

**Draft Minutes of the Meeting of the Council  
held at 7.30pm on the 7th July 2016  
in the Small Village Hall**

**Present:** Chairman: Mark Sugden  
Councillors: John Bamford, Ken Huddart, Bernadette Pearce, Tony Shearman,  
Xingang Wang and Julian Way, Gavin Wilson

**In attendance:** Parish Clerk: Zak Keshavjee

Bill Chilcott had notified the clerk of late arrival in advance and arrived at 7.52 pm

**42. Apologies for Absence**

Cllr Geoff Herbert with reason

**43. Declarations of Interest in Items on the Agenda**

**Cllr John Bamford.** Trustee of Friends of Capelfield Surgery, Trustee of Friends of Claygate Day Centre, Trustee of Claygate Village Hall Association, Bookkeeper at Holy Name Church, Esher.

**Cllr Bill Chilcott.** Member of the Kingston Branch of the Ramblers' Association, Voluntary worker with Lower Mole Countryside Management Project, member of Claygate in Bloom.

**Cllr Ken Huddart.** Chairman of the Trustees of Claygate Village Hall Association, President of the Claygate Village Association, Acting, Chairman of the Claygate Conservation Areas Advisory Committee, Traffic Engineering Consultant, Fellow of Chartered Institute of Highways and Transportation, Fellow of Institute of Engineering and Technology, Fellow of Institute of Civil Engineers.

**Cllr Bernadette Pearce.** Works for the Guildford College Group. Secretary, Outreach Group, Church of the Holy Name, Esher.

**Cllr Tony Shearman.** Trustee of the Claygate Recreation Ground Trust, Chairman of Claygate Royal's Football Club. Organiser of 'Gig on the Rec'.

**Cllr Mark Sugden.** Trustee of CRGT and CVHA. Committee member Claygate Village Association, Committee member Claygate Gardening Society. Chairman, Outreach Group, Church of the Holy Name, Esher.

**Cllr Xingang Wang.** Is a Magistrate and co-ordinator of Claygate Speed Watch.

**Cllr Julian Way.** Undertakes care work Sans Soucie, Guildford.

**Cllr Gavin Wilson.** Member of the Torrington Close Association, member of Claygate Lawn Tennis Club.

**44. Confirmation of the Minutes of the Parish Council Meeting held on 19<sup>th</sup> May**

The Chairman requested that the Clerk correct the Agenda which states to confirm the minutes of the Parish Council meeting held on 3<sup>rd</sup> March 2016 to confirm the minutes of the Parish Council held on 19<sup>th</sup> May 2016.

The minutes of 19<sup>th</sup> May 2016 were approved and signed by the Chairman.

**45. To Report on the Actioning of Items from the Meeting held on 14<sup>th</sup> Jan.**

**AP25** Cllr Pearce will carry out an inspection of the assets by the end of the year.

**AP26** Clerk to arrange a meeting on Financials with the Chairman and Vice-Chair, at minimum one week prior to every Parish Council meeting, to ensure that appropriate financial documents and updates continue be issued to Cllrs for comment, prior to the meeting.

**AP42** Parish Clerk to arrange a meeting in July/August (subject to holidays) with the Clerk, Chairman and Chair and Vice-Chair of the Environment and Leisure Committee to discuss submitting information to the EBC Green Space Review ahead of formal opening of the consultation.

**AP43** Cllr Bamford to arrange a meeting of the Staffing Working Party, primarily to discuss potential pension obligations for the Clerk.

**AP46** The next Parish Council meeting to discuss whether to transfer any funds from the checking to the savings account.

**AP47** Updating and maintaining the website is currently being undertaken by e-mango and this is working well. Continue as is. **Done.**

**AP 49** New planning printer provided by EBC is in place at the Village Hall. Clerk to carry out a test run for printing planning documents and to check if it has a scan facility and if so how to operate this function.

**AP 1** Clerk to send Chairman's Declaration of Acceptance to the Monitoring Officer at EBC: **Done.**

**AP 2** Parish Clerk to ascertain if the Youth Club want any formal involvement from CPC. **Outstanding.** Cllr John Bamford to send contact details to Clerk.

**AP3** Parish Clerk to ascertain ownership of Meadow Road Island (Village Green). **Outstanding.** Review existing files, consult co-opted members of the E&L Committee who may have been involved. This potentially requires a Land Registry search (although contact SCC first).

