

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

advertised on the website. Cllr Coomes will speak with Gary State to get a list of future events.

AP23 Cllr Coomes to action.

64.4 After one of the applicants for co-option withdrew, the Chairman contacted him about the matter. She has invited him to join one of the Committees, and he has agreed to stand for election at the next full elections.

65. Report from the Parish Clerk

65.1 The Clerk contacted our insurance company about the cost of replacing the glass in the Millennium Sign. The repair cost £200. As we have an £100 excess, the insurance company sent a cheque for £100. This claim will not affect our premiums as we have a 3 year contract with Zurich.

65.2 The Clerk held a training session for Cllr O'Brien. A further training session will need to be arranged for Cllr Sugden and Cllr Marshall.

AP24 The Clerk to action.

66. The Planning Committee Report

Minutes of the Planning Committee have been circulated.

Cllr Isaacs gave an oral report to the meeting.

66.1 EBC have sent more information about CIL payments; including a draft Regulation 123 lists. It was agreed that we need a specific meeting to discuss CIL. It was agreed to meet at 7.30pm on Wed 2 Oct 2013 in the Sycamore Room of the Holy Trinity Church. The Clerk to notify all councillors.

AP25 The Clerk to action.

Cllr Herbert will contact Connor Frehill the CIL co-ordinator at EBC.

AP26 Cllr Herbert to action.

66.2 The internal consultation period for the Settlement ID plans has been extended for another couple of weeks. EBC will publish the formal comment during the first quarter of 2014.

66.3. Surbiton High School has appealed against the refusal to build a Sports Hall on Telegraph Hill.

67. The Highways & Transportation Committee Report

Cllr Huddart gave an oral report to the meeting.

The Committee met on 29 Aug 13, and the minutes have been produced.

67.1 Cllr Huddart has placed the contract to repair the Old Claygate Lane wet patch after producing a detailed specification. The work should be done by the end of September.

67.2 Cllr Huddart attended the Local Committee and gave a presentation on the speed cushions in The Avenue and surrounding areas. The result of the survey undertaken by SCC on local roads was, those living in the roads wanted the cushions retained, but those residents who travelled through the roads with cushions wanted them removed. The vote was 29 to 150 for removal. The Committee took the democratic decision to remove the cushions when the roads are resurfaced. It was noted that the Police submitted a report on the cushions, although they did not originally request them due to speeding. It was AGREED that the Police have a duty to assess if the removal of the cushions will lead to excess speeds in these roads. They need to monitor speeds whilst the cushions are in place and again, once they are removed. It was agreed to write to the Police to request this. The Clerk will draft the letter and agree it with Cllr Huddart.

AP27 The Clerk to action.

67.3 A move has been made to ask for the K3 to be extended down Covert Road again. The H&T Committee obtained information from TfL which records that the route will not be extended due to time pressures and costs. The H&T Committee are researching possible options to assist those residents not on a bus route. Cllr Herbert will conduct research into discounts from taxi firms and Elmbridge dial-a-ride.

AP28 Cllr Huddart to action.

If viable solutions are possible, CPC will publish a flyer to be distributed to all affected areas. An article will also be published in the Courier.

67.4 It was noted that TfL intends to bring in a scheme where cash will no longer be accepted on their buses as most people now have Oyster cards.

67.5 The flyers about using the car parks have been printed. Once Cllr Hallett returns from holiday she will organise delivery.

67.6 It was noted that the single remaining bollard outside Champions has been knocked over again. It remained in situ for a few days, but has now been removed and a cone placed over the hole in the footway.

68. The Environment Committee Report

Cllr Sheppard was not able to attend the meeting, but submitted a written report prior to the meeting.

Minutes of the meeting on 15 August have been circulated. The report updates the Minutes and highlights key issues.

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68.1 Tree pruning work is needed on Meadow Road Island, Coverts/Foley Road Triangle and at Torrington Lodge Car Park. Competitive quotations are being sought for this. The Council should note that the cost cannot be met from the Environment Committee budget, so a motion will be put to the November Council meeting. It was noted that, prior to any work being carried out by CPC, we should approach EBC and/or SCC to do the work.

