

DRAFT
Minutes of the Meeting of the Council
held at 7.30pm on Thursday 10th January 2019
in Small Hall, Claygate Village Hall, Claygate

Present: **Chairman:** Geoff Herbert
 Councillors: Xingang Wang, Bill Chilcott, Mark Sugden, Ken Huddart, John Bamford,
 Bernadette Pearce, Anthony Marques, Julian Way and Tony Shearman.

In attendance: Parish Clerk & RFO: Shirley Round

109/1 **To accept apologies for absence**
None.

110/2 **Declarations of Interest in Items on the Agenda**

Cllr Geoff Herbert: Co-ordinator of Neighbourhood Watch. Member of Claygate Village & Flower Show Committee. Member of the CVA Christmas Lights Committee.

Cllr Xingang Wang: Magistrate and Co-ordinator of Claygate Speed Watch.
Director ZW Properties

Cllr Bill Chilcott: Member of the Kingston Branch of Ramblers' Association, Voluntary worker with Lower Mole Countryside Management Project, Member of Claygate in Bloom, Member of Friends of the Earth.

Cllr Ken Huddart: Chairman of Trustees of Claygate Village Hall Association, President of the Claygate Village Association and Acting Chairman of the Claygate Conservation Areas Advisory Committee, Traffic Engineering Consultant, Fellow of Chartered Institution of Highways and Transportation, Fellow of Institution of Engineering and Technology, Fellow of Institution of Civil Engineers.

Cllr Mark Sugden: Trustee of Claygate Village Hall Association, Committee member Claygate Village Association, Committee member Claygate Gardening Society, Chairman, Outreach Group, Church of the Holy Name, Esher.

Cllr Tony Shearman: Chairman of Claygate Royal's Football Club.

Cllr Julian Way: Member of Kingston Chess Club, Supervisor at Kingston Contact Centre.

Cllr Bernadette Pearce: Works for the Kingston College, Secretary Outreach Group, Church of the Holy Name, Esher.

Cllr John Bamford: Chairman of Friends of Capelfield Surgery, Trustee of Friends of Claygate Day Centre, Trustee of Claygate Village Hall Association, Bookkeeper at Holy Name Church, Esher.

111/3 **To confirm the Minutes of the Meeting held on 15th November 2018**

The Minutes of the Meeting of 15th November 2018 had been circulated and were agreed and signed by the Chairman.

112/4 **To report on the actioning of items from previous Minutes and decide any action arising**

AP6 Policy for Dealing with Press & Media – see agenda item 124/16

AP21 Terms of Reference for Finance Working Party – Clerk to outline terms of reference.

AP26 Set up working party to Review the Financial Regulations and Standing Orders. Cllr Bamford reported he had compared the new and old Standing Orders. There have been a number of changes in the areas of Freedom of Information and GDPR. The working party will meet in mid February and the item will be placed on the agenda for the Council meeting in March. **OUTSTANDING**

AP28 Cllr Herbert to report on current position of Neighbour Watch in Claygate. See agenda item 127/19

AP29 and AP36 Website/directory. Remove

AP30 £2,000 to be transferred to EMR Election Fund. **DONE**

AP31 £50,000 to be transferred to Cambridge BS. Delay due to change of signatories.

OUTSTANDING

AP32 Number of Band D Properties in Claygate. DONE

AP33 CIL priorities for inclusion in the CIL policy. DONE

AP34 Final version of CIL policy for submission. See agenda item 125/17

AP35 Speaker(s) for Village Meeting. DONE

AP37 Necessity of having a DPO. Guidance from Trevor Leggo (CEO of SSALC) indicates that although not necessary it offers a safeguard to parish councils of an independent pair of eyes. GH/JB and the Clerk agreed that fulfilling the requirements of the Satswana Impact Assessment has been a very useful exercise in ensuring compliance with GDPR requirements. DONE

113/5 To receive the Chairman's report and decide any action arising.

