

DRAFT
Minutes of the Meeting of the Council
held at 7.30pm on Thursday 27th April 2017
in Oak/Olive Room, Ministry Centre, Holy Trinity Church, Claygate

Present: **Chairman:** Mark Sugden
 Councillors: John Bamford, Ken Huddart, Geoff Herbert, Xingang Wang, Tony Shearman
 and Julian Way

In attendance: Interim Administrator: Shirley Round

1. To accept apologies for absence

Cllrs Bill Chilcott, Bernadette Pearce and Gavin Wilson with valid reasons.

2. To elect a Chairman

Cllr Ken Huddart nominated Cllr Mark Sugden for Chairman.

Cllr John Bamford seconded the nomination

There being no other nominations, Cllr Mark Sugden was declared Chairman.

3. To receive the Chairman's Declaration of Acceptance

Cllr Sugden signed the Chairman's Declaration of Acceptance, which was witnessed by the Interim Administrator.

API The Interim Clerk and Proper Officer will send a copy to the Monitoring Officer at EBC

4. To elect a Vice-Chairman for the ensuing year.

Cllr Mark Sugden nominated Cllr John Bamford for Vice Chairman

Cllr Tony Shearman seconded the nomination

There being no other nominations, Cllr Bamford was declared Vice Chairman.

5. Declarations of Interest in Items on the Agenda

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.

Cllr John Bamford: Chairman 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 Geoff Herbert: Co-ordinator of Neighbourhood Watch and Member of Claygate Flower Show Committee.

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

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

Cllr Julian Way: Undertakes care work Sans Soucie, Guildford, Member of Kingston Chess Club, Supervisor at Kingston Contact Centre.

6. Confirmation of the Minutes

The minutes of the meeting of 9th March 2017 had been circulated. Cllr Bamford suggested that 'excluding VAT' be added to the Resolution in Agenda item 137.6 to read as follows:

It is **RESOLVED** that the cost of the clear up of the Derwent Close land (excluding VAT) is divided between Claygate Parish Council and the 8 householders concerned. Claygate Parish Council will pay 50% of the cost and the remainder will be divided equally between those householders.

The wording would then correspond to the wording in the amended Resolution. This was unanimously agreed

The minutes were agreed, and signed by the Chairman.

7. To report on the actioning of items from previous Minutes and decide any action arising

AP4 See Agenda Item 15 Resolution 1. **DONE**

AP32 Cllrs Shearman and Sugden will arrange a meeting with Catherine Malloy (EBC) to ascertain how they cover Twitter and Facebook. **Outstanding.**

AP37 Cllr Bamford pointed out that Aldermore offer a more competitive rate for a Savings account, currently 0.85% for instant access or 1% for limited access. It was agreed to defer this item bearing in mind the recent successful applications for Grants. **Outstanding.**

AP43 Volunteers: Data Protection Act and Insurance requirements. The Interim Administrator has been in touch with both SSALC and Zurich Insurance to clarify the position. Their recommendations were reported to the Chairman and committee members of the Environment & Leisure Committee and agreed.

DONE

AP45 Update from Councillors on their representation on or work with external bodies. See Agenda Item 12. **DONE**

AP48 Invitation to the Chairman of the Claygate Youth Club Association to update Councillors. It was agreed to seek the advice of Linda Alanko to find out if Councillors would be welcome at Youth Club evenings to see for themselves the activities taking place. See Agenda Item 12.

AP52 Invitation to Helen Maguire to attend the Village Meeting to be presented with the Brian Rhodes Community Cup. **DONE**

AP53 Responsibility for repair of the Village Hall bus shelter. Cllr Chilcott agreed to contact EBC.

DONE

AP54 Collection of contributions from Derwent Close residents. **DONE**

AP55 Update from Councillors on their representation on or with external bodies. See Agenda Item 12.

DONE

AP56 Refreshment arrangements for Annual Village Meeting. **DONE**

AP57 Following the agreement to grant £30,000 to CRGT the Chairman will write to Judith Jenkins (EBC). **Outstanding.**

AP58 A sample CIL application form to be requested from EBC. **DONE.**

AP59 Defibrillator. Discuss and decision to be placed on Agenda for next Council meeting. It was agreed a decision will be made at the next meeting or the matter removed from the agenda.

