



*caring for Claygate Village*

## **Draft Minutes of the Meeting of the Council held at 7.30pm on the 3rd November 2016 in the Small Village Hall**

**Present:** Councillors: Mark Sugden, John Bamford, Bill Chilcott, Geoff Herbert, Ken Huddart, Tony Shearman, Julian Way, Gavin Wilson.

**In attendance:**

Parish Clerk: Zak Keshavjee

Members of Public: None

Cllr Xingang Wang gave apologies for late arrival and arrived at 9.30pm

**77. Apologies for Absence**

Bernadette Pearce with reason

**78. Declarations of Interest in Items on the Agenda**

**Cllr John Bamford:** Trustee of Friends of Capelfield Surgery, Trustee of Friends of Claygate Day Centre, Trustee of Claygate Village Hall Association, Bookkeeper at Church of the Holy Name, Esher.

**Cllr Bill Chilcott:** Member of the Kingston Branch of the Ramblers' Association, Voluntary worker with Lower Mole Countryside Management Project, member of Claygate in Bloom.

**Cllr Geoff Herbert:** Co-ordinator of Neighbourhood Watch.

**Cllr Ken Huddart:** Chairman of the Trustees of Claygate Village Hall Association, President of the Claygate Village Association, Acting, Chairman of the Claygate Conservation Area Advisory Committee, Traffic Engineering Consultant, Fellow of Chartered Institute of Highways and Transportation, Fellow of Institute of Engineering and Technology, Fellow of Institute of Civil Engineers.

**Cllr Tony Shearman:** Trustee of Claygate Recreation Ground Trust, Chairman of Claygate Royal's Football Club, Organiser of 'Gig on the Rec'.

**Cllr Mark Sugden:** Trustee of Claygate Recreation Ground Trust, Trustee of Claygate Village Hall Association, Committee member Claygate Village Association, Committee member Claygate Gardening Society, Chairman, Outreach Group, Church of the Holy Name, Esher.

**Cllr Xingang Wang:** Magistrate and co-ordinator of Claygate Speed Watch.

**Cllr Gavin Wilson:** Member of the Torrington Close Association, member of Claygate Lawn Tennis Club.

**Cllr Julian Way:** Undertakes care work at Sans Soucie, Guildford.

**79. Confirmation of the Minutes of the Parish Council Meeting held on 8<sup>th</sup> September**

The minutes of 8<sup>th</sup> September 2016 Council were agreed subject to correction of AP numbers and signed by the Chairman.

**80. To Report on the Actioning of Items from previous meetings.**

**AP25.** Cllr Pearce will carry out an inspection of the assets by the end of the year. **Ongoing.**

**AP26.** Clerk to arrange a meeting on financials with the Chairman and Vice-Chair, at minimum one week prior to every Parish Council meeting, to ensure that appropriate financial documents and updates continue be issued to Cllrs for comment, prior to the meeting. Chairman discussed with the Vice Chairman and Clerk the current financial update. prior to this meeting. Clerk to prepare documents and arrange pre meetings from now on. **Ongoing.**

**AP42.** Parish Clerk to arrange a meeting with the Chair and Vice Chairman of the Environment and Leisure Committee to discuss submitting information to the EBC Open Space Review ahead of formal opening of the consultation. Meeting to take place before the end of September. The Chairman of the Council strongly recommended that the Council send documentation to EBC, prepared by the previous Clerk, on registering 2 sites as Village Greens (The Green by the Hare and Hounds PH and Derwent Close) for their consideration and in advance of the publication of their draft proposals and public consultation on the EBC Green Space review. **Revert back to E&L Committee.**

**AP46.** The next Parish Council meeting to discuss whether to transfer any funds from the checking to the savings account. Agreed no action for time being **Done.**

**AP49.** New planning printer provided by EBC is in place at the Village Hall. Clerk to carry out a test run for printing planning documents and to check if it has a scan facility and if so how to operate this function. **Outstanding. Scan issue outstanding. Cllrs Herbert and Way to meet with and sort out with Clerk.**

**AP2.** Parish Clerk to ascertain if the Youth Club want any formal involvement from CPC. Cllr Bamford has spoken to Linda Alanko and she is keen to have support from the Parish Council. **Clerk has recently contacted Youth Club with no response. Clerk to contact Youth Club leadership again.**

