

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

117. Report from the Parish Clerk

117.1 We still have not received a draft Service Level Agreement from EBC. The Clerk has contacted Mark Behrendt.

118. The Planning Committee Report

Minutes of the Planning Committee have been circulated.

Cllr Isaacs circulated a report prior to the meeting.

118.1 Barwell Farm- 40 acre field

Over the past few months there was notification of this parcel of land for sale. An attempt by a local resident to buy the plot failed.

Councillors have been in contact with residents and have been keeping a watchful eye with regard to the potential future use the purchaser may wish put this land to use. We were immediately notified by local residents of works starting to these fields and have been keeping watch on the developments since these started.

Week 1: (08.12.13) A photographic record was made of the current condition of the site. It was noted that a caravan was parked at the site. The work being done was as follows:

- Removing all existing posts and electric fencing.
- Clearing the field of debris such as fallen branches and burning it.
- Enlarging the car park area.
- Note: the access to the land is both at the new enlarged car park and at the other end of the bridle path at the end of Common Lane.

The day of the visit there were two articulated diggers on site, along with workers transport and a 4x4 golf buggy. Two loads of topping were delivered to site for the car park. The owner was on site and spoke with Geoff Herbert telling him of his intentions to sell it off for 3 acre grazing lots. He gave Geoff his contact mobile number should any problems arise. The photos taken were circulated among those councillors wishing to have copies. It was verified after the site visit that the new owner does in fact own the footpath, with EBC having to maintain it.

Week 2: (15.12.13) In addition to the original caravan there was another covered in tarpaulin along with two tents and a portalo. The work was as follows:

- Fencing in of the car park area.
- Dividing and fencing off the 40 acres into 3 acre blocks with central access ways to all the different lots.

Week 3: (22.12.13) The day of the visit the accommodation was back down to one caravan and the portalo. It was reported that the 4x4 golf buggy had been seen driving along the bridleway. This has not helped with the state of the ground as it was already muddy. The condition is now not good for dog walkers.

- Fencing now completed (note-not post and rail as we were originally told by the new owner), with gates to the individual fields.
- 4 Field shelters have been placed in the fields nearest to the two public access points.
- A lorry is now permanently parked on the bridge over the A3 advertising 3 acre lots of land for sale.

Week 4: (30.12.13) The caravan has now been removed and the portalo is outside the locked car park, presumably awaiting collection. The advertising lorry is still parked up on the bridge over the A3. No further field shelters have been made or installed in the lots.

It was agreed that keeping a diary like this is very useful. Residents who have complained have been asked to also keep diaries and to keep us updated of any changes. Cllr Isaacs will keep in contact with EBC Enforcement.

It was noted that an vehicle has been parked on the bridge over the A3 to advertise plots of land for sale. It is believed that the bridge belongs to the Highways Agency. *Post meeting note: Police are aware of the presence of this vehicle and that it does not have a back number plate.*

118.2 The Borough Councillors will be called in for a meeting in February about the revision of the list of suitable sites for development in Claygate.

119. The Highways & Transportation Committee Report

Cllr Huddart circulated a written report prior to the meeting.

119.1 The Committee met on 19 Dec 13. After a technical delay, the minutes have been produced and circulated. There was a major discussion and public representation on on-street parking in Foley Road, as a

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result of which creating a report and a working party is top priority. Other significant items discussed included the car parks, highway tree planting and street lighting.

119.2 Cllr Mike Bennison noted that the minutes had a bare factual statement that Skanska repaired the light on the Fountain on The Green. This occurred after difficulties between SCC and EBC which Cllr Bennison had to resolve in time for the "Carols on The Green" event, and for which we are grateful.

119.3 Cllr Huddart has been able to report the need to clean and repair various street nameplates. The holiday period has prevented EBC providing a meaningful response. The sites covered in the H&T minutes of 19 Dec have been augmented by reports of cleaning of street nameplate in Stevens Lane opposite Forge Drive, and knock down of street nameplate at the entrance of Dalmore Avenue.