The Chairman gave a brief outline of the Yubico security key. This is an encryption device which could be used in future to secure Councillors' electronic devices. It was agreed this could not be implemented until the new Council is up and running and would require all Councillors to have a separate in-box for PC emails.

Cllr Herbert reported that he had recently resigned as the Claygate Neighbourhood Watch Co-ordinator due to pressure of work.

114/6 To receive the report from the Parish Clerk & RFO

The Clerk's report had been circulated prior to the meeting.

114.1 The Clerk met with Cllr Sugden, Liz Shakiri and Peter Shimadry (both of SCC) to discuss improvement to the Hare Lane pedestrian crossing.

114.2 Continued with make necessary changes to the Satswana Impact Assessment.

114.3 Worked with Councillors to finalise the 2019/20 budget.

114.4 Attended the Queen's Commonwealth Tree Planting event at Claygate Primary School.

114.5 Dealt with a Freedom of Information request regarding a local development.

114.6 Finalised the Autumn/Winter edition of Courier – printed and distributed as per timetable.

114.7 Confirmed and circulated meeting dates for 2019

114.8 Met with the EBC Infrastructure Delivery Co-ordinator who is able to offer us advise with assessing suitable CIL projects.

114.9 Received notification of a consultation regarding the introduction of Street Trading Controls in Elmbridge. Comments are required by the 1st February. It was agreed this item will be placed on the Planning Agenda for 24th January **AP38**

115/7 To receive the finance report and decide action arising

115.1 Bank reconciliations for each month since the beginning of the current financial year through to 3rd December have been prepared and signed by the Chairman. The Council noted the Unity Trust account cash book balance of 103,940 has been reconciled by the Clerk and reviewed by the Chairman.

115.2 Cambridge BS account remains at £35,574.57. £50,000 from the Unity Trust Account will be transferred when the transfer of signatories is complete.

115.3 Cash Book (1) Unity Trust **Payments** report show all transactions from 1st November to 31st December amounting to £8,849.39 (including VAT). **Appendix A**

It was **unanimously agreed** all payments made from 1st October to 31st December be approved.

115.4 The balance sheet shows total Reserves of £138,633, noting the provision for earmarked reserves this leaves a balance of £63,269. The first half year CIL of £11,267 will be transferred from the general reserve to a new CIL EMR for 2018/19. **Appendix B**

115.5 £3,942 Highway Garden Site grant for 2019 has been received from EBC, which is increased by approximately £100 from last year.

115.6 There are no significant variances budget v actual to December. Misc. Admin Expenses is slightly over budget but there are underspends in most all other areas. The overspend in 1130 is accounted for by the inclusion of the RBS year end closedown which hasn't been budgeted for.

115.7 An overspend is anticipated in Communications (printing & design) as another Courier is due out before the end of this financial year and will be paid-for distribution.

116/8 To review the plan for expenditure for the balance of the year including future projects and funding and agree any action.

116.1 A copy of the detailed Income and Expenditure report by budget was circulated to all Councillors

prior to the meeting. The estimated spend for the remainder of the year has been discussed at committees.

116.2 H & T Committee have agreed to fund the refilling and maintenance of the grit bin in Bridle Road for a further 4 years at a cost of £564. The committee is also planning a meeting with SCC to discuss improvements to the pedestrian crossing in Hare Lane.

116.3 A Spring edition of Courier is planned for late February.

117/9 To agree the Council levy a precept of £49,157 for the financial year 2019/2020 holding the Band D rate flat at £14.15.

At the previous meeting of the Council it was unanimously agreed the Precept for 2019/20 should remain the same, holding the Band D rate of £14.15 flat for the forthcoming year. The proposed net precept is based on a slightly increased number of Band D equivalent properties (21) over last year.

It was **proposed** by Cllr Sugden, **seconded** by Cllr Wang and **unanimously agreed** the Council will levy a Precept of £49,157 for the financial year 2019/20.