68.2 The weeping willow in Meadow Road shed a large branch last month, fortunately without causing injury or damage. A visual inspection by Doug Bamforth suggested that, *“The shed limb had decay evident at the point of detachment. There is further decay in the crown from previous pruning works with substantial growth from around these points, although the extent of this decay is not possible to determine from a ground based inspection. I would recommend a climbing inspection, with pruning carried out as required according to extent of decay. Some further reduction may then be required to balance the crown.”*

In view of the safety issues with this tree, Cllr Sheppard has, after discussion with the Clerk, authorised Doug to proceed with the climbing inspection and remedial pruning at a cost of £450 (ex-VAT). Allowing Doug to undertake the climbing inspection and then carry out the necessary work, saved the need to fund a separate climbing inspection. The work is expected to be carried out this week. The Council is asked to note this non-competitive purchase and the reasons for it.

Residents in Meadow Road have been informed of the work planned for the willow and other trees on the Island.

68.3 The problem of fly-tipping persists in Woodstock Lane South and a suggestion has been made to erect barriers to prevent dumping. A positive initial response has been received from EBC about

- (i) the possibility of hindering access to the entrance of FP31 off Woodstock Lane South by fly tippers' vehicles and
- (ii) concerning the cost of dealing with fly tipping relative to the cost of legally processing builders' waste.

They will talk to SCC. Unfortunately, Elm Farm's gates will not prevent litter being dumped on the footpath just outside.

68.4 The area between the sports ground's fences at the corner of Cavendish Drive has now been cleared of scrub and tidied.

68.5 The current contract for the HGS maintenance will not be renewed when it expires on 31 October. Three firms who submitted credible tenders last year are being invited to requote by 30 September.

68.6 The refurbished bed at Red Lane looks very nice. Cllr Sheppard has asked one of the neighbours if they can help with watering. Gerald Abrahams' misunderstanding with one of the frontagers is now on the way to resolution; Gerald has submitted a revised invoice. Both parties accept that the PC cannot pay for repairs to a private fence.

68.7 In spite of efforts by Susan Harding, several plants at the War Memorial have died from drought. Cllr Sheppard has asked CIB to sort out with the Church who should be watering and maintaining the garden. CIB then said they thought the PC should take over this area. Cllr Sheppard has asked the Church for their views; Janet Watkins will talk to the man who was looking after the War Memorial area for the Church and get back to Cllr Sheppard.

1 member of the public arrived at the meeting.

69. Communications Report

Cllr Round gave an oral report to the meeting

69.1 The Courier has been sent out for delivery. No report has been received from Jehan Master, so it is presumed all the copies have been delivered. It was noted that there is a new format for the front page. The front page will highlight a particular PC matter. If required, comment from the Chairman will appear in the body of the magazine. It was agreed this is an improvement and will continue.

69.2 The brochure was finalised and printed. Cllr Round has given some to local estate agents and it has been well received. Some have been placed in the village hall. EBC would not take any as their reception area is being refurbished. Once the work is done the Borough Councillors will ask for some to be placed in the reception area. It was agreed to place some in the local pubs as most pubs have a leaflet rack. Cllrs Coomes and Sugden will visit the pubs and ask for them to take some brochures.

AP29 Cllr Coomes & Sugden to action.

69.3 The next edition of the Courier is due in November; copy by the end of October please.

70. Finance Report

70.1 A copy of all receipts and payments from the last meeting and all payments made since the last meeting were circulated prior to the meeting.

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70.2 Bank Reconciliations for all months since the start of the financial year have been prepared by the Clerk and signed by the Chairman.

70.3 All payments made since the last meeting were APPROVED.

70.4 The Annual Return was sent to the external auditors and has been returned with no matters coming to the attention of the auditors. The Annual Return and Notice of Conclusion of audit have been displayed on the notice board for a period exceeding 14 days in accordance with regulations. The Annual Return was approved and accepted by the meeting and the Clerk thanked for her work on this.

71. Plan for Expenditure

A copy of the detailed Income & Expenditure by budget was circulated prior to the meeting. More information has been included on the notes to the accounts. 'Miscellaneous' and 'Public Projects' are now detailed and a rough breakdown of the current financial situation was included.

It was noted that there is an overspend of £110 on account 3104 (HGS projects). £330 was in the budget but £440 has been spent. This is due to an invoice of £380 for repairing the fence at The Green and an invoice of £60 for pruning the forsythia on the Meadow Road Island. There will be a further overspend when the invoices for the HGS at Red Lane and Glenavon Close are paid. It was noted that when a new HGS contractor is appointed, the cost for HGS maintenance may decrease.

