



Dawn Lacey Clerk & RFO
Claygate Parish Council
Claygate Village Hall
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DRAFT

28th July 2026

Minutes of the Claygate Parish Council Meeting held on Thursday 23rd July 2026 at 8.30pm at Claygate Village Hall, Small Hall, Church Road, Claygate

Present: Cllr Burns, Cllr Sheppard, Cllr Collon, Cllr French,
Cllr Bingham, Cllr Ellis and Cllr Herbert

In attendance: Dawn Lacey (Parish Clerk & RFO).
6 members of the Public.

1. To accept apologies of absence.

Apologies were received from Cllr Bray.

2. To Receive Declarations of Interest on the agenda.

None

3. To confirm the minutes of the Council Meeting held on Thursday 25th June 2026.

Two small changes were made and then Cllr Burns signed and dated the minutes.

4. To Review Actions from the meeting held on 25th June 2026.

Item 15 – Asset Register carried over to next meeting

Item 20 – To pass the details from EBC re the accounts for the Two Car Parks in Claygate to Simon Hope

All other Actions were completed

5. To answer any questions from the general public.

None

6. To report on the resignation of Cllr Holt.

The Clerk confirmed that Cllr Holt's resignation had been sent to EBC and correct procedure was being followed.

Cllr Burns extended thanks to Cllr Holt on behalf of the Parish Council for all her hard work and dedication.

7. To report on arrangement for filling the two Councillor Vacancies.

The Clerk confirmed that there hadn't been an election called from Cllr Moon's resignation, but it was too early to confirm on Cllr Holt. The Clerk will be waiting to hear from EBC week commencing 27th July.

ACTION: Clerk

8. To Receive a Report on EBC's Overview and Scrutiny Committee.

Cllr French reported that there was nothing of particular relevance to Claygate.

9. To Receive a Report on EBC's Audit and Standards Committee.

Cllr Herbert confirmed that the last scheduled meeting was cancelled and the next one is due to be held on the 23rd September 2026.

10. To Receive a Report from the Planning Committee.

Cllr Sheppard reported that he had been re-elected as Chairman along with Cllr Ellis as Vice-Chair.

Claygate was now under siege from developers on N. (Heathside 2026/0577), E. (Elm Farm, application not yet received) W. (Loseberry Farm, Crown Estate, again no application received as yet)

The Planning Committee are developing a fruitful working relationship with the Save Claygate Green Belt Group.

Confirmed that the Planning Committee had dealt with all 3 Licence Applications for restaurants on The Green.

11. To Receive a Report from the EH & T Committee.

Cllr Bray had reported to the Clerk in his absence that there was nothing new for EH&T as they had yet to have their next meeting.

12. To Receive a Report from the Staffing Committee.

Cllr French confirmed that the Staffing Committee were yet to meet. Also, that they were still waiting to hear on the National Salary Increase for the Clerk which will be backdated once confirmed.

13. To Receive a Report from the Shops and Businesses Advisory Group.

Attached report from Leo Tye on behalf of the Shops and Businesses Group (Appendix Two)

14. To Receive a Report from the Communications Group.

Cllr French requested that Mail Chimp be set up on the Website to avoid any emails being spammed on a new Mailing List. This is approx. £15 pcm. Cllr French confirmed that there was money in the budget for this. Cllr French requested Councillors and members of the Public to take a look at the new website and feedback any ideas they may have.

Cllr Collon commented on how great the new website was looking.

Cllr French proposed that Mail Chimp be purchased, this was seconded by Cllr Bingham – carried unanimously

ACTION: Clerk & Cllr French

15. To Receive a Report from the Green Belt Working Group.

There is nothing currently to report. Cllr Burns, Cllr Ellis, Cllr French, Cllr Sheppard and Cllr Collon are all involved with liaising with the SCGB Group. Cllr Sheppard to organise a doodle poll to schedule a meeting. They will then report back at the next meeting being held in September.

ACTION: Cllr Sheppard

16. To Receive an Update on the Public Meeting held on Thursday 16th July.

Cllr Burns reported that the meeting was extremely well attended with well over 350 residents. The staff at the Church were really helpful with organising the event.

A vote of thanks was made to Cllr Burns on chairing the meeting.

17. To receive a report of the recent East Elmbridge Neighbourhood Area Committee (NAC) Meeting.

Cllr French said that there was little to report back from the online briefing. It was mostly Council Officers outlining what the different subgroups had achieved.

18. To revoke the 2022 Standing Orders and replace them with the amended Standing Orders from the June 2026 meeting.

The new Standing Orders were proposed by Cllr Collon and seconded by Cllr French – carried unanimously. They now need adding to the website.

ACTION: Clerk

19. To Approve and sign off the Reconciliations for April, May and June 2026

April, May and June were all approved and signed and dated by the Chairman, Cllr Burns and also by the Clerk.

20. To receive and approve the Quarterly Accounts – April 2026 – June 2026.

Cllr Sheppard commented that the Budget figures did not appear on the Quarterly Accounts. The Clerk explained that due to proposed budget allocations (Item 21) she hadn't added them as they would all need re-doing. It was agreed that once the Budget Re-Allocations were agreed, the Clerk would circulate the figures again along with the Budget figures.

ACTION: Clerk.

21. To Receive the proposed Budget reallocations.

Budget re-allocations had been circulated to Councillors. These were proposed by Cllr French and seconded by Cllr Bingham – carried unanimously.

ACTION: Clerk to input and circulate

22. To appoint a 4th Signatory on all Parish Council Bank Accounts.

Cllr Herbert was proposed by Cllr Burns and seconded by Cllr Herbert – carried unanimously.

23. To Receive a Grant Application from Claygate Village Association

A grant application for £1500 was received from the CVA toward the costs of the Claygate Christmas Lights Event.

This was proposed by Cllr Bingham and seconded by Cllr French. Cllr Herbert abstained from voting; all other Councillors were in agreement.

24. To Report on Community Asset Transfers.

The business case for the Two Car Parks in Claygate is being investigated. Cllr Burns will report back at the next meeting, after sharing the accounts with Simon Hope, which were received from EBC.

ACTION: Cllr Burns

25. Matters for information purposes only.

Cllr Burns reported on a meeting he had been invited to by SCCllr Andy Burton and was most grateful for the opportunity to meet with Surrey Highways. This was to discuss the most active highway issues: namely, Red Lane and Hare Lane.

It was a very effective and collaborative meeting, which showed a joint understanding of issues and constraints. Claygate Parish Council had submitted draft suggestions to improve signage and mitigate known traffic hazards at both locations, as well as a detailed report on Hare Lane specifically. Surrey highways had studied all our submissions. Engineering views align in all locations.

The overall discussion focussed on what could be achieved within a severely limited budget. This meant that whilst measures could be agreed as welcome, only a small proportion would have any chance of implementation at this stage. There is currently no budget available for extensive physical interventions; thus, more economical solutions are being prioritized.

In summary, Surrey highways will work up a small scheme for chevrons and road narrow sign at Red Lane, recognising the concerns of residents due to accidents. For Hare Lane, even a limited intervention will be challenging, we would have to use an existing sign pole or lamp columns, not install a new one, simply to add warning signs.

The parties agreed to review these draft local schemes after August.

26. Date of the next meeting 8.30pm on Thursday 24th September 2026, Claygate Village Hall, Small Hall, Church Road, Claygate KT10 0JP

MEETING: Claygate Parish Council Meeting

VENUE: Claygate Village Hall, Small Hall

DATE: Thursday 23rd July 2026

TIME: 8.30pm

Signed:

Date: