

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



**Minutes of the Meeting of the Council
held at 7.30pm on the 8 May 2013
in the Small Village Hall**

Present: *Chairman:* Shirley Round
Councillors: Alex Coomes, Kate Hallett, Ken Huddart, Geoff Herbert, Noel Isaacs, Anthony Sheppard, Mark Sugden,

In attendance: *Parish Clerk:* Freda Collins
2 members of the public
Michael O' Brien was present at the meeting.

Ken Huddart sent apologies as he would be arriving late to the meeting.

1. Apologies for Absence

Cllr Nick Hayes who was on holiday
These were accepted.

2. To elect a Chairman

Anthony Sheppard nominated Shirley Round for Chairman.
Noel Isaacs seconded the nomination
7 FOR, 1 ABSTENTION
There being no other nominations, Shirley Round was declared Chairman.
Congratulations were given to Cllr Round.

3. Chairman's Declaration of acceptance of office.

Cllr Shirley Round signed the Chairman's Declaration of Acceptance, which was witnessed by the Clerk.
The Clerk will send a copy to the Monitoring Officer at EBC.

AP1 The Clerk to action.

4. To elect a Vice-Chairman

The Chairman asked for nominations.
Shirley Round proposed Anthony Sheppard
Alex Coomes seconded the nomination
7 FOR, 1 ABSTENTION
There being no other nominations, Anthony Sheppard was duly declared Vice Chairman. The Chairman thanked him for his support during the last year.

It was agreed to change the order of the agenda to take Item 35 Co-option of Councillor. Michael O' Brien left the room.

The Chairman read out a brief biography of Mr O'Brien. She then proposed that he be made a co-opted councillor. This was AGREED unanimously.

Michael O' Brien re-entered the room.

He then signed a Declaration of Acceptance which was witnessed by the Clerk. This will be sent to Alan Harrison at EBC.

AP2 The Clerk to action.

5. Declarations of Interest in Items on the Agenda

Cllr Herbert declared that he is a Borough Councillor, Chairman of the Youth Club Committee and a member of Elmbridge Rent Start.

Cllr Round declared she is Secretary to the Trustees and Lettings Manager of the Claygate Village Hall Association.

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Clr Sugden declared that he is a Trustee of the CRGT.

Clr Hallett declared that she is a Trustee of Claygate Village Hall Association and is Secretary to the CVA.

Clr Coomes declared that he is a Borough Councillor and a Trustee of the CRGT.

Clr Isaacs declared that she is a Trustee of and Secretary to the CRGT.

6. Confirmation of the Minutes

The minutes of the meeting of 14 March 2013 had been circulated. The minutes were agreed, and signed by the Chairman.

7. To report on the actioning of items from the last meeting

AP40- *leaflet for Winter Warden scheme*- ongoing Clr Hallett

All other actions have been carried out.

8. Delegation to Committees, Employees and other Local Authorities

8.1 CPC has three Committees, Planning, Environment, and Highways & Transportation, which are set up and run in accordance with legislation, Standing Orders and Financial Regulations.

8.2 CPC has only one employee, the Clerk.

8.3 CPC has one delegation arrangement with Elmbridge BC; the maintenance of the Highway Garden Sites.

9. The remits of the Committees

It was AGREED that each Committee will review their remits at their first meeting and any changes will be reported back to the next Parish Council meeting.

AP3 The Clerk to agenda.

10. To appoint members of Committees

a. Planning

Nick Hayes, Ken Huddart, Alex Coomes, Noel Isaacs, Shirley Round, Michael O'Brien

b. Highways & Transportation

Ken Huddart, Anthony Sheppard, Kate Hallett, Nick Hayes, Geoff Herbert, Mark Sugden

c. Environment

Anthony Sheppard, Kate Hallett, Geoff Herbert, Mark Sugden

d. Communications Working Party

The regular members are:-Shirley Round, Alex Coomes, Anthony Sheppard & Geoff Herbert, but all councillors are invited to meetings.

e. Staffing Committee

Chairman (ex officio), Vice Chairman (ex officio), Alex Coomes, Noel Isaacs

f. Complaints Committee

Chairman (ex officio), Vice Chairman (ex officio), Kate Hallett, Mark Sugden, Noel Isaacs

11. Charters with other bodies

CPC has a Charter with Elmbridge Borough Council. This was revised in 2012

12. Roles/Representation on External Bodies

The following appointments were AGREED: -

Assets Register	-Alex Coomes & Shirley Round
Christmas Lights Representative	- Kate Hallett
CVA liaison	- Kate Hallett
Neighbourhood Watch Representative	- Geoff Herbert
Surrey Rail Forum & Regional Passenger Committee	- Ken Huddart & Anthony Sheppard
Recreation Ground Trust	-Noel Isaacs
Village Hall Representative	-Ken Huddart
Youth Club	-Geoff Herbert
Elmbridge Audit & Standards Committee	-Geoff Herbert & Mark Sugden

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Police Liaison	- Geoff Herbert
SCAPTC Representative	- Anthony Sheppard (Shirley Round deputy.)
Elmbridge Local Committee for SCC (observer)	- Ken Huddart deputy Mark Sugden
EBC/CPC Liaison Committee	- Chairman & Chairmen of Committees/Working Parties & all other Councillors
Elmbridge Business Network Group	- Noel Isaacs (to liaise with Steve Wells)
Surrey Countryside Access Forum	- Ken Huddart
Webmaster	- Alex Coomes & the Clerk
HGS contract	- Chair of Environment
Flower Show display	- Noel Isaacs, Shirley Round, Kate Hallett
Press Liaison Officer	- Shirley Round

13. Review of Assets

CPC holds an asset register. As equipment is purchased, it is written off. We have to include a nominal value of £6 in the accounts for certain assets because we insure them. These are:-

- i. the notice boards
- ii. the bus shelter at Church Road
- iii. the Millennium sign
- iv. the Christmas trees
- v. the bench in Church Road

CPC does not own land or buildings.

Cllrs Round and Coomes will carry out an inspection of the assets. It was noted that the glass in the Millennium Sign appears to be cracked. This will be inspected and the necessary action taken.

AP4 Cllrs Round and Coomes to action.

14. Insurance Cover

Insurance arrangements were reviewed at the November 2012 PC meeting when the insurance came up for renewal. We are now insured with Zurich under a three year contract.

15. Review of Policies & Procedures

To review the Council's Health & Safety Policy, Standing Orders, Financial Regulations, Register of Interests, Hospitality Register, Risk Assessment Policy and the Complaints procedure.

These will be reviewed by a working party of the Clerk and Cllrs Round and Sheppard. The results will be circulated and discussed at the July meeting.

16. Freedom of Information and Data Protection Policy

16.1 We have adopted the model publication scheme. We have had no requests for information.

16.2 We have registered under the Data Protection Act.

17. Press and Media Policy

We have a Press and Media Policy. No change is required. It was noted that Shirley Round is the Press Liaison Officer for CPC.

18. Dates, Times & Places of Council Meetings

These have been set for the year and circulated to all councillors. All amendments have been circulated and updated on the website.

19. Chairman's Allowance

It was AGREED that the Chairman should have an allowance of £100 as per the budget.

20. Payment of annual Subscriptions

A list of organisations to which the Claygate Parish Council subscribed in 2012 had been circulated.

Organisations

NALC/SCAPTC

Local Council Review

SLCC

Annual Service Agreements

Sage

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RBS (accounts software)

It was noted that the increase for the SCAPTC subscription is high. Cllr Round has already addressed this issue with Trevor Leggo. We have reduced the number of copies of LCR in order to reduce costs. This will be tried for one year to see if the new system works successfully.

Resolution 1.

It is RESOLVED that the Claygate Parish Council pays the subscription fees to all organisations as agreed at the Annual Meeting 2013.

