

12<sup>th</sup> December 2023

**Minutes of the Claygate Parish Council meeting held in the Treetops Pavilion,  
Claygate Recreational Ground on the 16<sup>th</sup> November 2023 at 7.30pm.**

**Present:**

**Cllrs: Sue Grose (Chair), Gil Bray, Tim Freeborn, Geoff Herbert, Donna Holt, Hadleigh Moon, Janet Swift.**

**In Attendance: Parish Clerk & RFO Kate Biggs and 11 members of the public.**

The Chair noted at the start of the meeting that to assist with the writing of the minutes the proceedings would be recorded. The recording will be destroyed upon approval of the meeting's minutes at the next meeting.

The meeting was Chaired by Cllr Holt (Vice Chair) as it was a possibility Cllr Grose would not be able to attend the meeting.

**1. To accept Apologies for Absence.**

Apologies have been received from Cllr Collon, Cllr Marcall and Cllr Twells.

**2. To receive Declarations of Interest in items on the Agenda.**

There were no declared items of interest.

**3. To confirm the minutes of the Council meeting held on the 21<sup>st</sup> September 2023.**

The minutes were agreed and signed by Vice Chair Cllr Holt on behalf of Chair Cllr Grose.  
**Proposed Cllr Holt and seconded by Cllr Swift. Agreed unanimously.**

**4. To review and update open actions remaining from previous CPC Meetings.**

**4.1 Refurbishment of Claygate village sign. (CPC 6/7/23 minutes - Item 55)**

It was reported this discussion had taken place at the 6<sup>th</sup> July 23 Council meeting as part of Item 55 regarding the legacy of the King's Coronation. It had been agreed to repaint the Claygate Village sign but this was yet to be actioned. Richard Knight had been identified to carry out the work but he needed the sign to be measured. It was agreed that Cllr Bray would help. It was noted a plaque had been proposed at the 6<sup>th</sup> July meeting to commemorate the Coronation but Cllr Bray would prefer a Memorial Bench.

It was reported the Memorial Bench had also been proposed and agreed at the 6<sup>th</sup> July meeting but no vote had been taken. Therefore, it was proposed that this item be deferred to the 4<sup>th</sup> January Council meeting where a discussion will be held.

- 4.2 To review the 1st Claygate Scout Group application for a £1,000 Community Climate and Nature Grant. (CPC 6/7/23 minutes - Item 54) - Appendix A

Cllr Holt read out the details of the Grant application from 1<sup>st</sup> Claygate Scouts for a £1,000 contribution to the Solar Panel scheme (total cost £16,000 - £18,000). It was reported a Grant had been sort from Surrey County Council (SCC) through Cllr Sugden. Cllr Holt also noted that there would be matched funding.

**Proposed Cllr Holt and seconded Cllr Bray. Agreed unanimously.**

- 5 To review and update outstanding actions remining from the Strategy Day

- 5.1 To accept the revised words issued as part of the summons to attend meetings.

It was reported the new words had been added to CPC Agendas and they had brought a greater level of clarity for the Public. It was agreed to formally adopt the new words.

**Proposed Cllr Holt and seconded Cllr Swift. Agreed unanimously.**

- 5.2 To review and accept the Media Policy document. (Appendix B)

Cllr Bray noted that the following sentence should be amended. 'Since members of the public generally rely on the media for local information and news.' Should be amended to read 'Since members of the public generally rely on the media for local information, news.'

It was agreed to adopt the Media Policy document.

**Proposed Cllr Holt and seconded Cllr Moon. Agreed by majority vote 5 for, 1 abstention.**

- 5.3 To review the 'Young person to advise the Council' application processes. Appendix C

The Clerk agreed to add the advert to the CPC noticeboards.

5.3 Action 1: Clerk to add the 'Young person to advise the Council' poster to the CPC noticeboards.

It was noted that Hinchley Wood school had been contacted and other schools should be approached directly. It was agreed the closing date of the advert should be amended to the 31<sup>st</sup> December 2023. Received CVs will be presented to the 1<sup>st</sup> February 2024 Council meeting.

**Proposed Cllr Holt and seconded Cllr Moon. Agreed unanimously.**

- 5.4 To receive a presentation from David Jacobson from Surbiton Farmers Market. (SFM)

Cllr Holt thanked David Jackson for attending the Council meeting to present how the Surbiton Farmers Market was initiated and grown to the current successful monthly event.

