



## Nutfield Parish Council

Clerk to the Parish Council: Mr Simon Bold  
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### Minutes of the (annual) meeting held on 2 May 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 Phil Hanson,  
Cllr Rob Holden, Cllr David Miller,  
Cllr Rigel Mowatt, Cllr Paul Murray and  
Cllr Kent Sandiford.

**Attending** (all part):  
4 visitors

Meeting opened at **7:30pm** and closed at **10:13pm**.

**In attendance:** Simon Bold, Clerk

1.	<p><b>To elect a Chairman of the Council</b> The Clerk provided a brief summary of the voting procedures in respect of the election of a Chairman and Vice-Chairman. Cllrs raised no questions or queries. Cllr Johnson stood for election and Cllr Murray seconded his nomination. Cllrs voted Cllr Johnson as Chairman. The Clerk to advise the Surrey Association of Local Councils, Tandridge District Council (TDC) and external auditor of Cllr Johnson's continued Chairmanship.</p>	SB
2.	<p><b>To elect a Vice-Chairman of the Council</b> Cllrs Murray and Holden stood for election seconded by Cllr Miller and Cllr Hall respectively. Cllrs voted Cllr Murray as Vice-Chairman. The Clerk to advise TDC of Cllr Murray's continued role as Vice-Chairman.</p>	SB
3.	<p><b>Councillor apologies for absence.</b> None – all Cllrs present.</p>	
4.	<p><b>Code of Members' Conduct</b> The Clerk confirmed that no Cllr had made a change to their Cllrs' Notification of Disclosable Pecuniary &amp; 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 8 'Planning' and applications 2017/2151/Cond2 and 2017/2130/Cond2. No other Cllr declared any Disclosable Pecuniary Interests and/or 'Other Interests' in respect of any item on the agenda.</p>	
5.	<p><b>Public Session</b> The following subjects were raised: the poor state of the highway along parts of Kings Cross Lane; planning applications 2018/839 &amp; 2018/840 (see below) and Redhill Aerodrome.</p>	
6.	<p><b>Report from County &amp; District Councillors</b> None.</p>	
7.	<p><b>Acceptance of last minutes</b> Cllr Murray requested one amendment to the draft minutes of the meeting of 4 April 2018, which everyone (including the Clerk) accepted. Cllrs approved the amended</p>	

	minutes and the Chair signed them on behalf of the Council. The Clerk to arrange the display of the minutes on the Council's notice boards and website.	SB
	<i>In respect of the following item, planning applications 2018/839 and 2018/840 were brought forward and discussed first. The original order of applications, in accordance with the agenda, has been maintained for ease of reference. Cllr Murray temporarily left the meeting after these two applications had been discussed and returned shortly afterwards.</i>	
8.	<p><b>Planning Applications</b></p> <p>In respect of the nine applications notified by TDC since the last Parish Council meeting, it was resolved that:</p> <ul style="list-style-type: none"> <li>• <u>2018/569/TPO</u> 7 Ridge Green, South Nutfield, RH1 5RN Cllrs had no wish to comment.</li> <li>• <u>2016/232/Cond2</u> RNIB, Queens House, Philanthropic Road, Nutfield, RH1 4DG Cllr Sandiford confirmed that information had not been available on the District Council's online planning portal. The Clerk to report this error to TDC and request more time for consideration by the Council. Once the details become available, Cllrs to provide comments for Cllr Sandiford to collate and review.</li> <li>• <u>2018/646</u> 17 Morris Road, South Nutfield, RH1 5SB Cllrs had no wish to comment.</li> </ul>	
	<i>Cllr Ford temporarily left the meeting at this point.</i>	
	<ul style="list-style-type: none"> <li>• <u>2017/2151/Cond2</u> Queens Head, High Street, Nutfield, RH1 4HH Cllrs had no wish to comment.</li> <li>• <u>2017/2130/Cond2</u> Queens Head, High Street, Nutfield, RH1 4HH Cllrs had no wish to comment.</li> </ul>	
	<i>Cllr Ford returned to the meeting at this point.</i>	
	<ul style="list-style-type: none"> <li>• <u>2018/776</u> 1 Cormongers Barn, 9A Mid Street, South Nutfield, RH1 4JU Cllrs objected on the basis that this was considered to be over-development.</li> <li>• <u>2018/827</u> 3 Peytons Cottages, Nutfield Marsh Road, Nutfield, RH1 4JB Cllrs had no wish to comment.</li> <li>• <u>2018/839</u> Black Barn, Crab Hill Lane, South Nutfield, RH1 5PG Cllrs discussed the comments received from the Council's Planning Advisor and agreed to send an objection based on the points raised. In addition, Cllrs also wished to raise some queries about the completed application form and to provide some additional history of the site for the benefit of the TDC Planning Officer.</li> <li>• <u>2018/840</u> Black Barn, Crab Hill Lane, South Nutfield, RH1 5PG Comments as above for 2018/839.</li> </ul>	
	The Clerk to advise TDC of the views expressed in respect of each application above.	SB
	Cllrs agreed the Council's Community Infrastructure Levy (CIL) return for 2017/18, which the Clerk was required to submit to TDC before the 31 May 2018. The Clerk to maintain a record of CIL receipts and payments in order that reserves can be monitored over a rolling five-year period.	SB
	Cllrs discussed the draft NPPF consultation response that had been provided by the Council's Planning Advisor and agreed to send to the Ministry of Housing, Communities and Local Government without amendment. The Clerk to send copies to Piers Mason and Martin Fisher of TDC and the Nutfield Conservation Society.	SB
	Cllr Sandiford confirmed that (due to work commitments) he was no further forward with collating Cllr's comments in respect of the Council's possible approach to the protection of the Green Belt. He would provide a further update at the next meeting and in the meantime, Cllr Murray planned to discuss the topic with TDC Officers.	KS
	In respect of the Government's consultation concerning the powers for dealing with unauthorised development and encampments, members of the Planning Working Group recommended that the views of the Planning Advisor be sought to see whether it would be appropriate for the Council to comment. The Clerk to contact the	PM
		SB

