

These are draft minutes and are subject to approval at the next meeting.



## **Minutes of the Meeting of the Council held at 7.30pm on the 11 September 2014 in the Small Village Hall**

**Present:**            *Chairman:*        Alex Coomes  
                          *Councillors:*    Geoff Herbert, Michael O'Brien, Mary Marshall, Ken Huddart, Anthony Sheppard, Helen Maguire

**In attendance:** *Parish Clerk:*    Freda Collins  
    Surrey County Councillor Mike Bennison  
    2 members of the public

Cllr Coomes chaired the meeting in the absence of the Chairman.  
Cllrs Sheppard and Maguire were not present at the start of the meeting.

### **62. Apologies for Absence**

Mark Sugden with reason.

Kate Hallett with reason.

Noel Isaacs with reason.

Cllrs Sheppard and Maguire sent apologies as they would be late. These were accepted.

### **63. Declarations of Interest in Items on the Agenda**

**Cllr Herbert** declared that he is a Borough Councillor and a member of Elmbridge Rent Start.

**Cllr Huddart** declared that he is Chairman of the Trustees of Claygate Village Hall Association, President of the CVA and Acting-Chairman of the Claygate Conservation Areas Advisory Committee.

**Cllr Marshall** declared that she is a Borough Councillor.

**Cllr Coomes** declared that he is a Borough Councillor.

### **64. Confirmation of the Minutes**

The minutes of the meeting of 10 July 2014 were agreed and signed.

### **65. To Report on the Actioning of Items from the last Meetings**

**AP 3-** *assets review*- done.

**AP 5-** *information under FOI from EBC on the cost of maintenance of other recreation grounds.* - outstanding by Cllr Coomes

**AP 19-** *notice board Holroyd Road*- Cllr Marshall has attempted to pursue this matter, but has not received any further information from EBC. It was agreed to set up a meeting with Cllrs Marshall and Coomes, Hamish White and Dave Page.

All other action points are agenda items or have been carried out.

### **66. Report from the Chairman**

No report

### **67. Report from the Parish Clerk**

67.1 The Annual Return was sent off to the external auditors. They sent it back as they wanted to see one of the accruals put into reserves. This is just an accounting procedure and does not change the final figures. The Annual Return has been amended and returned to the external auditors.

Cllr Sheppard arrived at the meeting.

### **68. Finance Report**

68.1 A copy of all receipts and payments from the last meeting, all payments made since the last meeting and an explanation of the accounts were circulated prior to the meeting.

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

68.3 All payments made since the last meeting were APPROVED.

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68.4 Investec closed down our current account on 10 August 2014. So we have opened an account with Unity Trust Bank. There was a delay in transferring the funds as they sent correspondence to the office which was not actioned as the Clerk was on holiday. All details have now been finalised, the funds have been transferred and the account with Investec has been closed. As of 8 Sept 2014 there was £32,464.33 in the Unity account.

### **69. Plan for Expenditure**

A copy of the detailed Income & Expenditure by budget was circulated prior to the meeting. Accounts information was included which showed:-

- i. notes to the accounts
- ii. an analysis of 'Miscellaneous', 'Other Grants', 'Chairman's Allowance' and 'Public Projects'.
- iii. a rough breakdown of the current financial situation.

It was noted that:-

- i. unbudgeted expenditure for the repair of the Millennium Sign will be subject to Resolution 2.
- ii. expenditure will be required for repairs to the fountain.
- iii. a grant application has been received from Claygate Casuals

Cllr Maguire arrived at the meeting.

### **70. New Deposit Account**

Claygate PC has usually run with two bank accounts; one current account and one deposit account. Our deposit account is currently with Santander. This account has never been successful as Santander does not specifically tailor their accounts for parish councils, so the Clerk cannot correctly manage the account as she is not a signatory. Santander has recently informed the Clerk that the interest paid to CPC will be reduced from 1% to 0.45%.

There is a building society which caters for the needs of Parish Councils; the Cambridge Building Society. They offer two accounts; one an easy access account paying 0.45% interest and a notice withdrawal account paying 1% interest. The Santander account has had few transactions- in the years that CPC had had the account no withdrawals have been made, only the interest has been received, so the notice withdrawal account with the Cambridge would work well for CPC.

It was AGREED to open the notice withdrawal account.

### **AP23 The Clerk to action**

### **71. Social Media**

Cllr Sheppard prepared a paper on this matter which was circulated prior to the July meeting.

71.1 A corporate page on Facebook means that everyone can see it; you do not have to be invited. People who 'like' one of these pages will get automatic updates. We will be able to block abusive or offensive comments.

It was agreed that CPC could reach an audience in the 20-50 range if we had Facebook/Twitter. It will be useful for dialogue, for election publicity and for straw polls. We could advertise planning applications in the village.

It was agreed that:-

- i. it should be kept factual and simple with local community information.
- ii. it will need daily moderation.
- iii. The Chairman and Clerk will be in charge of moderation.

It was AGREED to set up a Facebook page.

It was AGREED to set up a Twitter account.

We have an offer of help from a media design student who should be able to give practical advice. A meeting of Cllrs Coomes, Maguire and Sugden with the Clerk and the student will be arranged.

### **AP24 Cllr Maguire to action**

71.2 Cllr Sheppard also formulated a Social Media Policy and circulated it.

This was AGREED.

Thanks were given to Cllr Sheppard for all his work on this matter.

### **72. Millennium Sign**

On 12 June, the Millennium Sign slipped down the wooden post causing the tiled roof to collapse onto the ground. The sign has remained in situ as it does not appear to pose a safety risk. A detailed specification was prepared by Cllr Huddart and sent to four contractors.

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We have received three quotations for repair of the Village Sign. The Council has to decide whether to take the lowest, which does the repair in accordance with our specification, or to consider a higher quote which would construct a timber roof.

This matter will be discussed as a Part B matter with the public excluded.

### **73. Financial Regulations**

NALC has issued new financial regulations. A Working Party of the Clerk and Cllrs Sugden, Sheppard and Isaacs revised the new regulations to personalise them for use by CPC. These amendments have been checked and the version showing the changes has been circulated to members.

The amendments were AGREED.

The Clerk will circulate the final version of the Regulations.

#### **AP25 The Clerk to action**

### **74. Horse Crossing Woodstock Lane South**

Cllr Marshall gave an oral report.

74.1 She has been provided with a proposal for the work from a private contractor by SCC. It will cost £2163 plus VAT. It was noted that the design is poor as it calls for posts too close to the highway.

It was discovered only two days ago that the frontager for one part of Woodstock Lane South is Kingston Borough Council. In the past, sections of land were bought by various Councils/Government Departments in order to carry out road widening/construction. The road schemes never reached fruition, but the strips of land are still owned by the Councils/Government Departments. SCC will not go ahead with any works until the ownership of the land is verified.

74.2 There are already some muddy patches on the horseride even the weather has been relatively dry. It is estimated that a considerable tonnage of scalplings will be required which will cost in the order of £10k. Part of the problem is that the ditches are not draining. About 200 horses use this horseride to access from their livery to Claygate, so the ride is well used. It was agreed to ask SCC to make the necessary repairs. The H&T Committee have already agreed to ask SCC to make it into a bridleway, but this will take time.

74.3 It was agreed that the horseride needs to be extended as horses need to cross the road to go over the A3 Bridge or to pass the Travellers site.

It was agreed to defer Resolution 3 as more work needs to be done with the interested organisations. A meeting needs to be organised with members of H&T, Cllr Marshall, Caroline Stevenson, Kingston BC and SCC

#### **AP26 Cllrs Huddart and Marshall to action**

### **75. 2015 Election**

75.1 Cllr Sugden has obtained information from EBC on the ways we could reduce the potential cost of the 2015 elections. Costs for 2015 are estimated at £7788 - this assumes a separate poll card for the Parish at £1800. We do not, however, need a poll card or to be included on any other poll card at all according to law thus potentially saving c £1800 if the CPC opted to not do so. Alternatively, we could be included on a common poll card with the General Election and Borough which would be split 3 ways and cost CPC £600 not £1800, thus 'saving' £1200 versus the costs provided.

We are not legally obliged to have a poll card at all, but it was agreed that this may lead to confusion, so a joint poll card would be the best option.

75.2 It was agreed that a meeting with EBC is required as CPC cannot continue with these unforeseeable large increases for which we are unable to plan.

#### **AP27 Cllr Sugden to action**

It was noted that printing costs quoted by EBC seem very high. This is due to the fact that the printing security standards are very high so there are not many printers who are able to undertake this task.

75.3 Cllr Sugden circulated a report prior to the meeting as EBC have requested that the Boundary Commission review the number of Cllrs in EBC. The review is in two parts:-

**1. Council Size** – the total number of Councillors is to be decided before any boundaries are redrawn.

This is recommended by EBC alone and must be submitted by 8th December 2015. The Commission will review and make a decision. It is believed that there is a proposal to reduce the number of Councillors from 60 to 48.