David Jacobson made a verbal presentation. He reported that the Surbiton Farmers Market (SFM) had started in 2009 as there had been a desire in Surbiton for a monthly event with proceeds going to charity. The SFM started with 26 stalls by inviting participants from other Farmers Markets and ensuring the road closure for the event. This year revenues from the SFM ensured £7k went to charity. He reported they charge £50 per stall with a discount for 6-month bookings. Several start up companies had taken stalls at the SFM and have now progressed on to commercial premises. He reported it was important for the shop owners surrounding the SFM to be invested and

involved to ensure they do not see the event as a threat. SFM has won Farmers Market Awards. He noted at the outset they established a committee of 12 to run the event including a volunteer from Facebook to do the marketing and a volunteer accountant to manage the finances.

Cllr Freeborn arrives.

Following the presentation the Council debated the option of instigating a Claygate Farmers Market.

It was noted if Claygate develop their own Farmers Market it should be ensured the stalls do not compete with the current Parade traders. It was noted a full consultation with the Claygate Parade would need to be undertaken. It was reported an initial proposal would be to start small with 15-20 stalls, ensure there is car parking for the traders' vans and the stalls should face the current Parade traders to encourage greater footfall. Cllr Holt reported she had conducted research to frame the proposal and suggested the following, the event could run every 3<sup>rd</sup> Saturday in the month, only competing with Ripley and Camberley which are both some distance away, and a Stall rental fee of £35.

It was noted the increased shopping a Farmers Market would bring would enhance the Parade by offering a greater variety of produce. It was discussed what Committee positions should be filled to start the process, Chair, Treasurer, Event Manager, Marketer and Event Marshall would be needed with an initial committee of 12 volunteers to get the project off the ground. Potential problems could be managing complaints and too loud noise. To ensure success it is important to have food stalls. It was noted an Artisan Market may be more successful in Claygate.

5.5 To review the proposal to host an Artisan Market for Claygate in April 2024.

It was agreed the Artisan Market concept should be scoped with a full consultation with the Parade to be taken forward. It was also noted that the proposal should be discussed with the Claygate Village Association (CVA). Cllr Herbert noted that from his research it had been suggested a Sunday market would be favourable to a Saturday. It was noted there was fund-raising potential.

**Proposed Cllr Holt and seconded Cllr Grose. Agreed by majority 6 for and 1 abstention.**

5.5 Action 2: Cllr Holt to scope the proposition of an Artisan Market with full consultation with the Claygate Parade and discuss the proposal with the CVA.
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6 To receive an update regarding liaison with Elmbridge Borough Council (EBC).

6.1 Torrington Lodge Development. (Appendix D)

It was reported there will be a meeting with EBC to review the Torrington Lodge development on Monday 20<sup>th</sup> November 2023. Cllrs Bray, Herbert, Holt and Swift plan to attend, Cllr Grose sent her apologies.

It was noted that EBC had suggested Committee Chairs, CPC Clerk and one other should attend the meeting. It was agreed that it would be discussed with EBC why the number of CPC Councillors able to attend would be restricted.

**Proposed Cllr Holt and seconded Cllr Bray. Agreed by majority 6 for and 1 abstention.**

6.1 Action 3: Cllrs to request that all councillors attend the EBC meeting and understand why this had been restricted.
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Cllr Marcall reported he would like to attend but would need to send his apologies on this occasion. It was agreed Cllr Herbert would attend. It was noted the email with the agenda had been circulated at 16.50pm on Thursday 16<sup>th</sup> November 2023. It was noted a list of questions had been put together at the CPC Extraordinary meeting on 5<sup>th</sup> October and answers to these questions should be sort at the 20<sup>th</sup> November meeting.

**Proposed Cllr Holt and seconded Cllr Moon. Agreed unanimously.**

6.1 Action 4: Cllr Herbert to attend the EBC meeting. Cllr to put forward the questions identified at the CPC Extraordinary meeting on the 5<sup>th</sup> October.

6.2 Claygate Community Engagement Project. (Appendix E)

It was reported the PowerPoint had been circulated for discussion at the EBC meeting on the 20<sup>th</sup> November 2023. It was noted that the text should read 'we' and not 'I'.

6.3 CPC Comments to the EBC Design Code (Appendix F)

It was noted that CPC Councillors had submitted their comments by the 5<sup>th</sup> November 2023 deadline.

7 To consider rewording the CPC Village Design Statement to bring it in line with the new EBC Design Code when the final version is published. (Appendices G)

Cllr Herbert reported the CPC Village Design Statement had been produced 10 – 15 years ago. He reported it needed to be updated to mirror the changes made in the EBC Design Code. It was also noted a new Government Design Code had recently been published and these changes would need to be put to a referendum. Cllr Herbert agreed to take the lead on updating the document by scoping a statement and proposing changes that will bring the CPC Village Design Statement in line with the Elmbridge Design Code. Cllr Herbert agreed to speak with the Claygate Village Association and include them in the scoping exercise. It was agreed that this item should be deferred to the 4<sup>th</sup> January Council meeting.

