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were made, such as the Clerk to email when a circulation is sent out, using tracking, using priority circulation slips or using a split circulation. It was agreed that this should be discussed at the next meeting.

104.2 The Localism Bill is now law. The Chairman will arrange for a speaker from SCAPTC to address us on this matter. It was agreed that, until the regulations are made, that the speaker should be delayed. It was noted that EBC is only just starting to organize a Committee on the bill.

104.3 Cllr Isaacs has found out about informal meetings of local parish councils. It is called the Joint Committee Groups of Parish Councils and it meets twice a year. An SCC Councillor and Borough Councillors from Guildford and Elmbridge attend. Cllrs Isaacs and Coomes will go to the next meeting. It was noted that we are looking to take part in this group purely for an exchange of ideas and not for any joint action.

105. Report from the Parish Clerk

105.1 The Clerk wrote to Barclays Bank to protest about the proposed closure of the Claygate branch. A letter has been received expressing regret but the branch will close. It was noted that the Post Office intends to install an ATM. The Co-op will also install an ATM and may offer other banking facilities.

105.2 The Planning Inspector has now considered the responses to the Kingston Core Strategy. He has found the document 'sound' in planning terms and recommends changes that the Council must make. The report and supporting documents are available on the Councils website.

106. The Planning Committee Report

All minutes of the Planning Committee have been circulated. Cllr Isaacs sent a report to all councillors prior to the meeting (see Appendix 1).

106.1 Cllrs Isaacs and Round have met with the new Head of Planning at EBC and it is hoped that he will attend a planning meeting in March.

106.2 EBC put out their Consultation on Draft Planning Documents for EBC; the Draft Design and Character SPD, the Draft Developer Contributions SPD and the CIL Preliminary Draft Charging Schedule. These have been reviewed and comments have been sent to EBC. It was noted that the consultants undertaking these documents did not include many of the suggestions made by CPC. It was agreed to raise this at the next liaison meeting.

106.3 There are various enforcement issues outstanding.

106.4 As part of the conversion of the VDS to a Neighbourhood Plan, a draft survey for Businesses has been completed and a pilot scheme has been organised. The draft questionnaire has been sent to 30 shops in The Parade. It was noted that the survey will need to be agreed by the full Council before the survey is sent to any more businesses. It was agreed to agenda this for the next meeting.

It was helpful for Cllrs Round and Isaacs to meet with local shopkeepers as they were able to learn about issues affecting the traders.

The support of EBC will be required to complete the Neighbourhood Plan.

107. The Highways & Transportation Committee Report

Cllr Huddart circulated a written report prior to the meeting (see Appendix 1).

107.1 It was noted that the road works in Claygate are taking a long time. This is regrettable but as records of underground services are unreliable, digging is the only way to verify. Also, problems are sometimes detected only when the road surface has been replaced.

107.2 It was noted that the replacement of the street lights is erratic. Often work takes place, then the workmen leave without completing the task. This is usually because the workmen hit a problem. Once the problem can be solved, work resumes and the project is completed. It was agreed that we should fight for the finished product and not get involved in the process. We will only fight for efficiency if the process is taking too long.

108. The Environment Committee Report

Cllr Hayes gave an oral report to the meeting.

108.1 All projects are progressing well.

108.2 Cllr Hayes and Vanessa Relleen have done some planting on the Firs verge.

108.3 Cllr Hayes needs to inspect the Woodstock triangle and Glebelands.

108.4 It was noted that the new houses in Torrington Close are now finished and the fence has been re-installed. An inspection of the HGS bed will be required to see if the contractors did any damage. We will contact EBC if any restitution is required.

108.5 It was noted that EBC have funding for village gateways as part of their Jubilee celebrations. We would like to be part of the decision making process as to how the gateways will be improved. This can be discussed at the Liaison meeting. This matter will be on the agenda of the next Environment Committee meeting. A

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suggestion was made that some of the road signs at the village entrances are unsightly and could be removed or changed. This is not possible as these signs form part of the traffic calming measures for the village. It is known that the current trend for sign removal is leading to extra accidents. Although they are unsightly, the signs are needed for safety. It was agreed that perhaps their impact could be softened by some sort of planting.

109. Communications Report

Cllr Round gave an oral report to the meeting

109.1 Articles for the next Courier by the end of February please. Cllr Whittaker will ask the school if they would like to include an article.

109.2 The new website is still a work-in-progress. Cllr Coomes would like to include the Claygate Directory and for each Committee to have its own page. He is waiting for the Claygate Directory- but there is a technical problem. This should be solved before the next meeting.

109.3 It was noted that the current website is out-of date. Cllr Coomes apologized and promised to update it. Thanks were given to Cllr Coomes for all his work on this.

