



Nutfield Parish Council

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

Councillors (Cllrs) present:

Cllr John Johnson (Chairman),
Cllr Sarah Collecott, Cllr Sue Ford,
Cllr Stephen Hall, Cllr Rob Holden,
Cllr David Miller, Cllr Rigel Mowatt,
Cllr Paul Murray and Cllr Kent Sandiford

Attending (all part):

4 visitors
District Cllrs Gill Black, Tony Elias and
Debbie Vickers

Meeting opened at **7:32pm** and closed at **10:20pm**.

In attendance: Simon Bold, Clerk

1.	Chairman to open the meeting. Cllr Johnson opened the meeting.	
2.	Councillor apologies for absence. None (all present).	
3.	Code of Members' Conduct The Clerk confirmed that no Cllr had made a change to their Cllrs' Notification of Disclosable Pecuniary & Other Interests form since the last meeting. In accordance with the Council's Code of Conduct, Cllrs Johnson and Collecott notified the meeting of their 'Disclosable Pecuniary Interest' in respect of item 19 'Payments'. No other 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: a planning application, the Tandridge District Council (TDC) Garden Villages Consultation and the Nutfield Conservation Society.	
5.	Report from County & District Councillors The Clerk read out a short message from County Cllr Rose Thorn, which provided an update on local issues previously raised by the Council. In the same note, Cllr Thorn raised the subject of the County Council members' allowance (a small amount of funds) and said that she would entertain bids for its use with the goal of benefitting the wider community. District Cllr Black mentioned local organisations that might benefit from the County Cllr members allowance. District Cllr Vickers reported on a couple of highways matters (Mid Street and Kings Cross Lane) and raised the topic of disaster recovery / community resilience advice available from TDC. District Cllr Elias gave a brief overview of projects by TDC in relation to its waste management contract, highways verge cutting and the customer-first initiative.	
6.	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 6 September 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.	Reports from the Assistant Clerk and Clerk including highways and parking. Cllrs confirmed receipt of the Assistant Clerk's (Maxine Gray) reports which had been circulated prior to the meeting. An additional highways issue was raised (Kings Cross Lane) and the Assistant Clerk to investigate and, if necessary, notify Surrey County Council Highways.	MG

	<p>The Clerk confirmed that he had received details of the additional insurance cost relating to the inclusion of the Charles Maw Trust (CMT) on the Parish Council's insurance policy. In accordance with previous discussions, the Clerk to send an invoice for reimbursement to the CMT of £80.23.</p> <ul style="list-style-type: none"> • It was noted that no detailed proposal had been received from TDC in relation to the part-funding of highway verge cutting by Parish Councils. Cllrs to review once sufficient information provided by TDC. • No discussion about Land titles in Nutfield took place. Cllr Mowatt to provide information for discussion at a later meeting. • Cllrs acknowledged receipt of the response from the TDC Tree Officer in respect of a tree preservation enquiry made by the Council. Cllrs accepted the outcome but would continue to monitor the situation and agreed that a further request would be made if circumstances were to change (e.g. the perceived threat to the tree increased). <p>In respect of imminent changes to Data Protection legislation, the Clerk to circulate a copy of a summary presentation to Cllrs and Cllrs to discuss at a later meeting.</p>	SB
		RM
		ALL
		SB
	<i>At this point in the meeting, item 11 'Tandridge Local Plan Garden Villages consultation' was brought forward to enable the item to be discussed earlier than scheduled. The order of items, as stated in the agenda, has been maintained for ease of reference.</i>	
	<i>Cllr Murray temporarily left the meeting during the beginning of the next item.</i>	
8.	<p>Finance</p> <p>The Clerk confirmed that the Council's current bank balances totalled £92,527 as shown in the financial statement for the current financial year ending 30 September 2017 which had been circulated to Cllrs for information.</p> <p>In addition, a variance summary had been provided by the Clerk, which Cllrs discussed. Cllrs noted that expenditure was in line with budgets but that projected income from the burial grounds was significantly down at this point in the year. Cllrs acknowledged that the Cemetery Working Group had been working hard to consolidate and improve the processes involved in running both burial sites and now felt that more assistance should be provided to the Working Group with marketing – no details were discussed.</p>	ALL
9.	<p>Audit</p> <ul style="list-style-type: none"> • The Clerk had circulated the external auditor's report for the period ending 31 March 2017 prior to the meeting. Cllrs acknowledged receipt of this report and noted that the auditor had raised no issues or concerns - Cllrs agreed that no action plan was required. • In light of this successful external audit, Cllrs agreed to re-appoint the existing internal auditor for another year. Following a request from the Clerk, Cllrs agreed that the interim audit should include a discussion with the internal auditor about the preparation of the Council's next VAT reclaim. The Clerk to arrange a meeting with the internal auditor before the end of the year. 	SB
10.	<p>Current Planning Applications</p> <p>In respect of the five applications notified by TDC since the previous Parish Council meeting, it was resolved:</p> <ul style="list-style-type: none"> • <u>2017/1685</u> 146 Mid Street, South Nutfield, RH1 5RP Cllrs had no objection but wished to record their concern that a detached building (garage) was proposed to be erected in front of the 'building line'. • <u>2017/1805</u> Vantage House, 1A Mid Street, South Nutfield, RH1 4JY Cllrs objected due to the difficult access on to Mid Street and increased vehicular movements at the narrowest point on the hill. • <u>2017/1818</u> 47 Trindles Road, South Nutfield, RH1 4JL Cllrs had no objection but wished to draw the Planning Officer's attention to the concerns raised by neighbours about the overall size and potential loss of trees. • <u>2017/1817/NH</u> 47 Trindles Road, South Nutfield, RH1 4JL The same comments as 2017/1818 above. • <u>2017/1931</u> The Limes, High Street, Nutfield, RH1 4HH Cllrs had no wish to comment. 	