	Planning Advisor accordingly. Cllr Sandiford to provide an update on this prior to the next meeting.	KS
	<i>At this point, Cllrs Holden, Murray and Sandiford temporarily left the meeting and the meeting was briefly adjourned. Once they returned, the meeting was restarted and it was agreed to bring forward item 15 to this point, after item 8. The original order of agenda items has been maintained here for ease of reference.</i>	
9.	<b>Review of delegation arrangements for committees, sub-committees, employees and other local authorities</b> The Working Group Terms of Reference were reviewed and agreed. The Clerk to upload a copy to the Council's website.	SB
10.	<b>Review of arrangements with other local authorities.</b> None.	
11.	<b>Review work with outside bodies</b> (including Council appointees) Cllrs confirmed their future participation with local third party organisations on behalf of the Council as follows: <ul style="list-style-type: none"> <li>• Redhill Aerodrome Consultative Committee (RACC) – Cllr Johnson</li> <li>• Nutfield Village Hall Management Committee – Cllr Johnson</li> <li>• TAG-A25 – Cllr Ford</li> <li>• Biffa Community Liaison – Cllr Ford</li> <li>• Nutfield Conservation Society (NCS) – Cllr Murray</li> <li>• Sussex Community Rail Partnership – to be advised</li> <li>• Nutfield Tree Wardens – Cllr Ford</li> <li>• Gatwick Airport Consultative Committee (GATCOM) – Cllr Murray</li> <li>• Reigate, Redhill District Rail Users Association – Duncan Mallison</li> </ul>	
12.	<b>Asset List</b> (to include Land, buildings and office equipment) The Clerk had circulated an Asset List to the 31 March 2018 - Cllrs approved this. The Clerk provided a further list in response to a recent inspection of assets by members of the Land Working Group. There were several additional items and the Clerk to discuss this with the Internal Auditor before the Finance Working Group are to take forward and update as appropriate.	SB JJ
13.	<b>Insurance</b> The Clerk had circulated a comparison of insurance quotes from different providers prior to the meeting (based on the existing insurance cover). Cllrs briefly discussed the merits of the quote from the Council's holding insurer which was the lowest and subsequently approved these terms on a three-year basis with an annual premium of £1,161.32 (within the Council's budget). The Clerk to complete the renewal instructions. These terms included cover for the Charles Maw Trust as an additional insured and Cllrs acknowledged that this continued to be the most cost effective option for the Trust but that the Clerk should write to the Trust seeking a contribution, as last year, for inclusion within the Parish Council's policy.	SB SB
14.	<b>Memberships of other bodies</b> The Clerk advised the following memberships, by subscription, as follows: <ul style="list-style-type: none"> <li>• Surrey Association of Local Councils (SALC)</li> <li>• Gatwick Area Conservation Campaign (GACC) for the purposes of information gathering only.</li> <li>• Surrey County Playing Fields Association</li> <li>• Reigate, Redhill District Rail Users Association</li> <li>• The Society of Local Council Clerks (SLCC).</li> </ul>	
15.	<b>Reports from the Assistant Clerk and Clerk</b> Cllrs acknowledged receipt of the Assistant Clerk's report, which had been circulated prior to the meeting. Cllrs held a discussion on the implementation of the General Data Protection Regulations (GDPR) which covered a number of topics including: recent local training	

