



**Draft Minutes of the Claygate Parish Council Extraordinary Meeting
held on Thursday 6th July 2023.
at 19h30 at Claygate Village Hall.**

Present: **Chairman:** Sue Grose
 Councillors: Geoff Herbert, Hadleigh Moon, Bob Twells, Tim
 Freeborn, Gil Bray, Janet Swift and George Marcall,

Members of the Public:

Minutes

34. To accept Apologies for Absence.

Apologies were received from Cllrs Holt and Collon.

35. To receive Declarations of Interest in items on the Agenda.

None.

36. Change of Agenda Order of Business

The Chair proposed and Cllr Swift seconded that the Agenda item regarding the Torrington Car Park Development (item 21 on the Agenda), is moved to Item 4 on the Agenda.

This was Approved by the Council.

37. Torrington Road Car Park Development

To Debate the Proposed Torrington Road Car Park Development and Agree Appropriate Actions (including a Public Meeting and a Facebook Post).

The Chair stated that she wished to explore the role and pertinence of holding a Public Meeting. The Chair pointed out that she had been approached by residents supporting the idea of a public meeting and the fact that the proposed development had not been publicised sufficiently by EBC.

Councillors stated that it was important that CPC did not create a false impression that the proposed Application will be stopped.

It was noted that the original proposal for developing the Car Park was not publicised in the property market.

EBC have stated that they were under no obligation to hold an options appraisal regarding this matter.

The Chair proposed and Cllr Swift seconded a proposal that CPC organises a public meeting to be held on 21st July 2023 at the Village Hall to discuss the Torrington Car Park development.

The purpose of the meeting is to listen to the public who oppose the development, the public who support the proposal and what action the public would like the parish council to undertake.

The Council agreed to meet with the developer between 21st July and 28th July then meet with Mr Lee.

This proposal was unanimously Approved by the Council.

38. Deferment of Agenda items until Extraordinary Meeting – 10th August 2023

The Chair proposed and it was seconded by Cllr Swift that the following items on the Agenda are put forward to an Extraordinary Meeting of the Council to be held on the 10th Augst 2023.

Items:

7. To review the delegation arrangements to Committees, Employees and other local authorities.

8. To confirm the terms of reference (Remits) of the Planning, Highways, Transportation and Environment and Staffing Committees and Communications Working Party.

10. To review, reaffirm and adopt the Council's:

Standing orders, Financial Regulations, Members Code, Members Code of Conduct, Health & Safety Policy, Freedom of Information Policy, Freedom of Information, Publication Scheme, Risk Management Policy and Assessment, Document Retention Policy, Data Protection Policy, Privacy Policy, Dignity at Work Policy, Complaints Procedure, Media & Communications Policy, CIL Policy and Guidance, Grants Policy and Guidance, Sickness at Work Policy, **(See Council Website Policies)**. Register of Interests and the Hospitality Register. (Attached).

In relation to Communications Working Group proposal see document attached.

11. To consider the introduction of a Councillor Policy Approval tracking document.

14. To make arrangements with a view to the Council becoming eligible to exercise the General power of Competence in the future.

15. To review and agree the remit, process and responsibility for the Parish Council's Facebook going forth.

This proposal was unanimously Approved by the Council.

39. To confirm the minutes of the Extraordinary meeting held on the 29th June 2023.

Council resolved to Approve the minutes.

40. To note the minutes of the EBC/CPC Meeting held on the 23rd June 2023.

Council noted the minutes

41. To confirm the remit of the Parish Council.

The Chair proposed and Cllr Holt seconded the proposal that the remit of the Parish Council. One Councillor abstained. The proposal was Approved.

42. To confirm the Charter between CPC and EBC and agree whether to publish on the CPC website.

Proposed by Cllr Grose and seconded by Cllr Marcall that the Charter should be published on the Council website. The proposal was Approved.

43. To review the delegation arrangements to Committees, Employees and other local authorities.

Deferred until 10th August 2023.

44. To confirm the terms of reference (Remits) of the Planning, Highways, Transportation and Environment and Staffing Committees and Communications Working Party.

Deferred until 10th August 2023.

45. Appoint any non-voting advisors to the Planning Committee.

Mr. Anthony Shepherd, Ms. Noel Carruthers, Ms. Diane Leakey, Mr. Adam Leakey, Mr. Gareth Jones were Appointed by the Council as non-voting advisors.