**2. Public Consultation on new ward boundaries resulting from any change to the number of Councillors**

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- i. Stage 1: 20/1 - 31/3/15. This will ask for proposals on new ward boundaries from EBC. Other organisations, members of the public can provide independent input.
- ii. Stage 2: 30/6-24/8/15. This will be the draft recommendations for comment/public consultation
- iii. Final Recommendations Nov 2015
- iv. Parliamentary Scrutiny Dec 2015
- v. Implementation May 2016

Additionally it could be that EBC also moves to elect for full 4 years rather than each year (except the SCC election year). This is an EBC decision requiring a 2/3rds majority of Councillors.

This will be an agenda item for the next Parish Council meeting in November.

75.4 It was agreed that a 'speed information' night is required for potential candidates. A possible date is Wed 21 Jan 2015. The Clerk will see if the SVH is available.

#### **AP28 The Clerk to action**

We will obtain election information from SALC to use.

#### **76. Grant Request from Claygate Casuals**

Claygate Casuals have requested another grant which will go towards the cost of pitch rental. It was noted that they will be playing at 'Goals' which is a private company. It is not known how the cost of pitch rental compares to pitches owned by EBC. The application did not include enough detail.

It was noted that the Claygate Recreation Ground is overused as it is used by both cricket and football.

Keeping the ground playable at all times of year costs a great deal of money. The football played on the Rec is juniors only as adult players are much harder on the ground. Claygate Royals have a veterans side and they do not play at Claygate. It was noted that 60% of Claygate Royals matches are played elsewhere.

It was agreed to defer the resolution in order to obtain more information about what the money is for and what are the comparative pitch fees. The Clerk will write to the applicant.

#### **AP29 The Clerk to action**

#### **77. The Planning Committee Report**

In the absence of Cllr Isaacs, Cllr O'Brien gave an oral report to the meeting.

- i. Wyevale garden Site- there continues to be a problem with the planting.
- ii. Il Corallo- the application for flats was approved.
- iii. The application for flats at 106, Hare Lane was withdrawn.

#### **78. The Highways & Transportation Committee Report**

Cllr Huddart circulated a written report prior to the meeting.

The Committee met on 28 Aug 14, and the minutes have been circulated.

Issues discussed included the car parks, the state of footways, station maintenance, street lighting project, Woodstock Lane South horse ride. This report covers matters that have developed since the Committee meeting.

78.1 On-street parking – Claygate gives its view. The survey output has been published in *The Courier* so any feedback would be interesting. The working party is to meet on 6 Oct 14. Cllr Huddart met Rikki Hill (Surrey C.C.) at the recent Local Committee, and he agreed to join in any discussions we sought as to the possibilities for future action. The village hall was provisionally booked for a public meeting in October, but this will be too soon for a public meeting.

78.2 Off-street parking. We have been asked whether an Electric Vehicle charging point should be provided in our area. The H&T meeting agreed that one in Torrington Lodge car park may be beneficial. Cllr Huddart spoke to John O'Reilly, Leader of EBC, who seemed interested in the idea. Although the usage might be limited as the points should be on or adjacent to major roads if the charging is to extend vehicle range, it could be good for the image of Claygate and Elmbridge, and could help protect the car park's existence.

78.3 The Local Committee debated, at length, a long-running dispute regarding the privatisation of culs-de-sac around Wey Road, for which Elmbridge B.C. exercised its right of veto. Curiously, there were known objectors to the proposal, so it had to be legalistically arranged so that it could be adequately maintained even though some current and future residents would opt out. Mike Bennison said he had had a similar request in Claygate; which was rejected by its residents. Surrey C.C. and Elmbridge B.C. would have to consider the state of the road, and the arrangements for future maintenance, as well as the value of the road to the community e.g. as a through route, or as a space for on-street parking.

78.4 The item on drainage dealt with the variety of conditions and treatments of non-draining or slow-draining gullies. Repeat visits, with increasingly aggressive techniques, are made to sites where ponding is reported to persist. We should therefore ensure that we make these repeat reports at sites where the visits are not made or

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are unsuccessful. The only one fully meeting these conditions is at the High Street junction with Hare Lane. During the impending leaf fall season there will be numerous gullies blocked by leaves, which can be simply cleared by DIY action with a nearby stick.

### **79. The Environment Committee Report**

Cllr Marshall circulated a written report prior to the meeting.

