



Nutfield Parish Council

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Minutes of the meeting held on 4 July 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 Paul Murray and Cllr Kent Sandiford.

Attending: 3 visitors (all part), District Cllr Debbie Vickers and County Cllr Rose Thorn (all part) Nicky Chiswick, Clerk, Nutfield Parish Council

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

In attendance: Maxine Gray, Assistant Clerk

1.	The Chair to open the meeting. Cllr Johnson opened the meeting.	
2.	Councillor apologies for absence. Cllr Mowatt had provided his apologies prior to the meeting.	
3.	Code of Members' Conduct The Assistant 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: <ul style="list-style-type: none"> A25 Gateway project revival (Cllr Johnson advised that this was covered in agenda item 15) Planning application clarity 2018/1072. 	
5.	Report from County & District Councillors <ul style="list-style-type: none"> District Cllr Vickers raised the topic of Tandridge District Council's meeting that took place on 3rd July. The Planning Policy Committee voted to approve the Draft Local Plan for a Regulation 19 consultation which will now take place between 30 July and 10 September 2018. District Cllr Vickers also provided updates on land ownership and current planning applications for the Planning Working Group. County Cllr Thorn confirmed that she has meeting with Road Safety and Traffic Management Officer with regards to reviewing the speed limit on A25. County Cllr Thorn also confirmed a site meeting is arranged 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 confirmed Kings Cross Lane 30mph signage was approved by Surrey County Council and will follow the installation of this up. 	
6.	Acceptance of last minutes	

	The Assistant Clerk had prepared and circulated minutes of the meeting held on the 6 th June 2018 and the extraordinary meeting held on 15 th June 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.	NC
7.	<p>Planning Applications</p> <p>In respect of the four applications notified by TDC since the last Parish Council meeting, it was resolved that:</p> <ul style="list-style-type: none"> - <u>2018/827</u> 3 Peytons Cottages, Nutfield Marsh Road, Nutfield RH1 4JB. <ul style="list-style-type: none"> o NPC wish to acknowledge neighbouring properties comments submitted after NPC June Parish meeting and request that TDC planning officers give full consideration to neighbours objections and concerns. - <u>2018/1204</u> Highview, Netherleigh Park, South Nutfield RH1 5NH. <ul style="list-style-type: none"> o Cllrs had no objections/no wish to comment. - <u>2018/1072</u> Little Hundith, Kings Cross Lane, South Nutfield RH1 5NS. <ul style="list-style-type: none"> o Cllrs to consult with the Council's Planning Advisor to prepare a response. Cllrs agreed a maximum of £60 for this report. Due to time constraints, on submission of Advisor's report, the Council may hold an extraordinary meeting. Cllr Murray advised that the Council is against inappropriate development on Greenbelt land - <u>2018/1162/TPO</u> Woodlands, The Avenue, South Nutfield RH1 5RY. <ul style="list-style-type: none"> o Cllrs had no objections/no wish to comment. <ul style="list-style-type: none"> • In respect of the planning appeals 2018/52 22 Mid Street notified by TDC, Cllrs felt that the Council's original comments remained appropriate and that no additional comments, at this juncture, were necessary. • Cllrs agreed to delay the discussion of the Councils' approach to protecting the Green Belt from inappropriate development until October's meeting due to TDC's Draft Local Plan Regulation 19 consultation announcement. • Cllr Murray advised a meeting is planned with TDC to clarify the qualifying criteria for Community Infrastructure Levy which will be reported back to Council to enable a NPC policy to be agreed which is consistent with TDC's position regarding percentages. • Cllr Sandiford advised the Council's Planning Advisor is creating a policy for cumulative development resulting from multiple planning applications in and around a site, which was agreed at a previous meeting to establish a consistent position. Cllr Sandiford to follow up with Advisor and report back to Council at the next meeting. 	<p>NC</p> <p>NC</p> <p>KS, NC</p> <p>NC</p> <p>NC</p> <p>PM</p> <p>PM</p> <p>KS</p>
8.	<p>Reports from the Assistant Clerk</p> <ul style="list-style-type: none"> • Assistant Clerk's report circulated to all Cllrs prior to meeting. • <u>Induction of new Clerk</u> – • Cllrs agreed expenditure of a maximum of £70 to purchase new business cards and approved £253 to purchase a desk and pedestal. Clerk and Chair to update Council's bank details and mobile phone. Clerk's membership of SLAC discussed – Clerk to report back to Cllrs at next meeting if membership is for the individual or the Council. A maximum expenditure of £250 was agreed for membership if a transfer of membership was not possible. The Clerk to liaise with Payroll Bureau regarding updating the Council's employee pension scheme. • <u>Noticeboards</u> – The replacement and refurbishment of NPC noticeboards was discussed by Cllrs. Cllrs agreed a recent precedent has been set to standardise the NPC noticeboards with metal boards using the same supplier as previously approved boards. The Station Pub noticeboard, whilst currently considered safe, was agreed by Cllrs to be at the end of its life and required to be disposed of when a replacement was installed. Cllrs further agreed that the 	<p>MG</p> <p>NC JJ</p> <p>NC</p>