**AP3.** Parish Clerk to ascertain if CPC has any ownership or responsibility for Meadow Road Island (a registered Village Green), CPC had undertaken the registration process. Need to review existing files, consult co-opted members of the E&L Committee who may have been involved in the registration and primarily SCC. We do not believe CPC has any responsibility or liability but need this clearly established. **Outstanding.**

**AP4.** Clerk to ascertain whether quorums for Committees include co-opted members or solely councillors. In the NALC Legal Topic Note (October 2013) Voting Rights 9 states 'By virtue of s.13 (1) and (7) of the Local Government and Housing Act 1989 ('the 1989 Act'), non-councillor members of committees and sub-committees do not have voting rights. There are 5 exceptions to this rule none of which apply to Claygate Parish Council. Voting Rights are therefore quite clear but making up a quorum for a meeting to take place remains unclear. A quorum of fewer than three Councillors would be unable to make decisions irrespective of how many co-opted members were in attendance. **Standing Orders to be amended to clearly state that three Councillors are required for a Committee quorum. Cllr Bamford to amend Standing Orders to reflect this.**

**AP7.** Cloud backup should be pursued with Microsoft as an inexpensive tool but need to check what e-mango offer. Check hard drive if problems buy a new device. An alternative is a memory stick. Also space on web site. Clerk to check by next week and send e-mail to Cllrs on progress. **Outstanding.**

**AP8.** Social media policy to be reviewed at next Council Meeting. Existing policy requires amendment. It will be reviewed by the Communications Working Party. **Outstanding.**

**AP9.** Parish Clerk to arrange meeting dates for 2018 with CVHA Lettings Manager. Also ideal aim is a two week gap between Parish Council Meetings and Committee Meetings (except for Planning if this conflicts with EBC reporting timelines). **2017 meeting dates have been re-circulated as requested by the Chairman. Done 2018 Ongoing**

**AP10.** Parish Clerk to circulate LCR magazine to Councillors and pass on any information received from the Open Spaces Society to the Chair of Environment & Leisure. Magazines recently received and will be circulated. **Done**

**AP11.** Clerk to revise nomination guidelines for Community Cup to exclude sitting Councillors from being able to be nominated. **Outstanding.**

**AP12.** Clerk to contact Albert Boyman to make arrangements for the Community Cup to be engraved. **Outstanding.**

**AP15.** Remits reviewed at Committee meetings should be dated and uploaded to the website. Clerk has reviewed the remits and is making dating amendments prior to upload to website. **Ongoing.**

**AP16.** The Parish Clerk indicated that he would be reviewing the current policy book to ensure that there is a readily accessible hard copy and electronic copy of key, agreed Council policy documents such as Standing Orders, Financial Regulations, Remits, Risk Assessments by year end. **Ongoing.**

**AP19.** Awaiting external audit – must be completed by 30/9/2016. **Done and uploaded to website. See also 82 Report from the Parish Clerk.**

**AP 20.** An update on the transparency legislation to be on the agenda of the next meeting. **Clerk to action.**

**AP 21.** Order Poppy Wreath for Remembrance Sunday. **Done.**

**AP 22.** Create reserve lists for E&L and H&T Committees. **Clerk to action. Outstanding.**

**AP 23.** Bus shelter by Recreation ground needs graffiti removed. Reported to EBC. **Done.**

**AP 24.** Bus shelter outside Village Hall has shattered plastic now cleared. **Done.**

**AP 25.** Cllr Shearman to call a Communications Working Party meeting for October to discuss next Courier. **Done.**

**AP 26.** Parish Council Chairman to make a final effort with Abricot to see if the matter can be amicably resolved but also to advise the CVA they may need to make alternative arrangements for email to replace [cva@claygate.info](mailto:cva@claygate.info).

**Outstanding.**

**AP 27.** Clerk to ensure that Sage system for submitting payroll to HMRC email address is changed from claygate.info to our new email address. **Done.**

**AP 28.** Cllr Herbert to check if the Parish Council Facebook account is closed. CWP to assess creation of a new CPC Facebook account. **Discuss under CWP report.**

**AP 29.** Communicate to Parish Clerk agreed (NALC) salary increase of 1%, agreed by Resolution 7, backdated to April 1<sup>st</sup> 2016. **Chairman to action. Done.**

### **81. Chairman's Report**

The Chairman noted that most items he intended to report on are agenda items, namely Remembrance Sunday, Great British High Street Competition, EBC Liaison meeting, and Staffing and will be dealt with under those agenda items.