Outstanding.

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 no employee at present. CPC currently has an Interim Administrator & RFO.

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 proposed changes will be reported back to the next Parish Council meeting. **AP2** The Interim Clerk & Proper Officer to agenda

10. To appoint members of Committees

a. Planning

Geoff Herbert, Ken Huddart, John Bamford, Julian Way.

b. Highways & Transportation

Ken Huddart, Geoff Herbert, Xingang Wang, Tony Shearman, Gavin Wilson

c. Environment

Geoff Herbert, Bill Chilcott, Julian Way

d. Communications Working Party

Mark Sugden, Tony Shearman, John Bamford and Gavin Wilson.

e. Staffing Committee

Mark Sugden (ex officio), John Bamford, Bernadette Pearce.

f. Complaints Committee

It was agreed to follow the recommendations set out in the Code of Practice for Handling Complaints.

11. Charters with other bodies & review of contributions

11.1 CPC has a Charter with Elmbridge Borough Council. This was revised in 2012. It was agreed that it does not need to be revised.

11.2 CPC receives a grant from EBC towards maintenance of some Highway Garden Sites which is increased by RPI each year.

11.3 CPC has a MoU with EBC relating to CIL and receives from EBC 15% of CIL contributions for development that incurs CIL in Claygate while EBC retains 10% of CIL from such development in Claygate which CPC can request from EBC for mutually agreed projects in the Village.

12. Roles/Representation on External Bodies

The following appointments were AGREED: -

Assets Register	- Clerk, Ken Huddart & John Bamford
CVA liaison	- Ken Huddart
Surrey Rail Forum & Regional Passenger Committee	- Ken Huddart
Neighbourhood Watch representative	- Geoff Herbert
Surrey Countryside Access Forum	- Ken Huddart
Recreation Ground Trust	- Julian Way
Village Hall Representative	- Ken Huddart
Elmbridge Audit & Standards Committee	- Mark Sugden
Police Liaison	- No longer required.
SSALC Representative	- Mark Sugden
EBC/CPC Liaison Committee	- Chairman, Vice Chairman and all Councillors
Webmaster	- Chairman of Communications working party
Youth Club representative.	- In was agreed all Councillors had an interest in the success of Claygate Youth Club and welcome relevant grant applications. Linda Alanko had already reported at a previous Council meeting that their Association welcomes closer involvement with CPC but are not looking for additional Trustees at present. Instead of one representative, CPC will approach the Chairman of the Youth Club Association to find out if Councillors will be welcome to attend Club evenings. AP 3 Interim Administrator to contact Linda Alanko.

13. Review of Assets

13.1 CPC holds an Assets 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 2 CPC notice boards
- ii. the bus shelter at Church Road (by the entrance to the Recreation Ground).
- iii. the Millennium sign
- iv. the Christmas trees
- v. the bench in Church Road

13.2 CPC does not own land or buildings.

13.3 Cllrs Huddart, Bamford and the Clerk will carry out an inspection of the assets. **AP4** Clerk to arrange inspections.

14. Insurance Cover

Insurance arrangements were reviewed at the November 2015 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

All relevant policies were circulated prior to the Council meeting

- i. Health & Safety Policy- agreed. No change
- ii. Standing Orders-

Resolution 1.

It is **RESOLVED** that Standing Orders be amended to confirm that the quorum for Committees of the Council is a minimum of 3 (three) Councillors.

Item 4. Committee and sub-committees

vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three Councillors;

Proposed by: Cllr Mark Sugden

Seconded by: Cllr Xingang Wang

The motion was **AGREED** unanimously.

- iii. Financial Regulations- agreed. No change.
- iv. Register of Interests- this should be updated on an ongoing basis. Councillors were asked to look at their Register of Interests and inform the Clerk if there are any changes.
- v. Hospitality Register- no entries in the last year.
- vi. Risk Assessment Policy – the Risk Assessment for the Council was agreed. It was noted that each Committee has Risk Assessments which will be reviewed at the forthcoming meetings.
- vii. Complaints procedure – agreed. No change

It was agreed following the appointment of a Clerk & Responsible Financial Officer all Policies will be reviewed and recommended amendments discussed at future Council meetings.