110. Finance Report

110.1 A copy of all receipts and payments from the last meeting, all payments made since the last meeting and a detailed Income & Expenditure by budget were circulated prior to the meeting. More information has been included on the notes to the accounts. 'Miscellaneous' and 'Public Projects' are now detailed.

110.2 Bank Reconciliations for all months since the start of the financial year have been prepared by the Clerk and signed by the Chairman.

110.3 All payments made since the last meeting were APPROVED.

111. Plan for Expenditure

111.1 The Environment Committee should be on budget. It hopes to secure funding from EBC for new projects.

111.2 Highways & Transportation will be underspent. The Youth budget will be underspent. These have been taken into account in the new Budget figures.

112. Precept for 2012/13

The budget meeting took place on 17 Nov 2011 and a draft budget was prepared.

	£	POWER
<u>General Expenditure</u>		
Salary/tax	16265	LGA 1972 s112
Accommodation	1600	LGA 1972 s111
Training	500	LGA 1972 s111
Office supplies	500	LGA 1972 s111
Insurance	740	LGA 1972 s111
Hall hire	650	LGA 1972 s111
Telephone	500	LGA 1972 s111
Audit	450	LGA 1972 s111
Subscriptions	1,960	LGA 1972 s111 & s143
Equipment	400	LGA 1972 s111
Misc	150	LGA 1972 s111
Chairman's Allowance	200	LGA 1972 s111
Pension	2,960	LGA 1972 s112
Election	2950	Representation of the People Act 1983
	29825	

S137 Grants

None

Public Projects - Grants

Neighbourhood Watch	100	Local Govt Rating Act 1997
Youth	500	LG (MP) Act 1976 s19
CIB competition	1000	Highways Act 1980 s96
Christmas lights	2000	LGA 1972 s145
Jubilee Projects	0	

3600

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Public Projects -underwriting

None

Highways & Transportation

Planting highway Trees	500	Highways Act 1980 s96
Footpaths maintenance	1000	Highways Act 1980 s43
Cycle racks	500	Road Traffic Regulation Act 1984
Bus shelter	250	LG (MP) Act 1953 s4
Strimming Old Claygate Lane	0	Highways Act 1980 s43
	2250	

Environment

EBC grant HGS	-3255	
HGS Maintenance	5275	Highways Act 1980 s96
HGS projects	1500	Highways Act 1980 s96
Claygate in Bloom	0	Highways Act 1980 s96
Hanging Baskets	2725	Highways Act 1980 s96
Tools & materials	100	Open Spaces Act 1906 s10
	6345	

Planning

Documents	200	LGA 1972 s111
Neighbourhood Plan	500	LGA 1972 s111
	700	

Communications

Design & Printing	4970	(LGA 1972 s142
Website	300	(
Publicity	300	(
	5570	

TOTAL **£48,290**

Less estimated figure of £290 for earned interest

£48,000 proposed precept for 2012/2013

Resolution 1.

It is RESOLVED that a precept of £48,000 be levied for the financial year 2012/2013.

PROPOSED by Shirley Round

SECONDED by Anthony Sheppard

It was noted that the HGS grant may be higher than we budgeted for, so we may have £200 more than expected. It was agreed not to alter the precept.

A vote was taken and **AGREED UNANIMOUSLY.**

The Clerk will inform EBC

113. Jubilee Projects

This refers to Appendix A.

At the last meeting it was agreed to have a fund which will be specifically used for Jubilee projects.

Organisations will be able to apply for small amounts for local projects. It was agreed to redesign our guidelines for grants specifically for jubilee projects.

It is envisaged that small grants of £400-500 will be made, but if an organisation comes along with an excellent project which requires a larger grant, this will be considered. If necessary, an extra meeting can be called to consider this. Our current grant guidelines allow for exceptions, so they will suffice.

It was agreed to advertise the Jubilee fund in the Courier and on the website. The Communications team will design a poster for use on the notice boards.

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AP37 The Communications team to action

At the last meeting, Cllr Hallett agreed to redraft our grant application forms for Jubilee use. The changes were discussed and it was AGREED that the changes were useful and will be retained for all uses of the grant applications forms.

114. Community War Memorial Project Scheme –request for grant

Cllr Round vacated the Chair. Vice Chairman Cllr Sheppard took the Chair.

CPC has received an application for funding for the renovation of the War Memorial and surrounding area from the designated project team.

There are to be two phases:-

Phase 1-to improve the appearance and visibility- a suggested Jubilee project

Phase 2-to restore the memorial- a project suggested for 2014 the centenary of WW1

An estimate of £6k has been produced for the cost of phase 1. CPC has been asked for a grant of £2500.