119.4 Cllr Huddart has been in contact with Frank Apicella of SCC about the proposed dropped kerbs. Mr Apicella agrees with the one in Derwent Close, but wants to carry out a more complex scheme on the Hare Lane Island.

119.5 A Working Party to prepare the consultation document has been arranged for Thursday 9 Jan 2014 with members of the H&T Committee. Cllr Huddart will invite Helen Goodwin to join the Working Party. Cllr Huddart will prepare a draft document for the Working Party to use.

119.6 It was agreed to carry out another drop of the leaflet to encourage use of the car parks. There is anecdotal evidence that the use of the car parks has increased following the first circulation of the leaflet.

119.7 It was noted that the paying machines in the car parks do not give change. This is standard across the Borough and is because machines that give change need more maintenance. Payment for parking can be made on-line or by telephone.

120. The Environment Committee Report

Cllr Sheppard circulated a written report prior to the meeting.

Minutes of the meeting on 19 Dec have been circulated. The report updates the minutes and highlights key issues.

120.1. The beds are looking better maintained since Paul Quinnen resumed as our maintenance contractor. A large gap has appeared in the 'pointy end' of The Green. This seems to be mainly due to over-enthusiastic cutting back by Paul.

120.2 Neil Douse, a well recommended tree surgeon, who tendered unsuccessfully for the HGS contract in 2012, has been asked to carry out tree work at Meadow Road, Torrington Lodge Car Park entrance and the Coverts-Foley Triangle.

120.3 We are budgeting for an extra 6 baskets for the top of Coverts Road in 2014.

120.4. Flooding of The Rythe and sewer overflows occurred at the end of Raleigh Drive on 24 December. During the night and early morning flooding extended across the whole of Hare Lane Green and two vehicles got stuck in Littleworth Road. Polluted floodwater entered at least two gardens but no houses, as far as is known. Thames Water attended. Cllr Sheppard asked them to let us know if the sewer problem was caused by a malfunction of their Hare Lane Green installation (as on Christmas Day 2012) or by the latter simply being overwhelmed by the volume of storm water. He has not received a reply. He will contact them again.

AP56 Cllr Sheppard to action.

121. Communications Report

Cllr Round gave an oral report to the meeting

121.1 Copy is required for the next Courier by the end of February.

121.2 Cllr Round will price a 6 page edition, but will have more than enough for an 8 page edition in March.

121.3 It was noted that there are some errors on the back page- these will be corrected.

122. Finance Report

122.1 A copy of all receipts and payments from the last meeting and all payments made since the last meeting were circulated prior to the meeting.

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

122.3 All payments made since the last meeting were APPROVED.

123. Plan for Expenditure

123.1 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' and 'Public Projects'.

iii. a rough breakdown of the current financial situation.

95.2 Cllr Sheppard raised some queries which highlighted that the H&T account was incorrect. The Clerk is aware of the problem and will correct it for the March meeting.

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124. To set the Precept for 2014/15

Resolution 1

It is RESOLVED that a precept of £49765 be levied for the financial year 2014/2015.

PROPOSED by Shirley Round

Cllr Sheppard proposed an amendment

It is RESOLVED that a precept of £49765 be levied for the financial year 2014/2015 after forecast interest, but before receipt of the Council Tax Support Grant from Elmbridge Borough Council.

SECONDED by Ken Huddart

AGREED UNANIMOUSLY

A vote then took place on the amended resolution.

It is RESOLVED that a precept of £49765 be levied for the financial year 2014/2015 after forecast interest, but before receipt of the Council Tax Support Grant from Elmbridge Borough Council.

PROPOSED by Anthony Sheppard

9 FOR

1 AGAINST

AGREED

Post meeting note: It has been realised that the wording of the resolution is ambiguous. What is meant is that the figure of £49,765 is the total precept required (made up of £47,322 levied for the financial year 2014/2015, conditional upon the Council Tax Support Grant of £2443 from Elmbridge Borough Council).

