

These are draft minutes and are subject to approval at the next meeting.



**Minutes of the Meeting of the Council
held at 7.30pm on the 15 May 2015
in the Small Village Hall**

Present: *Chairman:* Mark Sugden
 Councillors: Ken Huddart, Geoff Herbert, Bill Chilcott, Xingang Wang, Gary State, Tony Shearman, Bernadette Pearce and Julian Way

In attendance: *Interim Administrator:* Shirley Round
 4 members of the public

Mark Sugden welcomed members of the public to the meeting and Anne Bott, Surrey & Sussex Association of Local Councils who has been acting in an advisory capacity following the resignation of the Parish Clerk

1. To accept apologies for absence

Gavin Wilson for valid reasons.

4. To receive the Councillors' Declarations of Acceptance

These were signed by the Councillors present and witnessed by the Interim Clerk & Proper Officer. As Mark Sugden is the Interim Clerk & Proper Officer his Declaration of Acceptance was witnessed by Cllr Herbert.

2. To elect a Chairman

Geoff Herbert nominated Mark Sugden for Chairman.
Tony Shearman seconded the nomination
There being no other nominations, Mark Sugden was declared Chairman.
Congratulations were given to Cllr Sugden

3. To receive the Chairman's Declaration of Acceptance

Cllr Sugden signed the Chairman's Declaration of Acceptance, which was witnessed by Cllr Herbert.
The Interim Clerk and Proper Officer will send a copy to the Monitoring Officer at EBC

API The Interim Clerk & Proper Officer to Action

5. To elect a Vice-Chairman

Mark Sugden proposed by Gary State
Bernadette Pearce seconded the nomination
Geoff Herbert was proposed by Julian Way
Gary State seconded the nomination.
A written vote was held following which Gary State was declared Vice Chairman

6. Declarations of Interest in Items on the Agenda

Anne Bott explained the implications of declaring Pecuniary and Non Pecuniary interests. The necessary forms have been supplied to all Councillors for completion. These will then be forwarded to the Legal Department of EBC.

AP2 The Interim Clerk and Proper Officer to Action

Cllr Sugden declared that he is on the Committee of the CVA, a Trustee of the CRGT and a member of the Elmbridge Business Network.

Cllr Herbert declared that he is a member of Elmbridge Rent Start.

Cllr State declared that he is a member of the Business Network Committee and runs a business within Surrey

Cllr Shearman declared that he is a Trustee of the CRGT and Chairman of Claygate Royals Football Club.

Cllr Wang declared that he is a School Governor of Hinchley Wood Primary School and a Magistrate..

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Cllr Huddart declared that he is Chairman of the Trustees of Claygate Village Hall Association, President of the CVA and Acting Chairman of the Claygate Conservation Areas Advisory Committee.

Cllr Pearce nothing to declare.

Cllr Chilcott nothing to declare

Cllr Way nothing to declare

7. Confirmation of the Minutes

The minutes of the meeting of 6 March 2015 had been circulated. The minutes were agreed, and signed by the Chairman.

8. To report on the actioning of items from this meeting

133.3 Claygate Flower Show: Applied for a double pitch at the Flower Show to share with CRGT. This has been paid for.

132.3 Return of the grant of £1,000 from Cllr Benison towards the repair of the Village Sign. This grant has been returned as repair of the sign was covered by insurance. Cllr Benison was thanked for this grant.

AP41 CIL– covered later on the Agenda.

AP42 Working party on CIL will be discussed at the next meeting

AP43 Helpers function deferred to the next meeting.

AP44 Defibrillator for CRGT. Cheque for £250 has been sent.

AP45 Grant towards cricket net (subject to successful planning permission). Cheque for £500 has been sent.

AP46 Boundary Commission review. A submission has been made and the next part of the review commences in June.

AP47 Annual Meeting. It is confirmed Cllr Margaret Hicks will be attending the Annual Meeting.

All other actions have been carried out.

9. Confirmation of the Minutes of the Extraordinary General Meeting

The minutes of the meeting of 1 April 2015 had been circulated. The minutes were agreed, and signed by the Chairman.

