



## Nutfield Parish Council

Clerk to the Parish Council: Mr Simon Bold  
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### Minutes of the meeting held on 5 July 2017 at the Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE

#### Councillors (Cllrs) present:

Cllr John Johnson (Chair),  
Cllr Sarah Collecott (part), Cllr Sue Ford,  
Cllr Stephen Hall, Cllr Rob Holden, Cllr Rigel Mowatt,  
Cllr Paul Murray and Cllr Kent Sandiford.

#### Attending (all part):

1 visitor  
District Cllr Debbie Vickers

Meeting opened at 7:35pm and closed at 9:55pm.

In attendance: Simon Bold, Clerk

1.	<b>Chairman to open the meeting.</b> Cllr Johnson opened the meeting.	
2.	<b>Councillor apologies for absence.</b> Cllr David Miller had provided apologies prior to the meeting.	
3.	<b>Code of Members' Conduct</b> The Clerk confirmed that Cllrs Hall and Mowatt had both updated their Notification of Disclosable Pecuniary & Other Interests forms since the last meeting. The Clerk to update the Register of Councillors' Interests and post a copy to the Council's website. In accordance with the Council's Code of Conduct, Cllr Collecott (after joining the meeting during item 5) notified the meeting of her Disclosable Pecuniary Interest in respect of items 13 'Cemetery and Woodland Burial Area' and 18 'Payments'. Cllr Murray reported (prior to the item) a pecuniary interest in respect of item 18 'Payments'. No other Cllr declared any Disclosable Pecuniary Interests or 'Other Interests' in respect of any item on the agenda.	SB
4.	<b>Public Session</b> A planning application was the only subject raised.	
	<i>Cllr Collecott arrived and joined the meeting during the next item.</i>	
5.	<b>Report from County &amp; District Councillors</b> District Cllr Vickers raised the forthcoming Local Plan Regulation 18 consultation by Tandridge District Council (TDC) in respect of the new settlement proposal and confirmed the revised dates of 14 August to 9 October 2017. She welcomed a suggestion to have a further meeting with District Cllr Martin Fisher (TDC Council Leader) and Nutfield Parish Council.	
6.	<b>Acceptance of last minutes</b> The Clerk had prepared and circulated minutes of the meeting held on the 7 June 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
7.	<b>Reports from the Assistant Clerk and Clerk including highways and employment matters.</b> Cllrs confirmed receipt of the Assistant Clerk's (Maxine Gray) reports which had been circulated prior to the meeting. In respect of the Highways Report, Cllrs asked that the items relating to completed tasks be either removed or moved to the bottom of the report. The Highways Working Group to discuss the list in more detail and highlight the most important items for Cllr Collecott to bring to the attention of County Cllr Thorn.	MG PM