79.1 Cllr Marshall met with the Environment Agency on 19<sup>th</sup> Aug with regard to the altered course of the Rytte. Cllr Sheppard was also present and discussed the banking. Dave Page will remove the fallen blocks, clear the debris out and pollard the trees along the bank. The course of the river will be monitored where it goes under Claygate House.

79.2 A new quote has been received for the repair of the fountain. Other much higher quotes were previously received which were above the allotted Environment Budget. This new quote is within the budget. It was AGREED to accept this quote so that the work can be carried out prior to the winter. The Clerk was asked to remind the contractor that harsh chemicals should not be used to clean the fountain.

### **AP30 The Clerk to inform the contractor**

79.3 The graffiti at the entrance to the Rec has now been removed. It was noted that graffiti has appeared in The Parade.

79.4 The EBC Dog Fouling Campaign will now include the Rec and all the other problem areas highlighted in Claygate. Officers from EBC are highlighting areas of dog fouling using washable paint and a notice asking the owners to remove it. It was noted that some houses with gates backing onto the Rec have been seen to let their dogs run out loose onto the Rec. The dogs foul the ground but the owners do not remove it.

79.5 Permission has been granted by Paragon Housing Trust for the bed near The Winning Horse in Coverts Road, on the condition that no trees are planted. It is hoped we will have this established during this autumn.

79.6 The Firs Verge has had a lot of attention. Vanessa and Cllr Marshall cut back some overgrown vegetation and thinned out some bushes. Cllr Marshall removed a large amount of refuse from it including a bike, two bags of clothes, a bag of shoes and a wheelie bin full of bottles, cans and glass. Thanks must be given to David Parks who kindly took it all to the dump last Saturday afternoon.

Paul has agreed to remove the cuttings and a tree as discussed.

79.7 Kingston BC owns the field in Woodstock Lane. Permission is being sought from them for a bollard to be erected in order to reduce fly-tipping in this area.

79.8 Vanessa and Cllr Marshall cut back, tidied and removed the rose bay willow herb on The Green and thinned the bush at the far end. Paul is to trim the sides back on both sides in line with the fencing.

79.9 The Christmas tree hole has still not been covered by Andy despite being asked several times. Cllr Marshall has arranged for a piece of log to be cut for it, but it is still a bit short. Another will be put in place a.s.a.p.

79.10 Cllr Sheppard will contact Thames Water to ensure that the pumping equipment for the Hare Lane green overflow system is working prior to the winter.

79.11 A new idea to stop people littering in public parks is to spray a slogan on the grass. This could be tried on the Rec in the spring.

### **80. Communications Report**

80.1 Social Media has already been discussed.

80.2 Our website webhosting company recently changed servers. This meant that the world IP address and firewall changed. Our webhosting company did not warn us that this would happen or give us the necessary details. This meant that the Claygate website just disappeared for about two weeks. Cllr Coomes also had difficulty contacting the webhost in order to sort out the matter. It was agreed that this is totally unacceptable and a formal letter should be written to the webhosting company warning that we will take our business elsewhere if we experience another prolonged outage.

### **AP31 The Clerk to action.**

We have been with this webhosting company for some years now and not had any previous problems, so it was agreed that we will not change companies because of this incident, but that it must not happen again.

Cllr Maguire gave an oral report to the meeting.

80.3 The Courier has gone out and has been well received. The copy date for the next Courier is 24 Oct.

80.4 A meeting will be arranged to discuss the website.

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**81. Matters for information only**

81.1 The SALC AGM and meeting will be held on 16 October 2014- the Chairman is attending.

81.2 Cllr Sugden has met with a representative of EBC on a site visit of the children's playground. He will give a report at the next meeting.

**82. Date of next Meeting**

The next meeting will be:-

**Thursday 13 November 2014 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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## **PART B**

### **MEMBERS OF THE PUBLIC WERE EXCLUDED IN ORDER TO DECIDE THE AWARDING OF A CONTRACT TO REPAIR THE MILLENNIUM SIGN.**

Four firms were asked to quote, three quotes have been received

- i. £3890 which includes a timber roof
- ii. £2700 which includes a timber roof.
- iii. £1950 with no roof.

The quote for £1950 was from Glenn Hunt and is £150 higher than his original estimate as he has included lead flashing.

It was agreed that the heavy timber boarding roof proposed by two contractors would add to the weight, so is not a good proposition.

It was AGREED to go with the £1950 quote from Glenn Hunt.

Cllr Huddart will inform the contractors and arrange for the work.

**AP32 Cllr Huddart to action.**