The Clerk will notify Head of Finance, Elmbridge Borough Council. **AP39**

118/10 To approve a budget of £51,807 funded by a Precept of £49,157 and a discretionary Council tax support grant from EBC of £2,650

All Councillors and Committees have received copies of the proposed budget. There has been a minor amendment made at the request of the Environment & Leisure Committee and the Other Grants budget has been increased with funds from the small increase in the Precept.

A provision of £1,000 has been made in the Administration budget for external resources to ensure compliance with GDPR. **Appendix C**

It was **proposed** by Cllr Herbert, **seconded** by Cllr Wang and **unanimously agreed** the Council approves a budget for the financial year 2019/20 of £51,807 funded by a Precept of £49,157 and a discretionary council tax support grant from EBC of £2,650.

119/11 To adopt the recommendations of the Internal Audit Report

The internal audit report received from Mulberry & Co. recommended minor changes in minuting financial items. In future any budget –v- actual variances and the value of all account balances that have been reconciled will be recorded. In addition it is recommended that the Cambridge BS account is reconciled at least twice a year.

8.15pm Cllr Pearce left the meeting as she was feeling unwell.

120/12 To note the minutes of the Planning Committee, the amendment to the Planning Committee Remit and agree necessary action.

The Minutes of all Planning Committee meetings had been circulated prior to the meeting and copies of the Minutes are available on the Parish Council website.

Cllr Bamford updated the Council on current planning applications. Station House is now in phase 2 of the application. It is not known if this will be agreed at East Area Planning Committee or will be an officer decision. A further application for Claygate House will be discussed at the Planning Meeting next week.

It has been agreed by the Councillors on the Planning Committee to amend the Planning Remit item on public speaking to bring it in line with EBC East Area Planning Committee instructions on public speaking.

It was **proposed** by Cllr Herbert, **seconded** by Cllr Bamford and **agreed by a majority decision** to include the following paragraph in the Remit:

If a member of the public wishes to make representations at a Parish Council Planning Committee meeting, this must be done in accordance with Standing Orders. Members of the public who make arrangements prior to a meeting will be given priority. Members of the public must consent to their names being listed in the minutes before they are permitted to speak.

The Clerk will amend the Remit accordingly. **AP40**

121/13 To note the minutes of Highways & Transportation Committee, discuss improvements to the Hare Lane pedestrian crossing and agree necessary action.

The Minutes of the Highways and Transportation Committee meetings had been circulated prior to the meeting and copies of the Minutes are available on the Parish Council website.

121.1 A quotation has been received from SCC for improvements to the lighting and replacement of the belisha beacons at the Hare Lane crossing. The recommendation from the H & T Committee is that the following be funded 50% from the current H & T budget and 50% from CIL funds:

Removal of the existing belisha beacons, provision and installation of 2 x 6metre lighting columns with Zebrite belisha beacons on each. This work to be undertaken by Skanska.

Cost: £9,323.75

VAT: £1,864.75

Total: £11,188.49

This was **unanimously agreed**. The Clerk will contact Liz Shakiri and Peter Shimadry and ask them to progress the work. **AP41**

121.2 It was reported the resurfacing work on Elm Road is due to begin on Monday 14th January and take approximately 3 days.

122/14 To note the minutes of the Environment & Leisure Committee and agree necessary action.

The Minutes of the Environment and Leisure Committee meetings had been circulated prior to the meeting and copies of the Minutes are available on the Parish Council website.

122.1 Work on the trees in Meadow Road has now been completed.

122.2 The request from CRGT for funds to purchase pyracantha to be planted against a fence on the recreation ground has been referred back to CRGT for additional information and a formal grant request.

122.3 The planting in Hare Lane car park is complete.

122.4 It has been agreed to contact a speaker from Friends of the Earth for the Village Meeting in May has been agreed.

122.5 EBC have arranged a presentation from a company who manufacture and install security and surveillance cameras. The area of concern is Manor Road South/Clayton Road/to the underpass which is highlighted as the worse area in Elmbridge for fly tipping. Cllr Chilcott and the Clerk will be attending.

123/15 To consider a report from the Communications Working Party and agree any necessary action.

