

**Minutes of the Meeting of the Council
held at 7.30pm on the 10 January 2013
in the Small Village Hall**

Present: *Chairman:* Shirley Round
 Councillors: Geoff Herbert, Nick Hayes, Noel Isaacs, Kate Hallett, Alex Coomes, Mark Sugden, Anthony Sheppard, Ken Huddart
In attendance: *Parish Clerk:* Freda Collins

Kate Hallett was not present at the start of the meeting.

105. Apologies for Absence

Jimmy Cartwright who had a personal commitment.
These were accepted.

106. Declarations of Interest in Items on the Agenda

Cllr Herbert declared that he is a Borough Councillor, Chairman of the Youth Club Committee and a member of Elmbridge Rent Start.

Cllr Round declared she is Secretary to the Trustees and Lettings Manager of the Claygate Village Hall Association.

Cllr Coomes declared that he is a Borough Councillor and a Trustee of the CRGT.

Cllr Isaacs declared that she is a Trustee of and Secretary to the CRGT.

Cllr Sugden declared that he is a Trustee of the CRGT.

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.

107. Confirmation of the Minutes

The minutes of 8 November 2012 were confirmed and signed.

Cllr Hallett arrived at the meeting.

108. To report on the actioning of items from the last meeting

AP15- Winter Warden Scheme-outstanding

AP17- letter to the PCT –a second licence was issued by the PCT, but Boots appealed this action. The appeal will be heard in Feb/Mar. The applicants of the second licence had to produce a file supporting their application. CPC wrote to support the issue of a second licence, as did the three Claygate Ward Councillors. The Friends of Capelfield raised a small petition and wrote directly to the PCT to support the issue of a second license. If the second licence is issued the applicants will need to find suitable premises.

AP23- written assurance form SCC re the Millennium sign.-an SCC Officer, Jefferson Nwokeoma, made a site visit and inspected the sign. In his opinion the sign is safe. A copy of his report has been put in the Assets file. Thanks were given to him and Mike Bennisson for their help in this matter.

AP24- Francis Boff re the agreed £500 underwrite. The work has been carried out, but all the invoices have not yet been received, so it not yet known if this underwrite will be required.

AP28- a map of the village on the CPC website. Cllr Hallett sent a hand-drawn map and a map showing the HGS sites to Cllr Coomes to put on the website, but it was not received, she will send again.

AP29- Cllr Huddart to liaise with the CAAC and Peter Linacre re The Green. Cllr Huddart has spoken to Peter Linacre but is awaiting a response- he will speak to him again.

AP30- ownership of the green area in Derwent Close. The ownership is unclear so this matter will not be pursued.

AP31- bench in The Parade-agenda item

All other action points have been carried out or are agenda items.

109. Report from the Chairman

109.1 The Clerk, the Chairman and Cllr Sheppard attended a meeting at EBC with EBC officers, Andrew Cooper and Sarah Silvanathan regarding the changes to funding from central government for Council tax benefits. It had been anticipated that parish councils would be excluded from the results of the changes as these will affect the calculation of the precept; but this proved not to be the case. EBC, however, acted very

quickly and addressed the situation and, although they are under no obligation to do so, have agreed, subject to ratification by the Council in late February, to pass on some of the Government grant. It was pleasing to see that EBC had anticipated the problem and had been proactive about arranging the grant. It is very satisfying that we have such a good relationship with EBC.

109.2 The Christmas drinks Reception went well; it was well attended and well received. Thanks were given to everyone for their help, in particular the Clerk and Cllr Sheppard. It was noted that there are now very few Green Team members. Many of the volunteers undertaking gardening work for the village are CIB workers. We should invite Green Team members to the reception. An article will be placed in the Courier asking for more Green Team volunteers.

110. Report from the Parish Clerk

On Tuesday 22 January 2013 from 6pm until 8.30pm at the Civic Centre, Elmbridge Borough Council will be holding a meeting to give residents the opportunity to find out about local services and the Council's plans for the future, and ask questions of the Leader and Chief Executive.

Between 6pm and 7pm, refreshments will be available, and officers from around the Council will be available to speak about services. At 7pm, the Leader and Chief Executive of the Council will set out the Council's achievements and activities in 2012-13, and their plans for the Council next year.

The session is then open for questions - questions can be submitted on the night or by email at corporatepolicy@elmbridge.gov.uk

Cllr Sugden attended last year and has already booked for this year. Cllr Hallett has also booked. Cllrs Isaacs and Round would like to attend. The Clerk will book for them.

It was agreed that Councillors would consider questions and submit them to the Clerk for pre-submission. It was agreed to limit the topics and to submit supportive questions together with possible solutions.

AP30 The Clerk to action.

111. The Planning Committee Report

Minutes of the Planning Committee have been circulated.

Cllr Isaacs circulated a written report prior to the meeting.

