



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 Wednesday 7 September 2016 at the
Nutfield Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE

Councillors (Cllrs) present:

Cllr Ian Reeve (Vice-Chair), Cllr Sue Ford
Cllr Rob Holden, Cllr John Johnson,
Cllr Paul Murray and Cllr Grahame Shaw.

Attending (all part):

5 visitors
County Cllr Helena Windsor
Maxine Gray, Assistant Clerk

Meeting opened at 7:35pm and closed at 11:35pm.

In attendance: Simon Bold, Clerk

1.	Chairman to open the meeting Cllr Reeve, acting Council Chairman, opened the meeting.	
2.	Councillor apologies for absence. Cllr Kent Sandiford had provided apologies prior to the meeting. David Dowden and Sue Renaut had resigned a couple of days before the meeting.	
3.	Code of Members' Conduct The Clerk confirmed that he had received a completed Declaration of Acceptance of Office and Notification of Disclosable Pecuniary & Other Interests from both new Cllrs (Holden and Shaw). In addition, the Clerk confirmed that no other Cllr had made a change to their Notification of Disclosable Pecuniary & Other Interests form since the last meeting. No Cllr declared any Disclosable Pecuniary Interests and 'Other Interests' in respect of any item on the agenda.	
4.	Public Session The following subjects were raised: a commemorative plaque; sight lines at a junction on Kings Cross Lane; highways issues at Kings Mead and vegetation on Charles Maw Trust land.	
5.	Report from County & District Councillors In the absence of District Cllrs, who had all sent their apologies to the Clerk, the Clerk passed on a written message from District Cllr Debbie Vickers concerning news relating to the affordable housing scheme at Kings Cross Lane. County Cllr Windsor raised a number of highways issues and reported that she would be conducting a site visit with the local Highways Officer to address many of these.	
6.	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 3 August 2016. Cllrs approved these minutes and the Chair signed them on behalf of the Council. At the request of Cllr Johnson, the vote to approve the minutes was noted as follows: 4 Cllrs approved and 2 Cllrs abstained. The Clerk to arrange the display of these minutes on the Council's notice boards and website.	SB
7.	Reports from the Assistant Clerk and Clerk The Assistant Clerk had circulated an activity report to everyone prior to the meeting. By this point in the meeting, the Assistant Clerk had left and the Clerk checked with Cllrs that they had seen this report - all acknowledged its usefulness. The Assistant Clerk to produce this report on a monthly basis along with the new Highways Report	MG

