

DRAFT
Minutes of the Meeting of the Council
held at 7.30pm on Thursday 8th March 2018
in Small Hall, Claygate Village Hall, Claygate

Present: **Chairman:** Mark Sugden
 Councillors: John Bamford, Bill Chilcott, Geoff Herbert, Ken Huddart, Bernadette Pearce,
 Julian Way and Gavin Wilson.

In attendance: Parish Clerk & RFO: Shirley Round

126. To accept apologies for absence

Cllr Tony Shearman with reason.
Cllr Xingang Wang – apologies for late arrival.

127. Declarations of Interest in Items on the Agenda

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 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 Bill Chilcott: Member of the Kingston Branch of Ramblers' Association, Voluntary worker with Lower Mole Countryside Management Project, Member of Claygate in Bloom.

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

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. Trustee of Claygate Recreation Ground Trust.

Cllr Gavin Wilson: Member of the Torrington Close Association. Member of Claygate Lawn Tennis Club. Chairman of Claygate Bridge Club.

128. Confirmation of the Minutes

The minutes of the meeting of 11th January 2018 had been circulated.
The minutes were agreed, and signed by the Chairman.

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

AP36 Clerk to circulate list of clubs and associations to Councillors. **DONE**

AP39 Chairman to contact owner of Manor Farm re pond. **DONE**

AP40 Provision of a defibrillator. See agenda item 145

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

130.1 The Chairman was due to attend the SSALC Spring Conference in Dorking which was cancelled due to the inclement weather.

130.2 The Chairman and Clerk have met on a regular basis on administrative and financial matters.

- 130.3 The Chairman has pursued issues with Thames Water, the most recent being the water leak in the Parade which is due to be resolved by the 9th March.
- 130.4 The Clerk in consultation with the Chairman submitted responses to the Hinchley Wood Secondary School and Esher High School consultations on admissions for 2019 as agreed at the meeting on 11th January.
- 130.5 The Chairman has been in contact with the owner of Manor Farm who does not feel inclined to seek volunteers to work on the pond at this present time.

131. **To receive the report from the Parish Clerk & RFO**

- 131.1 The Clerk has received various emails from residents since the last meeting:
 - Complaint about a van parked in various places around the village ‘advertising’ a bathroom company. As the van was not parked illegally no action can be taken.
 - Comments concerning excessive parking charges in village car parks acknowledged.
 - Information relating to alcohol licensing applications for Johnson’s and Parade & Albany passed to Planning committee.
 - Received and answered questions from local residents concerning the Torrington Lodge car park and the proposed conversion of Claygate House, Littleworth Road to apartments.
- 131.2 Attended a SALC seminar on General Data Protection Regulations.
- 131.3 Attended a SALC Clerks’ Technical workshop on duties of the Clerk and update on the General Data Protection Regulation.
- 131.4 Have been in contact with Parish Clerks from Send, Ripley, East & West Horsley and Effingham and will be discussing GDPR and their decisions on appointing a Data Protection Officer.
- 131.5 Parish Council received a satisfactory interim Internal Audit Report for the first six months of the year from Mulberry & Co (Chartered Certified Accountants).
- 131.6 Claygate Probus have asked if the Parish Council will consider taking over responsibility for organising the Poppy Collection in Claygate. The Clerk will contact the district appeal organiser in Leatherhead to find out what is involved.

132. **To receive the finance report and decide action arising.**

- 132.1 Bank reconciliations for each month since the start of the financial year 2017/18 through to 30th January have been prepared and signed by the Chairman.
- 132.2 Cash Book (1) Unity Trust **Payments** report show all transactions from 1st January to 28th February amounting to £3,625.59 (including VAT). This report will become an attachment to the minutes. **Appendix A**
- 132.3 £7,069.97 has been paid into the Unity Trust BS. This being the balance of CIL received from EBC. The total CIL fund at present stands at £9,949 of which £8,000 together with £12,000 from the Parish Council’s general fund will make up the £20,000 grant due to be paid to 1st Claygate Scouts this month. The uncommitted CIL balance remaining will be £1,949.
- 132.4 It will not be known until mid-April whether there is any CIL available for the period October 2017 to end March 2018.
- 132.5 Cambridge BS annual interest of £184.71 has been received.
- 132.6 The balance sheet shows Reserves of £72,555; noting the provision for earmarked reserves this leaves £43,000 which will be reduced by whatever expenditure occurs during the month of March. **Appendix B**
- 132.7 **Payments for Approval: Motion** to approve all payments from 1st January to 28th February totaling £3,625.59 (including VAT) was agreed.
Proposed: Cllr Bernadette Pearce
Seconded: Cllr John Bamford
 The **motion** was **AGREED** unanimously.

