

DRAFT
Minutes of the Meeting of the Council
held at 7.30pm on Thursday 14th March 2019
in Small Hall, Claygate Village Hall, Claygate

Present: **Chairman:** Geoff Herbert
Councillors: Xingang Wang, Bill Chilcott, Mark Sugden, Ken Huddart and John Bamford

In attendance: Parish Clerk & RFO: Shirley Round

Present: 7 members of the public.

134/1 To accept apologies for absence

Cllrs Tony Shearman, Bernadette Pearce and Julian Way with reasons
Cllr Anthony Marques did not attend.

135/2 Declarations of Interest in Items on the Agenda

Cllr Geoff Herbert: Member of Claygate Village & Flower Show Committee. Member of the CVA Christmas Lights Committee.

Cllr Xingang Wang: Magistrate and Co-ordinator of Claygate Speed Watch.
Director ZW Properties

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

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

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

The Chairman requested a Motion under Standing Orders 1 d), e) and f) to allow Mrs. Sandra Cunningham, Head Teacher of Claygate Primary School, to present an application for Community Infrastructure Levy funding. This was agreed unanimously.

150/17 To consider Community Infrastructure Levy funding towards a Claygate Primary School swimming pool building with a community room.

Mrs. Sandra Cunningham, Headteacher of Claygate Primary School, together with Ms Gemma Brickwood, presented the proposal to provide a retractable roof for year round use of the swimming pool, purpose built changing rooms and a new multipurpose room with kitchen facilities. The total project is expected to cost between £350,000 and £400,000. The Parish Council agreed to provide £40,000, being 10% of the total funding required.

It was unanimously agreed the Parish Council will grant £40,000 to the Claygate Primary School Pool Project; £35,000 from the Claygate Parish Council CIL fund and £5,000 from Reserves.

It was agreed this will be placed in an earmarked reserve in the Parish Council accounts and will be paid over after planning permission is granted. **AP49**

7.50pm Following the presentation 4 members of the public left the meeting.

136/3 To confirm the Minutes of the Meeting held on 10th January 2019

The Minutes of the Meeting of 10th January 2019 have been circulated and were agreed and signed by the Chairman.

137/4 To report on the actioning of items from previous Minutes and decide any action arising

AP21 Terms of Reference for Finance Working Party – Clerk to outline terms of reference.

DEFERRED TO MEETING OF NEW COUNCIL

AP26 Set up working party to Review the Financial Regulations and Standing Orders

DEFERRED TO MEETING OF NEW COUNCIL

AP31 £50,000 to be transferred to Cambridge BS. DONE

AP38 Consultation on Street Trading Controls. Completed and submitted. DONE

AP39 Notify EBC Head of Finance of Precept for 2019/20 DONE

AP40 Planning Committee remit amended. DONE

AP41 SCC to proceed with improvements to lighting on Hare Lane crossing. DONE

AP42 A5 leaflet 'What does the Parish Council do' 50 printed. DONE

AP43 Media & Communications Policy placed on website. DONE

AP44 CIL policy placed on website. DONE

AP45 Amended Data Protection Policy placed on website. DONE

AP46 Residents meeting arrangements. DONE

AP47 Amended Document Retention Policy.

DEFERRED TO MEETING OF NEW COUNCIL

AP48 CRGT/Parish Council representative. Cllr Marques confirmed for the remainder of the present Council. DONE

138/5 To receive the Chairman's report and decide any action arising.

Cllr Herbert thanked the long-standing Councillors for their service to the Parish Council over the last 4 years and also those Councillors who do not intend to stand at the next Election.

He had hoped to do more in the last year but due to pressure of work this had restricted his availability.

He hoped that the next Council will continue to hold strategy meetings to discuss future projects and plans to streamline the working of the Council.

139/6 To receive the report from the Parish Clerk & RFO

The Clerk's report had been circulated prior to the meeting.

139.1 The Clerk collated articles for Courier and arranged design, printing and distribution.

139.2 Arranged for the remainder of the tree work in Meadow Road to be completed.

139.3 Attended a SALC workshop on Election procedures.

139.4 Arranged the year end close down of the Accounts with RBL for the 3rd May.

139.5 Arranged the internal audit with EBC Internal Audit Manager on 21st May.

139.6 Made preliminary enquiries of TipTop computers to install an updated version of Outlook as a precursor to using Microsoft 365 for emails. It is hoped this can be available to all Councillors following the Election.

