

DRAFT
Minutes of the Meeting of the Council held
at 7.30pm on Thursday 12th July 2018
in Small Hall, Claygate Village Hall, Claygate

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

In attendance: Parish Clerk & RFO: Shirley Round

42. To accept apologies for absence

Cllr Ken Huddart with reason.

43. Declarations of Interest in Items on the Agenda

Cllr Geoff Herbert: Co-ordinator of Neighbourhood Watch and Member of Claygate Flower Show Committee.

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

Cllr John Bamford: Chairman of Friends of Capelfield Surgery, Trustee of Friends of Claygate Day Centre, Trustee of Claygate Village Hall Association, Bookkeeper at Church of the Holy Name, Esher. Member of IDEEA (Integrated Dorking, Epsom & East Elmbridge Alliance) Working Party

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

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 Bernadette Pearce: Employed by Kingston College, Secretary Outreach Group, Church of the Holy Name, Esher.

Cllr Julian Way: Undertakes care work Sans Soucie, Guildford, Member of Kingston Chess Club, Supervisor at Kingston Contact Centre. Trustee of Claygate Recreation Ground Trust.

Cllr Tony Shearman: Chairman of Claygate Royal's Football Club, Organiser of 'Gig on the Rec'.

44. To elect a new co-opted member of the Council following the resignation of Gavin Wilson.

There were three residents seeking co-option to the Parish Council. Réésumés provided by the 3 candidates were circulated to the Councillors prior to the meeting. Voting was conducted on a majority decision basis. As a majority was not reached on the first ballot the candidate with the least votes was excluded and the vote taken again. On the second round Anthony Marques was elected to the Parish Council.

At this point Anthony Marques joined the meeting.

The Chairman welcomed him to the Council. He signed a Declaration of Acceptance form which was witnessed by the Clerk.

45. Confirmation of the Minutes of 10th May 2018

The minutes of the meeting of 10th May 2018 had been circulated.
The minutes were agreed, and signed by the Chairman.

46. Confirmation of the Minutes of 6th July 2018

The minutes of the meeting of 6th July 2018 had been circulated.
The minutes were agreed following the addition of 'verbal' in agenda item 3.line 2 and signed by the Chairman.

