



Caring for Claygate Village

DRAFT
Minutes of the Meeting of the Council
held at 7.30pm on the 12th January 2017
in Willow Room, Ministry Centre, Holy Trinity Church, Claygate.

Present: Councillors: Mark Sugden, John Bamford, Bill Chilcott, Geoff Herbert, Bernadette Pearce and Tony Shearman.

In attendance:

Interim Administrator & Proper Officer: Shirley Round

Members of Public: None

97. Apologies for Absence

Cllrs Wilson, Wang, Huddart and Way with reason. Cllr Shearman apologised for having to leave early.

98. 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 Bernadette Pearce: Employed by Kingston College, Secretary Outreach Group, Church of the Holy Name, Esher.

Cllr Tony Shearman: 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.

99. Confirmation of the Minutes of the Parish Council Meeting held on 3rd November 2016

The minutes of 3rd November Council were agreed subject to correction of AP numbers from the September Council Meeting and signed by the Chairman.

100. To Report on the Actioning of Items from previous meetings.

AP25. Cllr Pearce will carry out an inspection of the assets. **In hand.**

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. **Done.**

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.**

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. **In hand**

AP2. See Agenda Item 113

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. Cllr Chilcott confirmed CPC has no responsibility or liability. **Done.**

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. Outstanding**

AP7. Clerk has information for Cloud Back Up from Datacenta (E-mango). £99 per annum for a minimum commitment of 3 years. It was unanimously agreed to go ahead. **Cllr Shearman to confirm details and Clerk to order.**

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**

NEW AP32 It was agreed to arrange a meeting between Cllrs Shearman, Sugden and Catherine Malloy (EBC) to ascertain how they cover Twitter and Facebook.

AP9. Parish Clerk to arrange meeting dates for 2018 with CVHA Lettings Manager. **Ongoing**

AP11. Clerk to revise nomination guidelines for Community Cup to exclude sitting Councillors from being able to be nominated. It was agreed to place the guidelines on the website under 'Annual Meeting' **Done.**

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

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. Environment & Leisure and Planning have been done, however, Highways & Transportation was never formally agreed. To be agreed at the next H & T meeting.

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. **Underway**

AP 20. Update on the transparency legislation. 2 links have been identified – one from Central Government 2015, and one on a Parliamentary website dated 2016. **Chairman & Interim Administrator to check relevance and circulate links to Councillors.**

AP 22. Create reserve lists for E&L and H&T Committees. **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.

Unable to contact Abricot. However, CVA have decided to set up their own email. **Ongoing.**

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.**

AP30 Future financial reports to be emailed to Councillors rather than hand delivered. **Done**

AP31 Clerk to circulate documents for 2017/18 informal budget meeting on 24/11/16. **Done**

101. Chairman's Report

The Chairman noted that the items he intended to report on are agenda items.

102. Report from the Interim Administrator & Proper Officer

102.1. Reported she is busy catching up with outstanding items.

102.2 Received a letter from Jessica Shepherd, Estates Surveyor EBC informing the Parish Council that she had received a nomination to list The Winning Horse, Coverts Road, Claygate as an Asset of Community Value (ACV). If the nomination is successful the Parish Council will be notified. The Chairman has attempted to contact Allan Carruthers who has been instrumental in applying for the ACV. **NEW AP 33** Chairman to provide update at the next meeting

103. To Receive the Finance Report and Decide Action Arising

103.1. Bank reconciliations for each month since the start of the financial year 2016/17, through 30th October 2016 have been prepared and signed by the Chairman.

103.2. Cash Book 1 – Unity Trust Chequing Account.

- Opening balance at 1st April 2016, was £16,823.86.

- Receipts from 1st April 2016 thru 30th November 2016, totalled £62,685.99.

- Payments from 1st April 2016 to 30th November 2016 totalled £23,012.94 (including reclaimable VAT)

- The balance in the account, as at the bank statement ending 30th November, was £56,496.91

103.3 Payments for approval.

Items of expenditure since the last Parish Council meeting on 6th November 2016, for the period 1st October 2016 to 30th November 2016, totalled £7,803.93.

A motion to approve all payments from 1/10/16 to 30/11/16 was approved

Proposed: Cllr Bamford

Seconded: Cllr Pearce

The motion was **AGREED** unanimously

103.4. 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.

103.5 Combined cash book 1 and cash book 2 balance, carried forward as at 30th November 2016 is £91,652.16

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

DETAILED INCOME AND EXPENDITURE

QUICK ANALYSIS OF THE ACCOUNTS

- General Administration 62% spent YTD with 67% of the year gone.
- Hall hire costs running ahead of pace reflect planning public meetings and the Village Hall Committee Room being used slightly more often than planned. However, any potential overspend will be offset by underspends on other budget lines eg Account code 1137 Pension.
- Account codes (1302, 1304, 1306) Other Grants reflect no grant requests YTD against an annual budget of £4,500
- Committees: YTD expenditure primarily Environment Committee Account Code 3102 HGS maintenance. Invoice from EBC for hanging baskets not yet received. H&T is significantly underspent, reflecting the project based nature of its budget. However, recent commitments for bridleway improvements are not yet reflected. The Planning Committee budget is overspent, as previously authorised by the Council and the invoice for land registry information on the 40 Acre Field has been paid.

Estimated income and expenditure for the rest of the year

Income

- **Received:** 1H and 2H precept, precept grant, 2015/16 full financial year VAT refund and 2 earmarked CIL payments one for Oct 15/Mar 16 and one for Apr/Sept 16.
- **Due:** HGS Grant £3,697 from EBC and VAT refund 16/17 (to be reclaimed at year end).
- **Interest** will be below annual budget due to reduction in rates by both Unity Trust and Cambridge.
- Total funds @ 30/11/17 – Unity £56.5k & Cambridge £35.2k £91.7k
- Income (Dec 16 – Mar 17) £3.9k
- VAT Refund (Reclaimable amount thru end Nov.16) £0.9k

Balance

£96.5k

Less Committed/Earmarked Items

- Admin for rest of the year
Total admin for year is £21.2k, £13.1k spent ytd £6.1k
(assume spend to budget ex election accrual see below)
- 2019 Election (£2.0k per year) £4.0k
- Earmarked CIL* £16.9k

Total Committed/Earmarked Items

£27.0k

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

- Grants £4.5k
- Projects £1.2k
- H & T £8.2k
- Env £8.7k
- Planning (Budget £0.3k plus land registry £1.4k) £1.7k
- Communications Working Party £3.7k

Total potential spend to budget (inc. agreed planning overspend)

£28.0k

for Council/Committees/Working Parties.

Total Uncommitted Balance

£41.5k

Emergency Reserve

£15.0k

Total Uncommitted Balance less Emergency Reserve

£26.5k

(*In addition EBC is holding £6.3k of CIL funds for use by CPC for projects agreed with EBC)

104.1 Noted that the HGS grant of £3,697 has not been received for 2016/17.

NEW AP34 Interim Administrator to follow up with EBC

104.2 The Chairman asked for CIL to be an Agenda item for the next meeting as funds are now accumulating.

NEW AP 35 Interim Administrator to agenda for next meeting.

104.3 The Bank reconciliation for November will be revised by RBS. **NEW AP36** Interim Administrator to action.
104.4 It was agreed Cllr Bamford will investigate whether a better interest rate can be obtained by transferring funds to another bank account. **NEW AP 37** Cllr Bamford to Action.
104.5 It was agreed to transfer £10,000 from Unity Trust to the Cambridge BS. **NEW AP38** Resolution required on the Agenda for the next Parish Council meeting.

105. To discuss the 2017/2018 Budget and set the Precept for 2017/2018

105.1 The Chairman thanked those Councillors who attended the Budget Meeting and also the Chairs of Committees for discussing their budget in their meetings.

A correction is required to the final figures and circulated namely, increase training budget from £500 to £540. This has no other impact on the proposed budget.

105.2 A flat Band D Council Tax rate is proposed for 2017/18. However, by holding the Band D rate flat to 2016/17 for the forthcoming year there is an increase of £576 income from the Precept. This is due to the fact that there are more properties in Band D this year. The total recommended precept for 2017/18 is £48,577

105.3 It is **RESOLVED** that this council levy a precept of £48,577 for the financial year 2017/18, holding the Band D rate of £14.15 flat to 2016/17.

Proposed: Cllr Mark Sugden

Seconded: Cllr Bernadette Pearce

The Resolution was **AGREED** unanimously.

105.4 After Budget and Committee meetings the proposed Parish Council budget for 2017/18 is £54,732 (excluding interest of £175).

105.5 It is **RESOLVED** that this Council approves a budget of £54,732 (excluding anticipated interest of £175) for the financial year 2017/18. This to be funded by a precept of £48,577, a discretionary Council tax support grant from Elmbridge Borough Council of £2,472 and the use of unearmarked reserves of £3,683.

Proposed: Cllr Mark Sugden

Seconded: Cllr Geoff Herbert

The Resolution was **AGREED** unanimously.

105.6 It was agreed a letter will be sent to Andrew Cooper, Head of Finance, EBC informing him of the Resolution and final updated budget sheets will be circulated to Councillors. **NEW AP39** Interim Administrator to action.

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

The minutes of the Planning Committee meetings of 17th November, 8th and 29th December and were noted.

106.1 Among the planning applications the Planning Committee objected to were an application to build a house on Green Belt bordering Esher, Land north of 37 & 39 Hare Lane (amended plan for two detached houses) and 110 Foley Road retrospective application for a high fence opposite the Conservation Area.

106.2 Amongst Appeals lodged were 38 Rosehill – EBC refused permission to convert a 3 bed semi-detached house into two semi-detached houses (creating a terracing effect) and 16 Holroyd Road – EBC refused permission to convert a three-bedroom house into 3 flats.

106.3 The Council is aware that an appeal against the EBC refusal of planning application 2016/1567(Travellers' site on 40 Acre Field) is going ahead. Councillors were made aware of the Guide to Rule 6 planning appeals. Rule 6 Status allows interested parties to take part in an inquiry.

106.4 The Council will consider whether or not to apply for Rule 6 Status and whether or not a planning expert's advice should be sought. **NEW AP40** Interim Administrator to add the item to the next Planning Meeting agenda.

107 To Discuss Input to the Elmbridge Local Plan Strategic Options Consultation and agree action

Potential input to the EBC Local Plan was discussed at the Planning, Highways & Transportation and Environment & Leisure Committees. The Interim Administrator made a hard copy of the Plan and copies of the questions available to the Chairs of the Committees for consideration.

107.1 The Committees basically agreed with Option 2 ie as far as possible meet development needs whilst maintaining development at appropriate densities in the urban area. However this Option did recommend amending Green Belt boundaries where designation is at its weakest. The Councillors unanimously agreed that protection of as much as possible of the Green Belt should remain paramount.

107.2 It was agreed the Chairs of the 3 committees, the Chairman, Vice Chairman and Interim Administrator should meet prior to the final date for submission, 10th February 2017, to complete the questionnaire on behalf of the Council. The Councillors agreed unanimously. **NEW AP 41** Interim Administrator will circulate suggested dates.

107.3 The Planning Committee was asked to consider whether a Public Meeting would be beneficial to gauge opinion. **NEW AP42** Interim Administrator to add to Planning Committee agenda

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

108.1 The Committee met on the 15th December and the draft minutes have been circulated.

108.2 A resident has reported 'traffic monitoring' of Vale Road/Beaconsfield Road junction. It has been observed that this monitoring is also taking place in Coverts Road and in Hare Lane at the junction of Station Road. The Chairman has contacted Cllr. Mike Bennison and SCC Highways. A private company, Intelligent Data, is carrying out the work, however, although SCC are aware that this is being done the company concerned are under no obligation to inform them who their client is.

108.3 A Councillor witnessed an incident in Hare Lane, near the Zebra crossing, in which a vehicle skidded on the ice and failed to give way to a pedestrian. Reports have been made repeatedly regarding the continuing water leak, despite a repair. Thames Water has now agreed to attend.

108.4 Continuing potholes in Oaken Lane near the Scout Centre have been reported. The site is said to have been visited with no need for further work.

108.5 The long-standing damaged pedestrian guard rail at the Oaken Lane end of Cavendish Drive has been reported. Surrey CC has committed to repair it.

108.6 Our Green Team has planted 6 new trees (funded by the Parish Council and by a resident) in the verge of Brookfield Gardens.

108.7 On-street parking review. The final plan is being discussed at the local committee in February with a meeting of Borough councillors in January. Claygate Parish Council submitted a written question on the 19th December asking if the Parish Council would be consulted. As a result of this Cllrs Sugden and Huddart have been invited to attend the premeeting meeting in January.

108.8 SCCllr Bennison has earmarked some of his delegated highway funds for 2017/18 to repair Elm Road.

108.9 EBC plans to turn off street lighting in the borough between midnight and 5am. with effect from February. The roads affected are the subject of Police and lighting assessments. The H & T committee made a case for 5 roads to remain lit. They are The Parade, The Green, Cornwall Avenue, Stevens Lane and Common Lane (track). SCC have informed Cllr Sugden that The Parade, The Green and Cornwall Avenue will be kept on but Stevens Lane and Common Lane (track) will not. Residents will have to follow the petition procedure on the SCC website to make a case for lights to be kept on.

8.50pm At this point Cllr Tony Shearman left the meeting.

109 To Receive a Report from the Environment and Leisure Committee and agree any necessary action.

109.1 The Environment & Leisure Committee met on the 1st December and an Extraordinary Meeting was held on 12th January. The draft minutes of the 1st December have been circulated.

109.2 The Committee have been instrumental in persuading BT not to close one of the telephone boxes in the village, namely outside the Village Hall. The one by the Foley Road triangle was disconnected some time ago but the box is still there.

109.3 It was agreed a list of contact details of Highway Garden Site volunteers should be supplied to the Parish Council for insurance purposes. This list was supplied by Vanessa Relleen. However it has subsequently been discovered that this is in violation of the Data Protection Act. On inspection of the DPA there are several items which need clarification. This information on volunteers is also required for Clean Up Days. **NEW AP 43** Interim Administrator to check Insurance requirements.