Cllr Sheppard proposed Resolution 2

Resolution 2.

It is RESOLVED that the Council fund a grant of £1,500 for the Community War Memorial Project Scheme.

PROPOSED by Anthony Sheppard

SECONDED by Ken Huddart

A discussion took place and the following noted:-

- i. We should be cautious about the amount of grant suggested at this will form a large part of our funding for Jubilee projects.
- ii. This is an existing memorial to those who died in WW1- should we be looking backward to those who already have a memorial? Men have died in other conflicts.
- iii. Even though this is primarily a memorial for WW1, it is the focus for the village for remembrance and relates to all those who have given their lives in battle.
- iv. If we were to award any grant, proper banking arrangements will have to be in place for the funding.
- v. A suggestion was made that CPC could claim back VAT on the project. To claim back VAT, this would mean that the project would be purely a Parish Council project and no longer a community project.
- vi. It is known that other village groups are in favour of the project.
- vii. It is not known how much the second phase will cost. Phase 2 may be more difficult due to ownership issues.

Cllr Sheppard proposed that the amount be increased to £2000. A vote was taken on the amendment.

6 FOR

1 AGAINST

1 ABSTENTION

AGREED

The amended resolution was proposed:-

It is RESOLVED that the Council fund a grant of £2000 for the Community War Memorial Project Scheme.

PROPOSED by Anthony Sheppard

SECONDED by Alex Coomes

6 FOR

1 AGAINST

1 ABSTENTION

AGREED

115. Community War Memorial Project Scheme –request for underwriting

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The War Memorial Project team also requested that CPC underwrite the project. Cllr Sheppard proposed the following resolution:-

Resolution 3.

It is RESOLVED that the Council agrees to underwrite the Community War Memorial Project Scheme up to £1,500 in addition to any grant agreed by the Parish Council.

PROPOSED by Anthony Sheppard

SECONDED by Alex Coomes

A discussion took place and the following points made:-

- i. If approved, the underwriting should not come from the Jubilee project fund.
- ii. It will assist raising funding if the project team can show underwriting from a public body.
- iii. A good response is expected from funding requests, so underwriting may not be needed.
- iv. The fact that the project has underwriting may dampen fund-raising.

A vote was taken

2 FOR

5 AGAINST

1 ABSTENTION

NOT CARRIED

Cllr Round will report back to the project group on both of the above items. If the group wants CPC to take on the project in order to claim back the VAT, this must be done with the agreement of the majority of the Council. A full discussion will have to be undertaken by the Council.

Before any money is handed over we need to be satisfied on the following points:-

- i. That a proper account has been set up. The difficulties with 'restricted' funds are recognised.
- ii. What will happen if there is an excess? Will this be put towards Phase 2?
- iii. As our contribution is from public money, there will need to be proper tendering and accounting. We will need to know how we can track the spending of the money.

Cllr Round resumed the Chair

116. Policies required for the Data Protection Act

CPC is now registered under the Data Protection Act. As part of the registration the Council needs to adopt an Information security policy and a Business continuity plan

INFORMATION SECURITY POLICY

1. The Clerk is the sole employee of Claygate Parish Council and is responsible for the security of all data held by the Council.
2. The office of the Parish Council is in the home of the Parish Clerk and is subject to usual security; the doors to the house are kept locked and the house has an alarm. The door to the office can be locked.
3. The computer used by the Parish Council is controlled solely by the Clerk and is password protected.
4. All Planning applications are kept in a metal lockable cabinet.
5. All Correspondence is kept in a metal lockable cabinet.
6. All financial records, including invoices, are kept in a metal lockable cabinet.
7. All contract information is kept in a metal lockable cabinet.

BUSINESS CONTINUITY PLAN

1. Past minutes and accounts are kept in a metal lockable cabinet.
2. All Parish Council data is automatically backed up to an external hard drive.
3. In the past, the Chairman was regularly given a CD containing copies of the Council data files. Now information is backed up using an external hard drive which backs up automatically. The external hard drive should be removed from the computer each evening and stored in a lockable, fireproof cabinet.

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These were APPROVED.

117. EBC proposals on the Localism Act

Changes are happening with regard to the ethical agenda for local government. Alan Harrison of EBC sent to CPC a draft of his report to Audit and Standards in January. EBC wants to maintain a strong link with the Parish Council so he is recommending retaining 2 Parish Members on the Committee for next year. He will help CPC meet the new requirements. He has asked for initial thoughts. In due course EBC will adopt a new Code of Conduct for Members and this may be used to base our own on. Once details are settled, our register of Member Interests should appear on our website and on EBC website.