It was agreed to invite the CVA to participate in the rewrite.

**Proposed Cllr Holt and seconded Cllr Swift. Agreed unanimously.**

7. Action 5: Cllr Herbert to invite the CVA to participate in the reworking of the CPC Village Statement.

8 To receive an update on liaison with Surrey County Council (SCC).

It was reported Cllr Sugden will be attending the next Environment, Highways and Transport Committee meeting on the 7<sup>th</sup> December. It was agreed the following needed to be discussed:

- Traffic Calming on Woodstock Lane
- Detritus and weeds in Gullies
- Traveller liaison

**Proposed Cllr Holt and seconded Cllr Moon. Agreed unanimously.**

9 To receive the Finance Report including expenditure for the balance of the year and decide actions arising.

9.1 To agree and sign the revised July and August month end accounts. (Appendices H and I)

The Clerk reported after reviewing these documents having received the Unity Bank Statements, these accounts needed to be amended and presented again to Council.

- 9.2 To agree and sign the September and October month end accounts. (Appendices J and K)

The Clerk reported the September and October month end accounts to Council. She reported that access to the Unity bank was now in place. The Chair thanked the Clerk.

The July, August, September and October month end accounts were agreed and signed.

**Proposed Cllr Holt and seconded Cllr Grose. Agreed unanimously.**

- 9.3 To review and agree Budget v Actuals to month end October 23. (Appendices L, M and N)

The Clerk reported the CPC expenditure to date was £32,644.19 from a budgeted £61,388.00. There had been a number of overspends including the unbudgeted emergency spend on Ron Spurs the Locum Clerk. The CIL income remains at £74,108.22 with the CPC overall revenue at £127,482.22. However, the overspend on other budget lines will not affect the bottom line and the CPC remains on budget for fiscal year 23/24.

The accounts were agreed.

**Proposed Cllr Holt and seconded Cllr Grose. Agreed unanimously.**

- 9.4 To receive the year end forecast report (Appendix O)

The Clerk presented the year end forecast. She noted that she had received several surprise invoices but to date CPC remains on budget with an expected year-end expenditure of £58,152.07. It was noted a number of large grants had been made in the last few years. Hub Kitchen and Village Hall toilets amongst them.

The year end forecast was agreed.

**Proposed Cllr Holt and seconded Cllr Moon. Agreed unanimously.**

- 9.5 To agree the date for the Finance Working Party to enable a 2024/5 budget recommendation to be made to the CPC meeting on the 4<sup>th</sup> January 2024.

It was reported all members of the Council are members of the Finance Working Party. The final 2024/5 budget and Precept level will be agreed at the 4<sup>th</sup> January 2024 Council meeting.

It was agreed the meeting should take place on-line on the 11<sup>th</sup> December 2023 from 10.30am. The Clerk will circulate a meeting invite.

**Proposed Cllr Holt and seconded by Cllr Bray. Agreed unanimously.**

- 10 To review and agree large operating cost expenditure received since last CPC meeting on the 21<sup>st</sup> September 23.

10.1 Sage invoice (Appendix P)

10.2 PKF Littlejohn invoice (Appendix Q)

10.3 Scribe accounting package 5-month contract through to financial year end (Appendix R)

10.4 Claygate Parish Council domain name spend (2 years) (Appendix S)

The Clerk presented annual CPC invoices received in November.

It was agreed to pay the presented invoices.

**Proposed Cllr Holt and seconded Cllr Grose. Agreed unanimously.**

- 10.5 To review the Tender for Parish Gardening Services

It was reported the 3 year agreement had come to an end on the 31<sup>st</sup> October 2023. The contract needed to go for tender. It was noted the original contract had been for 13 sites but this had been reduced to 6 sites in 2022 and the remaining non CPC sites were to be maintained by SCC. It was noted sites should be added to the list if they were needed. It was agreed to assess the maintenance of all 13 sites.

**Proposed Cllr Holt and seconded Cllr Bray. Agreed unanimously.**

10.5 Action 6: Cllrs to assess each of the 13 garden sites and report their level of maintenance

It was agreed Paul's Garden Services to be requested to take photos of the sites.

**Proposed Cllr Holt and seconded Cllr Grose. Agreed by majority vote 6 for and 1 abstention.**

10 Action 7: Paul's Garden services to be requested to take photos of all 13 garden sites.

- 11 To receive an update from the Planning Committee and agree any action arising.

It was noted there is Planning Committee training from 7pm on Thursday 30<sup>th</sup> November 2023.

- 12 To receive an update from the Environment, Highways and Transport Committee and agree any action arising.