**AP4** Clerk to ascertain whether quorums for Committees include co-opted members or solely councillors. There continues to need for final clarification. **Outstanding.** Clerk to send Cllr John Bamford a colour coded version of the Standing Orders, which are based on the NALC model and he will reformulate into a table format. Further advice will be sought from SALCC. The NALC Legal Topic Note (October 2013) Voting Rights 9 states 'By virtue of s.13(1) and (7) of the Local Government and Housing Act 1989 ('the 1989 Act'), non-councillor members of committees and sub-committees do not have voting rights. There are 5 exceptions to this rule none of which apply to Claygate Parish Council. Voting Rights are therefore quite clear but making up a quorum for a meeting to take place remains unclear.

**AP5** No change was agreed in the approval amount (£5,000) for any grant or single commitment. **Done.**

**AP6.** Parish Clerk to check for an updated NALC risk assessment model which could be used. While a common approach to risk assessment would be helpful as each Committee has a slightly different one, it was agreed that the current risk assessments are adequate. **Done**

**AP7.** Parish Clerk to check whether hard drive backup covers accounting. Clerk has done backups but will check before closing out 2015/16. An alternative or as additional security is to explore cloud backup.

**AP8.** Social media policy to be reviewed at next Council Meeting. Existing policy requires amendment. It will be reviewed by the Communications Working Party and discussed at the next Parish Council Meeting.

**AP9.** Parish Clerk to arrange meeting dates for 2018 with CVHA Lettings Manager. **Outstanding.**

**AP10** Parish Clerk to circulate LCR magazine to Councillors and pass on any information received from the Open Spaces Society to the Chair of Environment and Leisure. Magazines recently received and will be circulated.

**AP11** Clerk to revise nomination guideline for Community Cup to exclude sitting Councillors from being able to be nominated. **Outstanding.**

**AP12** Notify Albert Boyman that he is the winner of the Brian Rhodes Community Cup. **Done.**

**AP13.** Parish Clerk to ask Shirley Round whether we can use her gazebo for Flower Show. **Done.**

**AP14.** Mark Sugden to ask Kate Hallett if she can update boards (for Flower Show). Discussion took place and it is possible. However, there was not enough time for the revisions to be done. **Done.**

**AP15 New** Remits reviewed at Committee Meetings should be dated and uploaded onto the website. Clerk to action.

#### **46. To Confirm the Minutes of the EGM Held on the 23rd June 2016**

The minutes of the EGM held on 23<sup>rd</sup> June 2016 were agreed and signed by the Chairman.

#### **47. To Report on the Actioning of Items from the EGM and Agree Any Further Action**

The further meeting with the internal auditor on 28<sup>th</sup> June had taken place and the Parish Clerk had made an appointment with Mark Mulberry, of Mulberry and Co Accountants, for 15<sup>th</sup> July to review the accounts for 2015/16 prior to submission to the external auditor.

#### **48. Chairman's Report**

48.1 Elmbridge Borough Council Audit and Standards Committee which previously had 2 co-opted Councillors from CPC, nominated by this Council at its Annual Meeting, due to the reduction in Borough Councillors have reduced CPC to 1 co-opt Councillor on this Committee. In May 2016, this Council had agreed the 2 Parish Council members would be Cllrs Sugden and Bamford. It was agreed due to the recent change by EBC that Cllr. Sugden would be the sole CPC co-opted member.

48.2 Two written questions, both on Highways and Transportation matters were submitted to the SCC Elmbridge Local Committee in June. One from Cllr. Huddart on the timing of the on-street parking review for Claygate, which was confirmed as starting in August 2016. The second question from Cllr. Sugden related to whether SCC had any ability to influence Thames Water to rectify water leaks to enable SCC to undertake road repairs. Specific reference was made to the High Street in Claygate – SCC indicated that they had no such influence unless there was an immediate safety hazard.

#### **49. Report from the Parish Clerk**

The Parish Clerk indicated that he would be reviewing the current policy book to ensure that there is a readily accessible hard copy and electronic copy of key, agreed Council policy documents such as Standing Orders, Financial Regulations, Remits, Risk Assessments. **AP16 New.** By year end.

#### **50. To Receive the Finance Report and Decide Action Arising**

50.1 Accounts for 2015/16 have been approved by the internal auditor. After a final review by an external accountant the Parish Clerk will send to the external auditor who must receive them by 25<sup>th</sup> July. **AP17 New** Parish Clerk to action.