- 47. To report on the actioning of items from previous Minutes and decide any action arising**
- AP41 TS to arrange a CWP meeting – DONE
- AP42 Revision of CPC Risk Assessment Policy – DONE (see agenda item 63)
- AP1 Committee Remits have been agreed and revised versions added to website – DONE
- AP2 Inspection of Assets – OUTSTANDING. Arrangements for the inspection of bus stop and village sign to be added to the agenda for the September meeting.
- AP3 Freedom of Information Publication Scheme. DONE (see agenda item 62)
- AP4 Appointment of a Data Protection Officer OUTSTANDING (see agenda item 64)
- AP5 Declaration of Acceptance signed by Cllr Herbert sent to the Monitoring Officer – DONE
- AP6 Policy for Dealing with Press & Media – OUTSTANDING
- AP7 Provision of a defibrillator. Claygate Village Hall will decide whether or not to install a defibrillator in the Hall. They do not wish to have one located on the exterior of the building. They are aware a grant towards a defibrillator is available from the Parish Council – DONE
- AP8 The Community Cup has been engraved and returned to Neal Williams – DONE
- AP9 Flower Show display boards updated – DONE
- AP10 Quotes for distributing Courier – DONE (see Minutes of Extraordinary Meeting held on 6th July 2018)
- AP11 Poppy Appeal working party has been set up DONE (see agenda item 54)
- AP12 Grant cheque for Boomerang Bags. DONE
- AP13 Refreshments for the village meeting. DONE
- AP14 Clerk's salary letter. DONE
- 48. To receive the Chairman's report and decide any action arising.**
- The Chairman reported he intended to speak to Councillors individually between meetings to get some ideas of what they would like to do in the next twelve months and he will report back with priorities at the September meeting.
- 49. To receive the report from the Parish Clerk & RFO**
- 49.1 Annual Village Meeting was held on 24th May with 17 members of the public present.
- 49.2 Neal Williams was awarded the Community Cup which has been engraved and returned to him.
- 49.3 Internal Audit completed by Sue Bushby EBC and the report circulated to all Councillors and placed on the website.
- 49.4 The Parish Council Annual Governance and Accountability Return 2017/18 and supporting documents were sent off to the external auditor PKF on 6th June.
- 49.5 Parish Council accounts are available on request for public scrutiny until 13th July. To date no request to inspect our accounts has been received.
- 49.6 On 7th June the Parish Council BT line to the village hall was damaged by someone cutting the hedge in the car park. This was repaired by BT. Although the damage was not caused by the Parish Council the charge for repair was included on our invoice. We are seeking reimbursement of £245 from the management committee of the village hall.
- 49.7 The Clerk attended a Training Day at Haslemere. Although it was due to be entirely focusing on Meeting Procedures the agenda was changed at the last minute to include HR which was not of particular interest to Claygate Parish Council. A meeting is being arranged meeting with Ann Bott of SALC to give some guidance on Meetings/Agendas etc which was the main reason for attending the Training Day.
- 49.8 All Councillors have been invited to a meeting of the Elmbridge Local Committee on 23rd July where Tim Oliver will present the draft SCC vision of services in the future. 3 Parish Councillors will be attending
- 49.9 There has been considerable disappointment at the state of the hanging baskets. The failure of the baskets has been due to inadequate watering by the EBC contractor. The Clerk has been in touch with the Green Spaces Services Officer and will be expressing our dissatisfaction at this state of affairs.

The Parish Council has since been notified that the dead baskets will be removed, baskets from other parts of the Borough substituted for the period of the Flower Show and removed again to be used during the Cycle Race at the end of July. As last year, there will be no charge for the Parish Council baskets.

49.10 The Clerk has received a recommendation from the Asset Management Team at Elmbridge of a company who will check the Village Sign and Bus Shelter. A decision will be made at the September meeting and in the meantime the Clerk will obtain a quote for this service.

49.11 Gavin Wilson has been in touch to say he is still receiving emails addressed to his Parish Council email address. Unfortunately although the Clerk informed Datacenta and asked to have Gavin's name removed from the website we should have also asked for his email account to be deleted. This has now been done.

49.12 The Clerk has received a Grant application, unfortunately too late for this meeting, from the organiser of the Silver & Gold Club in Esher to help with transport costs. Further information has been requested.

50. To receive the finance report and decide action arising.

50.1 Bank reconciliations for each month since the start of the financial year 2018/19 through to 30th June have been prepared and signed by the Chairman.

50.2 Cash Book (1) Unity Trust **Payments** report show all transactions from 1st May to 29th June amounting to £7,773.51 (including VAT). Payments include SALC subscription of £2,000, end of year Accounts close down £700, items relating to the Clean Up Day, advice regarding compliance with GDPR and the grant of £200 for the set up of Boomerang Bags (a non profit making community recycling project). This report will become an attachment to the minutes. **Appendix A**

50.3 £25,730 has been paid into the Unity Trust BS, being £24,430 first half of the precept for 2018/19 and the grant from EBC of £1,300.

50.4 The CIL payment for the period October 2017 to 30th March 2019 is expected to be £63,860.

50.5 The balance sheet shows Reserves of £56,612; noting the provision for earmarked reserves this leaves £47,109. **Appendix B**

50.6 **Payments for Approval: Motion** to approve all payments from 1st May to 29th June totaling £7,773.51 (including VAT) was agreed.

Proposed: Cllr John Bamford

Seconded: Cllr Xingang Wang

AGREED unanimously.