10. To report on the actioning of items from this meeting

It was agreed to hold over all matters relating to this meeting to Item 37 on the Agenda

11. Delegation to Committees, Employees and other Local Authorities

11.1 CPC has three Committees, Planning, Environment, and Highways & Transportation, which are set up and run in accordance with legislation, Standing Orders and Financial Regulations. Some confusion was expressed over the conflict between the instructions relating to what constitutes a quorum in Standing Orders. Also whether or not co-opted members were counted.

It was agreed the situation was not clear and should be discussed and rectified at a future Council meeting. Standing Orders had been amended in line with NALC recommendations in 2014.

11.2 CPC has no employees.

11.3 CPC has one delegation arrangement with Elmbridge BC; the maintenance of the Highway Garden Sites.

12. The remits of the Committees

It was AGREED that each Committee will review their remits at their first meeting and any changes will be reported back to the next Parish Council meeting.

AP3 The Interim Clerk & Proper Officer to agenda

13. To appoint members of Committees

a Planning

Geoff Herbert, Ken Huddart, Xingang Wang, Gary State.

b. Highways & Transportation

Ken Huddart, Geoff Herbert, Gary State, Xingang Wang, Bill Chilcott, Bernadette Pearce, Tony Shearman

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- c. Environment
Geoff Herbert, Bill Chilcott, Julian Way
- d. Communications Working Party
The Chairman recommended that Councillors are appointed and that over the next few weeks they consider whether or not it should be a Working Party or a full committee and return with their recommendation. Their first task, therefore, will be to review the current Statement of Intent and report back:-
Mark Sugden, Gary State, Julian Way, Geoff Herbert and Bill Chilcott
- e. Staffing Committee
Chairman (ex officio), Vice Chairman (ex officio), Bernadette Pearce and Tony Shearman
- f. Complaints Committee
It was agreed to following the recommendations set out in the Code of Practice for Handling Complaints.

14. Charters with other bodies & Review of Contributions

- 14.1 CPC has a Charter with Elmbridge Borough Council. This was revised in 2012. It was agreed that it does not need to be revised.
- 14.2 CPC receives a grant from EBC towards maintenance of some Highway Garden Sites which is increased by RPI each year.

15. Roles/Representation on External Bodies

The following appointments were AGREED: -

Assets Register	- Bernadette Pearce
CVA liaison	- Ken Huddart
Surrey Rail Forum & Regional Passenger Committee	- Ken Huddart & Julian Way
Recreation Ground Trust	-Mark Sugden
Village Hall Representative	-Ken Huddart
Elmbridge Audit & Standards Committee	-Geoff Herbert & Mark Sugden
Police Liaison	- Gary State
SSALC Representative	- Mark Sugden
Elmbridge Local Committee for SCC (observer)	- Mark Sugden (Ken Huddart from Highways issues)
EBC/CPC Liaison Committee	- Chairman, Vice Chairman and all Councillors
Webmaster	- To be decided by Communications w/party
Flower Show display	- Mark Sugden, Geoff Herbert and members of Communications Working Party
Press Liaison Officer	- Communications w/p will discuss this position. The importance of communications with the Press was discussed in detail. The role of the Press Liaison Officer is to be pro-active in supplying information relating to the Parish Council to the local press.

16. Review of Assets

16.1 CPC holds an asset 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 notice boards
- ii. the bus shelter at Church Road
- iii. the Millennium sign
- iv. the Christmas trees
- v. the bench in Church Road

16.2 CPC does not own land or buildings.

16.3 Cllr Pearce will carry out an inspection of the assets.

AP4 Cllr Pearce to action.

17. Insurance Cover

Insurance arrangements were reviewed at the November 2012 PC meeting when the insurance came up for renewal. We are now insured with Zurich under a three year contract.

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18. Review of Policies & Procedures

All relevant policies were circulated prior to the Council meeting

- i. Health & Safety Policy- agreed
- ii. Standing Orders- to be reviewed and compared with the NALC template. This will be undertaken by Bill Chilcott and Mark Sugden and a draft produced for consideration by Councillors in due course.
- iii. Financial Regulations- a new version of these has been issued by NALC. It was agreed that the Chairman will arrange to review them.