PROPOSED by Shirley Round

SECONDED by Alex Coomes

AGREED by 7 FOR, 1 ABSTENTION

21. Report from the Chairman

21.1 The Chairman and Clerk have met on a regular basis since the last meeting. We have discussed the Councillor vacancy, the meeting to discuss the Settlement ID Plan and how best to fit it into the meetings schedule, the arrangements for the village meeting and PC meeting agenda.

21.2 The Chairman and most of the other councillors attended a meeting at EBC with Mark Behrendt and Zoe Belton to discuss the Settlement ID Plan and Development Management Plan. It was a useful meeting.

21.3 The Chairman, Clerk and Cllr Isaacs met to discuss the Development Management Plan which is designed to integrate a number of saved policies used when discussing planning items.

21.4 Rob Moran telephoned the Chairman to inform her of possible changes to the number of Elmbridge Councillors, and a possible change to 4-yearly elections. The later would affect the Parish Council. The proposal to change the number of Borough Councillors has been sent to the Electoral Commission and the EBC Full Council dismissed the suggestion of 4-yearly elections. The Chairman appreciated the fact that Mr Moran contacted her personally.

22. Report from the Parish Clerk

22.1 Cheques have been raised and sent in respect of the grants awarded to the CVA and CRGT. All confirmation documents have been received.

22.2 We are short of one cheque signatory since the resignation of Jimmy Cartwright. Councillors were asked to consider becoming a signatory.

23. Finance report

23.1 All Councillors were given a copy of the Balance Sheet, the Income and Expenditure Account and Annual Return for the year ending 31.3.2013. A full copy of the accounts for year ending 31/3/2013 was circulated. There were no queries.

24.2 A copy of all payments made to the end of the last financial year and a detailed Income & Expenditure by budget to the end of the last financial year, together with a copy of all payments made since the start of this financial year and a detailed Income & Expenditure by budget for this financial year were circulated prior to the meeting,

All payments made since the last meeting were APPROVED.

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

Resolution 2.

It is RESOLVED that the Parish Council approves the accounts for the financial year ending 31st March 2013.

PROPOSED by Shirley Round

SECONDED by Anthony Sheppard

AGREED unanimously.

A copy of Annual Governance Statement for the financial year ending 31st March 2013 was circulated prior to the meeting.

Resolution 3.

It is RESOLVED that the Parish Council approves the Statement of Accounts and the Annual Governance Statement for the financial year ending 31st March 2013 and that the Chairman and Parish Clerk are authorised to sign them.

PROPOSED by Shirley Round

An amendment was made by Anthony Sheppard to the resolution as the Annual Governance Statement had not been completed. He proposed that the wording should be:-

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*It is **RESOLVED** that the Parish Council approves the Statement of Accounts and that the Chairman and Parish Clerk are authorised to sign it and the Chairman and Parish Clerk are authorised to complete and sign the Annual Governance Statement for the financial year ending 31st March 2013.*

The amendment was **SECONDED** by Kate Hallett
AGREED unanimously.

The resolution was then put forward by Shirley Round

It is **RESOLVED that the Parish Council approves the Statement of Accounts and that the Chairman and Parish Clerk are authorised to sign it and the Chairman and Parish Clerk are authorised to complete and sign the Annual Governance Statement for the financial year ending 31st March 2013.**

SECONDED by Anthony Sheppard
AGREED unanimously.

24. To Review Expenditure for the Year

24.1 The financial information was reviewed.

24.2 Cllr Sheppard updated the 'Reserves' and circulated it prior to the meeting. We have more in unallocated reserves than was calculated during the budget working party; nearly £14k. We do have bids to these reserves of £4717 (youth £500, Old Claygate Lane £1500, HGS Projects –delayed from last year £1217 and HGS projects £1500).

25. Report of the Planning Committee

Cllr Isaacs circulated a written report prior to the meeting. All minutes of the Planning Committee have been circulated.

