



## 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 6 June 2018 at the Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ

#### Councillors (Cllrs) present:

Cllr John Johnson (Chairman), Cllr Stephen Hall,  
Cllr Phil Hanson, Cllr David Miller,  
Cllr Rigel Mowatt, Cllr Paul Murray and  
Cllr Kent Sandiford.

#### Attending:

3 visitors (all part),  
District Cllrs Gill Black, Debbie Vickers and  
County Cllr Rose Thorn (all part)  
Maxine Gray, Assistant Clerk, Nutfield Parish  
Council

Meeting opened at **7:32pm** and closed at **9:55pm**.

**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 Sue Ford and Rob Holden had 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: Tandridge District Council's (TDC) Local Plan; highways; housing and contacting the Council.	
5.	<b>Report from County &amp; District Councillors</b> District Cllr Black raised the topic of problems caused by heavy lorries (HGVs) parked around local Parishes. District Cllr Vickers reported the installation of a new dog bin and the need for urgent repair by Surrey County Council (SCC) of a section of roadside on Coopers Hill Road. County Cllr Thorn confirmed that she would arrange a site meeting with SCC Highways Officers and representatives of the Parish Council in response to the ongoing concerns raised by the Parish Council about the appearance and use of the Cemetery lay-by. County Cllr Thorn also confirmed that SCC were in the process of repairing many of the roads damaged during the winter months.	
	<i>At this point, Cllr Murray temporarily left the meeting.</i>	
6.	<b>Acceptance of last minutes</b> The Clerk had prepared and circulated minutes of the meeting held on the 2 <sup>nd</sup> May 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
7.	<b>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>2018/1092</u> Penbury, The Avenue, South Nutfield, RH1 5RY Cllrs had no wish to comment.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <u>2018/1157</u> Ridge Green Farm, Kings Cross Lane, South Nutfield, RH1 5RL Cllrs had no wish to comment.</li> <li>• <u>2018/1079</u> Ridge Green Farm, Kings Cross Lane, South Nutfield, RH1 5RL Cllrs had no wish to comment.</li> <li>• <u>2018/796</u> Commerce House, 4 High Street, Nutfield, RH1 4HQ Cllrs had no wish to comment.</li> <li>• <u>2018/662</u> Oak Tree Cottage, Kings Cross Lane, South Nutfield, RH1 5NJ Cllrs had no wish to comment.</li> </ul> <p>In respect of the planning appeals, notified by TDC, in respect of 2017/2424 and 2017/2527, Cllrs felt that the Council's original comments remained appropriate and that no additional comments, at this juncture, were necessary.</p> <p>Cllrs agreed that there was no need for the Parish Council to respond to the Government's consultation concerning the powers for dealing with unauthorised development and encampments following receipt of a recommendation to this effect from the Council's Planning Advisor.</p>	
	<i>At this point, Cllr Murray re-joined the meeting.</i>	
8.	<p><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.</p> <p>Cllr Miller agreed to continue as the Council's representative on the (Outside Body) Sussex Community Rail Partnership (SCRIP).</p> <p>The Council agreed to appoint a Data Protection Officer for 2018/19 (several Cllrs had already met the individual concerned during recent GDPR training) – this would be reviewed again next year. Cllr Hall recommended the publication of a Privacy Policy on to the Council's website, which was accepted by Cllrs. Cllr Sandiford to assist with this. Cllr Hall confirmed that a site meeting with SCC to discuss improvements to the Cemetery lay-by had been delayed but that a meeting was expected shortly between Highways Officers, County Cllr Thorn and Parish Cllrs Ford and Hall (see item 5). The Clerk had circulated a letter from Piers Mason of TDC about the funding of grass cutting in Nutfield and across the District from 2019 onwards. Mr Mason wanted to know whether Parish Councils in Tandridge (21 in total) would be willing, in principle, to provide funding. Cllrs discussed this topic and it was agreed that the Clerk should write to TDC to confirm a willingness, in principle, to some funding of grass cutting from 2019 onwards but subject to more information and a detailed proposal. This discussion prompted a question about whether the Council should consider employing a contractor to carry out ground maintenance work in the Parish (see item 16).</p>	DM  SH KS SH SF  SB
	<i>The meeting was briefly adjourned towards the end of item 8 above.</i>	
9.	<p><b>External Audit – Section 1 Annual Governance Statement 2017/18</b> The Clerk had circulated to Cllrs the Internal Auditor's year-end report, which recorded no issues of concern. The Clerk had also circulated a completed copy of the Section 1 – Annual Governance Statement 2017/18 that he had signed. Cllrs approved this document, which the Chairman then signed on behalf of the Council.</p>	
10.	<p><b>External Audit – Section 2 Accounting Statements 2017/18</b> The Clerk had circulated a completed copy of the Section 2 – Accounting Statements 2017/18 that the Clerk had already signed. Cllrs approved this document, which the Chairman then signed on behalf of the Council. The Clerk to complete the submission of the Council's external audit for 2017/18.</p>	SB
11.	<p><b>Local Transport</b> Cllr Murray remarked on a number of topics as follows: that the progression of a third runway for Heathrow would probably make no difference to the expected bid from the operators of Gatwick Airport for a second runway; that the Redhill Aerodrome Consultative Committee meeting and a public meeting about helicopter use at the Aerodrome were both imminent and that the Local Plan selection of a new settlement was expected to be ratified by TDC on 3 July 2018.</p>	