Cllr Moon thanked Cllr Bray for his efforts working on the Detritus issue in Claygate. Cllr Bray reported that Wonersh Parish Council had employed a 'Lengthsman' to hue the weeds before the sweepers pass through the streets. Cllr Bray reported that he had been invited to Wonersh Parish Council to discuss their instigation of a Lengthsman.

It was agreed Cllr Bray should visit Wonersh Parish Council on behalf of CPC.

**Proposed Cllr Moon and seconded Cllr Grose. Agreed unanimously.**

It was agreed to ask Ray Lee, EBC to take on the work of loosening the weeds.

12 Action 8: The clerk to speak to Ray Lee, EBC to fund clearing the weeds from the gullies to make the road weeping more effective.

- 13 To receive an update from the Staffing Committee and agree any action arising.

It was noted the Staffing Committee had not meet.

- 13.1 To review the Local Government pay award for 24/25 (Appendix T)

The NALC Pay award was agreed.

**Proposed Cllr Holt and seconded Cllr Bray. Agreed unanimously.**

- 13.2 Staff office equipment costs (Appendix U)

The Clerk reported the more than 5-year-old parish phone had stopped working and that she recommended that it be replaced. It was agreed a budget of £250 - £300 should be set to replace the phone.

**Proposed Cllr Holt and seconded Cllr Bray. Agreed unanimously.**

13.2 Action 9: Clerk to replace the Parish phone spending no more than £300.

As part of the Clerk employment contract it had been agreed to provide office equipment. Following a Health and Safety Assessment on the first day of employment a number of items had been identified. It was agreed to set a £250 budget to purchase a high-quality chair, monitor and keyboard/mouse. A budget of £250 was agreed.

**Proposed Cllr Holt and seconded Cllr Grose. Agreed unanimously.**

13.2 Action 10: Clerk to purchase needed office equipment spending no more than £250.

It was noted the Clerk is also entitled to an eye test.

14 To receive an update from the Communications- working party and agree any action arising.

It was noted that the Communications Working Party had not met.

14.1 To receive an update regarding the proposed February edition of the Courier.

Acting Chair Cllr Holt invited a member of the public Linda Wells who had requested a question to ask the question at this point.

Question 1: Linda Wells

Linda expressed her disappointment that there had not been a Courier this financial year. Cllr Grose reported that the Courier co-ordinator had stepped back from the role. Linda explained the Courier was vital for Claygate village as it offered the only option for publishing events and initiatives within the community. Social media was not enough to fulfil engagement with the entire community.

Cllr Grose reported the Courier delivery company had also gone into administration. Cllr Grose reported there will be a February edition and that a co-ordinator had been identified. It was noted there needed to be a conversation 'what should the Courier be for the community?' Cllr Grose reported there was an option for 4 editions a year. It was noted that there should be an emphasis on quality over quantity.

The Chair thanked Linda Wells

15 Matters for information purposes only.

No matters were raised.

16 Date of the next meeting.

The next meeting of the Claygate Parish Council is to be held on Thursday 4<sup>th</sup> January 2024 at 8.30pm in the Main Hall, Claygate Village Hall.

**[Post meeting note]: It has been agreed to reschedule the meeting to Thursday 11<sup>th</sup> January 2024 at 8.30pm in the Small Hall, Claygate Village Hall.**

Meeting close 9.30pm

Chairman.....*DE Holt*.....

Date.....*11/1/24*.....

**MEETING:** Claygate Parish Council Meeting

**VENUE:** Treetops Pavilion, Claygate Recreational Ground, Church Road, Claygate, Surrey KT10 0JP

**DATE:** Thursday 16<sup>th</sup> November 2023

**TIME:** 7.30pm

## **LIST OF APPENDICES**

4.a Appendix A – Grant application by 1<sup>st</sup> Claygate Scouts

5.2 Appendix B – CPC Media Policy

5.3 Appendix C – Young person to advise Council Advert

6.1 Appendix D - Agenda for EBC meeting 20.11.23

6.2 Appendix E – EBC Claygate Community Engagement Project

6.3 Appendix F – EBC Design Code – CPC Response

7 Appendix G – Village Design Statement

9.1 Appendix H – Revised July month end accounts

9.1 Appendix I – Revised August month end accounts

9.2 Appendix J – September month end accounts

9.2 Appendix K – October month end accounts

9.3 Appendix L – Summary of receipts and payments – 31 Oct 23

9.3 Appendix M – Cashbook – 31 Oct 23

9.3 Appendix N – Monthly accounts summary – 31 Oct 23

9.4 Appendix O – Accounts 23-24 year end forecast

10.1 Appendix P – Sage invoice

10.2 Appendix Q – PKF Little John invoice

10.3 Appendix R – Scribe contract

10.4 Appendix S – Claygate domain name invoice (2 years)

13.1 Appendix T – Local Government pay award

13.2 Appendix U – Clerk office equipment