111.1 There have been few planning applications since the last meeting due to the time of year.

111.2 We continue to remain vigilant on enforcement cases:-

i. **Claygate Manor**- the officer in the case has been absent from work for over 2 months and his work seems not to have been re-assigned. Cllr Isaacs has asked for action to be taken as this case has gone on for well over a year.

ii. **1, Woodlands Close**- this was a retrospective application that was refused. An initial enforcement letter was sent out, but the owner refuses to do the remedial work. Another letter will be sent out in the middle of the month.

iii. **Vale Farm**- planning permission has been received to extend and renovate the existing farmhouse and the applicant can, meanwhile, reside in the refurbished outbuilding. Once the farmhouse work has been finished, the outbuilding is required to be vacated and the kitchen stripped out for use as a home office. The outbuilding is not to be separated from the main property and lived in, or sold, as a separate dwelling.

iv. **2, Oaken Drive**- the work has been carried out to comply with the enforcement notice.

v. **7 & 9, Oakhill**- work has been carried out to level both sloping gardens. This has resulted in a retaining wall being built between 9 & 11 which at the far end of the garden is 2.2m high. Neither property had planning permission, so the enforcement team have asked to owners to apply.

111.3 It was announced today that if a Council has produced a Neighbourhood Plan that they will receive 25% of any CIL. It is not known if the Settlement ID plan which EBC are producing will count as a Neighbourhood Plan for the purposes of CIL. Cllr Isaacs will consult with Leslie Underwood.

AP31 Cllr Isaacs to action.

112. The Highways & Transportation Committee Report

Cllr Huddart circulated a written report prior to the meeting.

112.1 The Committee met on 6 Dec 12, and the minutes have been circulated. Issues discussed included car park charges, on-street parking, the bus and train services, maintenance of roads and Rights of Way, progress of street light refurbishment, benches in The Parade, traffic calming, cycle parking provision, and traffic direction signs.

112.2 Rumours have circulated that the new K3 contract (to start in Jun 13) would be based on current Surrey C.C. levels of service, but these have been refuted. It will continue to be the responsibility of TfL, along the existing lines, with some improvement to the frequency on Sundays.

112.3 Cllr Huddart has thanked SWT for providing five cycle parking stands on the UP platform, since we had expressed a need, and David Cowie took an opportunity to discuss this with refurbishment staff. The

stands are being used. The consequential loss is of a bench at this part of the platform just north of the footbridge which we had been asking should be replaced.

112.4 Cllr Huddart has confirmed to Surrey C.C. that we are no longer asking for a Claygate direction sign on Copsem Lane northbound turning to Milbourne Lane. Thanks again to Jefferson Nwokeoma for his advice on this matter. Coincidentally there is new Department for Transport guidance (TAL 1/13) seeking to reduce the number of road signs, which would recommend against having this one.

112.5 The Christmas tree on The Green was successfully lit throughout the festive season, in accordance with the licence granted to CVA, with Derek Huff's help. The associated street light varied, but finished the season operating normally. The fountain light remained on correctly as Mike Bennison had intervened to secure this earlier.

112.6 The Old Claygate Lane track has a patch of water logging just north of the plank bridge (perhaps nominally in Hinchley Wood). The mud will need replacing with a substantial amount of plantings or other suitable material, and the drainage to the adjacent stream enhanced. Cllr Huddart will ask H&T to consider contractual and budgetary issues.

It was agreed to change to order of the agenda to take Item 17- Claygate car parks.

At the Highways & Transportation meeting in December 2012 it was reported that EBC intend to increase car parking charges from 1 April 2013. EBC made a unilateral decision to accept the Buchanan report which reviewed car parks and recommended raising charges. It was also noted at this meeting that EBC may be planning to sell the two Claygate car parks. It is believed that both Claygate car parks run at a loss, but overall, car park revenue for EBC is over 1 million pounds. The main cause of the loss on the Claygate car parks is because car parks are charged a business rates and the method of calculation for car park revenue is the same for all the Borough car parks and is not generated for each car park so may not give a true picture. It was also noted that there is no data on Saturday or Sunday parking.

EBC Cabinet policy is that each individual car park should operate on a net surplus. The meeting on the 4 July 2012 looked at the findings of a professional review of underused car parks which recommended partial or complete disposal.

It was agreed that Claygate car parks should not just be looked at in terms of finance but in terms of service to the community and this should be stressed to EBC. The impact of the closure of the car parks would impinge badly on the local shops and the Recreation ground.

The H&T Committee agreed to draft a letter which points out our concerns to EBC and asks for specific financial information about the car parks. This letter has been circulated. It was agreed that the letter would be sent from the Clerk but it should note that it is on behalf of the entire council.

It was noted that the right of ownership and management may not include the right to sell, so it was agreed to examine the title deeds of both car parks.

AP32 Cllr Hallett to action.

It was noted that a similar threat of closure of local car parks is facing Long Ditton, Thames Ditton and Molesey. Many Borough Councillors are not happy with the situation and many affected Residents Association are also displeased.

Cllr Hayes left the meeting and the order of the agenda resumed.

113. The Environment Committee Report

Cllr Sheppard gave an oral report. All minutes have been circulated.