AP5 The Interim Clerk & Proper Officer & nominated Councillors to action.

- 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

19. Freedom of Information and Data Protection Policy

19.1 We have adopted the model publication scheme. We have had no requests for information.

19.2 We have registered under the Data Protection Act.

20. Press and Media Policy

20.1 We have a Press and Media Policy. This will be reviewed by the Communications Working Party.

20.2 It was noted that all enquires made by the Press should be referred to the Chairman in the first instance.

If he is not available members of the Press should be directed to the Vice Chairman.

21. Dates, Times & Places of Council Meetings

These have been set for the year and circulated to all councillors. Amendments will be circulated and updated on the website.

22. 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.

23. Payment of Annual Subscriptions

A list of organisations to which the Claygate Parish Council subscribed in 2014 had been circulated.

Organisations

NALC/SSALC

Local Council Review Magazine

SLCC Magazine

Annual Service Agreements

Sage (payroll software)

RBS (accounts software)

The Chairman reported that in previous years the subscription paid to SSALC had been discussed at length. It is based on the electorate figure and there is a cap on the maximum amount payable.

Resolution 1.

It is RESOLVED that the Claygate Parish Council pays the subscription fees to all organisations as agreed at the Annual Meeting 2015.

PROPOSED by Mark Sugden

SECONDED by Gary State

UNANIMOUS

24. Report from the Chairman

24.1 The Parish Clerk resigned on the 19th March 2015.

ii. A request has been received from Hersham Residents Association to supply a Councillor to speak at their forthcoming meeting. Hersham RA are considering becoming a Parish Council and appreciate some

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information on the pros and cons. Anthony Sheppard, although no longer a Parish Councillor has agreed to attend the meeting on the 21st May.

iii. Darryl Taylor, head teach of Claygate Primary School wishes to meet with members of the Parish Council in an endeavour to make the school swimming pool more widely available to the community. The Chairman has expressed the Parish Council interest and will be attending a meeting with Mr. Taylor in the first instance

25. Report from the Interim Clerk & Proper Officer

See above.

26. Finance report

Following the resignation of the Parish Clerk there remains a considerable amount of work on the Accounts still to be completed. The Accounts have to be approved by the 30th June, however the next meeting of the Council is the 9th July. For this reason an Extraordinary Meeting of the Parish Council will be called. The date suggested is 7.30 on the 18th June prior to the H & T meeting. This will be confirmed. Resolutions 2 and 3 relating to the approval of the accounts and Annual Governance Statement for the financial year ending 31st March 2015 were withdrawn and deferred to the new meeting.

27. To Review Expenditure for the Year

27.1 Discussion on the budget for the forthcoming year was deferred. The Chairman will email copies of the agreed 2015/16 budget to Councillors. Councillor Wang offered his assistance in creating future Budgets.

AP6 The Interim Clerk & Proper Officer to action.

27.2 The Precept for the forthcoming year has been received.

21.55 The meeting was suspended.

22.05 The meeting reconvened.

Councillor State declared an interest in Item 28 and left the meeting.

28. Brian Rhodes Community Cup

Those nominated this year were:-

Thomas Hugh Mills, Malcolm McKenzie and Gary State.

It was agreed that it was a good, strong field of people who work very hard for the village.

The vote was conducted by secret ballot.

Tommy Mills was the winner of the cup this year, which will be presented at the Village meeting.

The Clerk will notify Tommy Mills and all the other nominees, and will post a notice on the notice boards.

AP7 The Interim Clerk & Proper Officer to action.

Cllr State rejoined to the meeting.

29. Arrangements for the Village Meeting

The Village meeting will be on 28th May 2015. It was noted that numbers of local residents attending this meeting have fallen over the last few years. Discussions will be held on how this meeting can be made more interesting, thereby attracting more residents.