109.4 Derwent Close Green. At an Extraordinary Meeting of the Environment and Leisure Committee on the 12th January a motion was unanimously agreed to spend up to £1,000 including residents' contributions to undertake a one-off clear up of Derwent Close Green. In addition it was agreed to issue tenders for the work to 6 potential suppliers.

109.5 The decisions made at the Extraordinary Meeting, including whether to make the Derwent Close Green a HGS, will be discussed at the next Environment & Leisure Committee meeting due to be held on 2nd February.

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

110.1. The CWP had not met since the last meeting. Unfortunately there has been a delay in producing Courier due to be delivered in January. This will be discussed at their next meeting. **NEW AP44** Chairman and Cllr Shearman to arrange a meeting.

111. To Receive update from Councillors, appointed at the Annual Council Meeting in May, on their representation on or work with external bodies.

Item deferred to the next Parish Council Meeting. **NEW AP45** Interim Administrator to Agenda for next meeting.

112. To discuss the date of the Annual Meeting of the Council and Annual Village Meeting and Agree Action

Due to pressure on dates it is necessary to change the dates for the above meetings.

112.1 The Annual Village Meeting needs to be held between the 1st March and the 31st May. It was agreed this meeting could take place earlier than usual and a date late March/early April will be looked at. **NEW AP46** Interim Administrator and Chairman to assess potential dates.

112.2 The Annual Meeting of the Council, planned for 18th May, needs to be held before the 4th May (holiday arrangements) and could be held on a different day of the week to a Thursday. **NEW AP47** Interim Administrator and Chairman to assess potential dates and advise Councillors.

113. To Discuss the Youth Club Application for a Grant

113.1 The Claygate Youth Club Association have applied for a grant towards social events for its members. A report from Linda Alanko, Chair of the Association provided a report updating the Council on the current position with regard membership and activities. The number of children current attending has been as many as 45 but the weekly average is around 25-30. The Club is open every Thursday evening from 7pm to 9pm and provides activities including Pool, basketball, football (outside and floodlit), table tennis, art and grants (very popular and needs resourcing as activities develop and change) and socialising.

113.2 Linda Alanko said their Association would welcome closer involvement with the Parish Council. However, they were not looking for additional Trustees at present. Visits by Parish Councillors are most welcome.

113.3 Cllr Pearce suggested that may be the Parish Council would be able to help with funding to enable the Youth Club to open on an additional evening. The Chairman agreed to speak to Linda Alanko and arrange for her to come to a Council meeting to speak to Councillors but also suggested Councillors visit the Youth Club on a Thursday evening. **NEW AP48.** Clerk to invite the Youth Club Chair to a future Council meeting.

113.4 It is **RESOLVED** that this Council approve a grant of £500 from the Grants Youth budget to Claygate Youth Club Association to assist in funding social events throughout the year.

Proposed: Cllr Mark Sugden

Seconded: Cllr John Bamford

The Resolution was **AGREED** unanimously.

114 To discuss the Provision of a Community Defibrillator and Agree Action.

This item was deferred for discussion at the next meeting. **NEW AP49.** Clerk to agenda

115. Matters for Information Purposes Only.

115.1 Cllr Chilcott informed the meeting that the clock on the front of the Pavilion is now not working following the fire. CRGT Trustees are dealing with the rebuild with EBC.

115.2 Cllr Chilcott asked that the previous Clerk's name be removed from the website. **NEW AP50** Cllr Shearman to contact E-mango.

116. Motion to exclude the Press and Public to discuss staffing matters.

Proposed: Cllr Bamford

Seconded: Cllr Sugden

The motion was **AGREED** unanimously.

The Interim Administrator left the meeting.

117. Staffing matters in confidence.

117.1 The Chairman updated the Council on the current status re seeking the appointment of a new Clerk/RFO.

117.2 The Chairman reported that the Staffing Working Party met on the 16th December 2016 and agreed per approval of the Council on the 3rd November (Resolution 3) to the appointment of Shirley Round as Interim Administrator and Proper Officer and that this and the hourly rate had been agreed in writing and within the agreed spend authority.

117.3 It is **RESOLVED** that this Council ratify the Staffing Working Party appointment of Shirley Round as Interim Administrator and Proper Officer/RFO and the terms of this appointment which conform with the unanimously approved Resolution 3 of the meeting of Claygate Parish Council on 3rd November 2016.

Proposed: Mark Sugden

Seconded Bernadette Pearce

The Resolution was **AGREED** unanimously.

118. Date of next Meeting

The next meeting will take place on

Thursday, 9th March 2017 at 7.30pm in the Small Village Hall

The meeting closed at 9.40pm