



Nutfield Parish Council

Clerk to the Parish Council: Mr Simon Bold
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Minutes of the meeting held on 5 April 2017 at the Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ

Councillors (Cllrs) present:

Cllr John Johnson (Chair),
Cllr Sarah Collecott (part), Cllr Sue Ford,
Cllr Rob Holden, Cllr David Miller, Cllr Paul Murray
and Cllr Kent Sandiford.

Attending (all part):

4 visitors
County Cllr Helena Windsor
District Cllrs Gill Black, Tony Elias
and Debbie Vickers

Meeting opened at 7:34pm and closed at 10:55pm.

In attendance: Simon Bold, Clerk

1.	Councillor apologies for absence. Grahame Shaw had resigned since the last meeting and Cllrs wished to record their thanks for his contribution to the Council. Otherwise, no apologies received as all Cllrs present.	
2.	Code of Members' Conduct The Clerk confirmed that Cllrs Miller and Murray had made a change to their respective Notification of Disclosable Pecuniary & Other Interests forms since the last meeting. The Clerk had already updated the Register of Councillors' Interests and a copy had been uploaded to the Council's website. 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 application 2017/137 and so did Cllr Johnson in respect of applications 2017/341 and 2017/357/TPO. No other Cllr declared any Disclosable Pecuniary Interests and/or 'Other Interests' in respect of any item on the agenda.	
	<i>Cllr Sarah Collecott joined the meeting during the next item.</i>	
3.	Public Session The subjects of the Tandridge District Council's (TDC) Local Plan new settlement strategy, a local Housing Needs survey, the annual litter pick and traffic speeds on Mid Street were raised.	
4.	Report from County & District Councillors County Cllr Helena Windsor confirmed that a local meeting to discuss the speed of traffic on Mid Street had been arranged. The Nutfield Cemetery lay-by was raised as a topic for further discussion with Highways Officers and District Cllr Tony Elias offered to help with historic background information if required.	
5.	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 1 March 2017. 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
6.	Reports from the Assistant Clerk and Clerk including highways and employment matters. Cllrs Miller and Sandiford remarked that they had not had sufficient time to review the Assistant Clerk's report prior to the meeting.	

	<p>The Clerk to circulate an email from Surrey County Council (SCC) giving an update on part-night street lighting and the current limitations on any third party funding of street lighting.</p> <p>The Clerk confirmed the revised staff pay rates (increase of 1%) to take effect from 01 April 2017 in accordance with the National Salary Award (2016-2018) and Contracts of Employment. The new rates to be advised to the Council's payroll bureau and copied to Cllr Miller (Head of the Staffing Working Group).</p> <p>The Clerk reported that following clearance of the allotments a great deal of debris (including metal items) had been exposed which required removal. Cllrs discussed how best to clear this and Cllr Holden agreed to provide details of a contractor who had suitable certification to carry out this work – the Clerk to obtain a quotation for consideration by the Council at the next meeting.</p> <p>Cllrs agreed that the Clerk should write to the SCC cabinet member for Highways to seek the urgent restoration of street lighting on the footpath at the top of Mid Street - UKPN had been contracted to reinstate the electricity supply several months ago. Cllr Sandiford offered to attend the local meeting about traffic speed on Mid Street</p>	<p>SB</p> <p>SB</p> <p>RH SB</p> <p>SB</p> <p>KS</p>
7.	<p>Local Transport</p> <p>It was agreed to respond to the Biggin Hill supplementary consultation (re: instrument approach to runway 3) on the basis that the Council had considered the details and could see no reason to comment at this time but that this should not be construed as support of the proposal.</p> <p>Cllr Murray summarised the report on Aviation circulated to Cllrs prior to the meeting. In respect of railways, Cllr Murray to contact the Council's RRDRUA contact for an update and Cllr Collecott requested that the Council, via the Transport Working Group, consider a strategy in respect of the local railway service.</p> <p>Cllrs discussed news of the conversion of parts of the M23 to a 'smart' motorway and the potential for increased noise nuisance and air pollution (e.g. particulates). Cllr Ford to provide, prior to the next meeting, readings from the existing air pollution monitor in Nutfield for review by Cllrs.</p>	<p>SB</p> <p>PM</p> <p>SF</p>
	<p><i>Before the discussion in respect of application 2017/137 below, Cllr Ford temporarily left the meeting. She rejoined the meeting once the discussion had finished.</i></p> <p><i>Before the discussion in respect of applications 2017/341 and 2017/357/TPO below, Cllr Johnson temporarily left the meeting and then rejoined the meeting once the discussions in respect of these items had finished. During Cllr Johnson's absence, Cllr Murray temporarily chaired the meeting.</i></p>	
8.	<p>Current Planning Applications</p> <p>In respect of the thirteen new applications notified by TDC and one case carried over since the previous Parish Council meeting:</p> <ul style="list-style-type: none"> • <u>2017/137</u> 5 High Street, Nutfield, RH1 4HH Cllrs had no wish to object but felt that TDC needed to ensure that soundproofing would be implemented to the regulatory standard. • <u>2017/168</u> Dalma House, Kings Mill Lane, South Nutfield, RH1 5NB Cllrs objected to the installation of a 2.4m tall security fence over open ground along the roadside as they felt this structure was out of character with the rural setting and could increase the danger to users of the highway. • <u>2017/341</u> 12 Ridge Green, South Nutfield, RH1 5RN Cllrs had no wish to object or comment. • <u>2017/352</u> Brookside Close, Crab Hill Lane, South Nutfield, RH1 5PG Cllrs had no wish to object or comment. • <u>2017/357/TPO</u> 1 Ridge Green, South Nutfield, RH1 5RN Cllrs had no wish to object or comment. • <u>2017/354</u> 7 & 8 Thepps Close, South Nutfield, RH1 5NX Cllrs had no wish to object or comment. • <u>2017/434/TPO</u> Oak Tree Cottage, Kings Cross Lane, South Nutfield, RH1 5NJ Cllrs had no wish to object or comment. • <u>2017/469</u> Nutfield Nurseries, Crab Hill Lane, South Nutfield, RH1 5PG 	