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

The Clerk will forward the Guidelines and CIL Policy to Councillors and include future projects and funding on the agenda for the next Council meeting. **AP15**

52. To agree new cheque signatory for the Parish Council chequing and saving account.

Following Cllr Sugden's resignation as Chairman of the Council at the last meeting he felt it was no longer appropriate that he be a signatory for the operation of the Unity Trust Bank and Cambridge Building Society. It was agreed Cllr Herbert should become a signatory. It was agreed the Cllrs Huddart, Chilcott and Pearce would remain as signatories.

RESOLUTION 1

It is **RESOLVED** that this Council make amendments to the mandates for the operation of bank accounts with Unity Trust Bank and the Cambridge Building Society and appoint Cllr. Geoff Herbert as signatory for the operation of these bank account, payment instructions and banking services. Following the addition of Cllr Herbert's name, Cllr Sugden's name will be removed.

Proposed: Cllr Xingang Wang

Seconded: Cllr John Bamford

AGREED unanimously

53. To discuss and agree arrangements for the renewal of the Parish Council's insurance policy.

The current policy with Zurich Insurance is due for renewal in November, the renewal notice will be issued in August. The current policy has been adopted for 3 years and the formal renewal procedure will be considered at the next meeting. The renewal notice will be circulated to Councillors prior to the meeting.

54. To discuss arrangements for the Remembrance Sunday, 11th November 2018 and agree any necessary action

54.1 Remembrance Day Parade

Cllr Sugden has learned that the 1st Claygate Scout Band will not be leading the village Parade this year as they have been invited to take part in the London parade. However it has yet to be confirmed whether or not any Scouts will be taking part. The Clerk will contact 1st Claygate Scouts direct for more information. **AP16**

It was agreed however that the Parade and outside service will take place and that road closure notices and traffic marshals will be required. A quotation has been received from SFM to provide an accredited supervisor and 3 marshals in line with last year.

RESOLUTION 2

It is RESOLVED that this Council approves an expenditure of £322.25 (ex VAT) from the Public Projects Budget to pay a private company, Security Force Management Ltd, approved by Surrey Policy, to provide Accredited Traffic Marshalls, to oversee the Annual Claygate Remembrance Sunday Parade on 11th November 2018

Proposed: Cllr Mark Sugden

Seconded: Cllr Bernadette Pearce

AGREED unanimously

54.2 Poppy Appeal Working Party Meeting

A Poppy Appeal Working Party meeting was held on 2nd July attended by Cllrs Sugden and Pearce together with Hugh Stephenson, Claygate Poppy Appeal Organiser and notes circulated.

Hugh Stephenson has indicated that he is happy to continue in his present role but suggested a team of deputies could help oversee the Claygate Annual RBL Poppy Appeal and encourage additional volunteers. Cllrs Sugden and Pearce agreed to become deputies and this will be actioned by Hugh Stephenson. It was agreed at the working party meeting funds will be requested from the Parish Council to purchase 2 'Silent Soldiers' and large poppies for lamp posts. The 'Silent Soldiers' are £250 each and in order to purchase 2 plus 10 large poppies at £3 each the funds available should be increased to £600.

Motion to amend the Resolution to approve the funds available for the purchase of publicity and other material be increased from £500 to £600

Proposed: Cllr John Bamford

Seconded: Cllr Julian Way

AGREED unanimously

RESOLUTION 3

It is RESOLVED for the financial year ending 2018/19 that the Poppy Appeal Working Party be authorised to incur expenditure of £600, funded from the Public Projects Budget, for publicity and other materials related to the 2018 Poppy Appeal.

Proposed: Cllr Mark Sugden

Seconded: Cllr Bernadette Pearce

AGREED unanimously

55. To note the minutes of the Planning Committee and agree necessary action.

55.1 The Minutes of all Planning Committee meetings had been circulated prior to the meeting.

Copies of all Minutes are available on the Parish Council website.