It was noted that the figure of £49,765 is a 2.2% increase over last year. The Band D rate, after accounting for the EBC grant, will be a 1.5% increase (£13.91 to £14.12).

Cllr Sheppard will write the usual piece of the Courier about the precept. He will write it soon and send it to the Chairman and press officer in case the Press request an article.

AP57 Cllr Sheppard to action.

The Clerk will write to EBC.

AP58 The Clerk to action

125. Cardiac Defibrillators

Cllr Coomes gave a report to the meeting.

He was unable to contact anyone at the British Heart Foundation due to the holidays. He will update Council members by email as soon as he has any information.

126. Notice Boards for Holroyd Road

Cllr Marshall gave a report to the meeting.

126.1 The location for the proposed notice board has been agreed with SCC.

126.2 Dave Page of EBC will produce a design for the board. Part of it will be for notices and part will be an information map.

126.3 Once priced, Cllr Marshall will apply for grants from various sources.

126.4 Notice boards may also be considered in other locations in the future.

Thanks were given to Cllr Marshall for her work.

127. Broadband for the Youth Club

Cllr Herbert gave a report to the meeting.

To install a coaxial cable for Broadband into the building by Virgin will cost £90; to install an optical fibre cable to the building by BT will cost £200. There will be little difference in the short-term with the two options, but there will be long-term implications.

No work will be done at the moment as SCC is looking to alter the lease. The Youth Club is operating under a temporary lease at the moment. Once the issues with the lease are resolved, a decision will be made about the broadband and sources of funding investigated.

It was agreed that the computers are currently poor, but there is little point upgrading until the broadband is sorted out.

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128. Snow Scheme

Cllr Hallett gave a report to the meeting.

128.1 She has applied for the licenses for the grit bins from SCC. They will send the spec for the bins and refilling arrangements on Monday. It was noted that our name, logo and telephone number will have to be displayed on the grit bins.

128.2 The Clerk purchased 5 snow shovels and 5 High visibility jackets for the Dalmore Avenue pilot snow scheme. Helen Maguire is kindly storing them. She has also been given some grit by Cllr Marshall.

128.3 SCC has agreed to inform us of the names of their grit suppliers, so that we can cost the best source.

AP59 Cllr Hallett to action

Thanks were given to Cllr Hallett for her work

Post meeting note: this is the reply from the insurance company

If you were to run the scheme yourself then we would need to know the following;

- how many volunteers would there be*
- would training be provided to the volunteers*
- would risk assessments be in place*

Depending on the amount of volunteers doing this then I would expect the additional premium to be around £ 53 including Insurance Premium Tax. If the scheme were to be run as a separate entity to the council then they would need to have their own insurance and you cannot be responsible for them

To insure the Salt bin for the year would be an additional premium of £ 2.50 and therefore we wouldn't make a charge to add it to the policy.

129. Surrey Consultation on Schools Admissions

SCC is consulting on a proposal to amend the catchments area to be used for Esher C of E High School for Sept 2015. Changes are also being proposed by Hinchley Wood School which is carrying out a separate consultation. Although CPC is not a statutory consultee, it has been asked to comment.

The changes would mean that Claygate children would have access to two good local schools which is a positive way forward. It was agreed that we should support the proposals for both schools. The following points were made:-

- i. Claygate children may attend Esher Church School, so that this should also be a feeder school for Claygate resident children.
- ii. Although Claygate Primary will be one of the feeder schools to the high schools, the catchments conditions should apply only to Claygate resident children and not to all the children attending the school.

It was agreed that Cllr Sugden will draft a response to both consultations using the consultation forms as a guide. This will be circulated for all councillors to agree. Once agreed, it will be submitted by the Clerk.

AP60 Cllr Sugden and the Clerk to action

130. Proposed Projects

Ian Yates has written to ask for two projects for the village; the restoration of water to the fountain on The Green and 'finger post' signage. Both these matters have been discussed in Committee.

