caring for Claygate Village

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FINAL **24th March 2026**

Minutes of the Meeting of Claygate Parish Council held on Thursday 5th March 2026 at 8.30pm at Claygate Village Hall, Small Hall, Church Road, Claygate

Present: **Cllr Bray (Vice-Chair), Cllr Collon, Cllr Burns, Cllr Herbert, Cllr Ellis, Cllr Sheppard, Cllr Bingham and Cllr French**

In attendance: Dawn Lacey (Parish Clerk & RFO).

Non-Voting Advisors: John Bamford and Vanessa Relleen

SCCllr Andy Burton and 14 members of the Public.

1. Apologies for absence.

Apologies from Cllr Holt and Cllr Moon. In the absence of Cllr Holt, Cllr Bray chaired the meeting.

2. Declarations of Interest in items on the agenda.

Cllr Collon declared an Interest in Item 14a – CIL Application from Capelfield Surgery

3. To resolve on whether the Council will move into closed session for Items 25 – 27. To move out of closed session on 28 Item.

This was proposed by Cllr Bray and seconded by Cllr Collon – carried unanimously.

4. To Confirm the minutes of the 5th February 2026 Parish Council Committee meeting.

There were several minor amendments made to the Minutes including **Item 20, as follows**

"It had been agreed at the Council Meeting on 8 January 2026 that the Council levy a precept of £59,957 for the financial year 2026/2027 raising the Band D rate from £16.17 to £16.66. Due to a rounding difference, the correct Band D figure was confirmed as £16.65 and the Precept letter sent to Elmbridge Borough Council had been revised."

They were proposed by Cllr Bray and seconded by Cllr French – carried unanimously.

5. To review actions from the previous meeting.

These had all been completed.

6. To answer any questions from members of the Public.

None

7. To Receive a Report of EBC's Overview and Scrutiny Committee.

Nothing to report currently.

8. To Receive a Report of EBC's Audit and Standards Committee.

Cllr Herbert reported that there was nothing relevant to Claygate.

9. To update on the EBC/CPC Meeting of February 25th Re: TLCP

Cllr Bray reported the following main points from the above meeting:

a. CPC has asked EBC to remove the "large supermarket" [[LS] option from the list of options being investigated. They were not minded to do so. Cllr Bray reminded the meeting of a view expressed by one of the EBC team on 02/12/25 to the effect that "anyone not wanting to shop at M & S is simply resistant to change", stating that such people are, rather, concerned that a LS, almost 3 times the size of the Co-op might have a seriously bad effect on the heart of the village, namely The Parade. He therefore asked EBC if they would undertake to produce a Retail Impact Assessment for this option at the Public Meeting on May 19th. No such undertaking was given.
b. Cllr Holt had identified a number of modules which could be combined in various ways to create a number of "Mixed Use" development options. EBC undertook to add c. 6 such options to the list it would examine.
c. Cllr French had tabled an assessment scheme which she asked EBC to adopt for assessing all the options. EBC agreed to take this into serious consideration.
d. The date for the Public Meeting was confirmed as May 19th

10. To Receive a Report from the Planning Committee & Agree Appropriate Actions.

Cllr Sheppard updated the Committee as below:

- Raleigh Drive: residents have written to EBC arguing that an independent assessment of the sewer in Raleigh Drive is needed before any development is permitted. Residents' correspondence with Thames Water continues, but so far they will not accept they are officially aware of the discharge of surface water into the sewer.
- GovAssist: Suggest we continue to test and take a firm decision in April.
- NPPF Consultation: Planning Committee approved our comments.

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

Cllr Bray noted he wanted to report on 3 items from the EHTC meeting of Feb 12th.

As regards the TPAC report on the desirability, or otherwise, of a 20mph zone being created along the west end of Hare Lane, he noted that the majority of the time spent had been to enable residents to voice comments and criticisms of the draft report. It was concluded by those residents being invited to submit those comments to the TPAC via the Clerk, for the author to amend the report, or not, as he saw fit.

He further noted that he had met Messrs Hope & Robinson the previous evening to review progress on a revision of the draft. This suggested that a new draft would be available for review by EHTC on April 9th and, thereafter, by CPC on April 30th. However, he noted that the issue of election purdah had to be considered and that this might mean that the draft report might not be part of another council meeting until May 21st. A decision on this would be made in due course.

Re: the new bench on The Parade, he noted that Cllr Holt had noted that the original cost £2,240+VAT had increased to £2,420+VAT. He apologised for having been complicit in EHTC having acted as though it had the authority to approve this increase, which it does not. He therefore asked the PC to approve this revised price, which it did, unanimously.