72. Cardiac Defibrillators

Cllr Coomes gave a report to the meeting. In order to obtain a 50% discount from the British Heart Foundation, CPC would have to be sponsored by an approved group such as an ambulance service or St Johns Ambulance. Cllr Coomes has been in contact with the SE Ambulance Service (the service which covers Claygate) and in the last 12 months there have been 949 emergency (999) calls in Claygate. 5 of these were confirmed as cardiac arrests. 248 of them were where patients had immediate life threatening problems which would have resulted in cardiac arrest without immediate medical assistance. He has a plan of the village showing the hotspots for emergency calls.

A discussion took place about funding cardiac defibrillators. It was noted:-

- i. If the units are placed outside they would need to be where they could be seen so that they are not subject to damage or vandalism. On the London Underground all of their units are under CCTV surveillance.
- ii. The Co-op in The Parade is open long hours (7am to 10pm) so this would be a good place to site a unit.
- iii. The taxi office is open 24 hours so this would be a good place to site a unit.
- iv. A good place to site a unit for the Old Village may be the Hare & Hound PH.
- v. The new Sports Pavilion may be a good place to site a unit as large numbers of people use this to take part in or watch sport. Cllr Coomes will raise this matter at the next meeting of the CRGT.
- vi. In the long term, units may be sited at all the Claygate pubs.
- vii. Good publicity will be required to inform residents where the units are located.

Funding will be required to:-

- i. Buy the unit
- ii Install the unit
- iii. Maintain the unit
- iv. Train one or more people in the use of the unit.

Units cost from £400-£1000, so if we part fund 3 units we will need to find £2,000.

It was AGREED to forward our details to the BHF to see if they will agree to part-fund with us. Cllr Coomes to action.

AP30 Cllr Coomes to action.

It was also agreed to find out if any other parish councils have funded a similar scheme.

AP31 The Clerk to action.

It was also agreed to find any other local organisations, such as the Church, will agree to fund a unit.

AP32 Cllr Coomes to action.

73. Saturday Morning 'Chat' Session

At the last meeting, it was agreed to hold a chat session in The Parade on 21 Sept 2013. It was agreed to change this date to 28 Sept. So the chat session will be between 11.00 and 12.00am on Sat 28 Sept in The Parade.

Cllrs Round, Huddart, Sugden, and O'Brien will attend. The Clerk to notify all councillors of the change.

AP33 The Clerk to action.

It was agreed to advertise this with a banner and notices on the boards.

AP34 Cllr Round & the Clerk to action.

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75. CPC Risk Assessment and Retention & Disposal Policy Review

75.1 The Risk Assessment for CPC was circulated prior to the meeting. No changes were required.

75.2 The Retention & Disposal Policy was circulated prior to the meeting. This document has been amended in order to accord with NALC guidance (the timescales had been updated). The changes were AGREED. The document will be amended accordingly.

AP35 The Clerk to action.

76. Flower Show 2013

76.1 Some suggestion forms were completed and have been passed onto the relevant Committees for action. It was noted that one of the comment forms was about the difficulty experienced by wheelchair users from Winghams when they want to go to the shops. There is an approved route from Winghams which has dropped kerbs. Cllr Huddart will visit Winghams to ascertain if the approved route is not working.

AP36 Cllr Huddart to action.

76.2 Cllr Round contacted Pam Jarvis of the CRGT to ask about storage of the marquee. The marquee has been stored in one of the Cricket Club containers and is not a problem. Pam Jarvis is happy to be our contact and will be able to open the container to allow access.

76.3 John Round has repaired the display boards. Thanks were given.

76.4 A discussion took place about whether we needed the double pitch. It was AGREED to keep the double site.

76.5. Thanks were given to Cllr Hallett for putting the display together.

77. Co-option to CPC

Already dealt with

78. Winter warden scheme

Cllr Hallett is leading on this scheme. No report has been received.

It was noted that Cllr Bennison has funded a grit bin in Beaconsfield Road by Vale Road.

79. Youth Club

Cllr Herbert gave an oral report.

