



Dawn Lacey – Parish Clerk & RFO

Claygate Parish Council
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FINAL

**Minutes of the Claygate Parish Council meeting held on Thursday
15th August 2024 at 8.30pm at Claygate Village Hall (Main Hall)
Church Road, Claygate**

Present: Cllr Holt (Chair), Cllr Bray, Cllr Holt, Cllr Moon, Cllr Collon, Cllr Coffey

Cllr Herbert, Cllr Sheppard, Cllr French and Cllr Bingham

In attendance: Dawn Lacey (Parish Clerk & RFO)

5 Members of the Public including Councillor Rollins

1 To accept apologies for absence

None

2 To receive Declarations of Interest in items on the agenda

None

**3 To confirm the minutes of the Parish Council Meeting held on Thursday
18th July 2024**

These were agreed to be a correct again.

Proposed by Cllr Holt and seconded by Cllr Moon – Carried unanimously

These were signed and dated by Cllr Holt

**4 Review actioning of items from previous minutes and agree any further
action required (Appendix 1)**

Item 4: Completed

Item 10:1 Removed from the list as not an action for council

Item 10:3 Ongoing
Item 11 Ongoing
Item 14 To review this in two months time
Item 19 Ongoing
Item 20 Ongoing
Item 29 Completed

5 To answer any questions from the general public

None to record

6 To Receive a Report of EBC's Oversight & Scrutiny Committee & Agree Action as Appropriate

Nothing to report, the next meeting is being held on Thursday 26th September 2024

7 To Receive a Report of EBC's Audit's and Standards

Nothing to report.

8 To Receive a Report from the Planning Committee

Cllr Sheppard reported that the Planning Application for 11 Elm Gardens is still ongoing and hoping it will be passed to East Area. A short discussion was also held on the most relevant parts of the NPPF

9 To Receive a Report from the E H & T Committee

Cllr Bray confirmed that Ben Full had been appointed as a Non-Voting Advisor to this Committee.

Cllr Bray reported on the lack of Communication received from SCC regarding the Weed Issues on the Kerbs and Gullies in Claygate. Clerk Dawn Lacey to speak about

this at a Clerks Zoom meeting on the 24th September and Cllr Bray at a Councillors Zoom meeting the following week.

It was proposed that Cllr Bray writes to SCC CEO Tim Oliver regarding the issues given

the lack of response from Cllr Matt Furniss and advises SC Councillor Mark Sugden prior to sending.

ACTION: Cllr Bray

Proposed by Cllr Bray and seconded by Cllr Holt

Carried unanimously

10 To Review minutes from the recent EBC meeting held on 16th July 2024

It was agreed to send the finalised minutes as distributed to the Councillors to EBC and publish these as final.

Proposed by Cllr Holt and seconded by Cllr Collon

Carried unanimously

11 In respect of the recommendations of Claygate The Way Forward (CTWF), from the meeting held on Thursday 18th July and follow up on the possibility of a new 'This is Claygate' website

Cllr Bingham has been looking at several different Council websites and an initial thought is to link the CPC Website with a Community one.

The Clerk to report at the next meeting the costs of our current website
(ACTION: Clerk)

Councillors to provide contacts for potential website production so that we can progress a design brief and 3 quotes for consideration against current website costs and to send contact details to the Chair, Cllr Holt before the next meeting
(ACTION: Councillors)

12 Having regard to the resolution of the Council on 18th July 2024, to appoint pursuant to Standing Order 4, five Advisory Committees to take forward the recommendations of the Claygate Village Association in its report of the 18th June 202 'Claygate: The Way Forward'

It was requested to formally propose this Governance.

This was Proposed by Cllr Collon and seconded by Cllr Holt.

Cllr Herbert abstained given his role on the CVA committee. All other Councillors were in agreement.

13 If the resolution in agenda item 12 is agreed, to appoint the listed volunteers to the individual Advisory Committees

There was a concern raised by Cllr Herbert that it had been proposed that the chair can

add or remove members of the advisory committees without consulting the full council. Cllr Holt was in agreement that this was not desirable. It was therefore proposed by Cllr Holt and seconded by Cllr Bray to remove item (f) allowing this proposal.

Resolution carried unanimously

New members, were added to the various groups as per the finalised published governance in the revised appendices attached.

This was proposed by Cllr Holt and seconded by Cllr Sheppard

Carried unanimously

14 To Review and Approve the draft applications to SCC for a new bench on the Parade

A discussion was held on where the Bench would be placed and also what the costs would be to place it. Cllr Holt to come back to the council with appropriate recommendations on where to site the bench. Clerk to ask EBC for 3 x approved Highway Contractors contact details. Application will be submitted in due course once

the materials are ready to be submitted to SCC suggesting where the bench will be sited and who will carry out the installation It is quite possible given the concerns of adding more street furniture that the bench could replace an existing low bench.

ACTIONS: Clerk to contact EBC and Cllr Holt to provide suggestions on the siting of the bench at a future EHTC Meeting.

A further discussion was held regarding what wording would be used for a Plaque on the bench. This is to be moved to the next EHTC Meeting for decision.

This was all proposed by Cllr Holt and seconded by Cllr Bray

Carried unanimously

15 To discuss any updates for Remembrance Sunday on November 10th 2024

Cllr Bray is currently dealing with all the plans and keeping the Clerk informed accordingly so that she can also understand the process followed for future years. Cllr Bray to apply for the road closures in the following week. Cllr Bray also confirmed that the Marshalls are being organised.

ACTION: Cllr Bray to apply re the road closures

16 To update on the Tree Surgery Work on Meadow Road

Cllr Bray reported that he had been informed by Mr O'Brien that SCC had already been and chopped down one of the trees. Cllr Bray to speak to the tree wardens about removal of the second tree.

ACTION: Cllr Bray

16a To update on the Village Sign

Cllr Bray reported that the artwork is now completed and that they are organising a Sunday when it can be erected down the parade.

ACTION: Cllr Bray

17 To consider the Government Consultation on Amendments to the National Planning Policy Framework (NPPF)

Already discussed in Planning Committee and in item 8 above.

18 To agree any changes to the AGAR following audit feedback

This is currently ongoing and Cllr Holt and the Clerk will report at the next meeting but in short, it is clear that the AGAR report automatically produced by the Scribe system does not accurately calculate some of the numbers for the AGAR and this has been picked up by the external auditor. The AGAR will therefore need to be amended at the next meeting. There will also be a need to go back to Scribe and advise them of this issue.

ACTION: Cllr Holt and Clerk

19 Matters for Information purposes only

A - To discuss the Way Maker Project at Holy Trinity

There are two meetings being held regarding this and representatives of the CPC have been requested.

Cllr Bray to attend the meeting on Tuesday 10th September at 8pm and Clerk to attend the meeting on Wednesday 11th September at 10am

B - New Hi-Viz Jackets for the Litter Picks

For the Clerk to obtain 3 quotes for replacement Hi-Viz Jackets for the next meeting as we do seem to have a depleted supply.

Proposed by Cllr Holt and seconded by Cllr Bray

Carried unanimously

20 To Confirm the date and time of the next meeting which will be held on Thursday 12th September at 8.30pm at 'Treetops Pavilion', Recreation Ground, Church Road

Signed:

Date: