



DRAFT

**Minutes of the Extraordinary Parish Council Meeting
Held on Thursday 3rd June 2021 at 7 p.m. in Claygate Village Hall**

Present: Chairman: Geoff Herbert
Councillors: Mark Sugden, Janet Swift, Jo Collon, Gil Bray, Michelle Woodward

In Attendance: Parish Clerk & RFO Sally Harman, Co-opted Committee member Caroline Stevenson, 2 x members of the public

1. To accept apologies for absence.

Cllr Lessor, Cllr Marques, Cllr Rawson and Cllr Wang all sent their apologies in advance of the meeting.

2. To receive declarations of interest in items on the agenda.

Cllr Sugden declared that as a Cllr for Surrey County Council he would leave the room when Item 5 was discussed.

3. To confirm the minutes of the Annual Parish Council meeting held on 21st May 2021.

The minutes were approved and signed with the following amends:-

- Co-opted Members listed to be moved to 'In attendance' section.
- Item 1 The phrase 'Co-opted members to be changed to 'Co-opted Committee members',
- Item 6 iii) 'Cllr Swift noted she knew 2 of the candidates..' to be amended to 'Cllr Swift noted she knew 1 of the candidates..'
- Item 8 AP135 Replace phrase 'Confirmed Parish Councils aren't political' with 'Be careful how the Parish Council is associated with groups that have political involvement'.
- Item 11 of the minutes, sub-items [a] and [b] occurred in the reverse order to that shown. It was the Highways Committee which was dealt with first and the Planning Committee second.
- Item 11 Staffing Working party. Add Cllr Rawson to the list of members.
- Item 13 ii) SALC Amend 'overall representative to attend SALC AGM' to read 'overall representative with voting rights to attend the SALC AGM'.
- Item 16 Add £166 Local Clerks Subscription fee to subscriptions section.
- Item 17 Amend wording from '...following orders and policies would be adopted with no amends.' to '...following orders and policies would be adopted subject to future review of policies in AP17'.

4. To discuss and agree any action relating to carpark charges at the weekend at Claygate Railway Station carpark.

The station car park is currently free Saturday and Sunday however a number of residents are receiving parking fines following the installation of a new parking sign 6 weeks ago which states 'Open and Charging hours 24 hours a day – 7 days a week'.

A resident spoke stating it was a historical agreement that local Claygate residents made with SW Rail that the car park should remain free at the weekends.

It was **unanimously agreed** that the CPC should write to Ringo, SW Rail and Apcoa parking requesting that they change the sign and not issue car parking tickets.

AP25 Clerk to write letters to Ringo, SW Rail and Apcoa Parking

Cllr Sugden left the meeting.

5. To note and agree how Claygate Parish Council can support the Your Fund Surrey application from the Claygate Recreation Ground Trust for a new family garden area.

It was agreed in a **majority** decision that CPC should liaise with the Chairman of the CRGT to ask what support they require and if a letter is required then the Clerk should write a supporting letter. 1 Cllr abstained.

AP26 Clerk to contact Chairman of CRGT and take action as appropriate.

Cllr Sugden returned to the meeting.

6. Agree the process and allocate roles to Claygate Parish Council Communications in particularly the Courier going forth.

Cllr Sugden proposed that the artwork and print of the Courier, which was currently being actioned via separate organisations, could be combined to save time.

AP27 Clerk to get quote from local provider who can both action the artwork and print.

AP28 Cllr Sugden to co-ordinate next June/July Courier.

AP29 Clerk to add agreement of on-going Courier delivery process and Cllr roles to create the publication to the CPC 8th July meeting.

A resident spoke noting that historically Claygate had had an award winning magazine. They published 3 times a year. The April edition focused on the pre-cept and plans, June edition on summer events and audited accounts and an edition prior to Christmas focused on Christmas events. The publication of the magazine required numerous volunteers and couldn't just sit with one person.

7. To note the commencement of the Queens Green Canopy in October 2021.

Cllr Swift noted that they were giving free trees away as part of the Queens Green Canopy event. It was agreed to refer what CPC could do with regards to the event to the HT&E Committee.

AP30 Clerk to contact EBC Cllrs and SCC Cllrs and ask what EBC and SCC were planning to do.

AP31 Clerk to add to next HT&E agenda for discussion.

8. Matters for information purposes only.

Cllr Sugden noted that the fountain on The Green was broken and that SCC had been out to make the site safe and the broken element of the fountain was being stored safely. This site is not owned by CPC so the responsibility either sits with EBC or SCC and ownership & how to fix it was in the process of being established.

AP32 Clerk to contact EBC Cllrs to get an update on when it will be fixed.

It was noted that the draft EBC Local Plan was likely to be coming out around the start of July.

AP33 Clerk to contact EBC Head of Planning to get an update on expected date of publication and when it is to be presented to the EBC Cabinet.

9. Motion to exclude the Press and Public to discuss Staffing Matters

The motion was proposed by Cllr Herbert, seconded by Jo Collon.

It was agreed in a **majority decision** to exclude the press and public to discuss Staffing Matter.

10. Staffing matters in confidence

Cllr Herbert asked Cllr Sugden to speak. Cllr Sugden outlined the following:-

- The Parish Clerk was appointed in late February 2020. The appointment had the full support of the Council.
- A Staffing Working Party (SWP) needs to be called to report back to the Council at its meeting on the 8th July 2021.
- The Vice-Chairman of the Council Cllr Wang, as Chair of the SWP, is to call the meeting to discuss and consider the following:-
 - (i) The Parish Clerk’s annual review to include a self-assessment by the Clerk.
 - (ii) Any feedback to the SWP from Cllrs not on the SWP
 - (iii) National Joint Council (NJC) Salary increase for 2021/22 (not yet agreed by NJC)
 - (iv) Any recommendations by Claygate Parish Council independent of the NJC relative to the Parish Clerk Salary.
 - (v) Any specific job objectives for 2021/22 (subject to the Parish Clerk job description and working hours)
 - (vi) Any outstanding complaints from either residents or the Clerk and process for resolution.

AP34 Clerk to send Cllr Wang self-assessment

AP35 Cllr Wang to organise SWP meeting and report back to full Cllr at 8th July CPC meeting.

Meeting ended at 19h40

To confirm that the next meeting of the Claygate Parish Council is planned to be held on 8th July 2021 at 7.30pm

Website: www.claygateparishcouncil.gov.uk

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

Date.....