

## FINAL DRAFT 2

2<sup>nd</sup> October 2023

### Minutes of the Claygate Parish Council meeting held in the Small Hall, Claygate Village Hall on the 21<sup>st</sup> September 2023 at 7.30pm.

#### **Present:**

**Clrs: Sue Grose (Chair), Gil Bray, Michael Collon, Geoff Herbert, Donna Holt, George Marcall, Hadleigh Moon, Janet Swift.**

**In Attendance: New Parish Clerk & RFO Kate Biggs, Locum Clerk & RFO Ron Spurs and 8 members of the public.**

It was noted the meeting would be recorded to assist with the writing of the minutes and that the recording would be destroyed upon approval of the meeting's minutes at the next Council meeting.

In the absence of Cllr Grose, the beginning of the meeting was Chaired by Cllr Holt.

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

Apologies have been received from Cllr Freeborn and Cllr Twells.

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

Cllr Herbert declared an interest in item 10 as he is a member of the Flower Show Committee. He will remain in the room but will not take part in the discussion.

#### **3. To confirm the minutes of the extraordinary meeting held on the 7<sup>th</sup> September 2023.**

It was agreed these should be approved at the next meeting.

#### **4. To agree a schedule of meetings for 2024.**

(Reference to Strategy Day write up report)

Cllr Holt reported the dates for the 2024 Council session had been discussed at the Council Strategy meeting and documented on page 12 of the report circulated prior to the council meeting.

It was agreed to adopt the dates as detailed in the Strategy Report page 12.

**Proposed Cllr Holt and seconded Cllr Moon. Agreed by majority vote 6 in favour, 1 abstention.**

It was proposed the date of the Annual Parish meeting should be moved forward to the Thursday 11<sup>th</sup> April 24 to accommodate the early Easter.

**Proposed Cllr Holt and seconded Swift. Agreed by majority vote 6 in favour, 1 abstention.**

Cllr Grose arrived and assumed the Chair.

**5. To review the recommendations from the strategy meeting and agree the established actions. (Appendix A)**

Cllr Holt presented the document produced from the Strategy Day and she was thanked for pulling the information together.

It was agreed the remit of detritus and gullies should be assigned to the Environmental, Transport and Highways Committee (ETHC) and over hanging bushes and shrubs along verges and highways should remain the remit of the Planning Committee (PC).

**Proposed Cllr Grose and seconded by Cllr Moon. Agreed by majority vote 6 in favour, 1 abstention.**

Cllr Collon noted the proposal of co-opting a young person representative to the Council as a non-voting member.

Cllr Moon noted the ambition to produce an issue of the Courier in February 2024.

It was discussed the wording to the public announcement part of the Council Agenda did not adequately explain the requirements for attending and requesting a question. It was noted the Covid statement should remain.

It was agreed the text should be reviewed and proposed for ratification at the next Council meeting.  
**Proposed Cllr Grose and seconded Cllr Swift. Agreed Unanimously.**

**5. Action 1: Cllr Moon to review the text and circulate revised words to the next Council meeting.**

**6. To receive the Finance Report including expenditure for the balance of the year and decide action arising. (Appendices B, C, D and E)**

The Locum Clerk reported the Budget reconciliation reports for July and August, Receipts and Payments log, and the cashbook had been circulated on the 18<sup>th</sup> September. All reports tallied appropriately and were as expected.

**7. To review and agree Budget v Actuals to end Aug 2023 versus what will be stated as CIL/Non-CIL expenditure in 2023. (Appendix F)**

It was reported the Budget v Actuals report had been circulated on the 18<sup>th</sup> September. Our current expenditure sits at £10,738.40 from a budgeted £61,388.00. It was noted that CPC had received a higher CIL payment for the current year – budgeted at £53,488 but received £102,373.93. It was noted that several large payments had come through in recent weeks and they will appear in the October accounts presented to the next Council meeting. Overspends include £2.5k on the May elections. It was noted that with the increase of CIL payment a number of spent items can be reclassified to CIL and therefore the overspend on other budget lines will not affect the bottom line and the CPC will come in on budget for fiscal year 23/24.

**8. To announce the date of Detritus Day on Saturday 7<sup>th</sup> October 2023 and agree arrangements.**

It was proposed that a Detritus Day should be held to highlight and clear the verges and pavements throughout Claygate. A provisional date of 7<sup>th</sup> October had been set. It was noted Surrey County

Council (SCC) has a Detritus Policy and are responsible for maintaining the verges of highways and should be consulted and their remit understood prior to holding this event.

It was agreed to postpone the event until this is understood.

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

It was agreed to approach Mark Sugden, SCC, to understand their remit and ensure they are fulfilling their obligations.

**8. Action 2: Clerk to contact Mark Sugden, SCC to establish what actions SCC will be taking.**

It was agreed this environmental issue should be included in the remit of the Planning Committee.

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

**9. To announce the date of the next litter picking drive on Saturday 4<sup>th</sup> November 2023.**

It was noted the next litter picking drive will take place on the 4<sup>th</sup> November. This should be announced on the usual channels. It was noted that there had been banners for this event.

It was agreed that the banners should be looked for. A suggestion was made that they may be in Mark Sugden's shed.

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

**9. Action 3: Clerk to look through the cupboards at the Village Hall to establish if the banners are there.**

**10. To review the CVA applications for grants. (Appendices G and H)**

It was noted it was not possible to understand the financial restraints of the organisations making applications with the detail on the current grant request form.

It was agreed to change the information requested to include details of the last audited accounts from the organisation.

**Proposed Cllr Grose and seconded Cllr Swift. Agreed by majority vote 5 in favour, 2 against and 1 abstention.**

(Reference to Agenda item 10.1)

The application for a grant from CVA of £500 for Claygate Christmas Lights was agreed.

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

(Reference to Agenda item 10.2)

The application for a grant from CVA of £400 for a Claygate Christmas Tree was discussed. It was agreed the grant will be paid this year but the applicant was requested to investigate the possibility of a permanent tree being installed and maintained throughout the year before making an application in 2024.

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

It was agreed the EHTC committee would investigate the maintenance of installing a permanent Christmas tree.

**Proposed Cllr Grose and seconded Cllr Swift. Agreed by majority vote, 5 in favour and 3 against.**

**10. Action 4: Clerk to raise the permanent Christmas Tree investigation at the EHTC Committee.**

**11. To review and discuss the invitation by Patrick Bateman for the Claygate Parish Councilors to attend consultation meeting for the Way Maker Project.**

It was noted Cllrs Grose, Holt and Marcell will attend the meeting.

**12. To receive an update from the Planning Committee and agree any action arising.**

It was reported as part of the strategy meeting it had been discussed to reduce the time of the monthly planning committee to 45 minutes. It was noted that the current average time of the planning committee was 1hour 28minutes.

It was noted there were issues with the Elmbridge Borough Council (ECB) website.

Cllr Herbert reported he had received an invitation to review the draft Elmbridge Design Code. The consultation will end on 5<sup>th</sup> November 23. It was discussed that CPC should make a formal comment, Cllr Grose will circulate the document when available.

It was agreed that each Cllr will read and respond with their comments in the following format:

- a) Inaccuracies
- b) Errors worthy of challenge
- c) Approvals

**12. Action 5: Final comments on the ECB Design code consultation to be collated and brought to the Planning Committee on the 2nd November 23.**

**13. To receive an update from the Environment, Highways and Transportation Committee (EHTC) and agree any action arising.**

It was reported several issues had been raised at the meeting including traffic calming measures in the village and the continuing concern over Detritus. It was noted that Mark Sugden had been invited to the next meeting on the 19<sup>th</sup> October 23.

**14. To receive an update from the Staffing Committee and agree any action arising.**

Cllr Holt welcomed Kate Biggs as the new Parish Clerk and Responsible Financial Officer. She thanked Ron Spurs, Locum Clerk for managing the transition.

**15. To receive an update from the Communications working party and agree any action arising.**

It was reported the next meeting will be taking place before Christmas.

**16. Matters for information purposes only.**

It was reported the letter cosigned by 6 Cllrs and sent to Cllr McDonald (EBC) regarding the comments made about CPC holding an extraordinary meeting on the Torrington Lodge planning application, remained unanswered. There had not been an acknowledgement that it had been received.

It was agreed the letter would be included in the minutes. (Appendix I)

**Proposed Cllr Bray and seconded Cllr Holt. Agreed by majority vote 7 in favour and 1 abstention.**

It was agreed Cllr Collon could chase a response from Bruce McDonald.

**Proposed Cllr Grose and seconded Cllr Holt. Agreed by majority vote 6 in favour, 1 against and 1 abstention.**

**15. Action 6: Cllr Collon to seek a response from Bruce McDonald on the Torrington Lodge Car Park joint letter sent from 6 CPC Cllrs.**

It was noted Torrington Lodge development will be discussed in an extraordinary meeting of the EBC Cabinet on Wednesday 27 September 23, 5pm. Cllrs Bray and Herbert will be attending the meeting.

It was agreed a CPC statement would be prepared for Cllr Bray to take to the EBC meeting. It was agreed an extraordinary meeting of the CPC should be held at 7pm on Thursday 5<sup>th</sup> October to discuss the result of the EBC Extraordinary Cabinet meeting. It was agreed a larger hall should be sort for this meeting.

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

**16. Action 7: Clerk to source large hall for the CPC Extraordinary meeting.**

**17. Date of the next Claygate Parish Council meeting.**

7.30pm Thursday 16<sup>th</sup> November 23, Treetops Cricket Pavilion.

#### QUESTIONS FROM THE FLOOR

1. When will the next edition of the Courier be issued as it had traditionally been used to advertise Christmas activities?

It was noted the volunteer that produced the magazine had stepped back from the role.

Meeting close 9.20pm

Chairman.....

Date.....