79.1 The AGM of the Youth Club Committee will be held soon. Cllr Herbert will stand down as Chairman due to increasing pressure on his time. Once the date of the AGM is decided, Cllr Coomes will put this on the website. Cllr Herbert will remain on the Committee and will report back to CPC.

79.2 The new lease has been agreed with SCC, but not yet signed; the new Chairman will sign it. It is a long lease and is no longer a repairing lease.

79.3 It was noted that there is an issue with the Youth Club broadband. The Club currently uses BT, but the service is insufficient. There are no hardware issues; it is the type of package. A superior level of service is required, but this will cost more. It was agreed that CPC could consider funding this. If the Youth Club request funding, this can be discussed in November.

79.4 The attendance has fallen off during the summer, but is beginning to increase. The attendance varies between 5 to 14 per evening.

79.5 It is now acknowledged that the club caters for NEET clients.

79.6 The set up of the Youth Club is that SCC fund the building directly, the Youth Club Committee funds the building and facilities by way of hall lettings and the Youth Leaders are no longer organised by SCC, but by a management team.

80. Press Officer

Cllr Round has been undertaking the job of Press Officer, but feels that this job should not be done by the Chairman of the PC. Cllr Round and the Clerk have drafted a Job Description (this was circulated). The draft was AGREED.

Cllr Coomes offered to take on this task as he already in charge of the website and is on Communications. It was agreed that it is essential that the Press Officer is a member of the Communications team. The post was AGREED and Cllr Coomes was thanked.

It was agreed that the Press and Media protocol will need to be amended, circulated and discussed at the next meeting.

AP37 The Clerk to action.

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81. Grant Applications

Mary Marshall has applied for a grant in order to purchase bulbs to plant in the verges in Holroyd Road. She has been in contact with CPC Councillors who have advised her about liaising with SCC and EBC and about hand-planting so not to disturb any underground services.

Resolution 1.

It is RESOLVED that this Council grants the sum of £60 to Mary Marshall for the purchase of bulbs to be planted in Holroyd Road verge.

PROPOSED by Mark Sugden

SECONDED by Alex Coomes

AGREED UNANIMOUSLY

The Clerk will contact Cllr Marshall to inform her about the grant.

AP38 The Clerk to action.

The Council has been approached by a new football team, Claygate Casuals, for a grant in order to purchase sweatshirts. The team are local youngsters in their teens or early twenties and are coached by local men. The team have been going for about a year. Their football kit has been sponsored by the Griffin PH. It was noted that the team will be playing in the Leatherhead & District League. They train at Hersham as there are no time slots to train on the Recreation Ground.

Resolution 2.

It is RESOLVED that this Council grants the sum of £257.50 to Claygate Casuals FC for the purchase of sweatshirts.

PROPOSED by Shirley Round

SECONDED by Alex Coomes

6 FOR, 1 ABSTENTION

AGREED

Cllrs Round and Coomes will speak to the applicant, Chris Haines and will ask about payment arrangements for the grant.

AP39 Cllrs Coomes & Round to action.

It was noted that there are reports that the majority of Claygate Royal players, who train on the Recreation Ground, are not local to Claygate. It has been suggested that Claygate locals cannot join the Royals because they bring in non-local members who are better players. It was agreed to find out if these allegations are true. The Recreation Ground is a valuable resource and is for the use of Claygate residents. Cllr Coomes will research what is the split of local to non-local players in Claygate Royals.

AP40 Cllr Coomes to action.

81A. Clerk Salary

This matter was discussed at the end of the meeting, once the meeting was closed to the public.

82. Matters for information only

None

83. Date of next Meeting

The next meeting will be:-

(CIL meeting- Wed 2 Oct at 7.30pm Sycamore Room)

Thursday 7 November 2013 in the Small Village Hall

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

Item 8A

In the absence of the Chairman of the Staffing Committee, the PC Chairman read an email from Cllr Sheppard requesting ratification of the Staffing Committee's recommendation that the Clerk receives a 1% increase in salary backdated to 1st April 2013. This is in line with the agreement reached by the National Joint Council for Local Government Services. The Clerk is at the highest point (Scale Point 34) available to Clerks of Claygate's size.

UNANIMOUSLY AGREED

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Please note: Agenda items and resolutions need to be sent to the Clerk **two weeks** prior to the next meeting.