133. **To review the plan for expenditure for the balance of the year including future projects and funding and agree any action.**

- 133.1 An Income and Expenditure report by budget has been circulated to Councillors and shows the estimated spend per budget and the amount available to spend to the end of the year.
- 133.2 The planned tree work on Meadow Road Green will now take place in 2018/2019

133.3 The invoice from EBC for the hanging baskets has been requested but is still outstanding. The Clerk is endeavouring to get all invoices due for payment in this financial year dated before the end of March. The only expected outstanding payment will be the BT direct debit.

133.4 **RESOLUTION 1.**

It is **RESOLVED** that this Council agree to purchase and enter into a contract for a new mobile phone for the Parish Clerk up to a maximum annual cost of £400.

Proposed by: Cllr Geoff Herbert

Cllr Sugden thought £400 was too restricting and the amount of £500 would allow more flexibility. It was recommended that the Resolution be amended as follows:

It is **RESOLVED** that this Council agree to purchase and enter into a contract for a new mobile phone for the Parish Clerk up to a maximum first year set up cost of £500 to be reviewed annually.

Proposed: Cllr Geoff Herbert

Seconded: Cllr Julian Way

Cllr Herbert withdrew the original Resolution.

The amended motion was **AGREED** unanimously.

134. **To note the minutes of the Planning Committee and agree necessary action.**

134.1 The Minutes of all Planning Committee meetings had been circulated prior to the meeting. Copies of all Minutes are available on the Parish Council website.

134.2 Cllr Herbert noted the recently published draft revised National Planning Policy Framework document. The consultation closes on the 9th May 2018.

134.3 Cllr Herbert outlined the applications currently under discussion and awaiting EBC decision.

- i) 109 Hare Lane - final amended plans awaiting inclusion on the EBC planning website.
- ii) Claygate House - conversion from offices to apartments.
- iii) Station House and garden – conversion to apartments and 7 houses

135. **To note the minutes of Highways and Transportation Committee and agree necessary action.**

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

135.2 Cllr Huddart updated the Council on matters following the last meeting of the H & T committee.

- i) Woodstock Lane horse ride and footpath: agreement from SCC has been obtained and the work completed.
- ii) Bob Prichard has been co-opted to the H & T committee with special interest in buses.
- iii) The footpath in Hare Lane (from the railway bridge to the Swan) has been cleared back by contractors thereby increasing its width.
- iv) A local resident has complained about the state of surface of Red Lane (at the junction with St Leonards Road. It is so bad drivers are trying to steer around the potholes and trespassing across the road. The situation has been reported to SCC and Cllr Bennison.

135.3 **RESOLUTION 2**

It is **RESOLVED** that this Council pay the total amount of the balance for the work on the Woodstock Lane South horse ride and footway of £6,857.50 (ex VAT) this financial year. This is an overspend of £1,857.50 versus the planned budget of £5,000 for this specific project, to be funded from underspends elsewhere in the Highways & Transportation budget and from general reserves.

Proposed by: Cllr Mark Sugden

The amount of the overspend was corrected to read £2,660 to take account of the deposit.

It is **RESOLVED** that this Council pay the total amount of the balance for the work on the Woodstock Lane South horse ride and footway of £6,857.50 (ex VAT) this financial year.

This is an overspend of £2,660 versus the planned budget of £5,000 for this specific project, to be funded from underspends elsewhere in the Highways & Transportation budget and from general reserves.

Proposed: Cllr Ken Huddart

Seconded: Cllr Bernadette Pearce

Cllr Sugden withdrew the original Resolution.

The amended motion was **AGREED** unanimously.

136. To note the minutes of the Environment and Leisure Committee and agree necessary action.

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

136.2 Cllr Chilcott updated the Council on matters following the last meeting of the E & L committee.

i) Highways Garden Sites: the refurbishment of the Pointy End of The Green has been completed but unfortunately daffodil bulbs that should have been planted in the autumn were overlooked.

ii) Clean-Up Day on the 28th April. The banners will be ordered and hung approximately 2 weeks prior to the event. It is hoped that as many Councillors as possible will take part in the Clean-Up.

iii) Caroline Cartwright (chair of CVA) has attended the last meeting and has been invited to become a co-opted member.