	<p>Cllrs had no objection but commented that they would not wish to see this site over-developed given its location in the Green Belt.</p> <ul style="list-style-type: none"> • <u>2017/557/NC</u> Little Cormongers Farm, Mid Street, South Nutfield, RH1 4JU Cllrs objected to this application due to the additional traffic on to Mid Street. Cllrs also felt that the incremental development of this site, and others in the vicinity, was not appropriate for Green Belt land. • <u>2017/593</u> 19 Kings Mead, South Nutfield, RH1 5NN Cllrs had no wish to object or comment. • <u>2017/601</u> Glebe Cottage, Bletchingley Road, Nutfield, RH1 4HP Cllrs had no wish to object or comment. • <u>2017/259</u> Land at Kings Cross Lane, South Nutfield. Cllrs objected to this application due to changes to the site access and an increase in habitable space which, in the view of the Council, were not minor alterations - the Council wished to see these changes submitted under a completely new planning application. • <u>2014/1977/Cond1</u> Land at Kings Cross Lane, South Nutfield. Cllrs had no wish to comment other than to expect TDC to ensure the details are compliant with the original approval and building regulations. • <u>2017/507</u> Former North Cockley Landfill Site, Chilmead Lane, RH1 4ER This application to be carried forward to the next meeting to enable Cllrs more time to consider the details (see comments below in respect of 2017/0035). <p>The Clerk to notify TDC of the Council's comments in respect of the above cases. In respect of one consultation by SCC:</p> <ul style="list-style-type: none"> • <u>2017/0035 (ref: RE17/00570/CON)</u> Former North Cockley Landfill Site, Chilmead Lane, Redhill, Surrey, RH1 4ER The Clerk confirmed that SCC had agreed to allow the Council more time to consider the details of this application. The Planning Working Group to review the details and provide Cllrs with a recommendation before the next meeting. <p>Cllr Murray confirmed that Piers Mason, Chief Planning Officer and Martin Fisher, Leader of TDC had not responded to the Parish Council's enquiries about the Local Plan. The Clerk to write seeking replies and to ask whether neighbouring District/ Boroughs Councils had been consulted as part of the new settlement (Garden Village) strategy. Cllr Murray also confirmed that a meeting about the Local Plan had been held with Salfords & Sidlow Parish Council and that Bletchingley Parish Council would be invited to join future meetings. The Council's Planning Advisor had also been canvassed for views on the status of the Local Plan. The Planning Working Group to arrange a further meeting of Cllrs to discuss the Council's current standpoint and proposed next steps with respect to the Local Plan.</p> <p>Cllr Johnson had circulated, prior to the meeting, a draft Open Space, Sport & Recreation survey response for submission to TDC. Cllrs agreed that, subject to one minor change, to submit - the Clerk to action.</p>	<p>SB</p> <p>SB</p> <p>PM</p> <p>PM</p> <p>SB</p>
<p>9.</p>	<p>Groundworks, land and tree management (including cemeteries, allotments and 'village green')</p> <p>The Clerk provided a summary of quotes for work from the three tree surveyors selected at the last meeting. Cllrs approved the selection of a first and second choice surveyor to a maximum value of £2,280 (ex-VAT) subject to the completion of credit checks on each – an additional £20 was approved for these checks. Clerk to action.</p>	<p>SB</p>
<p>10.</p>	<p>Cemetery and Woodland Burial Area</p> <p>Cllr Ford provided a summary of recent work completed with the help of the Assistant Clerk. She also gave feedback in respect of a recent training course where the emphasis had been on best practice, the usefulness of standard procedures and associated documentation. Cllr Ford added that she was hopeful that most, if not all, of the digitization work in respect of Council's burial sites would be completed in the summer.</p> <p>Cllrs, on behalf of the Nutfield Burial Board, approved a new set of forms (subject to the inclusion of the Assistant Clerk's contact details on each and one amendment to</p>	