25.1 We still have various ongoing Enforcement cases. Recently a meeting was held with the new Enforcement Manager Mark Turner in order for him to explain how the Claygate Manor Case is proceeding. He was very helpful and has also volunteered to come to a planning or Parish Council meeting to talk to Councillors, view the proceedings and give explanations where required.

25.2 The Claygate Settlement ID was discussed by Council members and comments agreed. A draft of the completed questionnaire will be completed by Cllrs Isaacs and Round and circulated to all Councillors prior being sent to EBC.

Cllr Huddart arrived at the meeting.

25.3 There was a Planning User group meeting 24.04.13 at EBC. EBC Officers in attendance were Richard Morris, Head of Planning, Mark Turner, Head of Enforcement, Colin Frehill, Infrastructure Delivery co-ordinator and Janie Farquharson, Development Manager. The main topic for the evening was the charging of CIL. This was explained, together with how it is being implemented, the methods of calculation and where it is applicable to be used and exemptions. CIL was validated from 22 February 2013 and its implantation was phased through on applications being decided from April 1 this year.

CIL replaces the previous PIC tariff. Section 106 will continue to be used for affordable housing.

CIL is non-negotiable and collecting it is a purely administrative process. It will be calculated when the planning permission is issued. The trigger for payment will be at commencement of development.

The charges are:

- Residential dwellings (C3) @ £125 per sqm
- All retail development (A1-A5) @ £50 per sqm
- All other development @ £0 per sqm
- When there are existing buildings on site and it can be proven that they have been in continuous lawful use for 6 of the past 12 months, these buildings will be discounted from the final CIL liability.
- In the case of an extension, when it includes new build of over 100sqm new floor space above the original footprint of the building, then it is CIL liable. The measurements are taken from the internal face of the perimeter walls at each floor level.
- When there is a change of use, for instance converting offices to flats, as there is no increase in floor space, there will be no CIL charge.

There are three types of buildings that are exempt from CIL:

- Buildings into which people do not normally go, or only to perform maintenance (Electrical substations)
 - Affordable housing (relief must be applied for)
 - Developments by charities for charitable purposes (relief must be applied for)
- Note: there no plans to offer "discretionary relief"

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It was agreed that we need to get a copy of the regulations which govern the use of CIL funding.

AP5 The Clerk to action

We will then need to draft our own guidelines for the use of this money.

25.4 It was noted that the Head of Planning at EBC, Richard Morris, is leaving. His replacement is not yet known.

26. Report of the Highways & Transportation Committee

Cllr Huddart circulated a written report prior to the meeting.

In the report of H&T, the important issue is whether to spend on BW32, or Old Claygate Lane track.

Regardless of the response that BW32 is Surrey C.C.'s responsibility, which it should deal with; we have to work along together, and we have a track record of partial or even total payment. Cllr Huddart believes that CPC should make a contribution to BW32, but it should be limited to the £1,000 that is available in our budget, which he thinks is proportionate on this occasion. Once the possible solution to the wet patch in Old Claygate Lane track is found, the H&T Committee can ask the PC for an appropriate provision from reserves. The resolution was proposed.

Resolution 7

It is RESOLVED that this Council provides a contribution of £3000 for the materials towards Surrey C.C.'s cost of £6112 for refurbishing BW32 (Lower Wood Road to A3, and thence Chessington).

PROPOSED by Ken Huddart

A discussion took place and it was agreed to provide partial funding as CPC have been involved in partnership funding with SCC before. It was agreed that £3000 was too much and that a figure of £1000 was reasonable. Consequently it was decided to offer £1000 using the money already in the H&T budget and so the resolution was withdrawn.

27. Report of the Environment Committee

Cllr Sheppard circulated a written report prior to the meeting. All minutes have been circulated.