55.2 A recently issued consultation on the Local Validation Check List will be discussed at the next Planning meeting and a response agreed.

55.3 A constructive meeting took place between EBC Tree Officer, Cllrs Bamford and Herbert together with the Claygate tree wardens. It was agreed that if the CPC Planning Committee has any issues or concerns regarding trees associated with a particular planning application a dedicated tree warden at Elmbridge will be willing to attend site visits. Details of the meeting have been reported at the Planning Committee meeting.

- 56. To note the minutes of Highways and Transportation Committee and agree necessary action.**
56.1 The Minutes of the Highways and Transportation Committee meetings had been circulated prior to the meeting. Copies of all Minutes are available on the Parish Council website.
56.2 In the absence of Cllr Huddart (Chairman of H & T) Cllr Wang gave the update.
56.3 Cllr Huddart had been elected Chairman of H & T at their first meeting and Cllr. Wang Vice Chairman.
56.4 The number of Speed Watch sites in Claygate has been reduced from 4 to 3 the reasons being there are an insufficient number of volunteers to man 4 sites and Surrey Police require at least 1 session per month to keep the sites active. Parking in the vicinity of the sites has been a problem.
- 57. To discuss and agree steps to improve the Hare Lane pedestrian crossing.**
In the absence of Cllr Huddart it was agreed this item will be referred to the next Highways & Transportation committee meeting for further discussion and placed on the agenda for the Council meeting on 13th September.
- 58. To note the minutes of the Environment and Leisure Committee and agree necessary action.**
58.1 The Minutes of the Environment and Leisure Committee meetings had been circulated prior to the meeting. Copies of all Minutes are available on the Parish Council website.
58.2 Cllr Chilcott updated the Council on matters following the meeting of the E & L committee 31st May.
i) Matt Jefferies, Game Larder, attended the meeting. He and his brother are keen to reduce the use of plastic packaging and will be promoting their ideas in the village.
ii) It is hoped to co-opt a local resident to the E & L committee in the future.
iii)Cllr Chilcott expressed his concern that the Risk Assessments produced for various Parish Council activities are not adequate and could be improved although it was pointed out that they are accepted by Zurich Insurance. The Clerk will place this item on the agenda for the next E & L meeting. **AP17**
- 59. To note the minutes of the Extraordinary Meeting of the Environment and Leisure Committee held on 17th May and agree necessary action.**
An extraordinary meeting was held on the 17th May for the purposes of discussing the planting on the Foley Road triangle and the Hare Lane car park. The Minutes of the Meeting have been circulated and are on the website.
- 60. To receive a report from the Communications Working Party and agree any necessary action.**
60.1 The CWP met on the 4th July and the notes of the meeting will be circulated.
60.2 A draft of the Summer edition of Courier will be available w/beginning 16th July with the exception of page 7 which was intended to advertise the Flower Show and the Gig on the Rec. Unfortunately due to lack of time and manpower this edition has been delayed. The 2 missing items will be replaced by post-event reports.
60.3 This edition will be delivered by paid deliverers.
60.4 The original plan was for 4 editions a year with remaining editions due in September and December this year. However, lack of content, time required chasing and checking articles has made this impossible to achieve.
60.5 It is the recommendation of the CWP that there is only 1 further edition in either September or November this year and that in future the Parish Council reverts to 3 editions of Courier a year.
60.6 It was agreed to produce one further edition this year in November to report the Remembrance Day Parade and advertise the Christmas lights and the Parish Council elections in May 2019.
60.7 This edition will be delivered by a magazine delivery service in the third week of November.
60.8 A verbal quote of £375 plus VAT has been received from Green Star (Chessington) for delivery of 3,000 – 8 page copies. Cllr Sugden will request a written quote. **AP18**
60.9 Content of the Autumn edition will be discussed by ALL Councillors at the Council meeting on the 12th September. The Clerk agreed to co-ordinate the collection of articles/design/printing/delivery of this edition **AP19**. Cllr Way agreed to proof read the edition
- 61. To discuss the cost of outsourcing production of Claygate Courier and agree any necessary action.**

RESOLUTION 4

It is RESOLVED that the Communications Working Party explore potential cost and arrangement of outsourcing Claygate Courier.