	<p>two NPC wooden noticeboards, once refurbished, would be suitable for repurposing in the cemetery and woodland burial as they would be in keeping with the natural surroundings. The Cllrs agreed, subject to checks with land owners and SCC where appropriate, that the wooden board outside the Memorial Hall should also be replaced with a standardised metal noticeboard. Clerk and Assistant Clerk to liaise with land owners and SCC.</p> <p>Cllrs approved a maximum expenditure of £4,500 for the refurbishment, replacement and installation of two new metal noticeboards and two existing wooden noticeboards. It was agreed to use CIL funding as a direct benefit to the local community.</p> <ul style="list-style-type: none"> • <u>Cemetery and Woodland Burial Funeral Cones</u> – The purchase of black funeral cones was discussed by Cllrs for interment use at NPC’s burial grounds. They were deemed appropriate for layby and grave marking for grave diggers and funeral directors. Cllrs approved a maximum spend of £70 to buy cones using CIL funding as a direct benefit to the community for a parish amenity. Assistant Clerk to arrange purchase. • <u>Remembrance Day Poppies</u> – The Assistant Clerk advised the Council’s poppies that attach to lampposts have depleted due to weather damage. Cllrs agreed a maximum spend of £100 to purchase more poppies through the Royal British Legion. Assistant Clerk to arrange purchase. • <u>South Nutfield Recreation Ground swings</u> – The Assistant Clerk advised TDC have replacements on order and will arrange installation in due course. • <u>CCTV at Nutfield Village Hall</u> – this was raised by the Village Hall Committee to replace and extend CCTV. Cllrs discussed the project and decided this was not a project the Council would partake in. Cllrs suggested the Grant application process could be considered, Clerk to advise the Hall Committee on the process. 	<p>NC, MG</p> <p>MG</p> <p>MG</p> <p>NC</p>
9.	<p>Local Transport</p> <ul style="list-style-type: none"> • Aviation report circulated to Cllrs prior to meeting. • New Railway timetable issue – Cllrs discussed rail users/resident’s recent feedback and decided to write to local MP Sam G with the Council’s concerns on behalf of residents. Cllrs Miller and Murray to draft letter and circulate to Cllrs for approval. Also to include Route 3 concerns. 	<p>PM, DM</p>
10.	<p>Finance</p> <p>The Assistant Clerk confirmed the reserve bank balance is £146,770.98 as of the most recent bank statement dated 26th June.</p> <p>Cllrs discussed the Responsible Financial Officer position with regards to the new Clerk. Clerk to check upcoming financial responsibilities in the coming months and report back to the Finance Working Group. Cllrs discussed the redacted salaries currently shown on the payment schedule which accompanies the monthly minutes. Clerk and Assistant Clerk to discuss and report back to Council at next meeting.</p>	<p>NC</p> <p>NC, MG</p>
11.	<p>Parish Office</p> <p>Cllrs discussed how the Parish Office was to be used in the future and the secure disposal of older archived documents which are no longer required. Cllrs Holden and Murray agreed to start the process, taking into account storage and accessibility.</p>	<p>RH, PM</p>
12.	<p>Standing Orders</p> <p>Standing Orders update from Cllrs Murray and Miller – Cllrs agreed the need to include a review/consider terms of reference for Working Groups at the same time. The new Clerk to be included in the process as Proper Officer and RFO. Cllrs Murray and Miller will put together a proposal to bring to Council.</p>	<p>PM, DM, NC</p>
13.	<p>Grant Applications</p> <p>None received.</p>	
14.	<p>Working Groups</p> <p><u>Staffing</u> – Assistant Clerk’s annual appraisal to be arranged, Cllr Murray suggested the Assistant Clerk should be paid at Clerk’s rate for the transitional period between</p>	<p>DM</p>