	<p>Cllr Collecott hoped to secure a meeting with the County Cllr shortly.</p> <p>In respect of Surrey County Council's (SCC) consultation on its proposals for Community Recycling Centres, Cllr Hall confirmed that he had already responded individually to this. Cllrs Ford, Hall and Holden to draft a response on behalf of the Council for circulation to fellow Cllrs and discussion at the next meeting. In addition, Cllr Holden to draft a letter to SCC seeking information about their household waste management programme and the levels of fly-tipping across the District.</p> <p>Cllr Sandiford had circulated correspondence received about road safety in Mid Street and would continue to update fellow Cllrs.</p> <p>The Clerk to ask the Charles Maw Trust for an update on maintaining the hedge on the boundary of their land and the public highway.</p> <p>The Clerk had circulated prior to the meeting particulate data (NOx) received from TDC in respect of Nutfield and Cllrs Ford and Murray provided some background information and comments. Cllrs were keen that this information, showing results within acceptable levels currently, should be publicised more widely – the Clerk to ask TDC for permission to do this plus obtain relevant web-links and appropriate caveats.</p> <p>The Clerk to circulate staff summer holiday dates.</p> <p>With respect to helicopter noise at Redhill Aerodrome, Cllrs agreed that this topic should be nominated for discussion at the next Redhill Aerodrome Consultative Committee meeting. Cllr Johnson to action.</p> <p>Cllr Hall to circulate his comments on a survey received from the Surrey Association of Local Councils (SALC) on the subject of Parish Councils.</p>	<p>SC</p> <p>SF</p> <p>SH</p> <p>RH</p> <p>RH</p> <p>KS</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>JJ</p> <p>SH</p>
8.	<p><b>Local Transport</b></p> <p>Cllr Collecott confirmed that she would attend the Tonbridge Redhill/Reigate Line Steering Group meeting in July (part of the Sussex Community Rail Partnership). The Clerk to circulate the notice of proposed GTR 2018 timetable changes (Phase 2) to members of Transport Working Group for information.</p> <p>The content of this month's Aviation Report was noted by Cllrs. Cllr Johnson confirmed that there were no pending aviation consultations.</p>	<p>SC</p> <p>SB</p>
9.	<p><b>Finance</b></p> <p>The Clerk confirmed the Council's current bank balances as follows: Current Account £200 and Reserve Account £79,471.94.</p> <p>The Clerk presented the Council's first quarter financial statement for 2017/18 (to 30 June 2017) which had been circulated prior to the meeting - the Chairman signed this statement, on behalf of the Council, along with the corresponding bank statements after they had been checked and verified.</p> <p>The Clerk had circulated prior to the meeting an expenditure variance summary for review by Cllrs. Cllrs confirmed receipt - no comments or queries were raised.</p> <p>A Council meeting in August (as scheduled) was expected and so the Council's payments, including salaries, would be processed as usual at that time.</p>	
10.	<p><b>Current Planning Applications</b></p> <p>In respect of the three applications notified by TDC since the previous Parish Council meeting Cllrs resolved, as follows, to:</p> <ul style="list-style-type: none"> <li>• <u>2017/1269</u> Sunnyside, Parkwood Road, Nutfield, RH1 4HD Cllrs had no wish to object or comment.</li> <li>• <u>2017/1332/NH</u> 8 Peytons Cottages, Nutfield Marsh Road, Nutfield RH1 4JB Cllrs had no wish to object or comment.</li> <li>• <u>2017/168</u> Dalma House, Kings Mill Lane, South Nutfield RH1 5NB Cllrs objected because of the visual impact of the fencing and the potential risk to road users due to restricted sight lines.</li> </ul> <p>In respect of the further consultation by SCC, Cllrs resolved to:</p> <ul style="list-style-type: none"> <li>• <u>2017/0035</u> (ref: RE17/00570/CON) Former North Cockley Landfill Site, Chilmead Lane, Redhill, Surrey, RH1 4ER Cllrs had no wish to object or comment.</li> </ul> <p>The Clerk to advise TDC and SCC of the Parish Council's comments in respect of the above cases.</p>	<p>SB</p>

