NCS.</p> <p>Cllrs briefly discussed the current traffic and parking issues at Mid Street during school times and at weekends when the recreation ground is used for football. Cllr Hall highlighted the actions already taken by the local school, local PCSO and parking enforcement at Reigate & Banstead Borough Council. Cllrs acknowledged that this was a complex situation particularly as there is no spare land for cars to pull in or park. Cllrs</p>	<p>MG SF</p> <p>SB</p> <p>SB</p>

	<p>Hanson and Mowatt volunteered to join the Highways Working Group (see also item 11) and the members of the Highways Working Group agreed to include this topic for discussion at its next meeting.</p> <p>The Clerk confirmed that his employee pension contributions would increase to 3% and that the Council's employer contributions would remain unchanged with effect from 01 April 2018 - both rates would be compliant with pension legislations as a result. The Clerk to send these details to the Payroll Bureau for implementation.</p>	SH SB
9.	<p>Finance</p> <p>The Clerk confirmed the total bank balances of £114,162 as detailed in the Council's Financial Statement dated 31 March 2018 and that this figure included a balance of Community Infrastructure Levy (CIL) reserves of £66,774 and an uncashed payment of £38. Cllr Hall signed this financial statement, bank statements and bank reconciliation on behalf of the Council after they had been checked and verified.</p> <p>Given that this was the year-end detailed statement, the Clerk had not provided a variance report but had confirmed to Cllrs the breakdown of total available funds at 01 April 2018 as follows: CIL of £66,774, earmarked reserves of £16,370 and general reserves of £30,980.</p> <p>The Clerk confirmed that he would circulate a simplified budget summary for 2018/19 to Cllrs after the meeting and that he hoped to finish the Council's next VAT reclaim by the next meeting.</p>	SB SB
10.	<p>Local Transport</p> <p>Cllrs acknowledged and noted the Aviation Report that had been circulated prior to the meeting. No other transport issues were raised and no follow-up action was considered necessary on this occasion.</p>	
11.	<p>Working Groups</p> <p>As previously stated (under item 8), Cllrs Hanson and Mowatt volunteered to join the Highways Working Group (see Appendix 1: Working Groups). There were no further Working Group updates to supplement those already circulated prior to the meeting.</p>	
12.	<p>Parish Recreational and Leisure Facilities</p> <p>Cllr Hanson led a discussion on the Council's views and possible policy with respect to recreational and leisure facilities within the Parish. He felt that the Council should consider its level of support and Cllrs shared the view that it would be helpful to approach the various providers of these facilities to improve the Council's knowledge and understanding. This topic to be raised again at a future meeting.</p>	PH
	<p><i>Cllr Mowatt left the meeting towards the end of the next item.</i></p>	
13.	<p>Groundworks, land and tree management (including burial grounds and allotments)</p> <ul style="list-style-type: none"> • Cllr Holden had discussed path signage in relation to the Triangle (between Sandy Lane and Mid Street) with the Nutfield Tree Wardens. After a brief discussion, Cllr Holden to advise the Tree Wardens to investigate further with SCC and keep the Council apprised. In addition, Cllr Holden suggested that the Council considers adding an extra section of fence in the Jubilee Fields - the Clerk and Cllr Holden to obtain estimates for this work to provide to the Council at a future meeting. • Cllrs discussed the current condition of Scout Hut Lane and who should, if necessary, fix it. This was unresolved but the Clerk to obtain an estimate of works in order to have an idea of the cost of repair for reference. Cllrs felt that a meeting of (representatives of) all users of the lane might prove useful. • The Clerk had circulated details of three quotations he had obtained, in accordance with Financial Regulations, in respect of the relaying of the main Cemetery path. Cllrs approved the quotation, to be funded from CIL Reserves, for a wider path with metal edging from contractor 'r'. The Clerk to instruct the contractor to proceed. • The subject of notice boards was discussed. The Clerk said that one notice board, in the style of the board located on the Marsh had been ordered. It was to replace the existing wooden board located on the Village Hall in Mid Street. It was a non-standard size and being manufactured. The Clerk also said that the Council had not agreed the costs to refurbish the wooden notice board which could be placed in the Woodland Burial Area. 	RH RH SB SB SB