	<p>the Deed of Consent document) and a revised Table of Fees & Regulations in respect of the Woodland Burial site – all the above had been proposed by the Cemetery Working Group.</p> <p>Cllr Ford and the Assistant Clerk to review the comments provided by Cllr Murray in respect of the Woodland Burial website and to consider further enhancements to the website as well.</p>	SF MG
11.	<p>Action List & Working Groups</p> <p>Cllr Holden agreed to be the Head of the Land Working Group and Cllrs added the task of Health & Safety checking of the burial sites to the Land Working Group. No other changes to the Working Groups list were made (see Appendix 1: Working Groups).</p> <p>It was also agreed to add the task of checking the safety of headstones and memorials to the Council's Risk Register. The Clerk to update the Register.</p> <p>It was noted that the Finance, Communications and Planning Working Groups had all met since the last Council meeting.</p> <p>All Heads of Working Groups to review and update the priority rating of their projects in the next two weeks and the Clerk to circulate an updated version of the Action List to also include the addition of the Local Plan. The Clerk to move Action List & Working Groups higher up the order on future meeting agendas.</p> <p>Cllrs Collecott and Miller to produce the next Link article and all Cllrs to suggest items for inclusion by the end of the week.</p>	RH SB ALL SB SB SC DM
12.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>The Clerk highlighted a number of local events and Cllr Holden agreed to attend the next Memorial Hall monthly meeting.</p> <p>In respect of the Annual Parish Assembly, the Clerk confirmed that invitations had been sent including to the main speaker, that the catering had been booked and that various reports from both local groups and the Parish Council would be prepared ahead of the event. Cllrs Collecott and Murray to complete final preparations and advise Cllrs.</p>	RH SB SC PM
13.	<p>Training (and conferences).</p> <p>The Clerk confirmed that he had attended a training course in respect of Allotment Management, organised by the Surrey Association of Local Councils, and presented by a legal expert on the subject.</p> <p>The Clerk indicated his willingness to attend a (SALC) course on the subject of 'Council Meetings' and Cllrs approved the related expenditure of £80. Clerk to book.</p>	SB
14.	<p>Grant Applications</p> <p>None received.</p>	
15.	<p>Finance</p> <p>The Clerk confirmed the Council's current bank balances as follows: Current Account £630 and Reserve Account £75,442.62.</p> <p>The Clerk presented the Council's year-end financial statement for 2016/17, which the Chairman then signed on behalf of the Council along with the corresponding bank statements after they had been checked and verified.</p> <p>The Clerk had also circulated, prior to the meeting, an expenditure variance summary for review by Cllrs. No comment or query was raised by Cllrs in respect of this report.</p> <p>The Clerk to circulate a copy of the Council's Risk Register and to ask Cllrs for help monitoring some of the items prior to the next meeting. An updated version of the Register to be considered by Cllrs at the next meeting.</p>	SB
16.	<p>Audit 2016/17</p> <p>The Clerk set out, for Cllrs to note, the key processes and dates for the annual external audit - Sections 1 and 2 to be approved by 30 June 2017 and the external audit to be completed by 30 September 2017. The Clerk also advised that he had booked the year-end internal audit for early May.</p>	SB

