



Nutfield Parish Council

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Members of Nutfield Parish Council are summoned to attend the meeting to be held on Wednesday 7th November 2018 at 7:30pm at the Nutfield Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE.

PUBLIC AND PRESS ARE WELCOME TO ATTEND

AGENDA

1.	The Chair To Open The Meeting.
2.	Councillor apologies for absence.
3.	Code Of Members' Conduct <i>To receive disclosure of any changes to Councillor's Notification of Disclosable Pecuniary & Other Interests Forms and to receive disclosure by Councillors of any Disclosable Pecuniary Interests and/or other interests arising under the Code of Conduct in respect of any items on the agenda.</i>
4.	Public Session (a maximum of 20 minutes)
5.	Report from County & District Councillors (a maximum of 10 minutes)
6.	Acceptance Of Last Minutes <i>To approve and sign the minutes of the meeting held on 3rd October 2018.</i>
7.	Planning Applications <i>To review 1 application notified by Tandridge District Council (TDC) since the Parish Council's last meeting:</i> <i>2018/1111 - 11 Ridge Green Close, South Nutfield RH1 5RW. Erection of single storey front, side and rear extension with changes to fenestration</i>
8.	Working Group Restructure Further discussion on maximum numbers of councillors to sit on any one Working Group.
9.	Reports From The Clerk including highways and employment matters. <i>To include, where appropriate, discussions and agreement of the next steps and expenditure in respect of:</i> <i>1. Assistant Clerk – Recruitment update and to propose equipment required for Assistant Clerk and to agree spend if required</i> <i>2. Christ Church notices</i> <i>3. Nutfield Parish Equipment - To discuss where to store the equipment that is to be purchased. Propose and present a tool shed for the village hall area. To agree expenditure</i> <i>4. Other correspondence (correspondence report)</i> <i>5. Remembrance Day</i>
10.	Local Transport <i>Councillors to discuss issues (including any consultations) relating to local transport, including airports, and agree a course of action and, if appropriate, any related expenditure.</i> <i>- Train delays from Nutfield</i>
11.	Asset Register

	To review the current 'Asset Register' and to discuss/agree on potential updates or spend to the register.
12.	3 – 5 year Plan/Forward Plan To discuss and decide whether to formulate and adopt a forward plan to take effect from April 2019.
13.	Public Session To discuss and decide if NPC should record the public forum aspect of the Council Meetings in more detail. To potentially make a councillor responsible for actioning any requests.
14.	Proposed Updating of NPC Web-Site To discuss possible updates on the NPC website (with examples). Propose costings and next steps.
15.	PM Air Quality Monitor Update on the PM Air Quality monitor on A25 at Nutfield
16.	Parking Update To discuss if NPC should invite the Police to enforce the existing regulations on illegally parked cars Discuss next steps from the public session (parking and traffic) of the October's meeting.
17.	Councillor Recruitment – Purdah To discuss the current situation on Councillor Recruitment and advise on Purdah dates in 2019.
18.	Finance <ol style="list-style-type: none"> 1. Clerk to provide details of the NPC bank balances including CIL summary and Bank Reconciliation 2. Present Cemetery income/expenditure to date
19.	Village Hall <ol style="list-style-type: none"> 1. Village Hall – Update on Village Hall directorship and next steps.
20.	Grant Applications <i>Councillors to consider any applications received and, if appropriate, approve donation(s)</i>
21.	Working Groups <i>Councillors to review and discuss the reports from each Working Group and, where appropriate, to agree actions. Also, changes, if required, to group memberships and/or responsibilities to be noted:</i> <ol style="list-style-type: none"> 1. <u>Highways</u> – Update on the Highways report – discuss findings and agree expenditure on proposals where necessary 2. <u>Communications</u> - Update on General Data Protection 365 purchase 3. <u>Cemetery</u> <ol style="list-style-type: none"> i. Update on the Cemetery Working Group report, discuss findings and agree expenditure on proposals where necessary
22.	Groundworks, land and tree management (including cemeteries, allotments, jubilee fields and 'village green') <i>To review and, if appropriate, approve expenditure.</i> <ol style="list-style-type: none"> 1. Ash dieback – to discuss and agree a policy regarding the issue 2. TDC verge maintenance – to discuss and agree how to deal with this issue in 2019/20 and agree spend if necessary
23.	Events (public) And Meetings Of Outside Bodies (other than transport groups) <i>Councillors to approve, as appropriate, attendees and any related expenditure in respect of events.</i>
24.	Councillor Surgeries And Monthly News Article <ol style="list-style-type: none"> 1. Councillors to confirm dates for 1st half 2019 surgeries and council meetings. Confirm 17th November and 15th December 2018. 2. Link monthly news article topics to be discussed and decided upon.
25.	Training (and conferences).

	<i>To consider and, if appropriate, agree participants and approve any related expenditure.</i>
26.	Payment(s) <i>Council to, if appropriate, approve the list of payments (including any funded using Community Infrastructure Levy funds).</i>
27.	Any other business the chairman is of the opinion should be considered at the meeting as a matter of urgency
28.	Notification Of Business For Inclusion On The Next Agenda <i>Councillors to consider and nominate items for the agenda of the next meeting.</i>
29.	Next Meeting Date(s) <i>To confirm the next ordinary Council meeting on 5th December 2018 at Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ.</i>
30.	Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960: <i>To include items that need consideration and/or a decision whilst excluding the public.</i>