	<p>Cllrs felt that there was no benefit in raising any further concerns, with either TDC or Reigate and Banstead Borough Council, about the taxiway works at Redhill Aerodrome - the period for appeal by the Aerodrome had now lapsed.</p> <p>The Transport Working Group to draft a letter noting the nuisance to local residents from helicopter use at the Aerodrome and to highlight the lack of engagement with the public from operators.</p> <p>Cllrs raised concerns about the widespread disruption to the rail network following the introduction of rail timetable changes in mid-May – a request for comments from rail users to be included in the next Link article. In addition, Cllr Miller to write to the SCRP to raise a concern about the general appearance of Nutfield Station and in particular the condition of the footbridge – once again, comments from rail users to be requested via the next Link article.</p>	<p>PM</p> <p>SH DM</p> <p>SH</p>
12.	<p><b>Finance</b></p> <p>The Clerk confirmed the total bank balances of £140,013 with uncashed payments of £622 leaving available funds of £139,391. The balance of Community Infrastructure Levy (CIL) reserves stood at £76,067, following the recent expenditure of £901 on a new notice board, and the balance of earmarked reserves stood at £16,620.</p> <p>The Clerk had not been able to provide a written variance statement on this occasion but confirmed that there was nothing exceptional to report at this point in the financial year but chose to highlight the fact that income from the burial grounds was currently holding up well at £2,280 with further income expected in the next few weeks.</p> <p>It was noted that the Chairman of the Council and Head of the Finance Working Group, John Johnson, would be the appropriate recipient of bank statements until a new Clerk is appointed. Cllrs also acknowledged that the current Clerk would need to be removed as a signatory from the Council's bank accounts – the Assistant Clerk, Maxine Gray, to arrange these changes.</p>	<p>MG</p> <p>MG</p>
13.	<p><b>Recruitment of a new Clerk and transition arrangements</b></p> <p>Cllrs gratefully accepted an offer by the current Clerk to extend his period of employment from the 9<sup>th</sup> to 20<sup>th</sup> June to enable him to complete the draft minutes of this meeting and provide a handover to the Assistant Clerk.</p> <p>It was agreed (under Financial Regulations item 4.5), that to enable the Council's computer to be operated from the Parish Office, to acquire suitable hardware at a maximum cost of £80 and to purchase a mobile 4G service at a maximum cost of £60 for three months. The Assistant Clerk to order and claim back via expenses.</p> <p>Cllrs agreed that one applicant for the role of Clerk should be interviewed and Cllrs Miller, Murray and Sandiford confirmed their availability for this. Cllr Miller to contact the candidate to secure arrangements. In order for the full Council to consider whether to recruit (and agree the terms of employment), Cllrs discussed the mechanism for convening an extraordinary meeting shortly after the interview. The Chairman, helped by the Assistant Clerk, to call an EGM no later than 11 June 2018.</p>	<p>SB SB</p> <p>MG</p> <p>DM</p> <p>JJ MG</p>
14.	<p><b>Grant Applications</b></p> <p>The Council had received two completed grant applications and one funding enquiry since the last meeting – the Clerk had circulated details in respect of each prior to the meeting. As a result, the Council resolved:</p> <ul style="list-style-type: none"> <li>• In respect of the grant application from the Tandridge Neighbourhood Watch, to award £100 (in full)</li> <li>• In respect of the grant application from the Nutfield Football Club and Nutfield Youth Football Club of £3,000, not to make an award due to the size of the project and the lack of available grant funds.</li> <li>• In respect of an enquiry about the availability of Community Infrastructure Levy funding for a private residential road, not to take any further action as the Council felt this was an inappropriate use of public funds.</li> </ul> <p>The Assistant Clerk to notify each enquirer accordingly.</p>	<p>MG</p>
15.	<p><b>Working Groups</b></p> <p>Cllr Hall confirmed that he had made an enquiry to SCC about the feasibility of their funding of an elevated platform ('cushion crossing') outside the school on Mid Street</p>	