	<p>to be used to record local highways problems and track remedial action by Surrey County Council (SCC).</p> <p>In respect of an enquiry by the local pre-school in respect of an allotment, Cllrs felt that the site was currently unsuitable for groups of children due to safeguarding issues – the Assistant Clerk to reply on this basis. The Clerk summarised the current allotment income taken from an allotment report prepared by the Assistant Clerk. The Clerk reported his intention to switch the Council's accounts from an 'income and expenditure' basis to 'receipts and payments' as he felt this was more appropriate to the Council's size (e.g. turnover consistently less than £200,000) and would enable a simplification of information for Cllrs and the public. He added that in the last month the Council's bookkeeper had confirmed that she was no longer able to continue (for family reasons) but felt that, on a 'receipts and payments' basis, the accounts could be fully maintained in-house.</p> <p>For the benefit of the new Cllrs, the Clerk explained the Council's separate role as Trustee and outlined the financial and procedural differences of these discrete legal entities (see also item 10).</p> <p>Finally, under correspondence, the Clerk mentioned an invitation from Gatwick Airport, sent to local Town and Parish Councils, to attend conducted site tours (Cllrs Johnson and Murray expressed an interest) and also proposals from the Nutfield Village Hall Ltd about future occupancy of the Parish Office which the Clerk will add to the agenda of the next meeting.</p>	<p>MG</p> <p>SB</p> <p>JJ PM SB</p>
8.	<p>Highways</p> <p>Cllrs discussed the speed survey data, provided by SCC, relating to the ongoing issue of a 20 mph speed limit outside the school on Mid Street. It was decided to submit a question to the Tandridge Local Committee, which Cllr Murray agreed to draft, with the purpose of obtaining details of how the data will be interpreted, relevant policies applied and what speed restriction options would be possible in consultation with the Parish Council.</p> <p>Cllrs Ford and Murray agreed to provide the Assistant Clerk with details of two separate highways issues and the Assistant Clerk to add these items to the Highways report if appropriate.</p>	<p>PM</p> <p>SF PM MG</p>
9.	<p>Current Planning Applications</p> <p>In respect of the four applications notified by Tandridge District Council (TDC) since the Parish Council's last meeting:</p> <ul style="list-style-type: none"> • <u>2016/996</u> Court Cottage, Church Hill, Nutfield RH1 4JA Cllrs had no wish to comment or object. • <u>2016/1454</u> 74A Mid Street, South Nutfield, RH1 4JH Cllrs had no wish to comment or object. • <u>2016/1494</u> 3 Mid Street, South Nutfield RH1 4JU Cllrs had no wish to comment or object. <p>The Clerk to notify TDC of the Council's comments in respect of the above cases.</p> <ul style="list-style-type: none"> • <u>2016/1534</u> 3 Marsh Cottages, Nutfield Marsh Road, Nutfield RH1 4ES The Clerk confirmed that he had reported to TDC problems in viewing details of this application online. In addition, Cllrs had not received a paper copy. As a result, Cllrs were unable to comment and the Clerk to write to TDC requesting a resolution of the problem and more time to allow the case to be assessed. This item to be carried over to the Council's next meeting. <p>In respect of the consultation notified by SCC:</p> <ul style="list-style-type: none"> • <u>2016/0006</u> Glebe Lake near Nutfield, Redhill, Surrey RH1 4JB Cllrs had no wish to comment or object. <p>The Clerk to notify SCC of the Council's comment in respect of this case.</p> <p>Cllr Johnson reminded Cllrs of the sites identified in the last TDC Local Plan consultation and that a further consultation by TDC was due shortly. In the interim, members of the Planning Working Group to liaise with the Council's Planning Advisor.</p>	<p>SB</p> <p>SB</p> <p>SB</p> <p>JJ PM</p>

