

DRAFT
Minutes of the Meeting of the Council
held at 7.30pm on Thursday 15th November 2018
in Small Hall, Claygate Village Hall, Claygate

Present: **Chairman:** Geoff Herbert
 Councillors: Bill Chilcott, Mark Sugden, Ken Huddart, Anthony Marques, Julian Way
 and Tony Shearman.

In attendance: Parish Clerk & RFO: Shirley Round

90/1 To accept apologies for absence

Clls John Bamford and Bernadette Pearce with reasons. Cllr Wang arriving late due to work commitments.

Prior to the next item the Clerk asked Councillors to check their Declarations of Interest, make an amendments and initial their entry.

91/2 Declarations of Interest in Items on the Agenda

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 Tony Shearman: Chairman of Claygate Royal's Football Club, Organiser of 'Gig on the Rec'.

Cllr Julian Way: Member of Kingston Chess Club, Supervisor at Kingston Contact Centre. Trustee of Claygate Recreation Ground Trust.

92/3 To confirm the Minutes of the Meeting held on 13th September 2018

The Minutes of the Meeting of 13th September 2018 had been circulated. Two minor amendments were made as follows:

Minute 77/11 last but one line should read 'meet in the near future to clarify the existing Regulations and to embark on a review of the new Regulations.'

Minute 80/14 should read AP27.

The Minutes were then agreed and signed by Cllr Herbert (Chairman).

93/4 To report on the actioning of items from previous Minutes and decide any action arising

AP6 Policy for Dealing with Press & Media – OUTSTANDING (awaiting return of Cllr Bamford from holiday)

AP21 Terms of Reference for Finance Working Party – OUTSTANDING (awaiting return of Cllr Bamford from holiday) Cllrs Bamford, Pearce and the Clerk will meet to discuss.

AP22 Grant cheque to be forwarded to CRGT. DONE

AP23 Fixed Asset inspection completed by Skanska free of charge. No problems with bus shelter in Church Road and the Village Sign in the Parade. DONE

AP24 Future Expenditure for the remainder of the year to be placed on Committee Agenda. DONE

AP25 Review of the Claygate Parish Council CIL policy (see agenda item 99/10)

DONE

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

Cllr Sugden asked to have his name removed from the working party –

OUTSTANDING (awaiting return of Cllr Bamford from holiday).

AP27 Formal response to the EBC Consultation to seek the view of the local electors on the creation of a Hersham Community Council. DONE

94/5 To receive the Chairman's report and decide any action arising.

Cllr Herbert thanked Councillors Mark Sugden and Bill Chilcott and co-opted member Tom Swift for their involvement with recent activities in the village.

Cllr Sugden and Tom Swift for putting up the big Poppies and the 'Silent Soldiers' prior to Remembrance Day and Cllr Bill Chilcott for organising the planting of the borders in the Hare Lane car park.

A report on the current situation relating to Claygate Neighbourhood Watch will be placed on the agenda for the January meeting. **AP28** Cllr Herbert, as the NW co-ordinator gave a brief outline on the changes which had been implemented, most information now being disseminated via the Claygate Village Neighbourhood Watch website. Cllr Sugden asked if a meeting with Surrey Police could be arranged to clarify the current arrangements. This will be discussed at the next meeting.

95/6 To receive the report from the Parish Clerk & RFO

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

95.1 The Clerk received an email from a resident complaining about incorrect information on the Parish Council website. This information related to parking charges in the Torrington Lodge car park. The Clerk has removed the whole Directory from the website. A review of the Directory will be placed on the agenda for the Communications Working Party. **AP29**

95.2 A comment had been received from a co-opted member of one of the Parish Council committees that only draft Minutes are displayed on the website. The Clerk explained that the Parish Council is required to place Minutes on the website within 4 weeks of a meeting and as the Council and Committees only meet approximately every 2 months only draft Minutes can be displayed. The current arrangements will remain until a review of the Standing Orders is undertaken.

96/7 To receive the finance report and decide action arising.

96.1 Bank reconciliations for each month since the beginning of the current financial year through to 31st October have been prepared and signed by the Chairman.