	<p>Cllrs were aware that the application in respect of 2017/259 Land at Kings Cross Lane would be refused by TDC if the relevant Section 106 Agreement had not been completed by the end of June 2017. No further action was considered necessary while a formal response from the developer was awaited. In respect of the Nomination Agreement for this Affordable Housing site, Cllrs agreed that a policy should be considered for managing the 'nominations' process. The Clerk to research the working practices of TDC and other Parish Councils for subsequent consideration by Cllrs. The following points, relating to TDC's emerging Local Plan, were raised:</p> <ul style="list-style-type: none"> <li>• Cllrs Holden, Johnson, Mowatt and Sandiford to attend a public meeting arranged by Bletchingley Parish Council at which Thakenham Homes (the developer involved in the proposed new settlement site at Redhill Aerodrome) would make a presentation and conduct a Q&amp;A session.</li> <li>• Cllrs Ford, Hall, Johnson and Murray confirmed that they would be attending the TDC Local Plan and Community Infrastructure seminars taking place during the remainder of July.</li> <li>• The Council to publicise the forthcoming TDC new settlement sites consultation via the Parish Council's notice boards, web and next Link article.</li> <li>• Cllr Murray to continue to develop a strategy in response to the new settlement consultation with the help of the Council's Planning Advisor for discussion by Cllrs at the next meeting.</li> <li>• Cllr Murray to draft a letter to TDC seeking clarification on the treatment of Tier 3 settlements. The issue of 'insetting' to be discussed at the next meeting.</li> </ul>	<p>SB</p> <p>RH</p> <p>JJ</p> <p>RM</p> <p>KS</p> <p>SF</p> <p>JJ</p> <p>PM</p> <p>PM</p> <p>PM</p>
11.	<p><b>Working Groups</b></p> <p>Reports had been circulated by the heads of the Cemetery, Community, Finance and Planning Working Groups. Cllrs raised a number of Land Working Group topics and Cllr Holden agreed to organise a meeting to look, in particular, at the allotment boundaries and risk assessing the burial grounds. Cllr Hall had passed some risk assessment information relating to cemeteries to Cllr Ford (Head of the Cemetery Working Group) for information and Cllr Holden to liaise with Cllr Ford. It was agreed that the head of each Working Group should circulate a brief 'bullet-point' style report each month prior to Council meetings.</p>	<p>RH</p> <p>SF</p> <p>RH</p> <p>ALL</p>
12.	<p><b>Councillor surgeries and monthly news article</b></p> <p>Cllr Murray agreed to draft the forthcoming Link article but asked that others share this responsibility going forward. A number of items had already been nominated for inclusion and Cllrs to provide any further items to Cllr Murray by the 8<sup>th</sup> July. Cllrs Ford and Johnson agreed to attend the next surgery on 15<sup>th</sup> July and Cllrs Hall and Murray agreed to attend the following surgery on the 5<sup>th</sup> August. Cllr Sandiford to circulate a note of the last surgery (drafted by Cllr Miller).</p>	<p>PM</p> <p>ALL</p> <p>SF</p> <p>JJ</p> <p>KS</p>
	<p><i>The following item 13 was deferred until after item 17 to enable Cllr Collecott to leave the meeting promptly. Cllr Collecott had declared a Disclosable Pecuniary Interest in respect of items 13 and 18. The order of items, as stated in the agenda, has been maintained here for ease of reference.</i></p>	
13.	<p><b>Cemetery and Woodland Burial Area</b></p> <p>Cllr Johnson agreed to be an additional key holder for the Council's safe, office cupboard and cemetery gates. The Assistant Clerk to arrange a set of keys for him. Cllrs Ford and Holden to discuss burial ground risk assessments prior to the next meeting (see item 11 also).</p>	<p>MG</p> <p>SF</p> <p>RH</p>
	<p><i>At this point during item 13, Cllr Collecott left the meeting.</i></p>	
	<p>Cllrs discussed the maintenance of the burial grounds following a brief summary of the situation by the Clerk - during the Spring some areas of grass had been left uncut (which had benefitted flowering bulbs) causing parts of the site to look overgrown and unkempt. Cllr Ford confirmed that maintenance had been reviewed with the contractor and remarked that depending on future growing seasons some adjustment to the maintenance regime may be necessary. She also felt that some explanatory signage within both the Cemetery and Woodland Burial Areas might be useful to visitors to inform them of the different grounds maintenance strategies across the site. The Working Group to review and provide a proposal at a future meeting.</p>	<p>SF</p>

14.	<b>Groundworks, land and tree management (including cemeteries, allotments and 'village green')</b> The Clerk explained that he and the Assistant Clerk would review the Council's current Allotment Tenancy Agreement and revise it, if necessary, to reflect the National Association of Local Councils model document and guidance. Cllrs agreed to this approach and once drafted, the Clerk to discuss the new document with Cllr Holden. The Clerk suggested that the Council consider installing public footpath way-finding signs within the Jubilee Fields to ensure that walkers keep to the direct route across the fields. Cllrs agreed and the Clerk to take this up with SCC.	SB MG RH SB
15.	<b>Events (public) and meetings of Outside Bodies (other than transport groups)</b> The Clerk raised a number of events of potential interest and relevance to Cllrs. Cllr Ford confirmed that she and Cllr Hall had attended the JJ Franks Open Day at the new Mercers site. Cllrs agreed that the Clerk should acknowledge the company's further invitation to other Cllrs but make no firm arrangements at this stage.	SB
16.	<b>Training (and conferences).</b> The Clerk raised a number of training courses available from SALC. He would circulate details about the Clerk's Technical Training Day (in November) for information. Cllrs Hall and Mowatt to attend a new Cllr training session hosted by Chaldon and provided by SALC. Cllrs approved expenditure of £75. Cllrs Hall, Holden, Mowatt and Murray to attend the TDC Local Plan Workshop on 9 August. Cllrs Collecott and Ford to advise their availability to the Clerk. Cllr Sandiford confirmed that he would put together information about management of the Council's website over the next three months with a view to delivering training to the Clerk and Assistant Clerk thereafter.	SB SH RM SH RM PM KS
17.	<b>Grant Applications</b> No grant applications had been received since the last meeting.	
	<i>Cllr Collecott had left the meeting prior to the next item. Cllr Murray temporarily left during the next item.</i>	
18.	<b>Payment(s)</b> The Clerk reported he had used Financial Regulation 4.5 to fund the purchase of a replacement gate chain for the Jubilee Fields (£25.26) and that the Chairman had been advised at the time. Cllrs approved the list of payments (see Appendix 1: Schedule of Payments) which had been prepared and circulated to Cllrs prior to the meeting. The Community Infrastructure Levy reserves were not used on this occasion. The Clerk to dispense payments.	SB
	<i>Cllr Murray returned to the meeting after item 18.</i>	
19.	<b>Notification of business for inclusion on the next agenda</b> None.	
20.	<b>Next meeting date(s)</b> The next scheduled meeting of the Council on 2 August 2017 at the Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ at 7.30pm. Cllrs Johnson and Sandiford provided their apologies in advance. The Clerk provided a schedule of provisional meeting dates through to May 2018. Each Cllr to review and let the Clerk know if they are unavailable for particular meetings and once received the Clerk to consolidate responses and re-issue the list for Cllrs to agree at the next meeting for publication.	ALL
21.	<b>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960.</b> No items were discussed under this item.	

### Appendix 1 - Schedule of Payments

Chq No.	Payee	Amount £	Comments
003188	Paul Murray	94.97	Gazebo and accessories (for use by Nutfield Parish Council)
003189	Mrs C A Crutchfield	113.75	Planning advice to Nutfield Parish Council (LGA 1972, s.137)
003190	Redhill Farm Services	240.00	Grass cutting Jubilee Fields
003191	Kingswood Property Specialists Ltd	360.00	Allotment site clearance
003192	Nutfield Parochial Church Council	500.00	Annual contribution to maintenance of St Peter & St Paul's Churchyard for 2017.
003193	Simon Bold	*****	Clerk's salary (June 2017)
003194	Simon Bold	119.51	Clerk's expenses (June 2017)
003195	Maxine Gray	*****	Assistant Clerk's salary (June 2017)
003196	Maxine Gray	17.40	Assistant Clerk's expenses (June 2017)
003197	The Post Office Limited	508.10	PAYE and Class 1A NICs (June 2017)
DD*	National Employment Savings Trust (NEST)	85.50	Pension – Employer and employees contributions for June 2017
003198	Nutfield Village Hall Limited	20.00	Committee Room hire (training in June 2017)
003199	The Groundsman Ltd	600.00	Grounds maintenance for Nutfield Cemetery and Woodland Burial Area (June 2017)
003200	SSALC Limited	96.00	Training (meetings and procedures)
003201	Nutfield Memorial Hall	36.00	Hall hire (July meeting)
	<b>Total</b>	<b>£4,289.99</b>	

\* Payment scheduled by Direct Debit