	<p>The Clerk to advise TDC of the Parish Council's comments in respect of the above. Cllrs discussed and agreed that the Council's Planning Advisor be asked to draft a response to the Government's current consultation on the calculation of housing need (in accordance with the Quotation no.1 obtained by the Clerk). This was due to a concern that the proposed changes by Government could lead to a higher number of houses being built in Tandridge. Cllrs to review and agree the final response at the next meeting. Cllrs did not wish to extend the work of the Planning Advisor to other areas of the consultation (Quotation no.2) as Cllrs felt that TDC and the other Planning Authorities in England would deal with these supplemental issues.</p> <p>Cllrs acknowledged receipt of the TDC Planning Department's statement in respect of the rural exception terms applicable to the Kings Cross Lane affordable housing site (2017/259). Although disappointed, Cllrs accepted that the local connection criteria would apply solely to the Kings Cross Lane properties (and not properties in Nutfield vacated by those moving to Kings Cross Lane). The Clerk to write to TDC expressing the Council's disappointment and also accepting TDC's offer to amend paragraph 1 of the Nomination Agreement (for the sake of improved clarity). In respect of the applicant's appeal of TDC's decision to refuse the creation of four private sector houses at the site, Cllr Johnson outlined his views, which supported TDC, and Cllrs agreed that the Council should send a letter to the Planning Inspectorate along similar lines. The Clerk to action.</p> <p>Cllrs agreed to continue to nominate items for possible Community Infrastructure Levy funding and to send these to the Clerk before the end of the month. The Finance Working Group to review the items at its next meeting.</p>	<p>SB</p> <p>SB</p> <p>SB</p> <p>ALL JJ</p>
	<i>The meeting was briefly adjourned during the following item.</i>	
11.	<p>Tandridge District Council Local Plan Garden Villages consultation</p> <p>Cllr Murray gave a summary of activity by the Local Plan Working Group (and the wider Council) since the last meeting. This included the public meeting, attended by circa 200 residents, with a presentation by Cllr Hall and a Q&A session lead by Cllr Murray. Cllrs noted that residents' had found the meeting both informative and helpful. The Local Plan Working Group had also met with many of the businesses located at Redhill Aerodrome including the Police Helicopter service.</p> <p>The Clerk had been forwarding to Cllrs copies of residents' correspondence (to TDC) and Cllr Sandiford had provided reports from the Council's social media sites - Cllrs acknowledged that this had helped them judge the general mood and concerns of people in and around Nutfield.</p> <p>Cllrs considered the draft Parish Council response to the consultation, which had been prepared by the Council's Planning Advisor following input and updates from the Local Plan Working Group. Cllrs were extremely happy with the detail and agreed, after a brief discussion, that the technical nature of the document was appropriate for the Parish Council to submit. On this basis, Cllrs approved the Council's formal response to the consultation as recommended by the Local Plan Working Group - the Clerk to amend some minor typos and numbering issues (highlighted by Cllrs) within the draft before sending to TDC by 9 October.</p> <p>Cllr Johnson added that a traffic consultant was expected to submit, independently of other parties, a thorough assessment of the traffic and transport issues associated with the Redhill Aerodrome site.</p> <p>The Local Plan Working Group advised that it had a meeting with TDC Council leader Martin Fisher scheduled for the 5 October to discuss a number of issues relating to the consultation.</p> <p>The Clerk to continue to circulate to Cllrs copies of residents' responses to the consultation.</p>	<p>SB</p> <p>JJ</p> <p>SB</p>
12.	<p>Working Groups</p> <p>The Clerk confirmed that reports had been received from the Cemetery, Highways (via Assistant Clerk), Land, Planning and Transport (Aviation Report) Working Groups. The following actions were agreed: the Clerk to write to Nutfield Church Primary School about the fence adjacent to the allotments, Cllr Holden to source quotations for</p>	<p>SB RH</p>