96.2 Cash Book (1) Unity Trust **Payments** report show all transactions from 1st September to 31st October and amount to £10,314.28 (including VAT). **Appendix A**

It was unanimously agreed all payments made from 1 st September to 31 st October be approved.
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96.3 £11,267 in Community Infrastructure Levy has been received from EBC for the period 1st April 2018 to 30th September 2018.

96.4 £2,000 will be transferred to the Election Fund EMR before the end of the current financial year. **AP30**

96.5 It was **unanimously agreed** to transfer £50,000 from the Unity Trust Bank to the Cambridge Building Society. **AP31**

96.6 Signatures for the Unity Trust Bank account have been amended. Currently awaiting confirmation of changes to the Cambridge Building Society account.

96.7 Accounts for the first six months of the current financial year have been submitted to Mulberry & Co who will undertake an interim internal auditors.

96.8 VAT amounting to £768.97 has been recovered for the period 1st April to 30th September.

96.9 The balance sheet shows Reserves of £131,864, noting the provision of earmarked reserves this leaves a balance of £58,500. **Appendix B**

97/8 To review the plan for expenditure for the balance of the year including future projects and funding and agree any action.

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

97.2 H & T Committee have agreed to fund the refilling and maintenance of the grit bin in Bridle Road for a further 4 years at a cost of £564. The committee is also planning a meeting with SCC to discuss improvements to the pedestrian crossing in Hare Lane.

97.3 E & L Committee will be finishing the planting in Hare Lane car park before the end of the year. Work on the Fee Farm Road/Coverts Road HGS is also being considered. An invoice for the current year's

baskets has been requested from EBC. It is likely there will only be a charge for the troughs again this year.

98/9 To discuss 2019/2020 budget process and agree next steps.

The Clerk will contact EBC in December to request the number of Band D households in Claygate. **AP32**

It was **unanimously agreed** the Precept for 2019/20 will remain the same holding the Band D rate of £14.15 flat for the forthcoming financial year.

The Chairman, Vice Chairman and Clerk will be meeting on the 22nd November to put together draft Budget figures for 2019/2020. The draft Budget will be circulated to all Councillors and Committees for their input.

The final budget will be presented to the Council for approval at the meeting in January 2019

8.10pm Cllr. Wang arrived at the meeting.

99/10 To discuss and agree an updated Community Infrastructure Levy (CIL) Policy and application process

Cllr Sugden explained that the previous 2012 CIL Policy had been a very simple one and mainly related to financial reporting. It is necessary to update this policy and also have an application form. It was considered sensible to base it on the EBC Policy which is used for their Spending Boards.

A list of priorities will be required and this should be determined by Councillors. Cllr Sugden requested Councillors to forward broad priorities and additional comments by 14th December. **AP 33**

Cllr Sugden will produce a final version of the CIL Policy for consideration at the January meeting. **AP34**

8.30pm Mr. Frank Brierley (Claygate Lawn Tennis Club) in attendance

The Chairman requested a Motion under Standing Orders 1 d), e) and f) to allow a resident to speak on Agenda item 17 iii. This was **unanimously agreed**.

106/17 To consider the following grant requests

iii Claygate Lawn Tennis Club application for a 'CIL' grant of £7,617 (later increased to £15,234 following the refusal by the Sport England's Community Asset Fund to match fund the application) to update the current floodlights to LEDs. These would provide a better, more natural whiter light with a more uniform spread and be more economical to run.

Mr. Brierley addressed the Parish Council on this application.

By a **majority decision** the Councillors agreed they could not support this grant application as they did not believe the project showed evidence of wider community benefit beyond just a benefit to the organisation submitting the application.

100/11 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 Herbert updated the Council on current planning applications. Claygate Station application has been granted outline planning permission. An application for change of use of Claygate House for residential use will be discussed at the Planning Meeting next week.

101/12 To note the minutes of Highways & Transportation Committee and agree necessary action.

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

Members of the H & T Committee will be meeting with Liz Shakiri of SCC to discuss a project at the Hare Lane pedestrian crossing. Illumination of the crossing is considered poor.

102/13 To note the minutes of the Environment & Leisure Committee and agree necessary action.

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

Cllr Chilcott updated the Council on the tree work undertaken on the Meadow Road Green. Work on the 2 oaks has been held up because of OPM, and this has now been treated. The remainder of the work will be undertaken on the 4th January. Planting on one side of the Hare Lane car park has been

completed by Councillors and volunteers. The remainder of the planting will be undertaken soon.