27.1. A successful Clean Up day was held on 20 April with support of Scouts and organised by Cllr Sugden. Cllr Sugden thanked Cllrs Sheppard and Hallett and the Clerk for their help. He asked that a note of thanks be sent to the Scouts and Cubs for the huge amount of rubbish they collected.

AP6 The Clerk to action.

He noted that EBC were very efficient at collecting all the bags of rubbish.

27.2 The refurbishment of Red Lane & Glenavon Close HGSs has been given to Gerald Abrahams. This work was due to take place during the last financial year, but there was a problem with communications and Mr Abrahams did not receive the order. Accordingly, the funding allocated from the Environment budget for this work has been returned to reserves, so Cllr Sheppard is proposing a resolution.

Resolution 5

It is RESOLVED that this Council pay for HGS improvements at the Red Lane and Glenavon Close sites up to the value of £1284, being the amount remaining in the HGS Projects budget at 31 March 2013.

PROPOSED by Anthony Sheppard

Cllr Sheppard proposed an amendment so that the value should be £1217. This was seconded by Mark Sugden and agreed. The amended resolution was put forward.

Resolution 5

It is RESOLVED that this Council pay for HGS improvements at the Red Lane and Glenavon Close sites up to the value of £1217, being the amount remaining in the HGS Projects budget at 31 March 2013.

PROPOSED by Anthony Sheppard

SECONDED by Mark Sugden

AGREED unanimously.

AP7 Cllr Sheppard will contact Gerald Abrahams to see how the work is progressing.

27.3 There is a problem at Meadow Road Green with vehicles overrunning edge of Green. Extra trees at the S. end have been requested by residents

27.4 There have been complaints of Litter on the 'Wyevale' site. The Clerk has contacted Surbiton High School who say that they will deal with the matter. Cllr Coomes has also reported the litter to SCC.

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27.5 The broken knee rail on The Green has been damaged further (cause unknown). The sign for the Hare & Hounds PH has also fallen down and left a large lump of concrete on the bed.

27.6 The potential for a regular litter picking team is being followed up.

27.7 The horsetrough has been planted with summer bedding by the Collins family.

28. Communications report

Cllr Round gave the report.

28.1 The Courier was completed and delivered. Thanks to all those who contributed articles and ideas.

28.2 The summer edition of the Courier will have a change of format and feature an article on the front page. It has been agreed to feature information about parking and parking charges on the front page.

28.3 It was agreed to send a note of thanks to Jehan for all he does organising the distribution.

AP8 The Clerk to action.

28.4 The following resolution was proposed.

Resolution 4

It is RESOLVED for the financial year 2013/14, that the Communications Working Party be authorised to incur an expenditure of £5595 to cover the cost of production of three Claygate Couriers publicity and development of the website.

PROPOSED by Shirley Round

It was noted that the amount of money in the Communications budget exceeds that needed for the production of three Couriers. This because it may be necessary to produce an extra Courier if an urgent matter arises which has to be publicised. Cllr Round proposed that the resolution be amended to take out the word 'three' Seconded by Alex Comes. Agreed.

The amended resolution was put forward.

Resolution 4

It is RESOLVED for the financial year 2013/14 that the Communications Working Party be authorised to incur an expenditure of £5595 to cover the cost of production of Claygate Couriers, publicity and development of the website.

PROPOSED by Shirley Round

SECONDED by Alex Coomes

AGREED UNANIMOUSLY

29. Brian Rhodes Community Cup

Those nominated this year were:-

Francis Boff, Steve Wells, Jimmy & Audrey Cartwright, and Carol Shorter.

It was agreed that they are all worthy people.

The vote was conducted by secret ballot.

Francis Boff was the winner of the cup this year, which will be presented at the Village meeting.

The Clerk will notify Francis and all the other nominees and will post a notice on the notice boards.

AP9 The Clerk to action.

30. Arrangements for the Village Meeting

The Village meeting will be on 16 May 2013. Cllr Sheppard will take the Chair as Cllr Round will not be at the meeting.