	<p>for Cllrs which was considered beneficial as it had successfully outlined the practical measures required to comply with GDPR; the Clerk and Cllr Hall advised that the Council's handling of personal data had been reviewed and policies considered (e.g. to record the purpose, permissions required and retention of each 'dataset') as well as the broader issue of data security. The Clerk provided a schedule of estimated costs for the implementation of GDPR covering new email arrangements, digital document storage and management plus advice and support from contractors. Cllrs agreed expenditure of £1,500 on the understanding that where possible costs would be kept to a minimum. Cllr Miller sought reassurances that the individual recommended to provide advice, data audit and a Data Protection Officer role had sufficient indemnification where applicable - the Clerk would research this. The Clerk raised the possibility of the need, subject to experience in the coming months, of the Council acquiring a high volume digital scanner and/or an efficient and secure way of document disposal.</p> <p>Cllr Johnson had circulated details of the recruitment service, including its cost, from SALC in respect of finding a replacement for the Clerk who had resigned in April and was currently working his notice period. Cllrs approved the cost of £600 for this service and Cllr Johnson to instruct SALC to proceed. The Clerk also suggested that the Council could seek the assistance of SALC in respect of current employment policies as part of discussions about the contract of employment. Cllr Miller to call a meeting of the Staffing Working Group to review and agree the job specification and terms.</p> <p>The Clerk provided copies of the key external audit forms for 2017/18 (AGAR Part 3 Sections 1 and 2). He also confirmed that he would be attending the internal audit for 2017/18 in just over a week's time.</p>	SB  JJ DM  SB
	<i>At this point, after item 15, Cllr Miller left the meeting.</i>	
16.	<p><b>Finance</b></p> <p>The Clerk confirmed the total bank balances of £145,205.58, which reflected the following receipts since the commencement of the financial year: Precept (half-year) of £26,181.50, Community Infrastructure Levy of £10,194.48 and income from burial grounds of £2,112.</p> <p>The Clerk confirmed that he had nearly completed the Council's next VAT reclaim and that it will be sent to HMRC before the Council's next meeting.</p>	SB
17.	<p><b>Local Transport</b></p> <p>Cllr Murray reported that the Nutfield Conservation Society continued to seek the participation of, and support from, Sam Gyimah MP in a review of Gatwick departure routes. Cllr Johnson confirmed that, via the Redhill Aerodrome Consultative Committee, he had secured a site meeting later in May for residents to discuss helicopter traffic at the Airfield. The Clerk to display posters on the notice boards and Cllr Miller to distribute an additional notification via the Council's email distribution list.</p>	SB
18.	<p><b>Working Groups</b></p> <p>Reports from both the Cemetery and Highways Working Groups had been circulated prior to the meeting. Cllr Holden volunteered to get quotations for the removal of saplings and small trees impinging on the hedge at the front of the Council's allotments.</p> <p>Cllr Murray gave a brief report on the activities of Keep Redhill Airfield Green (KRAG) and offered to circulate a note to Cllrs about the General Aviation All Party Parliamentary Group. The Local Plan Working Group members agreed to look at the heritage of the Redhill Aerodrome site following an enquiry from a local resident. The Clerk to amend the Working Group list to show Cllr Hall as the Head of the Highways Group and Cllr Murray as an additional member of the Staffing Group (see Appendix 1 – Working Groups).</p>	RH  PM PM SB
19.	<p><b>Groundworks, land and tree management</b> (including burial grounds and allotments)</p>	