- i. water to the fountain- Some years ago Cllr Huddart asked a plumber to look at this project. The lead pipes are very decayed and there would be major problems removing and replacing them. There will also be associated problems of cleanliness of the water supply. It was agreed that to attempt to carry out this project would not be a good use of Parish Council funds. It was agreed, however, that the fountain would benefit from a general clean and restoration of the lettering. . EBC Heritage dept may assist us as EBC own the fountain.

Cllr Sheppard will contact EBC.

AP61 Cllr Sheppard to action

- ii. Finger posts- these will be in addition to the informative signage we already have. This means that we will have increased street furniture in a time when the fashion is to reduce street clutter. The finger posts work well in Dulwich, but they would not be correct for Claygate.

The Clerk will draft a response for the Chairman to send.

AP62 The Clerk to action

It was noted that Cllr Bension was instrumental in getting the light on the fountain fixed. There have been various problems with it failing over the recent years, but these have always been fixed. It recently failed again due to vandalism. Again Cllr Bension arranged for it to be mended and provided the funding. Skanska carried out the work.

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131. Cycle Racks

It is agreed that the new cycle racks at the station whilst being very useful, are unattractive. Various schemes have been put forward to improve their appearance.

- i. Francis Boff forwarded a proposal to install a telephone box by the station to be used as an informal lending library.
- ii. A 'living wall' of mosses could be installed.
- iii. A planter could be installed so that a climber could be grown over the racks.

It was agreed that project (i) would be expensive, would require maintenance and would be subject to vandalism. Project (ii) would also be expensive. So it was agreed to pursue project (iii). Cllr Huddart will contact SW Trains to ask if they have any objections to a planter and climber. He will also reiterate the request for something to be done about the lighting which glares.

AP63 Cllr Huddart to action

The Clerk will reply to Francis.

AP64 The Clerk to action

132. Standing Orders

NALC published a new version of Standing Orders in 2013. Cllr Sheppard went through the new version and amended our existing Standing Orders to take account of the changes. The changes were circulated to all councillors. Cllr Huddart sent through comments on the changes. Cllr Sheppard asked that certain changes be discussed and the rest taken as accepted; this was AGREED.

Changes for discussion:-

- i. Attendance at meetings - it was agreed that a reason needs to be given, but the reason will only be noted in the attendance book and not in the minutes. This will prevent information being given to the public about councillors' whereabouts.
- ii. Training in Model Code- it was agreed that training should be 'desirable if practicable'.
- iii. Dispensation requests- this should be to the Proper officer, but was agreed that agreeing our own dispensations was open to abuse and challenge. Cllr Sheppard has amended this so that these matters should go to the Monitoring Officer, who has the legal training, but whenever possible to be via the proper Officer.
- iv. Voting on Appointments- it was agreed to keep the ability to have a signed ballot.
- v. Section 22- this will be removed.
- vi. Confidential Business- NALC recommends that information appertaining to confidential business be printed on coloured paper, handed out at the beginning of the meeting and collected again at the end of the meeting. This was agreed. Where information is long or complex and needs to be studied prior to the meeting, it will be delivered by hand. It was agreed that confidential information should not be sent by email as this is not password protected and information can be inadvertently sent to the wrong person in an email stream.
- vii. A cross reference of Standing Orders and Financial Regulations showed a difference – this will be corrected.

Cllr Sheppard proposed that this Council adopt the new amended Standing Orders in principle.

SECONDED by Mark Sugden

AGREED UNANIMOUSLY

Cllr Sheppard will carry out the amendments and send them to the Clerk for checking. Once checked, they will be circulated.

AP65 Cllr Sheppard and the Clerk to action

Thanks were given to Cllrs Sheppard and Huddart for their work on this matter.