17.	Payment(s) Cllrs approved the list of payments (see Appendix 2: Schedule of Payments) which had been prepared and circulated to Cllrs prior to the meeting. The Clerk to dispense payments. Cllrs approved expenditure of £50 in respect of staff business cards (which superseded a previous decision taken of 5 October 2016 for £35) so that a more economical number of cards could be obtained. Assistant Clerk to order.	SB MG
18.	Notification of business for inclusion on the next agenda None.	
19.	Next meeting date(s) The next scheduled meeting of the Council on 3rd May 2017 at the Nutfield Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE starting at 7.30pm.	ALL
20.	<u>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</u> None.	

Appendix 1 : Working Groups

Working Group	Tasks and projects	Members <i>(Heads <u>underlined</u>)</i>
Cemetery	Burial records and customer service	<u>Sue</u> , Grahame, David, Kent, Simon and Maxine
Communications	Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Transparency guidelines	<u>Paul</u> , Kent, Sarah, David and Simon
Community	Fly grazing (Council land), Crime Prevention measures, support to vulnerable people.	<u>John</u> , Sue and David
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	<u>John</u> , Paul, Kent, David 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>Paul</u> , Grahame, Sue and Maxine
Land	(Play areas), Tree Work, Bus Shelters, Burial sites (Health & Safety), (War Memorial), Jubilee Fields, Village Entry Signs, the Triangle, Village Green, the Pound, Allotments, (Nutfield Marsh).	<u>Rob</u> , Sue, Grahame, Maxine and Simon
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt, Local Plan.	<u>Kent</u> , John and Rob plus Paul (Redhill Aerodrome)
Staffing	Appraisals, Contracts, Pensions Well-being issues, HR Policies.	<u>David</u> , Kent, John, Simon and Maxine
Transport	All matters relating to airfields and airports including consultations, local railways.	<u>Paul</u> , Rob, John, Sarah, David, Steve Hanks and Duncan Mallison

Appendix 2 - Schedule of Payments

Chq No.	Payee	Amount £	Comments
003154	Surrey County Playing Fields Association	10.00	Affiliation fee for 2016/17 (retrospective)
003155	GACC	10.00	Annual subscription to the Gatwick Area Conservation Campaign (GACC)
003156	The Groundsman Landscapes Ltd	528.00	Ground clearance, light tree work and grass seeding at Nutfield Cemetery
003157	Simon Bold	*****	Clerk's salary (March 2017)
003158	Simon Bold	54.74	Clerk's expenses (March 2017)
003159	Maxine Gray	*****	Assistant Clerk's salary (March 2017)
003160	Maxine Gray	47.83	Assistant Clerk's expenses (March 2017)
003161	The Post Office Limited	452.29	PAYE and Class 1A NICs (March 2017)
DD*	National Employment Savings Trust (NEST)	86.77	Pension – Employer and employees contributions for March 2017
003162	Surrey ALC Ltd	951.42	Surrey Association of Local Councils & National Association of Local Councils subscription 2017/18
003163	The Groundsman Landscapes Ltd	600.00	Grounds maintenance for Nutfield Cemetery and Woodland Burial Area (March 2017)
003164	Nutfield Village Hall Ltd	20.00	Hall Hire (5 April 2017 meeting)
DD*	Public Works Loan Board (502929)	1,462.81	Repayment instalment (Jubilee Field 3)
DD*	Public Works Loan Board (499350)	2,784.00	Repayment instalment (Jubilee Field 1 & 2)
003165	Came & Company	25.00	Insurance Policy mid-term amendment (increase Buildings Sum Insured)
003166	Old Post Limited	360.00	Refreshments at the RAF Pilots tribute ceremony & memorial – Grant Award (LGA 1972, s.137)
	Total	£8,853.16	

* Payment scheduled by Direct Debit