Finally, he noted that c. 90% of the brash pile has now been removed. Our contractor had told him that he had seen no sign of rats or mice inhabiting the pile in removing the material to date. He noted that the cost of removal was £250 and asked the PC to approve this expenditure retrospectively, which it did, unanimously.

12. To Receive a Report from the Shops and Businesses Advisory Group & Agree Appropriate Actions.

Leo Tye reported the following on behalf of the Shops and Businesses Advisory Group.

In early February, invitations to the Business meeting on 11 March had been delivered by hand with RSVPs requested by 4th March.

Cllr Bray had been invited to open the meeting and Cllr French, Simon Hope, Transport & Parking Group, and Doug Perkins, EBC Business Development Manager would be attending.

Two new businesses had opened on the parade in the last two weeks. The owners were very enthusiastic.

13. To Receive a Report from the Health and Wellbeing and Leisure Advisory Group.

Cllr French congratulated the Claygate Community Alliance (CCA) winning the bid to run the Claygate Centre and handed over to CCA Chair, Brian Howells.

Brian addressed the Committee and residents regarding their successful bid to run the Claygate Centre and they have many plans moving forward and will keep the Village updated.

Cllr French noted that the Health & Wellbeing Advisory Committee has no current projects and therefore requested that it be suspended until further notice.

Proposed by Cllr French and seconded by Cllr Collon – carried unanimously

Clerk to update the Governance Structure accordingly

ACTION: Clerk

14. To receive details of CIL Grant applications and Consider Their Approval.

a: Capelfield Surgery (Appendix 2)

This application, for a grant of £5,000 for equipment for the new medical room, was approved. Proposed by Cllr Bray and seconded by Cllr Sheppard. Carried by all members of the Committee with exception of Cllr Collon who abstained from voting.

b: Claygate Village Hall Association

A grant of £8800 for replacing one of the boilers was approved. Proposed by Cllr Sheppard and seconded by Cllr Bray. Carried unanimously

Clerk to write to both groups to confirm the CIL grants

ACTION: Clerk

15. To Approve the following Draft Policies and agree any actions required.

Draft IT Policy, Draft Grievance Policy, Draft Disciplinary Policy.

Cllr Sheppard proposed some amendments to the IT Policy. It was agreed that these would be incorporated. The revised version would be circulated to Councillors for approval by 31 March so that it was in place by 1 April to comply with Assertion 10 of the AGAR. Cllr French and Cllr Sheppard to lead this.

Proposed by Cllr Bray and seconded by Cllr French. Carried unanimously.

ACTION: Cllr French and Cllr Sheppard

Disciplinary Policy was proposed to be approved by Cllr Bray and seconded by Cllr French. Carried unanimously

Grievance Policy was proposed to be approved by Cllr Bray and seconded by Cllr Sheppard. Carried unanimously.

16. To approve the updated, CIL Policy & Guidance, Grants Policy & Guidance and agree any actions required.

Cllr Collon had proposed the following amendment to the wording of the CIL Guidance and Grants Policy documents. "If you have applied for a grant or for CIL funding within the past year, whatever the project and whether or not your application was successful, the Council will take this into account when deciding on your present application." The amendment was approved.

It was agreed that the CIL and Grants Policy and Guidance and Application Forms should be reviewed and updated further. They would be brought back to the next meeting for approval. The Clerk would update the version on the website.

Proposed by Cllr Collon and seconded by Cllr Bray - carried unanimously.

ACTION: Clerk

17. To review and approve the following Council Policies

The following policies were approved, subject only to the addition of "Reviewed and Approved 05 03 26" at the end of each document – Financial Regulations, Members' Code of Conduct, Health & Safety Policy, Freedom of Information Policy, Freedom of Information Publication Scheme, Document Retention Policy, Data Protection Policy, GENERAL PRIVACY NOTICE, Complaints Procedure, Media & Communications Policy, Sickness at Work Policy,

Proposed by Cllr Bray and seconded by Cllr Collon. Carried unanimously.

Clerk to update and add to the Website accordingly.

Review of the following policies was deferred to the next meeting: - Risk Management Policy, Dignity at Work Policy, Equality & Diversity Policy, Privacy Policy.

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ACTION: Clerk

18. To update on the Courier and agree any action required.

Cllr Bray confirmed that the Courier is at the printers and will be delivered 8 – 9 March. Cllr Bray will organise the Parish Council team to collect these from him and distribute before the 19th March.

ACTION: Cllr Bray

19. To Receive the Financial Report including Expenditure to 28 Feb and Approve any Adjustments to the 25/26 Budget Allocations and the Council's Earmarked Reserve.