### **82. Report from the Parish Clerk (see also 83 below)**

**82.1.** The Annual Return for 2015/16 has been approved by the external auditor. The accounts and statutory information was advertised on the noticeboards and website for the legal time limit, so the audit is now complete

**82.2.** Confirmed with external auditor that CIL receipts are correctly classed under creditors as legislation states that if they are not spent within 5 years of receipt, they may be repayable to EBC.

**82.3.** The external auditor raised a minor issue in that we classified the precept under precept but the discretionary precept grant under grant. This followed previous external audit guidance and what we did last year. This year they indicated that the two should be combined under precept. It is our assertion that they are incorrect but this is a minor matter and does not affect the overall accounts.

**82.4.** Our annual insurance premium with Zurich has been paid. Renewed. (Year 2 of a 3 year contract)

### **83. To Receive the Finance Report and Decide Action Arising**

**83.1.** Bank reconciliations for each month since the start of the financial year 2016/17, through 30<sup>th</sup> September 2016 have been prepared and signed by the Chairman.

#### **83.2. Cash Book 1 – Unity Trust Chequing Account.**

- Opening balance at 1<sup>st</sup> April 2016, was £16,823.86.

- Receipts from 1st April 2016 thru 30th September 2016, totalled £35,472.71. No receipts have been received since the last meeting.

- Payments from 1st April 2016 to 30th September 2016 totalled £14,669.01.

- The balance in the account, as at the bank statement ending 30<sup>th</sup> September, was £37,627.56.

#### **83.3 Payments for approval.**

Items of expenditure since the last Parish Council meeting on 8th September 2016, for the period 1st August 2016 to 30th September 2016, totalled £5,395.80 (including reclaimable VAT of £224.05).

A motion was moved to approve all payments from 1/8 to 30/9/16

Proposed: Cllr Bamford

Seconded: Cllr Huddart

The motion was **AGREED** unanimously

#### **83.4. Cash Book 2 – Cambridge Building Society Savings Account.**

The balance in this account is £35,155.25 as at the date of this meeting. There have been no receipts into or payments from this account in the 2016/17 financial year.

**83.5.** Combined cash book 1 and cash book 2 balance, carried forward as at 30<sup>th</sup> September 2016 is £72,782.81

### **84.To Review the Plan for Expenditure for the Balance of the Year, Including Future Projects and Funding and Agree any Action.**

#### **Estimated income and expenditure for the rest of the year**

##### **84.1. Income**

•**Received:** 1H precept, discretionary precept grant, 2015/16 VAT refund an earmarked CIL payment for Oct 15/Mar 16 and Unity Trust bank interest. Total: £35,472.71.

•**Due:** 2H precept £24,000.50, HGS Grant £3,697 from EBC and an earmarked CIL payment for Apr 16/Sept 16 of £3,213.

•**Interest** will be below annual budget due to reduction in rates by both Unity Trust and Cambridge.

•Total funds @ 30/9/16 – Unity £37.6k and Cambridge £35.2k £72.8k

•Est.Income 2H/16 £30.8k

•VAT Refund (1H/16) £ 0.4k

**Est. Balance £104.0k**

##### **84.2. Earmarked Items**

•2019 Election (£2.0k per year) £4.0k

•Earmarked CIL £16.9k

**Total Committed Earmarked Items £20.9k**

##### **84.3 Estimated Expenditure**

•Admin for rest of the year £ 10.4k

(assume spend to budget ex election accrual above)

Total admin for year is £21.2k, £8.8k spent ytd

Less potential Council/Committee/Working Parties spend to budget for the year:

• Grants £4.5k

• Projects £1.9k

• H & T £8.2k

• E&L £10.3k

• Planning (Budget £0.3k plus land registry £1.3k) £1.6k

• Communications Working Party £3.7k

**Total potential spend to budget (inc. agreed planning overspend) £40.6k**

#### **for Council/Committees/Working Parties.**

Total Uncommitted Balance £42.5k

Emergency Reserve £15.0k

Total Uncommitted Balance less Emergency Reserve £27.5k

**84.4** Council agreed that future financial reports did not need to be circulated on coloured sheets and hand delivered which takes too long and is inefficient. In future the cash book reports, payments for approval and detailed income and expenditure reports will be downloaded from the RBS accounting system and emailed to Cllrs. **New AP 30. Clerk to action.**