139.7 Investigated new contracts for telephone/broadband on the termination of the present BT contract.

139.8 Attended a presentation at the Civic Centre highlighting CCTV and surveillance of flytipping sites.

139.9 Numerous communications relating to arrangements for the Residents' Meeting held on the 31st January.

140/7 To receive the finance report and decide action arising

140.1 Bank reconciliations and statement balances for the period 29th December to 28th February have been note and signed by the Chairman. The Council noted the Unity Trust account cash book balance of £45,027 has been reconciled by the Clerk and reviewed by the Chairman.

140.2 Cambridge BS account stands at £85,841.38 following the transfer of £50,000 from the Unity Trust Account and the inclusion of £266.81 interest up to 31st December 2018.

140.3 Cash Book (1) Unity Trust **Payments** report shows all transactions from 29th December to 28th February amounting to £57,151.08 (including VAT) which includes the transfer to the Cambridge BS. **Appendix A**

It was unanimously agreed all payments made from 29 th December to 28 th February be approved.

140.4 The balance sheet shows total Assets of £132,404, noting the provision for earmarked reserves this

leaves a balance of £45,774 . **Appendix B**

140.5 There are no significant variances budget –v- actual. A contribution of £140 has been received from local residents towards neighbourhood trees.

140.6 As reported at the last meeting there is an anticipated Communications (printing & design) overspend.

140.7 An invoice has now been received from SCC for £564 being the agreed spend on refilling and maintenance of the grit bin in Bridle Road for a further 4 years.

141/8 **To review the plan for expenditure for the balance of the year including future projects and funding and agree any action.**

141.1 A copy of the detailed Income and Expenditure report by budget has been circulated to all Councillors prior to the meeting. The estimated spend for the remainder of the year has been discussed at committees.

141.2 E & L committee has agreed to undertake the remainder of the maintenance work on the Meadow Road Green at a cost of £350.

141.3 It is unlikely the work on the Hare Lane pedestrian crossing will be done by the end of the financial year. The funds agreed from H & T budget and CIL will be earmarked.

142/9 **To note the minutes of the Planning Committee and agree necessary action.**

The Minutes of all Planning Committee meetings had been circulated prior to the meeting and copies of the Minutes are available on the Parish Council website.

Cllr Bamford updated the Council on current planning applications.

142.1 The site occupied by Claygate House, Littleworth Road (formerly known as Dairy Crest) has been sold to a developer with planning permission to convert the existing office building to 67 apartments. The new developer recently held an open forum where they presented their current plan for the site and invited comments. The Parish Council did not object to the current application but clarified the points that need to be addressed in their final application which will include an additional 9/10 houses. The provision of a crossing or traffic calming around the junction of Loseberry Road/Hare Lane due to increased traffic has been discussed at Local Committee level.

142.2 The Station House applicant has now appealed against the refusal of 2 separate applications on this site.

142.3 Enforcement issues continue to be pursued by the Planning Committee.

143/10 **To note the minutes of Highways & Transportation Committee and agree necessary action.**

The Minutes of the Highways and Transportation Committee meetings have been circulated prior to the meeting and copies of the Minutes are available on the Parish Council website.

143.1 There is no news at present on the improvements to the Hare Lane crossing which it was hoped might be completed in the current financial year.

143.2 The lack of communication between SCC/TfL and London United has caused confusion with road closures and diverted buses.

144/11 **To note the minutes of the Environment & Leisure Committee and agree necessary action.**

145/12 **To note the minutes of the Extraordinary Meeting of the Environment and Leisure Committee**

The Minutes of the Environment and Leisure Committee meeting together with the Extraordinary Meeting had been circulated prior to the meeting and copies of the Minutes are available on the Parish Council website.

An additional meeting was required to finalise arrangements for Hanging Baskets and the completion of the work in Meadow Road.

145.1 Hanging baskets and troughs have been ordered from EBC at a cost of £2,825 this will include an extra £70 to replant the troughs with a winter display. This has been offered by the EBC contractor.

145.2 The work on Meadow Road Green due to be undertaken by the residents has proved to be too great a task for residents alone. It was therefore agreed Paul's Garden Services will undertake the 'heavy' work ie removing ivy from the trees, removing saplings, cutting back shrubs and removing loose woody material. The residents will tidy up the Green once this work has been completed.

145.3 Cllr Chilcott reported that the flytipping in Woodstock Lane appears to be worse than ever.

145.4 Cllr Chilcott requested CVA (Claygate in Bloom) be asked if they wish to take part in South & South East Parishes in Bloom this year. The email has already been forwarded to the Chairman of CVA and the Clerk is awaiting a response. It was noted that Claygate had only just been informed of this competition leaving little time to make a decision.

Post meeting note: Caroline Cartwright felt that it would be just too much work for such a small team.