10.	<p>Nutfield Memorial Hall Trust</p> <p>The Clerk had prepared a resolution for consideration by Cllrs as follows “The Council accepts that the Nutfield War Memorial Fund and Village Hall Trust (Registered Charities Number: 305086) and the land/ property associated with it does not form part of the Parish Council’s corporate property”.</p> <p>Cllrs discussed this matter and unanimously approved this resolution based on the findings of Surrey Community Action. In summary, the Charities Commission had confirmed that the Trustees and Parish Council back in 2012 mistakenly failed to follow correct procedures with respect to transferring trusteeship. This meant that, in effect, the Council had not become the sole Trustee and that, therefore, the Trustees as at 2012 remained responsible for the hall. To help clarify the current situation, the Charities Commission had advised the Council to sever all association with the hall. The Clerk to approach the Trustees about a joint article for the November edition of the Link magazine. The Clerk to arrange an update to the Council’s website to reflect the above.</p>	SB SB
	<p><i>Item 21 had been brought forward to enable the item to be discussed earlier than scheduled. The order of items, as stated in the agenda, has been maintained here for ease of reference.</i></p>	
11.	<p>Local aviation</p> <p>Cllr Johnson confirmed that he would attend the next Redhill Aerodrome Consultative Committee (RACC) meeting as the Council’s representative.</p> <p>In respect of Redhill Aerodrome’s pending planning application (2016/764), Cllr Murray to notify TDC that a member of the Parish Council will wish to speak if the case goes to the Planning Committee for review. If this is the case, a summary of the Parish Council’s objections to be circulated to TDC’s Planning Committee members.</p> <p>Cllr Murray reported on a number of aviation matters. In respect of the Council’s survey of residents, this showed that 79% opposed an additional runway at Gatwick versus 13% in favour of expansion. The balance were spoiled replies. On this basis, Cllrs agreed to send a letter to the local MP, Sam Gyimah, notifying him of this survey and the results. In addition, Cllrs agreed to send a letter to Mr Gyimah asking him to support eight local MPs who had raised concerns that increased night flights would be detrimental to local communities – Cllr Murray to circulate a draft of both letters to fellow Cllrs. In respect of Gatwick overflying, the Aviation Working Group were currently assessing, in conjunction with the Nutfield Conservation Society, the impact of Departure Route 3 and comments to be provided at a future meeting.</p> <p>Cllr Murray expressed a view that all local Parishes should attempt to work together when considering the impact of proposals such as changes to flight-paths.</p>	JJ PM PM PM
	<p><i>During item 11, Cllr Ford had temporarily left the meeting. Immediately after item 11, Cllr Murray temporarily left the meeting.</i></p>	
12.	<p>Groundworks, land and tree management</p> <p>Cllrs discussed the safety and condition of the War Memorial site in Nutfield and with Remembrance Day fast approaching agreed a maximum amount of £1,000 for repairs (within the Council’s budget). Cllrs Holden and Shaw to provide contractor details to enable the Clerk to source several quotes and commission the work.</p> <p>The Clerk had provided Cllrs with a quote for tree work relating to the Council’s most recent survey of trees on its land. Cllrs approved an initial amount of £4,000 for urgent works (within the Council’s total budget for tree related expenditure) on the basis of the Assistant Clerk would strive to obtain additional quotes. Approval had been proposed by Cllr Johnson and seconded by Cllr Holden with the caveats that expenditure would not include trees on Charles Maw Trust land and that TPO protected trees were to be identified and excluded from any works pending TDC approval. The Clerk to advise the Charles Maw Trust of any quotation relevant to trees on their land.</p> <p>Cllr Reeve raised a concern about the condition of the railing (posts and metal rail construction) on the green space outside the front of the Queen’s Head pub on</p>	RH GS MG SB