Cllr Bamford's report was circulated to the Councillors prior to the meeting.

123.1 The copy date for Courier is 18th January for distribution from the 25th February.

123.2 Cllr Bamford felt that there was a need for the Parish Council to have a Facebook presence. This requires a volunteer, preferably with experience of using Facebook to take responsibility for it.

123.3 It is recommended that following the election the new parish council review the Statement of Intent for this working party.

123.4 It was agreed to produce a 'What does the Parish Council do' A5 leaflet available when discussing the Council with potential new Councillors. Cllr Bamford and Clerk will produce an updated leaflet based on the one used at the Flower Show. **AP42**

124/16 To discuss and agree the Media & Communications Policy incorporating the Council's Social Media Policy

A copy of the draft Policy, based on the SALC model policy, was circulated to Councillors prior to the meeting. The Social Media section has been amended slightly to include the Parish Council's existing policy.

It was **proposed** by Cllr Way, **seconded** by Cllr Wang and **agreed by a majority decision** to adopt the Media and Communications Policy.

The Clerk will put the new policy on the website. **AP43**

125/17 To adopt the updated Community Infrastructure Levy (CIL) policy and application process

A copy of the draft policy was circulated to the Councillors prior to the meeting. Cllr Sugden explained it is an adaptation of EBC document made a little simpler.

It was unanimously agreed to adopt the policy. The Clerk will put the new policy on the website once a couple of formatting errors have been rectified. **AP44**

126/18 To review the Data Protection Policy and agree revision.

At the Council meeting in March 2018 the SALC model Data Protection Policy was adopted following removal of one of the key points of the Data Protection Act 1998. There are 8 principles set out in the Act, one of which states that

- *data shall not be transferred to a country outside the European Economic Area unless that country has the equivalent levels of protection for personal data, except in specified circumstances.*

This particular point was removed and refers to the use of data servers registered outside the EU and UK which may not have the same level of security.

It was **unanimously agreed** the Parish Council's Data Protection Policy should be revised to include the above point.

The Clerk will revise the policy and substitute for the copy on the website **AP45**

127/19 To report on the current situation regarding Claygate Neighbourhood Watch.

Cllr Herbert reported that unfortunately, due to pressure of work, he was unable to continue as Claygate Co-ordinator for Neighbourhood Watch and that a replacement would need to be found.

He reported many changes had occurred in 2018 that have resulted in the police becoming more involved. There is now a civilian liaison and the local police sergeant attends NW meetings. There is no NW in Claygate but there are NW members which have signed up on line and could be formed into a group.

There have been an increase in incidents of antisocial behaviour in Claygate and it was suggested that the parish council facilitate a Residents' Meeting to enable residents to express their concern to Surrey Police and perhaps encourage members of the community to reform the Claygate Neighbourhood Watch. Sgt Greg Turner of Surrey Police will be invited to attend together with members of Elmbridge NW and Claygate borough councillors. Cllr Sugden and the Clerk to fix date/time/venue/publicity. **AP46**

128/20 To report on GDPR working party.

The GDPR working party has been meeting prior to most Planning Meetings. A further draft copy of the Impact Statement has been forwarded to Satswana. Amendments to the parish council Document Retention Policy will be required. **AP47**

129/21 To discuss arrangements for the 2019 Village Meeting

As the Clerk has received no response from Surrey Waste Management team it was agreed the representative from Friends of the Earth would be only one speaker at the meeting.

130/22 To receive a report from the Poppy Appeal working party.

Cllr Sugden reported the Silent Soldiers will be removed in the next few days and he agreed to store them. A total of £4,850 was collected in Claygate. A 20% increase over the previous year.

131/23 To receive an update on the CRGT clubhouse project and adopt a Parish Council representative to the CRGT Board for the remainder of the Parish Council year.

Cllr Way reported that unfortunately he felt it necessary to resign from the Board of CRGT and would no longer be the Parish Council representative. He reported there had been delays in obtaining the necessary agreement from all parties concerned although he understands agreement had now been reached and it is expected the building will be completed by September 2020. It was noted that planning permission for the new pavilion has not yet been approved.