**85. 2017/18 budget meeting on the 24<sup>th</sup> November**

Clerk, Chairman and Vice-Chairman had discussed estimated outturn for 2016/2017. 2 pages will be sent to Cllrs for the informal meeting on 24<sup>th</sup> November for discussion – historic Admin and historic Committee budgets. Committee Chairmen to identify provisional budgets for 2017/18. **New AP 31. Clerk to action,**

**86. To report on the EBC liaison meeting on 2nd November and agree any necessary action.**

The agenda included Village Car Park Charges, Fly Tipping, Claygate & Oxshott Sure Start Centre, but focussed on Planning Matters, especially status of the EBC Local Plan – a strategic options consultation is due to start soon, 40 Acre Field, potential closure of the car parking at Claygate Common down Common Lane due to fly-tipping and enforcement. It was agreed that CPC should contact EBC planning re - our planning comments if due to our meeting cycle we are unable to meet EBCs advertised comment response date to let them know we will be submitting comments late to ensure that they are included. We can also contact the EBC Communications Manager to seek advice on how EBC operate social media, especially Facebook. Attendees felt that this was a constructive and informative meeting that could be further improved if other senior members of EBC departments or lead staff in key areas could be available to attend.

**87. To discuss arrangements for Remembrance Sunday, November 13th 2016 and agree any necessary action.**

**Resolution 1**

It is **RESOLVED** that this Council approve an expenditure of £322.25, from the Public Projects budget to pay a private company, Security Force Management Ltd, approved by Surrey Police, to provide 4 Accredited Traffic Marshals, to oversee the Annual Claygate Remembrance Sunday Parade on 13th November 2016.

Proposed: Cllr Sugden

Seconded: Cllr Way

The resolution was **AGREED** unanimously.

**88. To discuss the Great British High Street of the Year Awards and agree any necessary action.**

**Resolution 2**

It is **RESOLVED** that this Council approve an expenditure of £360 from the Public Projects budget to fund the delivery of a leaflet to all households in Claygate to support the bid for Claygate to be crowned best Local Centre/Parade of Shops in The Great British High Street of the Year Awards, 2016.

Proposed: Cllr Sugden

Seconded: Cllr Shearman

The resolution was **AGREED** unanimously.

**89. To Note the Minutes of the Planning Committee and Agree Any Necessary Action**

The minutes of the Planning Committee meetings of 15<sup>th</sup> September, 6<sup>th</sup> October and 27<sup>th</sup> October were noted.

**89.1.** Planning Application 2016/1567 relating to the application for a travellers site on the 40 Acre Field was rejected by EBC East Area Planning Committee in October, 2016.

**89.2.** Cllr Sugden, the CPC representative on the CRGT handed over the chair to Cllr Bamford, in order to ask the Planning Committee Chairman, to clarify the comment made at its meeting on 27<sup>th</sup> October 2016, on planning application 2016/2021, by the CRGT for a disabled ramp and extension to decking and landscaping. Cllr.Sugden then resumed the Chair.

**90. To Note the Minutes of the Highways and Transportation Committee and Agree Any Necessary Action**

**90.1.** The Committee met on 20 Oct 16; draft minutes have been circulated. Matters considered included Woodstock Lane South horse ride maintenance, pedestrian rights from BE34/A3 overbridge to Ruxley Heights, School Crossing Patrols and SCC on-street parking consultation now on line (closed 14 Oct 16).

**90.2.** At the EBC/CPC Liaison Meeting on 2 Nov, there were discussions on car park charges.

**90.3.** There was discussion of the possibility of using Claygate CIL money and/or Elmbridge CIL money for Bridleway maintenance and traffic calming.

**91. To Note the Minutes of the Environment & Leisure Committee and Agree Any Necessary Action.**

The minutes of the meeting on 13th October were noted.

**91.1.** Clerk/Cllr. Herbert to contact EBC to object to BTs intent to remove the public telephone box at the Village Hall and Coverts Road.

**91.2.** Cllr Chilcott with another resident removed the broken glass from the bus shelter outside the Village Hall.

**91.3.** Committee had decided not to pursue Village Green status on Derwent Close but consider it for the Roundway. Cllr. Herbert will work on the Roundway while Cllr Chilcott will handle the Village Green by the Hare and Hounds PH.