	<p>Cllrs approved expenditure of £40 to have the new notice board installed at the front of the Village Hall in Mid Street. The Clerk to organise.</p> <p>The Cemetery and Land Working Groups to review the Council's requirements for new, refurbished or replacement notice boards across the Parish. Cllr Murray to be included in those discussions.</p>	<p>SB</p> <p>SF RH</p>
20.	<p><b>Events (public) and meetings of Outside Bodies</b> (other than transport groups)</p> <p>Cllr Ford updated Cllrs on the preparations for the Cemetery Open Day on the morning of Saturday 19<sup>th</sup> May. The Assistant Clerk (Maxine Gray) and Cllrs Hanson, Holden and Mowatt would be attending as well. Cllrs approved £50 towards the cost of publicity from the Cemetery advertising budget.</p> <p>Cllrs were pleased to report that the recent Parish Assembly had been well received by all who had attended. The Clerk to provide a simple note of the meeting.</p>	<p>SF MG PH RH RM SB</p>
	<p><i>At this point in proceedings, the Clerk pointed out the restriction imposed by Standing Order 1(y) as follows: "Meetings shall not exceed a period of 2½ hours". As a result, the Council resolved to implement Standing Order 31(a) and to waive 1(y) in respect of each remaining agenda item.</i></p>	
21.	<p><b>Councillor surgeries and monthly news article</b></p> <ul style="list-style-type: none"> <li>• Cllrs Hall and Sandiford had already agreed to attend the next surgery in May and Cllr Hall and Hanson (without a reserve at this stage) volunteered for the surgery in June.</li> <li>• 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 12<sup>th</sup> of May.</li> </ul>	<p>SH KS SH PH SH ALL</p>
22.	<p><b>Training</b> (and conferences).</p> <p>None.</p>	
23.	<p><b>Grant Applications</b></p> <p>None.</p>	
24.	<p><b>Community Infrastructure Levy (CIL)</b></p> <p>After a brief discussion about documenting the qualifying criteria for the funding of projects using CIL, Cllr Murray offered to provide a draft for consideration by fellow Cllrs.</p>	<p>PM</p>
25.	<p><b>Payment(s)</b></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 £6,757.54. It was noted that CIL reserves were to be used for the purchase of the replacement notice board at the Village Hall, Mid Street. The Clerk to dispense payments.</p> <p>Cllrs approved expenditure of £75 (net of VAT) in case of a need to purchase a PC screen for use by the new Clerk. In addition, Cllrs approved expenditure of £50 towards the purchase of a secure key cabinet (for spare keys).</p>	<p>SB</p> <p>SB</p>
26.	<p><b>Next meeting date(s)</b></p> <p>Cllrs noted that the Council's next meeting would take place on 6 June 2018 at the Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ starting at 7.30pm.</p>	<p>ALL</p>
27.	<p><b>Sub-section 2</b> – Public Bodies (Admissions to Meetings) Act 1960:</p> <p>Nothing discussed under this item.</p>	

## Appendix 1 – Working Groups

<b>Working Group</b>	<b>Tasks and projects</b>	<b>Members</b> <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.	<u>Stephen</u> , Sue, 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 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, Paul, 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

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
003306	Surrey ALC Limited	611.54	Surrey Association of Local Councils & National Association of Local Councils subscription 2018/19
003307	Signscape and Signconex Limited	1,080.60	Replacement notice board at Village Hall, Mid Street location <sup>#</sup>
003308	Office Furniture Online	704.40	New meeting tables for Parish Office
003309	Simon Bold	*****	Clerk's salary and office allowance (April 2018)
003310	Simon Bold	97.28	Expenses claimed by the Clerk (April 2018)
003311	Maxine Gray	*****	Assistant Clerk's salary (April 2018)
003312	Maxine Gray	81.78	Expenses claimed by the Assistant Clerk (April 2018)
003313	HM Revenue and Customs	376.86	PAYE and Class 1A NICS (April 2018)
DD*	National Employment Savings Trust (NEST)	117.00	Pension – Employer and employees contributions (April 2018)
003314	Nutfield Memorial Hall	36.00	Hall hire (May 2018 Parish Council meeting)
003315	The Groundsman Ltd	600.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (April 2018)
DD*	SES Business Water	9.00	Monthly water charges - cemetery
DD*	SES Business Water	22.00	Monthly water charges - allotments
003316	GACC	10.00	Annual subscription to the Gatwick Area Conservation Campaign (GACC)
003317	Came & Company	1,161.32	Annual insurance premium (three-year)
003318	Mrs C A Crutchfield	315.50	National Planning Policy Framework consultation research and report ( <i>Local Government Act 1972, s137</i> )
003319	Mrs C A Crutchfield	43.75	Planning advice in respect of planning applications ( <i>LGA 1972, s137</i> )
	<b>Total</b>	<b>£6,757.54</b>	

\* Payment scheduled by Direct Debit    # Use of Community Infrastructure Levy money