Cllr Marques will consider whether he can undertake the role of parish council representative to CRGT for the remainder of the current Parish Council year. He will contact the Clerk. **AP48**

132/24 To consider a Grant request of £500 from Claygate Dramatic Society

CDS have applied for a Grant of £500 towards a short throw projector for the village hall. The total cost of the project is £2,109.60 and is part funded together with Claygate Village Hall Association and CDS.

It was **unanimously agreed** that a grant of £500 be awarded to Claygate Dramatic Society for the projector. This amount will be taken from the Public Projects budget.

133/25 Matters for Information Only

133.1 EBC has produced a Street Trading Proposal consultation document which will be placed on the

agenda of the Planning Committee for discussion at their meeting on 24th January.

To confirm that the next meeting of the Claygate Parish Council will be held on
Thursday 14th March 2019 at 7.45pm in the Small Hall
(From 7pm to 7.45pm there will be an opportunity for residents interested in becoming Councillors
to meet members of the current Council)

Signed.....as a true and fair record of the meeting.

Date.....

Meeting ended at 9.50pm.

Payments made between 01/11/2018 and 31/12/2018

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/11/2018	Spring Reach Nursery	300539	242.26		9.31	3104	301	232.95	Expenses Cllr Bill Chilcott
02/11/2018	BT	DD	76.92		12.82	1110	101	64.10	BT
05/11/2018	Paper Mountains	300540	36.00		6.00	1130	101	30.00	Confidential shredding
05/11/2018	Advanced Tree Services Ltd	300541	144.00		24.00	3104	301	120.00	OPM nest removal
05/11/2018	Claygate Village Hall Assoc.	300542	71.14			1106	101	71.14	Hall hire October
05/11/2018	Surrey ALC	300543	96.00		16.00	1103	101	80.00	Clerk's training
15/11/2018	Surrey ALC	300544	108.00		18.00	1130	101	90.00	SALC conference
15/11/2018	Viking Direct	300545	36.98		6.16	1105	101	30.82	Stationery
15/11/2018	Shirley Round	300546	25.20			1103	101	25.20	Expenses - mileage
15/11/2018	Paul Garden Services	300547	560.00			3102	301	560.00	HGS maintenance October
15/11/2018	Zurich Municipal	300548	473.36			1115	101	473.36	Insurance premium 2018/19
16/11/2018	Sage	300549	338.40		56.40	1120	101	282.00	Sage payroll
18/11/2018	Vodafone	DD	30.55		5.09	1110	101	25.46	Vodafone
22/11/2018	Holy Trinity Church	300554	37.50			1106	101	37.50	Hall hire
22/11/2018	Claygate Village Hall Assoc.	300550	500.00			1304	103	500.00	Grant Christmas lights
22/11/2018	Holy Trinity Church	300553	500.00			1302	103	500.00	Grant Emmanuel Hall
22/11/2018	Piranha PR	300555	648.00		108.00	6101	601	480.00	Courier November
						6105	601	60.00	Election poster
22/11/2018	EBC	300556	434.28		72.38	3106	301	361.90	Supply of troughs 2018
22/11/2018	ICO Data Protection	DD	35.00			1120	101	35.00	Data protection fee
26/11/2018	Andys Gardening Services	300557	402.00		67.00	1401	104	335.00	Christmas tree
26/11/2018	HMR & C	300558	244.78			1101	101	244.78	Tax & NI mth 8
26/11/2018	Shirley Round	300559	841.08			1101	101	841.08	Clerk's salary November
26/11/2018	Datacenta	300560	120.00		20.00	6102	601	100.00	Cllrs email accounts
26/11/2018	Cllr Bill Chilcott	300561	42.66			3104	301	42.66	Expenses Hare Lane cp
03/12/2018	BT	DD	76.92		12.82	1110	101	64.10	Telephone & broadband
06/12/2018	Claygate Village Hall Assoc.	300562	86.89			1106	101	86.89	Hall hire November
06/12/2018	SLCC	300563	156.00			1120	101	156.00	Membership renewal
08/12/2018	Shirley Round	300564	426.00			6101	601	426.00	Solopress - Courier
08/12/2018	Paul Garden Services	300565	575.00			3102	301	575.00	HGS Maintenance November
12/12/2018	Shirley Round	300566	18.52			3104	301	18.52	HGS bulbs - C. Manley cash
12/12/2018	E-Mango	300567	60.00		10.00	6102	601	50.00	Website support
Subtotal Carried Forward:			7,443.44	0.00	443.98			6,999.46	