	<p>Clerks, 11th June to 6th July, in recognition of the extra duties taken on. Cllrs approved this pay difference, Assistant Clerk to advise Council of the hours prior to next meeting. The Assistant Clerk thanked the Cllrs for the recognition.</p> <p>The Cllrs discussed on which Groups the new clerk should be, decided to continue with previous Clerk's groups and reassess in due course.</p> <p><u>Communications</u> – the GDPR 'Data Mapping Exercise' was circulated to Cllrs at meeting. Cllr Hall advised some actions have already been implemented. The Clerk to investigate best practise, Cllr Hall to draft a data retention policy (item 2), look at costings for: storage and communication; PC and laptop encryptions; Office 365, Sharepoint (items 3&4).</p> <p><u>Cemetery and Woodland Burial</u> – previously circulated report. Cllr Ford discussed data processing for the digitised ledger records and employing a data input officer. Staff Working group to look at contract and remuneration. Assistant Clerk & Clerk to look at timing to work out amount of hours required for (costing/timing per record). Fixed term contract PAYE. Sensitive data, so work needs to be carried out in Parish Office. Cllr Ford to arrange meeting.</p> <p><u>Highways</u> – Cllr Hall attended the TDC Parish Assembly and the grass verge cutting query was raised from the previous meeting. It was noted that the general parishes' feedback to TDC was there was too little information for parishes to make a decision on how to progress. Louise Round is to write to each council for costing in 2019. TDC looking for majority of parishes to agree.</p>	<p>MG</p> <p>NC, SH</p> <p>DM</p> <p>NC, MG, SF</p>
	<p><i>At this point in proceedings, the Assistant 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>	
	<p>Cllr Hall also discussed community wardens for parking in each ward, which will be looked at by the Highways Working Group in relation to ongoing parking issues within the Parish.</p> <p>Cllr Sandiford to report back to Cllrs with an update regarding gate changes at Nutfield Church Primary School on Mid Street, South Nutfield.</p> <p><u>Local Plan</u>- TDC have announced South Godstone is the preferred choice for the Garden Village. Cllr Murray confirmed South Nutfield & Nutfield are not classed as 'inset' villages within the Green Belt, they are classified as Tiers 3 and 4 settlements respectively. This means that both settlements will remain 'washed over' by Green Belt regulations. The Garden Village consultation now goes through due process with the inspector, it is not out for public consultation yet, which will look at soundness of process and methodology used.</p> <p>The Council wish to be involved in the Regulation 19 process, Cllr Murray to obtain a quote for the report from the Council's Planning Advisor. Cllrs approved asking the Advisor to formally respond once quote has been obtained and agreed- to be brought to next meeting (monthly or EGM).</p> <p>Cllr Murray advised Reigate would be looked at in due course. Cllrs voted to continue to work with Salfords & Sidlow Parish Council and Nutfield Conservation Society (NCS) and allow NCS to have access to the Advisor's draft response to Regulation 19 prior to the Council's approval.</p>	<p>SH</p> <p>KS</p>
	<p><i>PM briefly left the room and returned before the next item.</i></p>	
15.	<p>Groundworks, land and tree management (including cemeteries, allotments, jubilee fields and village green)</p> <p>The A25 Gateway Project was discussed and Cllrs agreed more information was needed on land ownership and consultation with SCC Highways. Also the Gateway would need to be both sides of the A25 (in and out). The Council to request a full proposal submission from the proposer.</p> <p>The temporary lorry parking on the A25/A22 was discussed by Cllrs in relation to lorries parking within the parish. This was identified as a potential grant application to TDC.</p>	<p>NC</p>
16.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>None.</p>	

17.	<p>Councillor surgeries and monthly news article</p> <ul style="list-style-type: none"> Updated Surgery list to be circulated to all Cllrs. Cllr Hall to draft the forthcoming Link article, items to be included: new Clerk; pavement the maintenance of hedges/boundaries; the upcoming open morning on Saturday 15th September 2018 for the Cemetery & Woodland Burial. <p>Cllr Murray to draft information on Regulation 19 for Link article.</p>	NC SH, PM
18.	<p>Training (and conferences).</p> <p>New Clerk training approved as follows:</p> <ul style="list-style-type: none"> at a cost of £100, taking place on 18th July 2018, New Clerk training; at a cost of £100 on 27th September, Legal and Financial training. <p>Clerk to book both training days.</p>	NC
19.	<p>Payment(s)</p> <p>Cllrs approved the list of payments (see Appendix 2:Schedule of Payments) which totaled £8061.37 and that had been prepared and circulated to Cllrs prior to the meeting. The Clerk to dispense payments.</p> <p>Cllr Johnson confirmed the receipt of repayment of CILCA cost of £96 from the previous Clerk.</p>	NC
20.	<p>Notification of business for inclusion on the next agenda</p> <p>VAT return.</p>	
21.	<p>Next meeting date(s)</p> <p>Cllrs noted that the Council's next meeting was scheduled for 8th August however, it was agreed to investigate moving it to 1st August, venue TBC, Cllr Murray to Chair</p>	ALL
22.	<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
003330	Tandridge Neighbourhood Watch Steering Group	100.00	Grant award (June 2018)
003331	M J Tamplin	95.00	Grave digging (June 2018)
003332	Myers Tree Services	4080.00	Tree works in the Triangle
003333	Simon Bold	*****	Clerk's salary, office allowance (June 2018)
003334	Simon Bold	104.66	Expenses claimed by the Clerk (June 2018)
003335	Maxine Gray	*****	Assistant Clerk's salary (June 2018)
003336	Maxine Gray	130.98	Expenses claimed by the Assistant Clerk (June 2018)
003337	HM Revenue and Customs	537.30	PAYE and Class 1A NICS (June 2018)
DD*	National Employment Savings Trust (NEST)	155.72	Pension – Employer and employees contributions (June 2018)
003338	The Groundsman Ltd	600.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (June 2018)
DD*	SES Business Water	9.00	Monthly water charges - cemetery
DD*	SES Business Water	22.00	Monthly water charges - allotments
003339	Nutfield Memorial Hall	36.00	Hall hire (July 2018 Parish Council meeting)
003340	Blue Pixel Design	60.00	Website maintenance work May 2018
003341	Nicky Chiswick	253.00	Expenses claimed by Clerk – desk/pedestal
	Total	£8061.37	

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