

DRAFT
Minutes of the Claygate Parish Council Meeting
held on Thursday 8th July 2021.
at 7.30 pm at the Village Hall.

Present: **Chairman:** Geoff Herbert
 Councillors: Jo Collon, Janet Swift, Michelle Woodward, Xingang Wang, Brian Rawson,
 Anthony Marques, Jo Lesser, Gil Bray, Mark Sugden
 Co-opted Members: Michael Collon, Will Harrison-Cripps
In attendance: 2 member of the public

46/1 To accept apologies for absence

The Clerk had sent her apologies in advance of the meeting.

It was **unanimously agreed** in the absence of the Clerk that Cllr Woodward would minute the meeting. It was agreed that the meeting continue with critical items only to be discussed on this occasion with others to be discussed at a later date. The agenda was reviewed to agree which items should be discussed. Items to be discussed were agreed as 1,2,5,10, 14, 15, 16, 18, 19,20, 21 ,23, 24,25 in that order.

47/2 To receive declarations of interest in items on the agenda.

None.

48/5 To note and welcome the Co-option Committee members to the Planning and Highways, Transport and Environment Committees.

Michael Collon and John Bamford were welcomed to the Planning Committee as Co-opted members. Mark Tymieniecki, Caroline Stevenson and Will Harrison-Cripps were welcome to the Highways, Transport and Environment Committee as Co-opted members.

49/10 To consider a grant application for £18,860 from Claygate Primary School for a canopy and surfacing for their new Nursery building.

A grant application from Claygate Primary School had been circulated to Cllrs ahead of the meeting. Rachael de Vizio Governor of the planned nursery spoke on behalf of the school. They would like to transform the planned nursery area with a safe soft play surface and hard wear canopy. This would give a child friendly play surface for the children and their safety and provide year round outdoor opportunities for learning and play, enhancing early years development in the community. The aim is to carry out the work in the summer holidays. The proposal is sustainable and long lasting. The nursery has a waiting list and wants to be open to support all children including those with disabilities. Without funding the nursery would struggle to fund this development for several years. The nursery will be run on the school grounds but is run independently, although it falls under the same Ofsted arrangements as the school. The nursery set up is funded by the school; the nursery is fee paying. The application stated that they had been advised to apply using the grant application process.

The grant application was **rejected**. The applicant was told to complete a CIL application for future consideration.

Cllr Swift asked to bring Item 21 up the agenda and then the agenda to revert to agreed order. It was agreed under Standing orders 10avi.

50/21 To receive the report from the Planning Committee and decide any action arising in particular to Elmbridge Borough Council's Local Plan.

Cllr Swift read out a letter she had received from local Elmbridge Liberal Democrat Councillor Bruce McDonald. There was some discussion regarding the content which does not appear to be new to the parish council's response and views given to date. Cllrs agreed to continue the approach as planned regarding its response to the impending EBC Local plan. It would hold a village meeting to consult with local residents on the draft plan when it is published, and will respond accordingly which may include challenging proposed numbers.

Cllr Bray proposed to hold a Parish meeting once the draft EBC Local plan is published.

It was **unanimously agreed** to hold a Parish meeting once the draft EBC Local plan is published.

Councillor Bray suggested that once the plan is published, a holding statement is put on the CPC website to avoid multiple enquiries to Councillors. This would state the publication of the document, that a public meeting will be held and the outline timeline for the consultation process.

AP35 Cllr Bray to draft a holding statement to be discussed with the Planning Committee.

Councillor Bray updated that Kingston has published a draft Local plan and proposed that Michael Collon be asked to produce a draft response. Michael Collon was in attendance and agreed.

AP36 Michael Collon to draft a draft response to the Kingston Plan to be discussed with the Planning Committee.

51/14 To confirm arrangements for direct debits/standing orders 2021/22 to Nest, Microsoft Office 365, Vodafone, TalkTalk, Credit Card, Information Commissioners' Office and Castlewater.

The Clerk had circulated the current Direct Debits and Standing Orders for July 2021 to Cllrs ahead of the meeting.

It was **unanimously agreed** that the Direct Debits/Standing orders detailed in Appendix A be approved.

52/15 To consider and approve the tender process for the Highway Garden Sites.

The Clerk had circulated a proposed tender process for HGS ahead of the meeting. Cllr Wang asked that the tender document be amended to reflect the correct date as 2021.

It was **unanimously agreed** to approve the Highway Garden Sites tender process.

53/16 To agree the on-going process and responsibilities for the Courier.

The Clerk had received a quote from a local company. It was agreed that Cllr Sugden will approach the company to start the work. Copy will be needed in two weeks to publish by September. Cllr Sugden suggested that the publication contain as many pictures as possible.

54/18 To agree the final wording for the Ken Huddart Memorial bench.

The Clerk had circulated 2 options of wording for the Ken Huddart memorial bench at the Claygate Recreational Ground provided by the family of Ken Huddart prior to the meeting. Cllr Lessor suggested that the first draft wording be used. Cllr Bray asked if the dates of birth and dates should be included. Cllr Sugden asked if the family had seen the wording and it was noted that they had given the suggested wording.

It was **unanimously agreed** to proceed with the wording 'Presented by Claygate Parish Council in appreciation of KEN HUDDART's dedication to preserving and enhancing the village.'

55/19 To note the Consultation on the Statement of Community Involvement (SCI) 2021 by Elmbridge Borough Council (closes 23rd July) and agree a response.

The Draft response to the consultation prepared by Cllr Woodward was circulated to Cllrs. Cllr Woodward explained that the draft response to the formal consultation had been developed and shared with Cllrs and their comments integrated.

It was **unanimously agreed** that the draft be submitted to EBC.

AP37 Clerk to submit draft to EBC

56/20 To note the ‘Have your say about Green Spaces and Countryside Sites’ Elmbridge Borough Council Consultation (closes 31st July) and agree a response.

Cllr Herbert asked that the consultation document be referred to the Highways, Transport and Environment Committee to draft a response. As the deadline is 31 July for responses, it was proposed this be brought to an extraordinary meeting, date to be agreed.

It was **unanimously agreed** that a draft response be discussed at the next Extraordinary Meeting of the Council.

57/23 Matters for information purposes only.

Cllr Sugden raised that the manager of the Coop is leaving and has done a lot to support the community. He suggested it would be a nice gesture to send him a letter of thanks from CPC.

AP38 Cllr Herbert to draft letter of thanks

Cllr Herbert raised concerns with Cllr Bray on the amount of work for the Planning Committee in terms of consultation proposals and whether any of the usual work items should be stood down. Cllr Bray did not think this was necessary at this time.

58/24 Motion to exclude the Press and Public to discuss Staffing Matters.

The motion was proposed to exclude members of the public for staff matters. Cllr Bray proposed, seconded by Cllr Herbert.

It was **unanimously agreed** to exclude the press and public to discuss Staffing Matters.

59/25 Staffing matters in confidence

Cllr Wang outlined the process and documents needed to be in place before the appraisal can take place. There are a number of steps that need to be completed which should be completed within the next two weeks.

The next meeting of the Claygate Parish Council would be on an Extraordinary Meeting of the Council with date TBC.

Meeting closed at 20h46

Signed:

Dated:

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

Date.....

Appendix A - **DIRECT DEBITS**

NEST PENSION (MONTHLY)	Approx £45 dependent on Clerk's hours
VODAFONE (MONTHLY)	Approx £13.50 ex VAT
TALKTALK (MONTHLY)	Approx £24.50 ex VAT
*MICROSOFT OFFICE 365 (MONTHLY)	Approx £28 ex VAT
CASTLEWATER (BI-ANNUALLY)	Circa £20 every 6 months
INFORMATION COMMISSIONERS OFFICE CO	£35 (- due November)
LLOYDS CREDIT CARD FEE (MONTHLY)	£3
UNITY TRUST BANK SERVICE CHARGE (QUARTERLY)	Circa £23.50

*Credit Card Payment