## **92. To Receive a Report from the Communications Working Party, including Status on the Website and Agree Any Necessary Action.**

**92.1.** Notes of the meeting on 25<sup>th</sup> October had been circulated. The next edition of the Courier is planned for January 2017, potential content was identified with target copy deadline of 18<sup>th</sup> November.

**92.2.** Website is being effectively updated by E-mango including Twitter.

**92.3.** Further investigation on Facebook is needed. The existing Facebook page is to be taken down. **(See 80 earlier AP 28 Cllr. Herbert).**

**92.4.** Discuss matter with E-mango. **(See 80 earlier AP 28 Cllr. Shearman)**

## **93. Matters for Information Purposes Only.**

Cllr. Sugden noted that information indicated that the 'Winner' PH on Coverts Road was likely to close shortly.

## **94. Motion to exclude the Press and Public to discuss staffing matters.**

Proposed: Cllr Bamford

Seconded: Cllr Chilcott

The motion was **AGREED** unanimously.

The Parish Clerk left the meeting.

## **95. Staffing matters in confidence.**

**95.1.** The Chairman confirmed that the Clerk had tendered his resignation in writing on 30<sup>th</sup> September and that his last working day, per his contract would be 30<sup>th</sup> November 2016. The Chairman had informed the Council and with the approval of members of the Staffing Working Party had responded formally in writing, acknowledging and accepting the resignation and thanking him for his service. Consequently, the Council needed to take action to provide for Interim coverage until the appointment of a new Parish Clerk and Proper Officer. Shirley Round had been approached and indicated that she was willing to undertake this Interim role.

### **Resolution 3**

It is **RESOLVED** that this Council approve that the Chairman, in ongoing consultation with the Staffing Working Party, has the authority to spend up to £1000 a month, effective from 4th November 2016, for interim administrator/RFO services until the appointment of a new Parish Clerk/RFO.

Proposed: Cllr. Sugden

Cllr. Way proposed an amendment to increase the amount from £1,000 to £1,500. The amendment was approved unanimously. The amended resolution was then put to the Council.

It is **RESOLVED** that this Council approve that the Chairman, in ongoing consultation with the Staffing Working Party, has the authority to spend up to £1500 a month, effective from 4th November 2016, for interim administrator/RFO services until the appointment of a new Parish Clerk/RFO.

Proposed: Cllr. Way

Seconded: Cllr. Wang

3 Cllrs declared an interest: Cllrs Sugden, Bamford and Huddart as Trustees of the CVHA indicated that they would abstain as Shirley Round is the Lettings Manager of the CVHA.

The resolution was **AGREED** 6 for and 3 abstentions.

**95.2.** The Chairman noted that to ensure our accounts are up to date in the absence of a permanent clerk/RFO, that financial data entry could be carried out by our financial accounts provider, RBS.

### **Resolution 4**

It is **RESOLVED** that this Council approve that RBS (Rialtas Business Services) undertake the monthly financial data entry for the Parish Council, at a cost of £100 per month effective from the October 2016 bank Statement. This to be reviewed after the appointment of a new Parish Clerk/RFO.

**Proposed: Cllr. Sugden**

**Seconded: Cllr. Way**

The resolution was **AGREED** unanimously.

**95.3.** The Chairman outlined that the Staffing Working Party would work on recruitment of a new Parish Clerk/RFO and may need to utilise, as before, the recruitment service provided by SSALC.

### **Resolution 5**

It is **RESOLVED** that this Council approve that the Staffing Working Party determines the key aims and requirements for a new Parish Clerk/RFO and that it can spend up to £700 to utilise the recruitment services offered by SSALC for advice and if deemed appropriate for recruitment.

**Proposed: Cllr. Bamford**

Cllr. Herbert proposed an amended resolution which was approved unanimously by Cllrs.

It is **RESOLVED** that this Council approve that the Staffing Working Party prepares the key aims and requirements for a new Parish Clerk/RFO, to be approved by the Full Council and that it can spend up to £700 to utilise the recruitment services offered by SSALC for advice and if deemed appropriate for recruitment.

**Proposed: Cllr Herbert**

**Seconded: Cllr Way**

The amended resolution was **AGREED** unanimously.

**96. Date of next Meeting**

The next meeting will take place on

**Thursday, 12<sup>th</sup> January 2017 at 7.30pm in the Small Village Hall**

The meeting closed at 9.40pm