145.5 Lower Mole Partnership asked if there was any work to be done in Claygate. This item will be

placed on the agenda for the E & L meeting on 4th April. **AP50**

146/13 To consider a report from the Communications Working Party and agree any necessary action.

Cllr Bamford's report was circulated to the Councillors prior to the meeting.

146.1 The next edition of Courier will include profiles of the new Councillors and for this reason the timing of production and distribution will be delayed until late July. A list of potential contributors was noted.

146.2 Cllr Bamford recommended the new Council consider setting up a Facebook account.

147/14 To review quotations from alternative telephone and broadband providers following the end of the current BT contract.

The Clerk produced 3 comparative quotes all providing a transferable telephone number, standard broadband and diverted calls to a mobile.

QUOTE A: £24.50 (plus VAT) with a one-off charge of £8.99 for supply of a router. 12 month contract

QUOTE B: £43.75 (plus VAT) plus the installation of a new line £50. 24 month contract

QUOTE C: £58.60 (plus VAT) which is the current provider. 24 month contract

It was **unanimously agreed** the Parish Council will change from their current telephone and broadband provider to Quote A (TalkTalk) with effect from 31st March.

148/15 To consider a motion by Cllr Sugden that the Parish Council grant a maximum of £250 to Elmbridge Neighbourhood Watch towards printing information leaflets for distribution in Claygate.

Cllr Sugden provided a précis of the background and funding of ENhW in our area. He explained Elmbridge NhW is not funded, occasionally receiving a grant for a specific purpose from borough or county councillors. On occasions the National association will provide funding.

Cllr Sugden proposed funds be made available for the creation of artwork and production of a two-sided A5 colour leaflet for use in Claygate to encourage Claygate residents to join Neighbourhood Watch.

It was **unanimously agreed** the Parish Council will set aside £250 from the Other Grants budget for the production of a leaflet for Claygate either by the Parish Council with the approval of ENhW co-ordinator or by the ENhW co-ordinator.

Cllr Sugden agreed to contact the ENhW co-ordinator and report to the Council. **AP51**

149/16 To consider a grant application from Claygate Gardening Society for up to £500 towards fitting ceiling lining to the Gardening Society depot building to prevent stock spoilage from condensation.

The Claygate Gardening Society leases a garage building, designated the CGS depot, from the Claygate Allotment Holders Association to store and make available gardening supplies to members on certain Sundays. These supplies include soils, composts, fertilisers, pesticides, canes, lawn sand, gloves, netting etc. The depot suffers from condensation and consequent stock spoilage over the winter. A similar issue was successfully addressed at a Cobham Allotments building of similar use by spraying the roof interior with a commercially available foam product.

It was **unanimously agreed** the Parish Council grant £500 from the Other Grants budget to the Claygate Gardening Society towards fitting ceiling lining to the depot.

The Clerk will forward a cheque for £500 once the usual assurances have been received. **AP52**

151/18 To consider the provision of a defibrillator in Claygate and assign a spending limit.

Provision of a defibrillator in the village has been discussed before. However, at the time a suitable location had not been identified. There are now 2 locations available – outside the Hare & Hounds and also outside the Village Hall. £700 has already been provided by Cllr Mike Bennison and a local resident has raised £800. With a location and funding now in place it was agreed the Parish Council will provide up to £2,000 (including external contributions) for an external defibrillator in Claygate. This amount will include a training programme for residents.

A small working party will be set up and will report back at the next Council meeting. **AP53**

152/19 To consider the completion of the Surrey Fire & Rescue Services 'Making Surrey Safer Plan for 2020-2023' public consultation.

The on-line closing date for this consultation is 26th May 2019. It was agreed individual Councillors

may complete this document if they wish.

153/20 To discuss the 2019 Village Meeting on 23rd May and agree any necessary action

It was agreed a representative from Friends of the Earth will be the speaker at the meeting. Edward Burke of Friends of the Earth has agreed to provide a speaker. The Clerk will follow up and arrange for invitations to be sent to local organisations, local Councillors and County Councillor. **AP54**

154/21 To discuss the Annual Flower & Village Show on 13th July and agree any necessary action.

Final arrangements will be made at the May Council meeting. The Clerk will book the stand. **AP55**

155/22 Matters for information purposes only

Nothing to report.

156/23 Motion to exclude Press and Public due to the confidential nature of the business to be transacted

Proposed by Cllr G Herbert and seconded by Cllr M. Sugden and **unanimously agreed.**

9.25pm *The Clerk and remaining members of the public left the meeting.*

**To confirm that the next meeting of the Claygate Parish Council will be held on
Thursday 16th May 2019 at 7.30pm in the Ministry Centre,
Holy Trinity Church, Church Road, Claygate.**

Signed.....as a true and fair record of the meeting.