50.2 Now that the internal audit is completed the 2015/16 accounts will be closed in the accounts system and the 2016/17 accounting year will be created and receipts and payments from the start of the financial year entered.

50.3 The balance in the Cambridge Building Society Savings account was £35,155.25 as at the date of this meeting. There have been no receipts into or payments from this account in the 2016/17 financial year.

50.4. The balance in the Unity Trust chequing account, per the bank statement at the end of June 2016, was £45,888.64. The 1H precept and grant had been received as had a CIL payment from EBC of £6,214.

There was a 5 minute break commencing at 8.41pm and the meeting resumed at 8.46pm.

**51. To Review the Plan for Expenditure for the Balance of the Year Including Future Projects and Funding and agree Action.**

Per 50.2 the Parish Clerk will circulate a detailed update for 2016/17 at the next Parish Council meeting and each meeting thereafter now the 2015/16 accounts have been closed and the accounts system can be uploaded for the current financial year.

**52. To discuss the Flower Show on 16<sup>th</sup> July and agree any necessary Action.**

The rota for the day:

Set-up pre noon	MS
1.30 to 2.30pm	ZK
2.30 to 3.30pm	MS
3.30 to 4.30pm	JB
4.30 to 5.30/close	MS

BC and JW indicated that they may be available during the afternoon. BP was volunteering during the day on parking duty for the Flower Show organisers.

**53. To Note the Minutes of the Planning Committee and Agree Any Necessary Action**

53.1 Application 2016/1567 for a Travellers Site, The Paddock, Common Lane on what residents refer to as the 40 Acre Field. An earlier application for stables at this site was rejected in February 2016. The planning committee meeting on 23<sup>rd</sup> June was moved to the Claygate Centre for the Community, Elm Road, given the strong local interest in this application, to provide more room- it is estimated that around 150 residents attended. The draft minutes of this meeting are awaited, to enable the planning committee Chair to review. CPC also facilitated, but did not oversee a public meeting on this application, on July 4<sup>th</sup> at Holy Trinity Church, Church Road, attended by between 300 and 400 residents. The Parish Council Chairman provided a brief verbal update for Councillors. At the planning committee meeting on 23<sup>rd</sup> June, after consideration of both National and Local Planning Policy, the CPC planning committee agreed unanimously to object to this application. The planning Chair is drafting the CPC response which will be circulated to Councillors for comment prior to submission. Comments on this application are due by 21<sup>st</sup> July. The planning committee also agreed to undertake a Land Registry search to ascertain ownership of all the parcels on the Green Belt 40 Acre Field and potentially to seek expert planning advice on this application. **AP18 New.** Parish Clerk to discuss with Planning Chair how to undertake such a Land Register search and also to contact Hedley's Solicitors to obtain a quote for potential advice.

It is also understood that a 'Protect Claygate Green Belt' action group of local residents has recently been formed

53.2 Application 2016/1091 for 9 flats at 109 Hare Lane, the Old Bank. CPC objected to elements of the application especially related to trees and it is understood that the applicant has now agreed to certain changes.

**54. To Note the Minutes of the Highways and Transportation Committee and Agree Any Necessary Action**

Minutes of the meeting on 30<sup>th</sup> June had been circulated. There were no further comments.

**55. To Note the Minutes of the Environment & Leisure Committee and Agree Any Necessary Action.**

Minutes of the meeting on 9<sup>th</sup> June had been circulated. The Chair commented that in particular the committee had discussed about how to better inspect Highway Garden Sites (HGS). Additionally, it was hoped that EBC may agree to a one off clear up of Derwent Close 'Green'.

**56. To Receive a Report from the Communications Working Party, including Status on the Website and Agree Any Necessary Action.**

56.1 Website is virtually up to date, Tweets via e-mango are working well on key local issues.

56.2 It was agreed unanimously that Cllr Gavin Wilson rejoin the Working Party.

**57. Matters for Information Purposes Only.**

The Chairman noted that E&L Committee may wish to consider keeping an eye on the War Memorial owned by EBC to ensure that regular maintenance of the green area is undertaken.

**58. Date of next Meeting**

The next meeting will take place on

**Thursday, 8th September 2016 at 7.30pm in the Small Village Hall**

The meeting closed at 9.32pm