The following recommendations were approved:

1. Staffing - to cover the overspend on Salaries & NI and Pension from General Funds.
2. To cover the cost of the Meadow Road tree work by a virement from the unspent budgets for the bus shelter, bridleways and grit bins and to transfer the remaining Highways funds to an Earmarked Reserve.
3. To transfer the unused Planning budget allocation to an Earmarked Reserve.
4. To transfer the funds budgeted for the new website to an Earmarked Reserve until payment was due.
5. To transfer the CIL reserves into two Earmarked Reserves – CIL Funds Available and CIL Funds on Hold to take account of the CIL overpayment by EBC.
6. To transfer the £5,000 grant awarded to the CVA for the Village Green into an Earmarked Reserve until the payment is due.
7. To transfer the funds budgeted small grants for 2026/27 into an Earmarked Reserve.
8. To move £2,420 from the Hanging Basket Earmarked Reserve to the Highways budget to cover the cost of the new bench.
9. To write to the EBC Returning Officer, to request an indication of the cost of the May 2027 election for which East Surrey Council will be the responsible authority.
10. To cover the cost of a replacement laptop for the Clerk and the small overspends on Scribe and Payroll Costs by virements from the underspent Bank Charges, Equipment Maintenance, Insurance and Audit budgets.

Action: Clerk

20. To approve and sign off the December 2025 and January 2026 Reconciliations.

The December and January reconciliations were approved and signed by Cllr Bray and the Clerk

Proposed by Cllr Bray and seconded by Cllr French. Carried unanimously.

21. To discuss proposed dates for the Internal Audit with Simon White.

The Clerk confirmed that she is in touch with Simon White to book the Internal Audit and will update the Committee at the April Meeting.

ACTION: Clerk

22. To Update on the progress of the new Website and Approve the Final costs and Agree Appropriate Actions required.

Cllr Bingham updated on the current status of the new Website and the quote for all the required work moving forward – a sum of £1,830 (ex VAT) The new site is due to go live on the 17th May 2026.

Cllr Bingham proposed the new quote, and this was seconded by Cllr Bray. Carried unanimously.

Clerk to pay the 50% deposit

ACTION: Clerk

23. Matters for Information Purposes only – to include any updates on the Litter Pick being held on Saturday 18th April.

Cllr Holt had written to Councillors to inform them that although she will continue as a Councillor, she would not be seeking re-election as Chair at the Annual General Meeting in May.

It was agreed to hold an informal meeting of Councillors to form an action plan regarding the Shadow Unitary Authority and bring the ideas/solutions to the Parish Council Meeting being held on the 30th April. Cllr Bray to write to Cllr Holt about this.

ACTION: Cllr Bray

Cllr Ellis and Cllr Burns to run the Litter Pick on the 18th April and Cllr Bray will put up the Banners.

ACTION: Cllr Ellis, Cllr Burns and Cllr Ellis

24. To move into Closed Session

The Council moved into closed session at 10.05pm

25. To Vote for the Winner of the Brian Rhodes Cup

The Councillors voted and a winner was chosen and will be announced by the Chair, Donna Holt at the Annual Parish Meeting on the 19th March

ACTION: Cllr Holt

26. To Approve the EBC Consultation Statement on The Claygate Vision & Action Plan

EBC's draft Claygate Vision Consultation Statement was discussed. This was due to be approved as a joint EBC / CPC document at the EBC Cabinet meeting on 18 March. There had been 75 responses to EBC's online survey with the overwhelming majority in agreement with the draft vision and action plan. Despite the small number of respondents, EBC had updated the Vision to take account of some individual comments including "allowing larger development to come forward in appropriate locations" and the "inclusion of other than independent and small businesses".

It was agreed that EBC would be asked to remove these changes to the draft Vision as they were not supported by the Parish Council and there was no valid statistical basis for their inclusion.

Proposed by Cllr Bray and seconded by Cllr Collon – carried unanimously

27. To Receive a Report from the Staffing Committee on The Clerk's Appraisal Meeting and Agree Appropriate Actions.

The Staffing Committee's report on the Clerk's recent appraisal was considered. The priority objectives and training requirements that had been agreed for the Clerk were noted and the following recommendations were approved:
1) that the Clerk is paid for the untaken leave that she has accrued and not been able to take due to the Council's meeting schedule.
2) that the Council subscribes to Timetastic to record and monitor the Clerk's leave.
3) that a new laptop and desk is purchased for the Clerk.

The council moved out of closed session at 10.25pm and the meeting closed at 10.30pm

19. Date of the next meeting 7.30pm Thursday 9th April 2026, Treetops Pavillion, Recreation Ground, Church Road, Claygate KT10 0JP.

Signed: **Date:**