Cllr Herbert and Cllr Bray proposed that another individual is appointed as a non-voting member to the Planning Committee. Council resolved not to

Approve this appointment. The Chair stated that she will speak to the individual concerned.

46. To review, reaffirm and adopt the Following Policies and Documents:

Standing orders, Financial Regulations, Members Code, Members Code of Conduct, Health & Safety Policy, Freedom of Information Policy, Freedom of Information, Publication Scheme, Risk Management Policy and Assessment, Document Retention Policy, Data Protection Policy, Privacy Policy, Dignity at Work Policy, Complaints Procedure, Media & Communications Policy, CIL Policy and Guidance, Grants Policy and Guidance, Sickness at Work Policy, **(See Council Website Policies)**. Register of Interests and the Hospitality Register. (Attached).

In relation to Communications Working Group proposal see document attached.

Item deferred until 10th August 2023.

47. To consider the introduction of a Councillor Policy Approval tracking document.

Item deferred until 10th August 2023.

48. To consider the re-signing of the Council to the Civility and Respect Pledge.

Item deferred until 10th August 2023.

49. To receive a training update on Councillors and discuss any action required.

Noted.

50. To make arrangements with a view to the Council becoming eligible to exercise the General power of Competence in the future.

Item Deferred until 10th August 2023

51. To review and agree the remit, process and responsibility for the Parish Council's Facebook going forth.

Item deferred until 10th August 2023. The Chair explained that she is consultation regarding how the views of the Council's Facebook can be improved.

52. To review and agree the remit, process and responsibility for the Courier going forth.

The Chair explained that there are discussions ongoing to replace Mr. Whitehad.

There is a commitment to maintaining the Courier. Chair will have a proposal for discussion on the 10th August 2023.

53. To consider the payment of an invoice for £12,784.09 inc VAT from Elmbridge Borough Council for the May Elections.

It was proposed by Cllr Bray and seconded by the Chair that the Locum Clerk is asked to comment on the invoice prior to the Extraordinary Meeting to be held on 10th August 2023.

54. To consider a Climate and Nature grant application from Claygate Scouts for £1000 for Solar Panels.

Mr Gary Earnest from the Claygate Scouts explained the need for new solar panels to utilise the three phase electrics within the building. Over the long term there is a significant saving for the Scouts and it is a positive environmental project.

Mr Earnest outlined the grants and finances the Scouts have received.

The matter was deferred until the September meeting of the Council by which time there will be clarity around the issue of CIL funding and grants.

55. To consider the erection of a bench to Commemorate the Coronation of King Charles III.

The issue of a bench was discussed and Cllr Bray withdrew his proposal in favour of the purchase of a sign to commemorate the Coronation. Cllr Swift is working closely with a supplier and it was proposed by the Chair and seconded by Cllr Bray that Cllr Swift discusses the matter further with the Locum Clerk and the matter is deferred until the September meeting of the Council.

This was Approved by the Council.

56. To consider the need for advertising on a Saturday of free parking at the Station Car park and agree any action required.

The Chair proposed that the matter is referred to the Environment Committee. Seconded by Cllr Swift.

This proposal was Approved by the Council.

57. To receive the report from the Parish Clerk including the actioning of items from previous Council meetings and decide any action arising.

All outstanding items will be reviewed at the Council meeting to be held in September.

58. To receive the Finance Report including expenditure for the balance of the year and decide action arising. (The Finance Report will be circulated separately following the month end).

Noted.

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

Meetings have been arranged with the Head of Planning at EBC.

60. To receive an update from the Highways, Transportation and Environment Committee and agree any action arising.

The Committee Resolved to change its name to Environment, Highways and Transportation instead of Highways, Transportation and Environment.

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

The Chair outlined the progress re flyers and that Courier and Facebook.

Cllr Markall raised the issue of Cllr Bray being approached by a member of the public regarding the colour of the flyer. Cllr Markall asked who approached Cllr Bray regarding this matter.

Cllr Bray stated he apologised for raising the matter, he thought it was a wind up and he did not identify the individual.

62. Matters for information purposes only.

Councillors agreed to meet at the Flower Show at 1pm.

The meeting ended at 9pm.