It was agreed that we would like to retain the distinction between a personal interest and a prejudicial interest, so that we do not get meetings where everyone needs to withdraw. It was agreed to use the EBC code unless it is very complex or unsuited to our needs. It was noted that several EBC members would like to see the code simplified. This can be included for discussion at the liaison meeting.

It was agreed to notify these points to Alan Harrison.

AP38 The Clerk to action

Cllrs Cartwright and Herbert will report to the Audit & Standards Committee.

118. Matters for information only

118.1 During the Christmas party, which was held in the village hall, a lady motorist was very rude to Cllr Hayes about the way he had parked his car in the village hall car park. Enquiries revealed that the lady was not a patron of the village hall but had parked in the village hall car park to attend a service at the Church. Cllr Coomes contacted the Church to inform them of the matter and received an apology. He learned that the church service was for Rowan School. Both Cllrs Round and Coomes contacted the school regarding the incident and a very apologetic letter has been received from the Headteacher. Thanks were given to Cllr Coomes for actioning this matter.

118.2 There will be a meeting in one of the resident’s houses in Dalmore Avenue to discuss the problem of parking in the road. The footballers, cricketers, commuters and school parkers are affecting residents. One solution will be to replace trees which have been lost from the verges to prevent parking on the verges. Cllr Huddart agreed that Dalmore Avenue can be placed on the tree planting programme.

118.3 It was noted that a ‘Neighbourhood Watch’ sign has appeared for the first time in Holroyd Road.

118.4 It was noted that David Wiltshire will soon be retiring from EBC. CPC will send a letter of thanks for all the help that David has given to CPC over the years.

119. Date of next Meeting

The next meeting will be:-

Thurs 8 Mar 2012 at 7.30 pm in the Small Village Hall

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

Date.....

Please note: Agenda items and resolutions need to be sent to the Clerk two weeks prior to the next meeting.

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APPENDIX 1

PLANNING REPORT FOR THE PARISH MEETING 12.01.2012

Noel and Shirley have met with the new head of Town Planning, Richard Morris who is accustomed to dealing with Parish Councils and very open to liaising with us in the future. He would like to attend a planning meeting in March to see how things are happening at grass roots level.

It has been a busy time with the great tome of the EBC's Draft Design and Character Supplementary Planning Document to read and submit comments. My thanks go to Anthony Sheppard and Ken Huddart for assisting in this.

During the last couple of months the Planning Committee has been busy with some new enforcements and the usual crop of plans submitted for approval. In this time the new legislation for the Localism Act has finally finished it travels through Parliament and the House of Lords and is now statute.

In accordance with this The Chair of the Parish Council and Planning are researching to see about adding to the current VDS and adapting it to conform to the new Neighbourhood Plan requirements. There are main two areas which will need addressing, one of which is a questionnaire to the local businesses. We have been in contact with Steve Wells because of his business contacts/monthly meetings with the local traders. By the time of the meeting Shirley and I will have attended a meeting on Tuesday 10 January to discuss and try a sampler questionnaire with them.

In reality though, to do this project there needs to be the full support of the Parish Council and I am moving that it should be a topic for the next meeting so that it can be discussed and a resolution raised. If we are to commit to this then a letter will need to be drafted to EBC submitting our formal intention and only then will we officially get help from the Council to forward the project.

REPORT OF THE HIGHWAYS AND TRANSPORTATION COMMITTEE

1. The H&T Committee met on 15 December 2011 and the minutes have been circulated. This report covers matters that have arisen after the minutes of the meeting.
2. Significant items not being updated in this report include bridleway proposals, street lighting refurbishment, and Elmbridge B.C. legacy project funding.
3. Speedwatch volunteers (now down to eight) attended a police training session on 16 December 2011. Four watches, each of one hour, have been scheduled; the first took place in Oaken Lane this afternoon. It was effective in slowing down the traffic, and four vehicles were recorded at 37mph or above.
4. The seat at the recreation ground bus stop was agreed to be obtained from Burleys on a single source basis. A subsequent enquiry shows that Burleys has raised its price for installation, and a response is awaited regarding supply from the nominated staff member. There may be merit in having someone else quote, but three formal quotations remain unlikely.
5. On-street parking control. The agreed measures are being applied. The new road markings are missing at Elm Road/The Green and have errors at Loseberry Road and Albany Crescent. I summarised the position to Surrey C.C. parking team and was thanked. We need to decide whether to fight for an additional two "free for an hour" bays in Albany Crescent north of The Willows.
6. The brick planter in The Parade outside Fruit World has been damaged more than can be repaired by Elmbridge B.C.'s StreetSmart team. Surrey C.C. (formally responsible for repair) has been notified, and the Green Team has rescued the plants.