Payments made between 01/11/2018 and 31/12/2018

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
12/12/2018	Tom Swift	300568	16.99		2.00	4102	401	14.99	Planning Com equipment
12/12/2018	Caroline Cartwright	300569	123.10		19.87	3104	301	103.23	HGS Plants - C Cartwright
17/12/2018	Paper Mountains	300570	36.00		6.00	1130	101	30.00	Confidential shredding
18/12/2018	Mulberry and Co.	300571	144.00		24.00	1112	101	120.00	Interim internal audit fee
28/12/2018	Shirley Round	300572	841.08			1101	101	841.08	Clerk's salary December
28/12/2018	HMR & C	300573	244.78			1101	101	244.78	Tax & NI mth 9
Total Payments:			8,849.39	0.00	495.85			8,353.54	

At : 12:29

Balance Sheet as at 31st December 2018

1st April 2018

31st December 2018

		Current Assets		
2,257		VAT Control A/c	889	
100		Petty Cash	100	
35,575		Cambridge	35,575	
1,619		Unity Trust	102,069	
39,550				138,633
	39,550	Total Assets		138,633
		Current Liabilities		
61		Creditors	0	
61				0
	39,489	Total Assets Less Current Liabilities		138,633
		Represented By		
	29,986	General Reserves		63,269
	6,000	EMR Election Fund		8,000
	1,554	EMR Planning Project Enquiry		1,554
	1,949	EMR Old CIL		1,949
	0	EMR CIL 17/18		63,860
	39,489			138,633

The above statement represents fairly the financial position of the authority as at 31st December 2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____ Date : _____

Claygate Parish Council Budget
2019-2020

APPENDIX C

	19-20 Budget
Net Precept	49,157
Precept Grant	2,650
Interest	150
General Expenditure	
Salaries & ERS/NI	13,500
Accommodation	120
Training	500
Office Supplies	350
Insurance	490
Hall Hire & Storage	1,400
Telephone	1,000
Audit	720
Subscriptions	2,752
Equipment	250
Misc. Admin.	950
Interim admin wage	0
Bank charges	84
Chairman's Allowance	100
GDPR Compliance	1,000
Election	0
GROSS TOTAL	23,216
EMR Election 19 and 23	2,000
Total with EMR	25,216
S137 Grants	0
Other grants	
Youth	500
Xmas Lights	500
Other	3,000
sub total	4,000
Public Projects	
Other	2,133
Public Projects Income	0
sub total	2,133
Highways	
Footpath Maintenance	500
Bus Shelter & Bench Mtce	250
Highway Trees	500
Cycling	0
Grit Bin	0
Bridleways	4,000
sub total	5,250
Env. And Leisure	
General	500
Highway Gardens Sites	7,100
HGS Projects	2,000
Hanging Baskets	3,500
Leisure	500
sub total	13,600
EBC Grant	-3,942
sub total after grant	9,658
Comms	
Printing & Design	3,900
Website	1,200
Other Pubs. & Publicity	200
sub total	5,300
Planning	
General	400
Total Budget pre EMR ex interest	49,957
Total with EMR,ex Interest	51,957
Total including interest	51,807
Net Precept+Grant	51,807
Band D equiv properties	3,474
Band D rate	14.91
EBC Grant	2,650
Net precept	49,157
Net Band D rate	14.15