14.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <ul style="list-style-type: none"> • Cllr Johnson, in conjunction with the Clerk, to write and circulate a briefing note ahead of the Annual Parish Assembly on the 14th April 2018. Cllrs to consider the content of the meeting and let the Clerk know of any particular requirements. • Cllrs Ford and Hall agreed to attend the Tandridge Local Committee on 20th April. • Cllr Ford proposed two 'Open Days' in 2018 at the Council's burial grounds hosted by Council members to provide information to the public. Cllrs approved £100 from the marketing budget towards the cost of flyers promoting these events. • Cllr Ford confirmed that the Cemetery Working Group would look in detail at the recent announcement that the Government intended to subsidise children's burials. • Other local meetings mentioned by Cllrs were the upcoming Village Hall AGM, Redhill Aerodrome Consultative Committee and the visit of Keith Taylor MEP to Redhill Aerodrome. 	JJ SB ALL SF SH SF SF ALL
15.	<p>Training (and conferences).</p> <p>None discussed.</p>	
16.	<p>Grant Applications</p> <p>None received.</p>	
17.	<p>Councillor surgeries and monthly news article</p> <ul style="list-style-type: none"> • Cllrs Holden and Mowatt confirmed that they would attend the next surgery (at the Parish Assembly) and Cllrs Hall and Sandiford (with Cllr Ford in reserve) volunteered for the surgery on 19th May outside Holborns. • Cllr Hall to draft the forthcoming Link article and Cllrs suggested a number of topics for inclusion. Cllrs to advise Cllr Hall of any further items by the end of the week and Cllr Hall to circulate a draft article for comment before the 12th of April. 	RH RM SH KS ALL SH
18.	<p>Payment(s)</p> <p>Cllrs approved the list of payments that had been prepared and circulated by the Clerk prior to the meeting (see Appendix 2: Schedule of Payments) which totalled £8,416.20. The Clerk pointed out that SES Water had implemented monthly direct debits, which he would monitor and that the Surrey Association of Local Councils' annual subscription fee was expected in May. It was noted that Community Infrastructure Levy reserves were not used on this occasion. The Clerk to dispense payments.</p> <p>Cllrs approved the terms of the annual website maintenance contract of £240 as outlined by the Clerk (i.e. a support service to include full quarterly website upgrades and plug-ins). Ad-hoc tasks, such as creating new webpages in respect of General Data Protection Regulations, to be charged at an hourly rate subject to approval on each occasion by the Council. The Clerk to advise the contractor to proceed on this basis.</p>	SB SB SB
19.	<p>Next meeting date</p> <ul style="list-style-type: none"> • Cllrs noted that the Council's Annual Meeting would take place on 2 May 2018 at the War Memorial Hall, Nutfield, Surrey, RH1 4HE at 7.30pm. • Cllrs agreed the schedule, provided by the Clerk, of (ordinary) Council meeting dates for the remainder of the year. 	ALL
20.	<p>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</p> <p>Nothing discussed under this item.</p>	

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, General Data Protection Regulations	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.	Sue, Stephen, Rigel, Phil 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 TDC'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

Appendix 2 : Schedule of Payments

Chq No.	Payee	Amount £	Comments
003294	The Conservation Volunteers (TCV)	38.00	Membership for the Nutfield Tree Wardens – part of Grant Award (LGA 1972, s137).
003295	Zurich Insurance plc	191.52	Insurance for Nutfield Tree Wardens – final part of grant award (LGA 1972, s137).
003296	Mrs C A Crutchfield	45.00	Planning advice in respect of planning application 2018/21 (LGA 1972, s137)
003297	SSALC Limited	192.00	Contribution towards the Clerk's training with SSALC in respect of CiLCA (60% of total).
003298	Nutfield Parochial Church Council	800.00	Contribution to maintenance of St Peter & St Paul's Churchyard (including ad-hoc tree work) for 2018/19
003299	Nutfield Village Hall Limited	71.00	Hall hire for Council meeting (£20) and Parish Assembly in April 2018.
003300	Simon Bold	*****	Clerk's salary and office allowance (March 2018)
003301	Simon Bold	89.08	Expenses claimed by the Clerk (March 2018)
003302	Maxine Gray	*****	Assistant Clerk's salary (March 2018)
003303	Maxine Gray	73.81	Expenses claimed by the Assistant Clerk (March 2018)
003304	HM Revenue and Customs	441.89	PAYE and Class 1A NICS (March 2018)
DD*	National Employment Savings Trust (NEST)	96.43	Pension – Employer and employees contributions (March 2018)
003305	The Groundsman Ltd	600.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (March 2018)
DD*	Public Works Loan Board (502929)	1,431.57	Repayment instalment (Jubilee Field 3)
DD*	Public Works Loan Board (499350)	2,724.80	Repayment instalment (Jubilee Fields 1 & 2)
DD*	SES Business Water	9.00	Monthly water charges - cemetery
DD*	SES Business Water	22.00	Monthly water charges - allotments
	Total	£8,416.20	

* Payment scheduled by Direct Debit