16. Freedom of Information and Data Protection Policy

16.1 We have adopted the model publication scheme. One request has been received during the year which has been satisfactorily handled.

16.2 We have registered under the Data Protection Act.

Both these policies will be reviewed as per the recommendation above.

17. Press and Media Policy

17.1 It was agreed this item will be deferred and a meeting arranged with Catherine Malloy of EBC and Cllrs Sugden and Shearman. See AP 32 Outstanding

18. Dates, Times & Places of Council Meetings

These have been set for 2017 and 2018 and circulated to all councillors. Amendments will be circulated and updated on the website. **AP 5** Clerk to circulate dates for 2019 when available.

19. Chairman's Allowance

It was **AGREED** that the Chairman should have an allowance of £100 as per the budget which is used for such items as the CPC wreath for Remembrance Sunday.

20. Payment of Annual Subscriptions

A list of organisations to which the Claygate Parish Council subscribed in 2016/17 has been circulated.

Organisations

NALC

SSALC

LCR (Local Council Review Magazine)

SLCC

Open Spaces Society

Data Protection

Annual Service Agreements

Sage (payroll software)

RBS (accounts software)

E-Mango (website hosting, support & back-up)

The Chairman reported the SSALC subscription is based on the electorate figure and there is a cap on the maximum amount payable.

Resolution 2.

It is RESOLVED that the Claygate Parish Council pays the subscription fees to all organisations as agreed at the Annual Meeting 2017.

Proposed by Mark Sugden

The motion was **AGREED** unanimously.

21. To receive the Chairman's report and decide any action arising

21.1 The Planning Enquiry into 2016/1567 is due to take place 11th, 12th and 13th July. CPC together with residents from Ruxley Heights, Common Lane, Fee Farm Road and Tower Gardens have formed the Claygate Community Group. CCG has applied for and been granted Rule 6 Status.

21.2 CCG are about to appoint a barrister and a planning expert to represent them at the Planning Inquiry. It is estimated the cost will be in the region of £40,000 - £45,000 including VAT.

21.3 The Clerk has written to a solicitor and an accountant to request advice on how CPC should act properly and responsibly when handling the donations towards the costs of this Inquiry.

Cllr Huddart expressed the view that the collection of donations from residents should be given serious considerations.

22. Report from the Interim Clerk & Proper Officer

22.1 Letter from local resident regarding flooding around the Swan Green area who had been trying to clarify with Thames Water the flood prevention arrangements and whether local residents need to take any actions in the future in the event of flooding.

Mr. T. Aspinall, Customer & Continuous Improvement Manager, Thames Water would welcome the opportunity to speak to the Parish Council **AP6** which the Clerk will arrange.

22.2 Complaint by resident of damage to the footpath in Cavendish Drive. Referred to County Cllr Mike Bennison.

22.3 Complaint by resident about litter in Elm Road requesting an additional waste bin by Londis in the old village. This has been referred to the Chairs of H & T and E & L for their comments.

22.4 Grant request has been received from someone wishing to run dancing classes. This is a business and therefore not eligible for a Parish Council grant.

22.5 £1,178 CIL money has been received for the period October to March, with an additional £785 held by EBC.

22.6 £720 has been promised from Mike Bennison's allocation towards a defibrillator but not yet received.

22.7 £200 has been received from Mike Bennison's allocation towards a cycling route map.

22.8 We now have a First Aid kit which can be used by volunteers and Councillors when engaged in tree planting and gardening. Please let the Clerk now and she will make it available.

23. To receive, review and agree the Annual Governance Statement for the year ending 31/3/17 and agree action

Resolution 3

It is RESOLVED that the Claygate Parish Council approves the Annual Governance Statement for the financial year ended 31st March 2017 and that the Chairman and Interim Administrator are authorised to sign.

Proposed by Mark Sugden

Seconded by Geoff Herbert

The motion was **AGREED** unanimously.

It is intended the Accounts should be completed by 30th June after they have been internally audited.

Prior to this submission the Accounts will be independently audited by Mark Mulberry. An extraordinary meeting of Parish Council will be required to approve the financial statements of the Council.