Arrangements for the 2015 meeting:-

- i. Cllr Margaret Hicks (Chair of the SCC Elmbridge Local Committee) has been invited to speak at the meeting.
- ii. Set up will be at 7.15pm, with the meeting starting at 7.45pm.
- iii. Chairs and tables will be used to provide informal seating.
- iv. Refreshments will be provided prior to the start of the meeting.
- v. Reports have been received from previous Committee Chairs and the Chairman agreed to give an overview of the year's activities.

30. Flower Show 2015

This will be on the agenda for the July meeting.

31. Report of the Planning Committee

A written report together with 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.

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32. Report of the Highways & Transportation Committee

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

33. Report of the Environment Committee

A written report together with the Minutes of the last Environment meeting had been circulated prior to the meeting. All minutes of the Environment Committee are available on the Parish Council website.

34 Communications report

A written report on the Communications Working Party was circulated prior to the meeting. As Communications is currently run as a working party and not a committee they do not produce formal minutes.

31.1. As Communications is run by a working party they do not have a formal budget, so spending has to be authorised by this meeting.

Resolution 4

It is RESOLVED for the financial year 2015/16, that the Communications Working Party be authorised to incur an expenditure of £5,499 to cover the cost of production of three Claygate Couriers, publicity and development of the website.

PROPOSED by Mark Sugden

SECONDED by Geoff Herbert

AGREED UNANIMOUSLY.

35. Matters for Information Only

35.1 An invitation has been received from EBC inviting all Councillors to attend a session of the Member Development Programme relating to the Code of Conduct on 27th May 2015. Details will be forwarded to all Councillors

35.2 New Councillors training events organised by SSALC. Details will be forwarded to all Councillors

35.3 Cllr Herbert drew to the attention of Cllrs that Parish Cllrs could now be paid an allowance for their Parish work commitments. This was noted and it was additionally noted that if Cllr Herbert wished to make such a proposal he should do so at a future meeting.

The Interim Administrator, Shirley Round left the meeting prior to discussion of matters 36 and 37 on the agenda.

36. Motion to Exclude the Press and Public

Cllr Sugden proposed, Cllr Herbert seconded and it was AGREED unanimously that the press and public should be excluded prior to consideration of Agenda items 37 i.ii.iii. staffing matters in confidence: namely interim clerking and bookkeeping, recruitment of a new parish clerk and budget for employment related services.

Motion to suspend Standing Orders

At 22.30pm, to allow the meeting to continue Cllrs. had to agree to a motion to suspend Standing Orders.

PROPOSED by Mark Sugden

SECONDED by Bill Chilcott

AGREED UNANIMOUSLY

37. Staffing Matters in Confidence

37.i Interim Clerking and bookkeeping

Resolution 5

It is RESOLVED that the Chairman has the authority to spend up to £1500 for the month of July 2015 on salary for an interim RFO/bookkeeper and for clerking services.

PROPOSED by Mark Sugden

SECONDED by Gary State

AGREED UNANIMOUSLY

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37.ii Recruitment of a new Parish Clerk

Resolution 6

It is RESOLVED that this Council confirm the decision of the Extraordinary General Meeting of the Council held on April 1st 2015 to request SSALC to undertake recruitment of a new Parish Clerk and authorises the Staffing Working Party to spend up to £1500 for recruitments services and advertising.

The SSALC advisor indicated that there was no need for this resolution as the previous Council agreed on 1st April 2015 to undertake the recruitment of a new Parish Clerk and that this would be led by the Staffing Working Party. Cllr Sugden withdrew the resolution with the UNANIMOUS approval of the Council who then reaffirmed the process and budget.

37.iii Budget for employment related services

Resolution 7

It is resolved that this Council allocate up to £1500 for employment related consultancy services, subject to review at the next Council meeting on 9th July 2015

PROPOSED by Mark Sugden

SECONDED by Geoff Herbert

AGREED UNANIMOUSLY

The meeting ended at 10.50pm

Date of next Meeting

The next meeting will be

Thurs 9th July 2015 at 7.30 pm in the SVH.

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

Date.....