	<p>Nutfield High Street. Cllr Ford agreed to speak to the Landlords to see whether they would have an objection to the railing's removal.</p> <p>Cllrs approved a maximum of £500 for clearance of vegetation and any urgent repairs to the Council-owned bus shelter on Nutfield High Street. This followed an inspection of the shelter by the Assistant Clerk and Cllrs Holden and Murray. The Assistant Clerk to arrange works.</p>	<p>SF</p> <p>MG</p>
13.	<p>Air Monitoring (particulate matter - PM10)</p> <p>Cllrs Ford and Murray had prepared and circulated a proposal in respect of acquiring a particulate matter (PM) air-monitoring device with the aim to provide data that TDC could use to judge whether long-term monitoring, by them, of this pollutant risk was necessary. Research work had been carried out by Bletchingley Parish Council and supported by County Cllr Windsor. After a brief discussion, Cllrs approved a £702 (ex-VAT) contribution towards a PM10 monitor and a year's running costs, and added a modest additional contingency taking the total approved amount to £900. This expenditure was proposed by Cllr Ford and seconded by Cllr Murray and approved on the basis that this action would benefit a significant number of residents in Nutfield and thereby fall within the Council's 'free resource' under s.137 of the Local Government Act 1972. The Clerk to advise Bletchingley Parish Council of the above.</p>	SB
14.	<p>Cemetery & Woodland Burial Area</p> <p>Cllr Ford had circulated to Cllrs, prior to the meeting, details of a quotation for software to map and record information in relation to the Cemetery and Woodland Burial Site. Research had included a demonstration of the product to members of the Cemetery Working Group and subsequent tailoring of the total package on offer to meet the needs of Nutfield Parish Council. Cllrs approved a basic annual cost over five years of £460 plus provision for GPS equipment in the first year of £200. In addition, Cllrs approved a one-off cost of £1,000 to enable a tree survey of the Woodland Burial Area to provide a digital record to augment the new system. Cllr Ford proposed the above expenditure, which was seconded by Cllr Shaw.</p> <p>Cllrs discussed the cost of a suitable safe for housing the Council's Cemetery records. As a result, Cllrs approved expenditure of £635 (ex VAT) for the supply and delivery of a fire-protective safe (superseding a decision taken more than six months ago). Cllr Ford proposed and Cllr Murray seconded. The Assistant Clerk to arrange the purchase and delivery.</p>	MG
15.	<p>Grant Applications</p> <p>None.</p>	
16.	<p>Events</p> <p>None advised other than the invitation to Cllrs by Gatwick Airport (see item 7).</p>	
17.	<p>Training, conferences & consultations and meetings of Outside Bodies</p> <p>The Clerk had previously notified Cllrs of training for new Cllrs organized by the Surrey Association of Local Councils on the 20 September 2016. Cllrs Holden and Shaw indicated their interest in attending. Cllrs approved the cost of £55 + VAT per person plus travel expenses. The Clerk to secure bookings.</p> <p>No Cllr was able to confirm their availability to attend the Tandridge Local Committee scheduled for 23 September 2016.</p>	<p>RH</p> <p>GS</p> <p>SB</p>
18.	<p>Employment</p> <p>The Clerk had canvassed Cllrs, prior to the meeting, about the formal appointment of the Assistant Clerk and based on a successful probationary period the Council approved Maxine Gray's appointment. Cllr Ford had proposed and Cllr Shaw Gray had seconded. The Clerk to confirm this appointment.</p> <p>The Clerk and Cllr Murray to conduct an appraisal meeting with the Assistant Clerk and other members of the Staffing Working Group were invited to join this meeting. An appraisal meeting with the Clerk to be conducted in October by members of the Staffing Working Group, currently Cllrs Murray and Sandiford.</p>	<p>SB</p> <p>SB</p> <p>PM</p> <p>KS</p> <p>PM</p>

	The Staffing Working Group had met during August and had researched a suitable workplace pension in accordance with new workplace pension rules (auto-enrolment). As a result, Cllr Murray had circulated a recommendation to Cllrs. After a brief discussion, Cllrs agreed to approve this recommendation and the employer contribution rates from the outset of the scheme. Cllr Ford had proposed and Cllr Johnson seconded. The Clerk to liaise with the Council's payroll provider to commence implementation.	SB
	<i>Cllr Shaw left around this point in the meeting.</i>	
19.	Review and adoption of Policies To be carried forward to a subsequent meeting. Cllrs invited to circulate their comments to other Cllrs and the Clerk in the interim.	ALL
20.	Action List Cllrs to provide further updates to the list around the middle of the month and the Clerk to circulate these for information. Cllrs discussed the memberships of the Working Groups. Cllr Ford appealed for more Cllrs to join the Cemetery group and Cllrs Holden and Shaw had already expressed their interest during item 14. In respect of other groups, Cllrs discussed which groups they could support following the recent resignations and the Clerk to circulate a revised list to Cllrs after the meeting.	ALL RH GS SB
	<i>Item 21 had been brought forward during the meeting so that it followed item 10. Item 21 is recorded here to reflect the original order of items within the published agenda.</i>	
21.	Finance The Clerk provided the Council's current bank balances as follows: Current Account £200 and the Reserve Account £60,741.04. The Clerk had provided a copy of the variance report ending 31 July 2016 prior to the meeting and brought the most significant shortfalls (between the budget and expenditure) to the attention of Cllrs - no questions or queries were raised except the matter of an adjustment of VAT in connection with the completion of fixtures and fittings for the Memorial Hall. Cllrs agreed that it was not appropriate to reclaim VAT on these items (hence the adjustment) but wanted the Clerk to double-check the relevant invoices and to also look back into earlier years to ensure that nothing was missed. The Clerk to check and report his findings to Cllrs at a further meeting. The Clerk provided those Cllrs, who were not currently bank signatories, with Additional Party Forms after a resolution by the Council to approve a change in accordance with the following bank mandate "The authorised signatures in the current mandate, for the accounts detailed in section 2, be changed in accordance with the sections 5 and 6 and the current mandate will continue as amended". Cllrs to return completed forms to the Clerk for submission to the Bank including a completed form to enable the Clerk to have online view-only access to the Council's bank accounts. The Clerk confirmed the new bank interest rates effective from 7 November 2016. The Clerk outlined the timetable required for the Council to discuss and agree its budget for 2017/18 and to set a precept by January 2017. It was agreed that all Cllrs should consider budget items for a preliminary budget discussion in the next month. The Clerk reported that he had not received any comments or a report from the external auditor. This item to be carried forward to the next meeting. The Clerk recommended that no decision be made about appointing an internal auditor until the external audit had been completed.	SB RH JJ PM GS SB ALL SB
22.	Payment(s) The Clerk had provided Cllrs with background information about the maintenance of the churchyard at the Church of St Peter & St Paul, Nutfield prior to the meeting. This included details of the Council's responsibilities and statutory powers. The Council had received two invoices of £500 for 2015/16 and 2016/17 respectively - these invoices were included on the list of payments for consideration.	