	<p>improving the central path at the Cemetery, the Clerk and Cllr Holden to source quotations for work on the hedge between the allotments and Scout Hut Lane following discussions with the local Tree Wardens, Cllr Miller and the Clerk to conduct the Assistant Clerk's appraisal later in the month and the Finance Working Group to meet on the 30th of October.</p> <p>All Cllrs were asked to nominate, to the Clerk, items for consideration in next year's budget ahead of preliminary discussions in November.</p> <p>The next meeting of the Communications Working Group to be advised by Cllr Murray. No changes were made to Working Group memberships.</p>	<p>RH SB DM SB JJ</p> <p>ALL</p> <p>PM</p>
13.	<p>Local Transport</p> <p>Cllrs acknowledged and noted the Aviation Report, which had been circulated prior to the meeting. Cllrs noted that Reigate & Banstead Borough Council were due to give their decision in respect of the retrospective hard taxiway application at Redhill Aerodrome. Cllr Murray to monitor the situation and to assess the likely decision of TDC (the site straddles both local authority areas) and to recommend action (if appropriate) to Cllrs prior to the next meeting.</p> <p>Cllr Ford advised that the results from the recently installed air pollution monitor were being scrutinised and any PM10 readings above the permitted levels would be advised at a future meeting. Cllr Ford also reported that TAG- A25 had asked JJ Franks for confirmation of its lorry numbers.</p> <p>Cllr Johnson to secure a visit by Cllrs to the air ambulance station at Redhill Aerodrome (following postponement). Cllr Johnson confirmed that he had attended the recent Redhill Aerodrome Consultative Committee meeting and the final minutes would be circulated when available.</p>	<p>PM</p> <p>SF</p> <p>JJ</p> <p>JJ</p>
14.	<p>Groundworks, land and tree management</p> <p>The Clerk confirmed that he had obtained a quotation for a replacement Parish Council notice board for installation on the front of the Village Hall. The specification matched the board recently installed at the Marsh which everyone felt was of good design and high standard. Cllrs approved expenditure of £900.50 (excluding VAT) and the Clerk to order the new board once all necessary permissions obtained.</p> <p>Cllrs also approved a proposal suggested by the Assistant Clerk, via the Clerk, to lease vacant allotment plots and half plots at 50% of the standard rate for the remainder of the financial year. This arrangement had been used last year to good effect and the Clerk confirmed that the number of vacant plots was at its lowest level for two years, thanks in large part to the efforts of the Assistant Clerk and the increased maintenance by the Council of the site.</p> <p>The Clerk confirmed that he had received tree surveys in respect of half of the Council's sites and was waiting for all surveys to come in before seeking quotes from tree surgeons in respect of the most urgent work.</p>	<p>SB</p> <p>SB</p>
15.	<p>Events and meetings of Outside Bodies</p> <p>The Clerk reminded Cllrs that the Nutfield Memorial Hall Trust AGM was due to take place on 19 October 2017.</p> <p>Cllrs approved a donation of £200, on behalf of the whole community of Nutfield, towards a wreath for Remembrance Sunday - the Clerk to order and the Chairman to lay the wreath at the ceremony. The Council also approved expenditure of £250 towards the 'Silent Soldier' Royal British Legion campaign and agreed that the Clerk should liaise with the local RBL branch. Cllr Hall advised that the local RBL branch were holding a coffee morning on 28 October (10-12am).</p>	<p>SB</p> <p>JJ</p> <p>SB</p>
16.	<p>Training</p> <p>The Clerk reported a number of training requests following the circulation of the Surrey Association of Local Councils Training Programme for 2018. In light of sufficient funds in the Council's training budget, Cllrs approved the following: Allotments & Cemeteries training £80 + VAT (Cllr Holden); Charity Trustees Awareness £60 + VAT (Cllr Collecott); Clerk's Training Development £40 + VAT in 2017/18 and a Clerk's Technical Training Day £65 + VAT. The Clerk to secure bookings as appropriate.</p> <p>Cllrs acknowledged receipt of the TDC Parish Assembly meeting note put together by the Clerk.</p>	<p>SB</p>