The E & L committee have arranged a speaker from Friends of the Earth for the Village Meeting on 23rd May 2019. In addition it was recommended that someone from Surrey Waste Partnership should also be invited. This will be discussed at the E & L meeting in December. **AP35**

103/14 To consider a report from the Communications Working Party and agree any necessary action.

In the absence of Cllrs Bamford and Way the Clerk gave a brief update.

103.1 The Autumn/Winter edition of Courier went to print on schedule and will be distributed by paid deliverers between 23rd – 29th November. This will be a solo delivery.

103.2 The Clerk had received a complaint about out of date information in the ‘Directory’ on the website. In the circumstances the whole ‘Directory’ was removed from the website until the information can be checked. This will be discussed by the Communications Working Party **AP36**

103.3 The revised Social Media Policy will be presented at the January meeting for approval.

104/15 To report on GDPR working party.

A draft copy of the Impact Statement has been forwarded to Satswana. The Clerk will clarify current guidelines on the necessity v desirability of having a DPO. **AP37**

105/16 To confirm the Zurich Insurance Policy renewal premium and agree action.

The current renewal premium from Zurich Insurance is £488, a 4% increase over last year.

It was proposed by Cllr Sugden, seconded by Cllr Wang and **unanimously agreed** to accept a 3 year policy which further reduces the annual premium to £473.

106/17 To consider the following grant requests

106.i. Claygate Village Association (CVA) application for a grant towards the Christmas Lights. CVA applied for a grant of £500 towards the conversion of the lights in The Parade to low voltage LED, involving new strings of LED lights and new circuits. These will be much safer and cheaper to run.

It was **proposed** by Cllr Shearman **seconded** by Cllr Wang and **unanimously agreed** that a grant of £500 be awarded to CVA from the Christmas Lights budget.

106ii Holy Trinity Church application for a grant towards provision of accessible toilets in Emmanuel Hall.

HTC have applied for a grant of £500 towards the provision of accessible toilets for this facility which is being used for youth activities and as a youth drop-in centre providing a safe and comfortable place for secondary school children in Claygate to play games and do their homework.

It was **proposed** by Cllr Sugden **seconded** by Cllr Marques and **agreed by a majority decision** that a grant of £500 be awarded towards the provision of accessible toilets in the Emmanuel Hall from the Youth budget.

106iii Claygate Lawn Tennis Club application for a ‘CIL’ grant towards updating the current floodlights to LED providing a better, more natural whiter light with a more uniform spread and much more economical to run.

This item was discussed earlier in the meeting.

107/18 To receive a report from the Poppy Appeal working party.

Cllr Sugden reported that more Poppy Sellers had been recruited. The large Poppies had now been taken down with the help of co-opted member Tom Swift. The Silent Soldiers will remain in place until the end of the year as recommend by the Royal British Legion. They will be re-used.

108/19 Matters for Information Only

108.1 Cllrs Sugden and Marques attended the AGM of the Surrey Association of Local Councils held in the Dorking Halls.

108.2 Review of Polling Districts and Polling Places 2018-2019

A review is taking place by EBC into the location of polling places. The polling place in Claygate ward is considered appropriate and there are no recommendations for changes.

To confirm that the next meeting of the Clavgate Parish Council will be held on

Thursday 10th January 2019 at 7.45pm in the Small Hall

(From 7pm to 7.45pm there will be an opportunity for residents interested in becoming Councillors to meet members of the current Council)

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

Date.....

Meeting ended at 9.50pm.

1st April 2018

31st October 2018

1st April 2018		31st October 2018	
Current Assets			
2,257	VAT Control A/c	1,144	
100	Petty Cash	100	
35,575	Cambridge	35,575	
1,619	Unity Trust	95,045	
<hr/>		<hr/>	
39,550		131,864	
Current Liabilities			
61	Creditors	0	
<hr/>		<hr/>	
61		0	
<hr/> 39,550		<hr/> 131,864	
Total Assets		Total Assets	
39,550		131,864	
Current Liabilities			
61	Creditors	0	
<hr/>		<hr/>	
61		0	
<hr/> 39,489		<hr/> 131,864	
Total Assets Less Current Liabilities		Total Assets Less Current Liabilities	
39,489		131,864	
Represented By			
29,986	General Reserves	58,500	
6,000	EMR Election Fund	6,000	
1,554	EMR Planning Project Enquiry	1,554	
1,949	EMR Old CIL	1,949	
0	EMR CIL 17/18	63,860	
<hr/>		<hr/>	
39,489		131,864	
<hr/> 39,489		<hr/> 131,864	