Proposed: Cllr Xingang Wang.

It was agreed a new Parish Council following the election in May 2019 should decide on the future of Courier and the Resolution was withdrawn.

AGREED unanimously

62. To adopt the amended Freedom of Information Publication Scheme

The Clerk has reviewed the Freedom of Information Publication Scheme and has removed those entries relating to where information is displayed. Minutes etc are no longer displayed in the Post Office and the Village Hall. No other changes were required.

These minor amendments were **approved** and the revised document will be placed on the website.

AP20

63. To adopt the revised Risk Assessment & Management Policy

Cllr Bamford and the Clerk reviewed the Policy in detail. The Policy is similar in content to other Parish Councils and reflects the Model Risk Assessment & Management Policy produced by SALC. A draft was circulated to the Councillors prior to the meeting.

Cllr Bamford drew the Council's attention to the section 'Precept Budget' which mentions review by Finance Working Party. Although it had been agreed in the past that the Parish Council should have a Finance Working Party it has been inactive. It was agreed to resurrect the FWP which should meet at least twice a year and will consist of the Clerk and Cllrs Way, Pearce and Bamford. A draft terms of reference will be produced by the Clerk. **AP20**

RESOLUTION 5

It is **RESOLVED** that this Council adopt the revised Risk Assessment & Management Policy.

Proposed: Cllr John Bamford

Seconded: Cllr Bernadette Pearce

AGREED unanimously.

64. To discuss the setting up of a Working Party to review and recommend the next steps towards compliance with GDPR Regulations.

In order to comply with the requirements of Satswana and prior to the adoption of a Data Protection Officer it is necessary to complete an Impact Assessment and Client Agreement Letter. Members of the Satswana team, the Clerk, the Chairman and ideally at least one other Councillor will be required to meet to discuss the terms. To this end it is recommended that a working party be set up to ensure compliance. Cllr Bamford agreed to join with the Clerk and Cllr Herbert in setting up the working party.

RESOLUTION 6

It is **RESOLVED** that the Council sets up a Working Party to review and recommend the next steps towards compliance with GDPR Regulations.

Proposed: Cllr John Bamford

Seconded: Cllr Geoff Herbert

AGREED unanimously.

65. To discuss arrangements for the Annual Flower and Village Show on 14th July 2018 and agree any action.

The Clerk circulated a timetable for manning the Parish Council stand and this was agreed. In addition Cllr Bamford asked for leaflets on Oak Processionary Moth caterpillars to be available.

66. Matters for Information Only

i) Social Media Policy to be discuss at the September meeting.

ii) Cllr Chilcott offered his services to review the Financial Regulations and Standing Orders in line with the recommendations made by the external auditor Mark Mulberry.

To confirm that the next meeting of the Claygate Parish Council will be held on

Thurs 13th September 2018 at 7.30 pm in the SVH.

Meeting closed at 9.35pm

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

Date.....