133. Christmas Function

The Christmas function went ahead, but it was not well attended. 60 Invitations were sent out; there were 20 negative replies and only 14 positive replies. It is not known why there was such a poor response. A discussion took place about the suggestion that we not hold the event next year but send a Christmas card instead. The Clerk passed around an example of a Christmas card which had been sent by CPC in the past. It was AGREED to try the event for one more year, but to hold it in January not before Christmas and to give plenty of notice.

134. Parish Council Representative for the CRGT

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The CRGT have asked for a Parish Council representative following Noel Isaac's resignation. Cllr Round is prepared to take on this role until the Annual meeting in May when all the representatives to outside bodies are considered.

It was AGREED that Cllr Round will be the temporary representative and should attend meetings as the representative of CPC.

Helen Maguire and Steve Wells have been in contact with the Chairman about the renewal of the lease between the CRGT and EBC. Steve Wells sought to renew the lease before the building of the new Pavilion, but EBC have been slow in acting on this matter. The new lease is necessary to protect the interest of both the CRGT and EBC since the new pavilion has been built. It is known that the café has to pay business rates, but this does not affect the rest of the pavilion. CRGT is scheduled to meet with EBC on 8 Jan 2014 about the lease (although it is not known if the meeting will take place on that date).

Cllr Coomes will be in attendance at the meeting in his capacity as a Borough Council. Cllr Round agreed to attend this meeting on behalf of the Parish Council.

It was also AGREED that, as CPC does not have a specific policy on the Recreation Ground, that we produce a support statement. Using the Environment remit as a guide it was agreed:-

- i. CPC will ensure that the Recreation Ground, as an existing open space within the village, is protected.
- ii. CPC will support the CRGT in protecting the Recreation Ground as a open space in its current location.

It was agreed that Cllr Round will contact Helen Maguire and Steve Wells to inform them she will be the CPC representative, that she will attend the meeting, and of the support statement.

AP66 Cllr Round to action

It was noted that CRGT should write to us formally if they require a CPC trustee and provide the necessary information.

135. Poppy Fields in Claygate

As part of the remembrance of the two World Wars, EBC is looking for areas within the Borough to plant poppy fields. Cllr Marshall has identified two areas in Claygate; the Roundway and a patch of green near the Winning Horse PH. Both areas belong to the Elmbridge Housing trust.

A local resident asked if a replacement tree could be planted in the green area by Winning Horse PH, as the tree that was there, was recently felled. Cllr Huddart asked to be informed of trees that had fallen during the recent bad weather so that replacements could be considered for the tree planting programme.

136. Subscription to Surrey ALC and NALC

CPC will be subject to a 2% rise in subscription fees. Trevor Leggo announced that only 4 parishes in Surrey would be subject to this maximum increase. Cllr Sheppard spoke to Trevor and informed him that CPC was seriously debating whether we should renew membership of Surrey ALC. It is now known that due to increases in numbers of residents of parishes and the new method of calculation more than 4 parishes have incurred increases. Claygate would actually have had a larger increase than 2%, but it was capped at the 2% figure.

It was noted that:-

- i. when new legislation comes into force it is useful to belong to SALC and NALC as they give guidance.
- ii. The training and briefing sessions are extremely helpful. It was also noted that training sessions can be arranged at our own venue.
- iii. We cannot belong to one organisation without belonging to the other.

It was agreed that renewal of membership will be considered each year when the fees are announced.

Resolution 2

It is RESOLVED that the subscription of £1274.65 be paid to Surrey ALC and £296.56 be paid to NALC for the year 2014/2015.

PROPOSED by Shirley Round

SECONDED by Anthony Sheppard

AGREED UNANIMOUSLY

137. Matters for information only

It was noted that:-

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- i. councillors telephone numbers are listed on the website and in Courier but not their email addresses. In the past, all councillors were allotted an @claygate.info email. Cllr Coomes will check to see if this is still possible.
- ii. email addresses will be added to the Councillor information in Courier
- iii. The membership of the Committees on the website needs updating.

138. Date of next Meeting

The next meeting will be:-

Thursday 6 March 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.