8.55pm Cllr Wang arrived at the meeting.

137. To note the Minutes of the Extraordinary Meeting of the Environment & Leisure Committee and agree any necessary action.

i) Meadow Road Green: A quotation for the tree work has been accepted and will be undertaken in September/October. Meadow Road residents will cut back some of the overgrown shrubs.

ii) The hanging baskets for next summer have been ordered in the hope they will be much improved on the summer just gone. E & L committee have asked if it's possible to have wire baskets with liners rather than the plastic containers.

138. To receive a report from the Communications Working Party and agree any necessary action.

138.1 The CWP met on the 7th February and the notes of the meeting circulated. Tim Wilson has agreed to resume design of Courier. Solopress will print the copies for distribution late March/early April.

Mention of the Community Cup and Clean-Up Day have been included on the website and will be tweeted.

138.2 The next copy date is 27th April – extended to 1st/2nd May for E & L to include a report on the Clean-Up Day.

Cllr Shearman will be asked to arrange the next CWP meeting in April. **AP41**

139. To adopt the Surrey Association of Local Councils' (SALC) model Risk Management Policy RESOLUTION 3

It is **RESOLVED** that this Council adopted the SALC model Risk Management Policy incorporating the current Claygate Parish Council's Risk Management Statement.

Proposed: Cllr Mark Sugden

Seconded: Cllr Bernadette Pearce

The motion was **AGREED** unanimously

It was agreed the Parish Council Risk Management Statement requires review and this will be undertaken prior to the May meeting by the Clerk and Cllrs Sugden & Bamford. **AP42**

140. To adopt the SALC model Bullying & Harassment Policy

RESOLUTION 4

It is **RESOLVED** that this Council adopt the SALC model Bullying & Harassment Policy.

It was **agreed** to omit item 3.3 bullet point 3 of the SALC model Policy (as follows) as this would not be possible to implement.

- *Banning the member of the public from the Council offices or other Council owned buildings*

Proposed: Cllr Mark Sugden

Seconded: Cllr Bernadette Pearce

The motion was **AGREED** unanimously.

141. To replace the Parish Council's current Code of Practice for Handling Complaints with the SALC model Complaints Procedure.

RESOLUTION 5

It is **RESOLVED** that this Council replace its Code of Practice for Handling Complaints with the SALC model Complaints Procedure.

Proposed: Cllr Mark Sugden

Seconded: Cllr Geoff Herbert

The motion was **AGREED** unanimously.

142. To adopt the current SALC model Data Protection Policy and discuss the new General Data Protection Regulations effective from May 2018 and agree any necessary action

RESOLUTION 6

It is **RESOLVED** that this Council adopt the SALC model Data Protection Policy.

It was **agreed** to omit item 2.1 bullet point 8 of the SALC model Policy regarding data as follows:

- *not be transferred to a country outside the European Economic Area, unless that country has the equivalent levels of protection for personal data, except in specified circumstances.*

Proposed: Cllr Julian Way

Seconded: Cllr Gavin Wilson

The amendment was **agreed** unanimously.

It is **RESOLVED** that this Council adopt the amended SALC model Data Protection Policy.

Proposed: Cllr Julian Way

Seconded: Cllr Bill Chilcott

This was agreed by 7 votes in favour and 2 abstentions.

RESOLUTION 7

It is **RESOLVED** that this Council provide funding of £1,000 from the general reserve to ensure that the Council complies with the new General Data Protection Regulations effect from 25th May 2018. This funding to be utilised for external advice and for the Council to take appropriate action to ensure compliance with the Regulations.

The Chairman explained that in order to be compliant with the new Regulations it will be necessary to appoint a Data Protection Officer. This person or company must be independent and cannot be the Clerk or a Councillor. Failure to comply with the Regulations could lead to financial penalties. Under the new Regulations utmost care is required to ensure all personal data (data that could identify an individual) is secure.

Before the May the Council will endeavour to engage a DPO and take steps to ensure the Parish Council complies with GDPR. The full extent of the Regulations is not known yet.

Proposed: Cllr Mark Sugden
Seconded: Cllr John Bamford
The motion was **agreed** unanimously.

