

**DRAFT**

9<sup>th</sup> April 2024

**Minutes of the CPC Meeting held on Thursday 28<sup>th</sup> March at 8.30pm at Treetops Pavilion, Claygate Recreation Ground, Church Road, Claygate**

Present: Chair of Parish Council: Cllr Holt  
Council Members: Cllr Bray, Cllr Collon, Cllr Moon, Cllr, Cllr Freeborn and Cllr Herbert  
In attendance: 4 members of the Public

**1. To agree who will clerk the meeting.**

Dawn Lacey to Clerk the meeting:  
Proposed by Cllr Holt and Seconded by Cllr Herbert.  
Carried unanimously.

**2. To accept apologies for absence.**

None

**3. To receive declarations of interest in items on the agenda.**

Cllr Moon declared an interest in items 28 and 29 and will leave the room at that time.  
Assistant to the Chair Dawn Lacey also declared an interest in items 28 and 29 and will leave the room at the time.

**4. To resolve on the Council moving into closed session for items 27, 28, 29 and 30**

Agreed unanimously.

**5. To receive questions from the public.**

None received.

**6. To confirm the minutes of the Parish Council Meeting held on 29<sup>th</sup> February 2024**

An adjustment was made on Point 16  
Proposed by Cllr Bray and Seconded by Cllr Moon  
They were then agreed, signed, and dated by Cllr Holt

**7. Review actioning of items from previous minutes and agree any further action required.**

Updated and attached (Appendix 1)

**8. To consider the standing agenda item of Torrington Lodge.**

It was reported that Claygate had been moved from a Local Centre to a District Centre in the draft Local Plan in 2022 which the CPC were unaware of. We are possibly too late to put in a change to this, but we are trying to have this changed. In summary it was changed without us being consulted or informed and it is now suggested that the time for objection has passed. We wrote to the Planning Inspectorate who will be reviewing the draft Local Plan soon asking them to consider a change from District back to Local to preserve Claygate as a Local centre and prevent overdevelopment. The Inspector responded saying we had missed our opportunity to comment. However, we have noted that Stoke D'Abernon Residents Association had asked for something similar – they have asked that Cobham is not upgraded from a District to a Town. If the Inspector considers that matter then we have respectfully asked that they should also consider the matter of Claygate for consistency. It will also be discussed with EBC at our next meeting with them.

**9. To consider when the Key dates are for consideration of the Local Plan and what actions are required by the CPC to ensure maximum attendance and engagement.**

To find out when Cobham will be debating their position as a Centre and promote on the Claygate page accordingly. Cllr Collon to review the published plans and to write to Charlotte Clancy regarding this,

Proposed by Cllr Bray, Seconded by Cllr Moon  
Carried unanimously.

**10. To approve and sign the Contract for Paul's Gardening Services**

It was agreed that a Schedule noting the 6 sites to be the subject of the contract be added to it. To be signed by Cllr Holt and one other member of the Council

Approved. Proposed by Cllr Holt and Seconded by Cllr Bray  
Carried unanimously.

**11. To approve the Agenda and Flyer for the Annual Village Meeting on 11th April 2024**

The full address for the Venue to be added for Claygate Primary School  
Cllr Moon has been in touch with the school, and they have confirmed that the hall will be set up ready for the meeting.

Cllr Moon and Cllr Holt to add the details of the meeting to our social sites.  
Those wishing to stand for election to the Parish Council are required to submit their Nomination papers by 1600 on 5<sup>th</sup> April  
Cllr Moon to then contact them to be given the opportunity to address the meeting.

ACTION: Cllr Moon

**12. To note the plans for the 2024 elections.**

A meeting will be held on the 9<sup>th</sup> May for new councillors to sign up. Other councillors may also attend from the CPC to welcome the new Cllr's in a more relaxed meet and greet style.

Proposed by Cllr Holt and Seconded by Cllr Bray  
Carried unanimously.

ACTION: Clerk to book the Small Hall for that evening and prepare paperwork under guidance from Cllr Holt

**13. To receive the Chairman's report and decide on any actions required.**

Cllr Holt's report is attached (Appendix 2)

Cllr Bray proposed a formal vote of thanks to Cllr Holt for all her hard work recently. This was seconded by Cllr Moon and carried unanimously.

Cllr Holt thanked Cllr Bray and Cllr Collon for all their support and help.

**14. To review and sign the Reconciliation for January and February 2024**

Cllr Freeborn had reviewed and signed January 2024 reconciliation and will now review February and report at the next meeting.

Cllr Holt confirmed that we will be coming in under budget. There were no questions.

**15. To confirm and sign the final precept amounts submitted**

Cllr Holt reported that the precept letter was resubmitted due to the original calculations being based on a precept amount which was 2p less. Both letters were included in the appendices for information to Cllrs.

**16. To update on the Internal Audit of 20<sup>th</sup> March with Simon White**

Cllr Holt reported that this had gone well with only 4 actions for us - all minor issues. We are now ready for the official internal audit in late April

**17. To review all Risk Assessment Documentation.**

Cllr Bray reported on the following.