24. To receive an update on the preparation of the Statement of Accounts for the year ending 31/3/17 and agree action.

24.1 RBS now have all the data for March. The documents will be printed and a meeting arranged with Mark Mulberry, an external Accountant.

24.2 Cheques required for work completed during the last financial year have been issued. Advice is being sought on how we account for the grant awarded to CRGT and also for monies set aside for the CCG.

24.3 At the end of the year there was £46,997.97 in the chequing account, however, a number of cheques written in March had not been presented by the end of the year. Taking into account the unpresented cheques the figure stands at £41,699.04. The savings figure is £35,389.90. Giving a total of £77,088.90. Of that figure we have to write a cheque to CRGT for £30,000, £15,000 for the Planning Enquiry and £4,000 to Reserves for election costs leaving a total of £28,088.90 plus VAT refund.

24.4 The first half precept and discretionary grant for 2017/18 of £25,548.50 has been received.

25. To review the 2017/18 budget and the expenditure for the balance of the year and agree action.

The Budget was agreed in January 2017/18 at £51,049. Reports for 2017/18 cannot begin until we have closed out 2015/16 in the Accounts system.

26. To discuss the Flower Show and agree any action

The date of the Flower Show this year is 15th July. There were several suggestions for small displays from Speedwatch and Highways and Transportation. **AP7** Interim Administrator will add Flower Show arrangements to the agenda of Committees and circulate a timetable for manning the stand.

27. To receive the report of the Planning Committee, and decide any action arising

The Minutes of the last Planning meeting had been circulated prior to the meeting. All minutes of the Planning Committee are available on the Parish Council website. Cllr Herbert outlined the matters currently under discussion at Planning meetings.

28. To receive the report of the Highways & Transportation Committee

The Minutes of the last H & T meeting had been circulated prior to the meeting. All H & T Committee minutes are available on the Parish Council website. Cllr Huddart outlined the matters currently under discussion at H & T meetings.

29. To receive the report of the Environment & Leisure Committee

The Minutes of the Environment & Leisure Committee have been circulated and are available on the Parish Council website.

30. To receive a report on the Communications working party and decide any action arising
Resolution 4

It is RESOLVED for the financial year 2017/18, that the Communications Working Party be authorised to incur an expenditure of £5,000 to cover the cost of production of issues of Claygate Couriers, publicity, website management and Parish Council social media.

Proposed by Mark Sugden

Seconded by Tony Searman

The motion was **AGREED** unanimously.

31. Matters for Information Only

31.1 Concern was raised over the increasing number of burglaries and other forms of crime reported recently. Cllr Bamford agreed to monitor local figures.

32. Motion to exclude Press and Public to discuss staffing matters

Proposed by Ken Huddart

Seconded by Xingang Wang

This was **AGREED** unanimously.

9.20pm The Interim Administrator left the meeting prior to discussion of item 33 on the agenda. The meeting adjourned for 10 minutes and resumed at 9.30pm

33. To receive an updated from the Staffing Working Party on the recruitment of a new Parish Clerk/RFO and agree action.

33.1 The Staffing Working Party had recently undertaken interviews for the position of clerk and a representative from SSALC was in attendance. Cllr Bamford provided an update. There were excellent candidates and the Staffing Working Party had not reached a unanimous recommendation.

33.2 After significant discussion a motion was proposed to decide the matter by secret ballot

Proposed Cllr Way
Seconded Cllr Herbert

This was agreed unanimously and Cllr Bamford withdrew Resolution 5 below

It is **RESOLVED** that this Council determines who to appoint as the new Parish Clerk/RFO and authorises the Staffing Working Party to take up references and to prepare a Contract of Employment.

33.3 Cllrs Bamford and Shearman as members of the Staffing Working Party felt it would not be appropriate for them to take part in the ballot. Cllr Bamford oversaw the ballot which resulted in a majority voted in favour of Shirley Round. As a result Shirley Round will be offered the position of Clerk and RFO, subject to references and approval of a contract by the Council.

33.4 Cllr Bamford to notify applicants of the decision and prepare a contract **AP8**

34. To confirm that the next meeting of the Claygate Parish Council will be held on

Thurs 13th July 2017 at 7.30 pm in the SVH.

Meeting close 10.20pm

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

Date.....