The above statement represents fairly the financial position of the authority as at 31st October 2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

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>
02/09/2018	BT	DD	73.92		12.32	1110	101	61.60	Telephone & Broadband
03/09/2018	BT	DD	73.92		12.32	1110	101	61.60	Telephone & Broadband
06/09/2018	Royal British Legion	300517	500.00			1401	104	500.00	Silent Soldier Silhouettes
13/09/2018	Viking Direct	300513	83.22		13.87	1105	101	69.35	Ink cartridges
13/09/2018	Andys Gardening Services	300514	432.00		72.00	3102	301	360.00	Water HGS beds
13/09/2018	Greenhill 2003Ltd	300515	504.00		84.00	6101	601	420.00	Courier distribution
13/09/2018	PKF Littlejohn	300516	480.00		80.00	1112	101	400.00	PKF Littlejohn
13/09/2018	Royal British Legion	300519	25.00			1136	101	25.00	Poppy wreath
13/09/2018	Claygate Village Hall Assoc.	300520	110.20			1106	101	110.20	Hall hire August
13/09/2018	Claygate Village Hall Assoc.	300521	79.80			1106	101	79.80	Hall hire June
17/09/2018	Claygate Recreation Ground Tr	300522	1,800.00			1306	103	1,800.00	Grant (contrib Bailiff costs)
24/09/2018	Shirley Round	300523	841.08			1101	101	841.08	Clerk's salary September
24/09/2018	HMR & C	300524	244.78			1101	101	244.78	Tax & NI mth 6
24/09/2018	Shirley Round	300525	157.95		9.32	1105	101	46.64	Stationery
						4102	401	65.99	Projector (Planning)
						1103	101	36.00	Mileage - SALC course x 2
24/09/2018	Paul Garden Services	300526	560.00			3102	301	560.00	HGS maintenance August
24/09/2018	Paul Garden Services	300536	560.00			3102	301	560.00	HGS maintenance August
24/09/2018	Paul Garden Services	300536	-560.00			3102	301	-560.00	HGS maintenance August
26/09/2018	Vodafone Ltd	DD	30.00		5.00	1110	101	25.00	Vodafone Ltd
30/09/2018	Unity Bank	DD	18.00			1132	101	18.00	Service charge
01/10/2018	Andys Gardening Services	300527	144.00		24.00	3102	301	120.00	Watering HGS beds
03/10/2018	Claygate Village Hall Assoc.	300528	75.03			1106	101	75.03	Hall hire September
03/10/2018	Treeline Services Ltd	300529	924.00		154.00	3104	301	770.00	Meadow Rd Green - tree work
03/10/2018	prontaprint	300530	0.00			105			Meadow Rd Gr notice t
03/10/2018	prontaprint	300530	49.82			3104	301	49.82	Meadow Rd Gr notice
09/10/2018	Security Force Management	300531	506.70		84.45	1401	104	422.25	Remembrance Day Parade
10/10/2018	Holy Trinity Church	300532	45.00			1106	101	45.00	Mtg room 11/10/18
11/10/2018	Paul Garden Services	300533	560.00			3102	301	560.00	HGS Maintenance September
31/10/2018	Shirley Round	300534	841.08			1101	101	841.08	Clerk's salary October
Subtotal Carried Forward:			9,159.50	0.00	551.28			8,608.22	

Payments made between 01/09/2018 and 31/10/2018

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>
31/10/2018	HMR & C	300535	244.78			1101	101	244.78	Tax & NI mth 7
31/10/2018	Greenhill 2003Ltd	300536	504.00		84.00	6101	601	420.00	Distrib Courier Special
31/10/2018	Piranha PR	300537	144.00		24.00	6101	601	120.00	Design Courier Special
31/10/2018	Mark Sugden	300538	262.00			6101	601	262.00	Courier - Printing
Total Payments:			10,314.28	0.00	659.28			9,655.00	