APPENDIX A

Date: 06/07/2018

Claygate Parish Council

Page 1

Time: 09:55

Cashbook 1

User: SR

Unity Trust

Payments made between 01/05/2018 and 29/06/2018

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/05/2018	BT	DD	73.56		12.26	1110	101	61.30	Telephone & broadband
04/05/2018	Surrey ALC	300476	2,040.13			1120	101	1,650.00	SALC subscription 18-19
						1120	101	390.13	NALC subscription 18-19
04/05/2018	Surrey ALC	300477	34.00			1120	101	34.00	LCR mag subscription 18-19
04/05/2018	Open Spaces	300478	45.00			1120	101	45.00	Open Spaces subscription 18-19
11/05/2018	Vodafone	DD	36.00		6.00	1110	101	30.00	Vodafone (May)
18/05/2018	RBS Software	300379	712.50		118.75	1112	101	593.75	Year end closedown
18/05/2018	S Round	300480	149.80		4.75	6105	601	121.30	Solopress - CleanUp
						1130	101	23.75	Hi-vis vests
18/05/2018	Claygate Village Hall Assoc.	300481	79.80			1106	101	79.80	Hall hire April
23/05/2018	Paul Garden Services	300482	560.00			3102	301	560.00	HGS Maintenance April
23/05/2018	Claygate Village Flower Show	300483	55.00			1130	101	55.00	Flower show - single stall
23/05/2018	Piranha PR	300484	72.00		12.00	6105	601	60.00	Clean Up banner artwork
23/05/2018	E-Mango	300485	60.00		10.00	6102	601	50.00	Support
23/05/2018	TipTop Computers	300486	78.00		13.00	1110	101	65.00	Set up mobile
23/05/2018	Shirley Round	300487	824.67			1101	101	824.67	Clark's salary May
23/05/2018	HMR & C	300488	237.47			1101	101	237.47	Tax & NI mth 2
28/05/2018	Viking Direct	300489	84.52		4.42	1105	101	80.10	Stationery & stamps
28/05/2018	Mark Sugden	300490	41.84			1136	101	41.84	Annual Village Meeting expense
04/06/2018	Pippa Moody	300491	200.00			1306	103	200.00	Grant - recycling project
04/06/2018	Castle Water Limited	300492	20.94			3102	301	20.94	Castle water-annual payment
04/06/2018	St John Ambulance	300493	110.40		18.40	3101	301	92.00	First Aid Cover-Clean Up Day
04/06/2018	RBS Software	300494	142.80		23.80	1120	101	119.00	Annual software maintenance
06/06/2018	TipTop Computers	300495	117.00		19.50	1130	101	97.50	GDPR consultation
06/06/2018	TipTop Computers	300496	58.50		9.75	1130	101	48.75	Mobile set up
06/06/2018	Claygate Village Hall Assoc.	300497	165.11			1106	101	165.11	Hall Hire (May)
21/06/2018	Shirley Round	300498	841.08			1101	101	841.08	Clerk's salary June
21/06/2018	HMR & C	300499	244.78			1101	101	244.78	Tax & NI mth 3
21/06/2018	Shirley Round	300500	56.61		9.14	3104	301	45.70	E & L Plants
						1130	101	1.77	Postage
21/06/2018	SSALC Ltd	300551	72.00		12.00	1103	101	60.00	Clerk Training
21/06/2018	Paul Garden Services	300552	560.00			3102	301	560.00	HGS Maintenance May
Total Payments:			7,773.51	0.00	273.77			7,499.74	

APPENDIX B

Printed on : 06/07/2018
At: 09:32

Claygate Parish Council
Balance Sheet as at 30th June 2018

1st April 2018

30th June 2018

		1st April 2018			30th June 2018
Current Assets					
		2,257	VAT Control A/c	286	
		100	Petty Cash	100	
		35,575	Cambridge	35,575	
		1,619	Unity Trust	20,651	
		<u>39,550</u>			<u>56,612</u>
		39,550	Total Assets		56,612
Current Liabilities					
		61	Creditors	0	
		<u>61</u>			<u>0</u>
		39,489	Total Assets Less Current Liabilities		56,612
Represented By					
		29,986	General Reserves	47,109	
		6,000	EMR Election Fund	6,000	
		1,554	EMR Planning Project Enquiry	1,554	
		1,949	EMR Old CIL	1,949	
		<u>39,489</u>			<u>56,612</u>

The above statement represents fairly the financial position of the authority as at 30th June 2018 and reflects its Income and Expenditure during the year.

Signed: _____ Date: _____
Chairman

Signed: _____ Date: _____
Responsible
Financial