	Cllrs approved the list of payments (see Appendix 1: Schedule of Payments) – approval had been proposed by Cllr Ford and seconded by Cllr Murray. Cllrs Reeve and Ford signed the cheques on behalf of the Council. The Clerk to dispense payments.	SB
	Due to an oversight, Cllrs did not consider a contribution towards a Remembrance Day Commemorative wreath and so this item to be raised at the next meeting.	SB
23.	Notification of business for inclusion on the next agenda Other than items already raised during the meeting, Cllrs raised no other item for inclusion on the next agenda.	
24.	Next meeting date(s) The next scheduled Council meeting to take place on 5 th October 2016 at the Village Hall, Mid Street, South Nutfield starting at 7.30pm.	ALL
25.	<u>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</u> None.	

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
003071	Nutfield Memorial Hall	33.00	Hall hire (Council meeting 11/05/2016)
003072	Ken Hamilton	280.00	Landscape maintenance (Nutfield Cemetery and Woodland Burial Area) in July 2016
003073	Simon Bold	*****	Clerk's salary (August 2016)
003074	Simon Bold	301.37	Clerk's expenses (including purchase of paper shredder) in August 2016
003075	Maxine Gray	*****	Assistant Clerk's salary (August 2016)
003076	Maxine Gray	40.10	Assistant Clerk's expenses in August 2016
003077	Post Office Limited	615.26	PAYE and Class 1A NICs (August 2016)
003078	Nutfield Memorial Hall	36.00	Hall hire (Council meeting 07/09/16)
003079	The Groundsman Landscapes Ltd	650.00	Landscape maintenance (Nutfield Cemetery and Woodland Burial Area) in August 2016.
003080	Nutfield Parochial Church Council	500.00	Contribution towards maintenance of the churchyard at St Peter & St Paul, Nutfield for 2015 (<i>Local Government Act 1972 s.214 (6) applicable to this and the next item</i>).
003081	Nutfield Parochial Church Council	500.00	Contribution towards maintenance of the churchyard at St Peter & St Paul, Nutfield for 2016.
DD*	Sutton and East Surrey Water plc	146.79	Water usage and service charge – allotments – for 28/01/2016 to 16/08/2016
DD*	Sutton and East Surrey Water plc	19.32	Water usage and service charge – cemetery – for 03/02/2016 to 24/08/2016
003082	Sharon Huseyin	75.00	Bookkeeping services (June and July 2016).
	Total	4,847.92	

*Payment by Direct Debit