	using funding under the 'Safer Routes to Schools' initiative. No other reports were given by Cllrs in respect of Working Groups.	
16.	<p><b>Groundworks, land and tree management (including cemeteries, allotments, jubilee fields and 'village green')</b></p> <p>Cllrs agreed to continue with the current grass cutting arrangements (two to three cuts a year depending on the weather) for the Jubilee Fields at a cost of £200 (plus VAT) per cut – this was within the budgeted costs. In addition (see item 8), Cllrs approved the allocation of £1,000 from the Village Assets budget towards the cost of employing contractor(s) to deal with ad-hoc grounds maintenance works around the Parish. Cllrs to provide the Land Working Group with the names and contact details of potentially suitable contractors.</p>	ALL
17.	<p><b>Events (public) and meetings of Outside Bodies</b> (other than transport groups)</p> <p>Cllr Hall confirmed his availability to attend the TDC Parish Assembly (27 June) – the Clerk to advise TDC. No Cllr was available to attend the Tandridge Local Committee (22 June).</p>	SH
18.	<p><b>Councillor surgeries and monthly news article</b></p> <ul style="list-style-type: none"> <li>• Cllrs Hall and Hanson had already agreed to attend the next surgery in June (with Cllr Murray as reserve) and Cllrs Miller and Mowatt (with Cllr Johnson as a reserve) volunteered for the surgery in July.</li> <li>• Cllr Hall to draft the forthcoming Link article. Cllrs to advise Cllr Hall of any further items (see item 11) by the end of the week and Cllr Hall to circulate a draft article for comment before the 12<sup>th</sup> of June.</li> </ul>	SH PH DM RM SH
19.	<p><b>Training</b> (and conferences).</p> <p>None.</p>	
20.	<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 1: Schedule of Payments) which totalled £5,892.59. It was noted that Community Infrastructure Levy reserves were not used on this occasion. The Clerk to dispense payments.</p> <p>Cllrs approved expenditure of £89.90 (net of VAT) in respect of the five-year renewal of the Council's domain names in respect of the two burial grounds. In addition, Cllrs agreed gravedigger fees of £95 in respect of an interment in the Cemetery (the Council had already received matching funds from the client). The Assistant Clerk to arrange payment of each.</p>	SB  MG MG
21.	<p><b>Notification of business for inclusion on the next agenda</b></p> <p>Cllrs nominated the following items for inclusion in the next agenda: the Council's approach to protecting the Green Belt from inappropriate development; how best to respond to cumulative development resulting from multiple planning applications in and around a site; a review of qualifying criteria for Community Infrastructure Levy funding and an update on General Data Protection Regulations.</p>	KS PM KS PM SH
22.	<p><b>Next meeting date(s)</b></p> <p>Cllrs noted that the Council's next meeting would take place on 4 July 2018 at the Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE starting at 7.30pm.</p>	ALL
23.	<p><b>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</b></p> <p>Nothing discussed under this item.</p>	

## Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
003320	Mulberry & Co	203.22	Internal audit fee for year-end 2017/18
003321	Simon Bold	*****	Clerk's salary, office allowance (May 2018) and back pay (August 2017 to April 2018)
003322	Simon Bold	123.98	Expenses claimed by the Clerk (May 2018)
003323	Maxine Gray	*****	Assistant Clerk's salary (May 2018) and back pay (April 2018)
003324	Maxine Gray	85.93	Expenses claimed by the Assistant Clerk (May 2018)
003325	HM Revenue and Customs	704.52	PAYE and Class 1A NICS (May 2018)
DD*	National Employment Savings Trust (NEST)	149.96	Pension – Employer and employees contributions (May 2018)
003326	Nutfield Village Hall Limited	270.00	Parish Office rental fee (£250 half year) and hall hire (June 2018 Parish Council meeting)
003327	The Groundsman Ltd	600.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (May 2018)
DD*	SES Business Water	9.00	Monthly water charges - cemetery
DD*	SES Business Water	22.00	Monthly water charges - allotments
003328	Caterham Valley Parish Council	130.00	General Data Protection Training (staff and Cllrs)
DD*	Public Works Loan Board (503604)	1,679.00	Repayment instalment (Memorial Hall)
003329	Simon Bold	8.10	Additional expenses claimed by the Clerk (May 2018)
	<b>Total</b>	<b>£5,892.59</b>	

\* Payment scheduled by Direct Debit