Date.....

Date: 07/03/2019

Claygate Parish Council

Page 1

Time: 15:28

Cashbook 1

User: SR

Unity Trust

Payments made between 29/12/2018 and 28/02/2019

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
31/12/2018	Unity Bank	DD	18.00			1132	101	18.00	Service charge
02/01/2019	BT	DD	76.92		12.82	1110	101	64.10	Telephone & broadband
09/01/2019	Treeline Services Ltd	300574X	216.00		36.00	3104	301	180.00	Meadow Road Green treework
11/01/2019	Vodafone	DD	30.00		5.00	1110	101	25.00	Mobile phone January
18/01/2019	Paul Garden Services	300577	575.00			3102	301	575.00	HGS maintenance December
21/01/2019	HMR & C	300578	244.78			1101	101	244.78	Tax & NI mth 10
21/01/2019	Shirley Round	300579	841.08			1101	101	841.08	Clerk's salary December
25/01/2019	S.M. Sugden	300580	135.00			6101	601	135.00	Printing - Residents' mtg
06/02/2019	Surrey ALC	300581	48.00		8.00	1103	101	40.00	Clerk's training
06/02/2019	Barcham trees	300582	877.20		146.20	2105	201	731.00	Highway trees
06/02/2019	Claygate Village Hall Assoc.	300583	220.54			1106	101	210.54	Hall hire & storage January
						1120	101	10.00	Subscription 2019
06/02/2019	Greenhill 2003Ltd	300584	540.00		90.00	6101	601	450.00	Courier distribution
06/02/2019	prontaprint	300585	26.04			6101	601	26.04	Election information
06/02/2019	Cambridge	300586	50,000.00			220		50,000.00	as per January Council meeting
07/02/2019	Paul Garden Services	300588	575.00			3102	301	575.00	HGS maintenance January
07/02/2019	Paul Garden Services	300589	140.00			3104	301	140.00	Hare Lane cp ground prep
07/02/2019	EBC	300590	81.20			1106	101	81.20	Hire of Claygate Centre 31/1
07/02/2019	BT	DD	76.92		12.82	1110	101	64.10	Telephone & broadband
09/02/2019	Treeline Services Ltd	300574	216.00		36.00	3104	301	180.00	Meadow Road Green - tree work
09/02/2019	Treeline Services Ltd	300574C	-216.00		-36.00	3104	301	-180.00	Meadow Road Green treework
18/02/2019	Claygate Village Hall Assoc.	300576	82.99			1106	101	82.99	Hall hire December
18/02/2019	Claygate Dramatic Society	300587	500.00			1401	104	500.00	Grant payment
18/02/2019	Caroline Cartwright	300591	35.75		4.76	3104	301	30.99	The Green - new plant
18/02/2019	E-Mango	300592	576.00		96.00	6102	601	480.00	Annual service
19/02/2019	HMR & C	300593	244.78			1101	101	244.78	Tax & NI mth 11
19/02/2019	Shirley Round	300594	841.08			1101	101	841.08	Clerk's salary January
21/02/2019	Kimcell Ltd	300595	118.80		19.80	6102	601	99.00	Cloud backup
27/02/2019	Vodafone	DD	30.00		5.00	1110	101	25.00	Mobile phone
Subtotal Carried Forward:			57,151.08	0.00	436.40			56,714.68	

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
Total Payments:			57,151.08	0.00	436.40			56,714.68	

Printed on : 07/03/2019

Claygate Parish Council

At : 15:48

Balance Sheet as at 28th February 2019

1st April 2018

6th February 2019

1st April 2018		6th February 2019
	Current Assets	
2,257	VAT Control A/c	1,330
100	Petty Cash	100
35,575	Cambridge	85,841
1,619	Unity Trust	45,133
<u>39,550</u>		<u>132,404</u>
39,550	Total Assets	132,404
	Current Liabilities	
61	Creditors	0
<u>61</u>		<u>0</u>
39,489	Total Assets Less Current Liabilities	132,404
	Represented By	
29,986	General Reserves	45,774
6,000	EMR Election Fund	8,000
1,554	EMR Planning Project Enquiry	1,554
1,949	EMR Old CIL	1,949
0	EMR CIL 17/18	63,860
0	EMR CIL 18/19	11,267
<u>39,489</u>		<u>132,404</u>

The above statement represents fairly the financial position of the authority as at 28th February 2019 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____