143. To discuss the Claygate Youth Club Association application for a Grant.
RESOLUTION 8

It is **RESOLVED** that this Council agree a Grant of £500 to the Claygate Youth Club Association towards proposed improvements to the kitchen.

Proposed: Cllr Mark Sugden
Seconded: Cllr Bernadette Pearce

The motion was **agreed** unanimously.

144. To discuss the Annual Village Meeting on 24th May 2018 and agree any necessary action

It was agreed to defer this item to the next meeting and Councillors were asked to note the date in their diary.

145. To discuss the Annual Flower and Village Show on 14th July 2018 and agree any action.

It was agreed the Parish Council will have a pitch and the Clerk will book this when the form is available. Councillors were asked to note the date in their diary. **AP43**

146. To discuss the provision of a community defibrillator and agree action.

It was agreed, as a first step, to enquire if the Trustees of the Claygate Village Hall Association are willing to have a defibrillator located on the exterior wall of the Hall. **AP44**

147. Matters for Information Only

- i) Speedwatch: Cllr Wang reported the Police have changed the criteria and volunteers must hold one session a month – previously one session a year – at each site. As not all sites are productive it was agreed to reduce the number to 2 only.
- ii) Environment & Leisure Committee: This committee has only 3 Councillors which means the Reserve is called upon more often to form a quorum. At least one additional Councillor is required.

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

Thurs 10th May 2018 at 7.30 pm in the SVH.

Meeting closed at 9.55pm

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

Date.....

Date: 03/03/2018

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Time: 11:05

Cashbook 1

User: SR

Unity

Payments made between 01/01/2018 and 28/02/2018

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount
<u>Transaction Details</u>								
02/01/2018	BT	DD	68.64		11.44	1110	101	57.20 Telephone December
02/01/2018	HMR & C	300443	243.32			1101	101	243.32 Tax & NI
02/02/2018	Shirley Round	300444	822.27			1101	101	822.27 Clerk's salary January
04/01/2018	Claygate Village Hall Assoc.	300439	79.80			1106	101	79.80 Hall hire December
06/01/2018	Datacenta	300440	150.00		25.00	6102	601	125.00 Renewal domain name
15/01/2018	Paul Garden Services	300441	560.00			3102	301	560.00 HGS Maintenance December
26/01/2018	Castle Water Limited	DD	2.10			3102	301	2.10 Water supply The Green
01/02/2018	SSALC Ltd	300445	57.60		9.60	1103	101	48.00 GDPR Training
01/02/2018	Datacenta	300446	118.80		19.80	6102	601	99.00 Annual back-up charge
02/02/2018	Mulberry and Co.	3000447	120.00		20.00	1112	101	100.00 Int internal audit
14/02/2018	E-Mango	300448	576.00		96.00	6102	601	480.00 Annual charge
14/02/2018	Claygate Village Hall Assoc.	300449	193.50			1106	101	83.50 Hall hire
						1106	101	100.00 Storage 2018
						1120	101	10.00 Affiliation fee 2018
14/02/2018	Paul Garden Services	300450	560.00			3102	301	560.00 HGS Maintenance
17/02/2018	BT	DD	73.56		12.26	1110	101	61.30 Telephone
Total Payments:			3,625.59	0.00	194.10		3,431.49	

Printed on : 01/03/2018

Claygate Parish Council 2017-2018

At: 12:40

Balance Sheet as at 28/2/2018

31st March 2017

28th February 2018

Current Assets			
260	Debtors	0	
2,544	VAT Control A/c	531	
100	Petty Cash	100	
35,390	Cambridge	35,575	
41,699	Unity Trust	36,346	
79,993		<hr/>	72,552
<hr/> 79,993		Total Assets	<hr/> 72,552
Current Liabilities			
1,928	Creditors	0	
1,701	CIL Fund	9,949	
<hr/> 3,629			<hr/> 9,949
<hr/> 76,364		Total Assets Less Current Liabilities	<hr/> 62,602
Represented By			
29,214	General Reserves		43,049
4,000	EMR Election Fund		6,000
30,000	EMR Rec Grd Clubhouse		0
13,150	EMR Planning Project Enquiry		1,554
0	EMR Claygate Scouts		12,000
<hr/> 76,364			<hr/> 62,602

The above statement represents fairly the financial position of the authority as at 28/2/2018 and reflects its Income and Expenditure during the year.

Signed: _____ Dated _____
 Chairman