- The documentation refers to Cllr Lessor and needs to be changed.
- Bookings and Public Meetings section that we need to update the date from 02/12/19 to March 2024
- effected should say affected in the HGS risk assessments.
- Item M – does not refer to SALC Employers liability.
- Council meets every month not every two months.
- last review date said 2010 – needs updating.
- Please add date to Risk assessment for Public Meeting
- Reputation-al type to be changed.
- Proper and timely report – every 2 months – this requires updating.

**18. To agree a new Audit and Standards Representative to replace Cllr Moon**

This is on hold until May when we will have new councillors who may wish to take up the role.

**19. To approve/not approve a grant request of £481.25 from CGRT.**

This was proposed by Cllr Holt and Seconded by Cllr Bray  
Approved by Cllr Moon, Cllr Collon and Cllr Freeborn  
Cllr Herbert abstained.

## **20. To note actions on track for next Clean Up Day.**

Cllr Moon has the banners ready and will get these up in the Village.

Our Young Advisor suggested a competition at a local school for a picture for the banners.

Cllr Holt to contact the Head Teacher at Claygate Primary School Sandra Cunningham regarding this

Proposed by Cllr Holt and Seconded by Cllr Moon

Carried unanimously.

## **21. To confirm a date for the October Clean Up**

October 5<sup>th</sup> was suggested by the Scouts.

Proposed by Cllr Holt and Seconded by Cllr Moon

Carried unanimously.

## **22. To confirm the CPC plans for Claygate Flower Show**

ACTION: Cllr Herbert to speak to the Flower Show Committee to confirm we have the same plot as in 2023.

ACTION: Cllr Holt to organise flyers with the new Parish Clerk

## **23. To receive an update from the Planning Committee and agree any actions arising.**

The Village Design Statement is progressing, and Cllr Herbert is to send this to all the Cllr's on the CPC once a version marked up with proposals has been produced.

## **24. To receive and update form the EHTC and agree any actions arising.**

Cllr Moon confirmed there were no updates.

Cllr Holt had some ideas from the young adviser which she will feed into EHTC.

To action adding contacting Ian Burrows to the next EHTC Agenda

ACTION: Clerk

## **25. Matters for information purposes.**

Cllr Holt to chase up the Unity Bank Application

Cllr Holt reported that she had been approached by 5 people with complaints in respect of the article published in the Courier regarding the Hearing. 2 of the residents had wider concerns about the manner and tone of the article while 3 of them were mainly concerned that photographs of the Cllrs concerned were in the Courier.

Thanks were asked to be recorded for members of the CVA for helping deliver the Claygate Courier and to Peter Whitehead for all of his hard work.

ACTION: Cllr Holt is meeting with the CVA (V Releen and C Cartwright) on 17 April regarding the production and distribution of the Claygate Courier going forwards

It was agreed that all Cllr's should see the Courier before it goes to print but that should not be used as an opportunity for detailed review – more an opportunity to point out any issues of substance.

Peter Whitehead will continue to oversee putting it together, but Cllr Collon will double check for spelling/grammar errors.

Cllr Holt said she had been approached by a member of the public who had been issued a ticket for turning in the Network Rail Car Park. She reported that she does this herself and had never had a ticket – Cllr Moon to add this to his Agenda for monitoring.

ACTION: Cllr Moon/Clerk

**26. To move into closed session.**

Closed session started at 9.50pm

**27. To vote for the Winner of the Brian Rhodes Cup**

John Bamford was the unanimous winner of the Cup.  
Cllr Holt to contact him regarding this.

*CLLR Moon left the meeting at 10pm*

*Assistant to the Chair Dawn Lacey also left the meeting at 10pm*

**28. To consider the appointment of the new Parish Clerk & Responsible Financial Officer**

Cllr Collon recommended that we employ Dawn Lacey as the new Parish Clerk & RFO and referred to the interview assessments for the 3 candidates interviewed which showed that Dawn was the best candidate by a large margin. It was proposed by Cllr Collon that we therefore make an offer to Dawn Lacey and seconded by Cllr Holt. The proposal was carried unanimously.

**29. To confirm the draft key objectives for the Parish Clerk and RFO for the next 12 months**

Cllr Holt suggested that the draft circulated should be used as the starting point for a discussion with the new Clerk regarding annual objectives. The objectives are focussed on ensuring that we have the appropriate checklists and contingency measures in place to ensure the proper working of the Parish Council going forwards and that all monthly, quarterly, and annual processes are adequately documented. Cllr Holt proposed that we have a discussion with the new Clerk about these objectives in an objective setting meeting and that she helps the new Clerk to document these procedures and checklists as part of the handover process. This suggestion was seconded by Cllr Herbert. The proposal was carried unanimously.

**29. To move out of closed session.**

Moved out of closed session at 10.10pm

**30. To confirm the date and time of the next meeting.**

**Date of the next meeting 8.30pm Thursday 25<sup>th</sup> April 2024, Small Village Hall, Claygate Village Hall, Church Road, Claygate**

MEETING: Claygate Parish Council

VENUE: Treetops Pavilion, Recreation Ground, Church Road, Claygate, Surrey KT10 0JP

DATE: Thursday 28<sup>th</sup> March 2024

TIME: 8.30pm

**Signed:**

**Date:**