17.	Grant Applications A fully completed grant application had been received from the South Nutfield Fireworks committee by the Clerk and circulated to Cllrs in advance of the meeting. Cllrs briefly discussed and considered this application. Based on the event's popularity and the money it raises each year for local community groups and organisations, Cllrs agreed to provide financial support of £240 to be allocated to the provision of four port-a-loos (two more than the previous year). The Clerk to notify the event organisers and send the Council's standard award letter.	SB
18.	Councillor surgeries and monthly news article <ul style="list-style-type: none"> • Cllrs Ford and Mowatt volunteered to attend the next Cllr surgery on the 7th October and Cllrs Holden and Miller volunteered to attend the surgery on the 21st October. The Clerk reminded Cllrs to provide a summary note to everyone after each surgery. • Cllr Miller agreed to compose the next Link article (for publication in November 2017) and he noted several items put forward by Cllrs for inclusion. Cllr Miller to circulate a draft to Cllrs, prior to its submission to the editors of the Link, by the 12th October. 	SF RM RH DM ALL DM
	<i>Cllrs Collecott and Johnson did not participate in the meeting during the next item 'Payments'. Cllr Murray temporarily chaired the meeting in the absence of Cllr Johnson.</i>	
19.	Payment(s) Cllrs approved the list of payments (see Appendix 1: Schedule of Payments) which had been prepared and circulated to Cllrs prior to the meeting. It was noted that the two payments in respect of the work of the Planning Advisor were funded by virtue of the powers under LGA 1972, s137 due to the widespread benefit this work provided to the Parish. It was noted that the Community Infrastructure Levy reserves were not used on this occasion. The Clerk to dispense payments. The Clerk provided advance warning to Cllrs that the Council's anti-virus software was due for renewal at an approximate cost of £50 (to cover four devices). Cllrs acknowledged the need for, and importance of, protecting the Council's data and records in this way. The Clerk to present an invoice for approval at the next meeting.	SB SB
20.	Next meeting date Cllrs noted the next scheduled meeting of the Council on 1 November at the Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE at 7.30pm.	ALL
21.	<u>Sub-section 2</u> - Public Bodies (Admissions to Meetings) Act 1960: No items were discussed under this item.	

Appendix 1 : Schedule of Payments

Chq No.	Payee	Amount £	Comments
003219	John Johnson	184.95	Expenses claimed in respect of six banners (Local Plan Project)
003220	BDO LLP	360.00	External auditor fee for year ending 31 March 2017
003221	Mrs CA Crutchfield	64.75	Planning advice to Nutfield Parish Council (LGA 1972, s137)
003222	Simon Bold	*****	Clerk's salary and office allowance (September 2017)
003223	Simon Bold	203.99	Expenses claimed by the Clerk (September 2017)
003224	Maxine Gray	*****	Assistant Clerk's salary (September 2017)
003225	Maxine Gray	89.45	Expenses claimed by the Assistant Clerk (September 2017)
003226	The Post Office Limited	378.27	PAYE and Class 1A NICs (September 2017)
DD*	National Employment Savings Trust (NEST)	75.21	Pension – Employer and employees contributions (September 2017)
003227	The Groundsman Ltd	600.00	Grounds maintenance for Nutfield Cemetery and Woodland Burial Area (September 2017)
003228	Nutfield Village Hall	20.00	Hall hire (4 October 2017)
DD*	Public Works Loan Board (502929)	1,447.19	Repayment instalment (Jubilee Field 3)
DD*	Public Works Loan Board (499350)	2,754.40	Repayment instalment (Jubilee Fields 1 & 2)
003229	SSALC Limited	240.00	Clerk training – Leadership Programme 2017
003230	Mrs CA Crutchfield	1,550.00	Preparation of the Council's response to the Local Plan Garden Village consultation (LGA 1972 s137)
003231	MVM (GB) Ltd	216.00	Purchase of Woodland Burial memorial stone
	Total	£9,497.19	

* Payment scheduled by Direct Debit