Arrangements:-

i. The new Police Commissioner, Kevin Hurley, has been invited to speak at the meeting.

ii. Set up will be at 7.15pm, with the meeting starting at 7.45pm.

iii. Chairs and tables will be used to provide informal seating.

iv. Refreshments will be provided by the Clerk prior to the start of the meeting.

v. Cllrs Isaacs, Sugden & Coomes will set up the display and Cllr Sheppard will look after the guest speaker.

vi. Chairs of Committees will be invited to give a short report

Apologies were given by Cllrs Round, Hallett and Hayes.

The agenda was agreed.

31. Flower Show 2012

This will be on the agenda for the July meeting. We will need to organise a rota to man the display. We will need to contact the CRGT about getting the marquee out of storage.

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AP10 Cllr Isaacs to action.

32. Community Assets

This matter will be discussed at the next meeting in July.

33. Christmas Lights

No report

34. Grant for Helen Maguire

We have received a grant application from Helen Maguire in order to reimburse her for the purchase of two large banners which were erected in the village in order to promote a petition against the introduction of car parking charges in the car parks in Claygate on Saturdays.

Cllr Sugden reported that Helen had single-handedly organised the petition and the banners and had acted very quickly to this threat to Claygate Car parks.

Resolution 6

It is RESOLVED that the Council should grant the sum of £111.45 to Helen Maguire to fund banners against raising the car park charges in accordance with its powers under section 137 and 139 of the Local Government Act 1972. The proposed expenditure, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

Local Government Act 1972 s 137

PROPOSED by Mark Sugden

SECONDED by Anthony Sheppard

Before a vote was taken it was AGREED that payments to an individual, and payment after the funds had been spent, would not normally be approved. However, these were exceptional circumstances and Helen was acting under a time constraint. It was agreed that she had done a tremendous amount of work and a good job. Helen will be asked for copies of all receipts to cover this expenditure.

The vote took place:-

8 votes FOR and 1 ABSTENTION.

AGREED

The Clerk will raise a cheque once the relevant invoices are seen.

AP11 The Clerk to action.

35. Co-option of Councillor

Already dealt with.

36. First Aid Training

Cllr Sugden noted that it is part of our insurance for the Clean Up day that a qualified First-Aider is present. He suggested that members of the Council are trained in First Aid. It was noted that when the CVA hold a large event such as the Christmas lights they pay £250 for a qualified first-aider to be present. It was also noted that Cllr Coomes is a qualified First Aider. It was agreed that this is a good suggestion and should be discussed further at the next meeting. It was noted that CPC is not holding any large public events before the July meeting.

37. Matters for information only

37.1 The first Prudential RideLondon, a new weekend festival of cycling, is taking place on the weekend of 3-4 August with two cycling events coming into Surrey. The Prudential RideLondon-Surrey 100 will be taking place on the morning of Sunday 4 August, where 20,000 amateur cyclists will ride a 100-mile route through London and Surrey, in a similar route to the Olympic Road Cycling Road Race. Later that day, the Prudential RideLondon-Surrey Classic will see 150 of the world's top professional cyclists ride a similar 140 mile route. To ensure residents, businesses and stakeholders are aware of how this major cycling event may affect them; the event organisers have delivered information leaflets to households and businesses on or near the route in Surrey.

Roads will need to be closed in the early hours of the morning and will reopen early evening, once both events have finished and the infrastructure has been taken down.

37.2 It was noted that 2 Claygate Shops have won 2 out of the 6 Elmbridge Retailer of The Year Awards. Williams & Bunkell won Best Independent Retailer in Elmbridge and Ceramica won Best Shop Display in Elmbridge. It was agreed that they are to be congratulated.

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37.3 Malcolm Mackenzie will soon be standing down as Neighbourhood Watch Co-ordinator. No replacement has yet been found.

38. Date of next Meeting

The next meeting will be

Thurs 4 July 2013 at 7.30 pm in the SVH.

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.