113.1 Cllr Sheppard made site visits to some HGS with Vanessa Relleen, Carol Manley and Gerald Abrahams to look at ways in which they could be improved. The results will be reported to the Environment Committee. Gerald Abrahams will send in quotes for the suggested work. We will also seek quotes from our current HGS contractor.

114. Communications Report

Cllr Round gave an oral report to the meeting

114.1 The last edition of Courier went for distribution in December.

114.2 Copy for the next edition is requested by the end of February as the edition will go out in March.

114.3 The last Communications working party was poorly attended. Ideas are needed for items regarding the Parish Council. CPC has 4 out of the 8 pages- so suggestions for articles are requested from all Councillors.

It was suggested:

- i. the number of pages could be reduced.
- ii. An article could be included about the Lower Mole Countryside project and the work they have planned for Claygate.
- iii. An article could be included about the new Police Commissioner, Kevin Hurley.

iv. An article could be included about the working and members of the CVA.

114.4 Councils are being offered a new way to alert residents to the fact they have embraced social media, with the national launch of the Social Media Friendly Mark. The mark can be affixed to websites, meeting agendas and the other publications, letters and pamphlets councils send to residents, to advise people of their local authority's commitment to social media reporting. It can also indicate the availability of wi-fi in public buildings for live tweeting, blogging and taking and uploading photos.

This was discussed and it was decided that CPC did not want to use Twitter, Facebook or Flickr at this time. It was agreed to apply for a QR code and this could be included on CPC communications such as agenda.

AP33 Cllr Coomes to action.

115. Finance Report

115.1 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.

115.2 One question was received by the Clerk prior to the meeting. This was why payments were still being made to Thames Water when the account is in credit. The Clerk has telephoned Thames Water three times about this matter and the Clerk has been now assured that no further payment will be taken whilst the account remains in credit.

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

115.4 All payments made since the last meeting were APPROVED.

116. Plan for Expenditure

A copy of the detailed Income & Expenditure by budget Expenditure 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.

The review of finance showed a balance of about **£7,500** for the year after all expenses have been taken into consideration.

It was noted that:-

- i. the Environment Committee hopes to spend the remainder of its budget on HGS projects.
- ii. the amount required for Christmas lights is still not known as it has been difficult to find a supplier for new Christmas trees.
- iii. The amount charged for the electrical testing is still not known.

117. NALC/SCAPTC Subscription

At the budget meeting, subscriptions for the next financial year were estimated using a 2.4% increase this being the CPI figure available in September/October. The SCAPTC subscription for 2012/2013 was £1188.99, so a 2.4% increase would be £28.53. This would mean that an estimated figure for the SCAPTC subscription for the next financial year would be £1217.41. The actual figure required is £1,249.66. This is only partly due to an increase in the number of electors (58). As CPC have made a point of holding down their administration costs, Cllr Round queried this increase with Trevor Leggo. He replied that subscriptions were discussed at the recent management meeting. The decision was a two stage process (a) to peg the subs of the 6 largest councils at 12/13 level for next year and (b) carry out a review of the methodology of subs calculation during the next few months.

It was agreed that we are not happy with this increase which appears to penalise smaller councils and we will write again to Trevor Leggo to state that is becoming more difficult to justify our membership. SCAPTC subscriptions are quite a large proportion of our precept and we will ask that the level of the precept is included in the formula used to calculate SCAPTC subscriptions.

AP34 Cllr Round to action.

118. Dispensation Applications

Under previous legislation, Councillors were given an automatic dispensation to allow them to discuss and set the precept. The Localism Act does not provide such an automatic dispensation, but allows a Council the right under s33 (1) to grant a dispensation to a member who has a Disclosable Pecuniary Interest to participate in any discussion of a matter of a meeting and /or to vote on the matter at the meeting. Consequently, each member is required to request in writing a dispensation to discuss and make the budget and precept. Dispensation forms have been received from all Councillors.

Resolution 1.

It is RESOLVED that this Council can consider and grant dispensations under the Localism Act 2011 Part 1 Chapter 7 scheme.

PROPOSED by Shirley Round

SECONDED by Anthony Sheppard
AGREED unanimously

The Clerk signed all the forms. All Councillors are now entitled for a period of four years to discuss and set the budget and precept.

119. Budget and Precept for 2013/14

The budget meeting was held on 15 Nov 2013; notes and the relevant spreadsheets were circulated. The precept was informally agreed at £48,000.

It was noted at the Budget meeting that:-

- i. the precept has been held at this figure for 8 years. When the Parish Council first began, little money was spent so large reserves were built up. In the last few years the reserves have been spent, so that there is now only about £8k.
- ii. the article in the Courier should inform the electorate that, despite large grants being awarded recently, the precept will not rise this year, but there will almost certainly have to be an increase next year. Residents should be reassured that even if there is a rise, this will only mean by a few pounds. The article should also mention that there has been a decrease in administration costs and that the Parish Council is not just a body awarding grants, but that it does so much more for the village. The fact that the Parish Council does a good job on a small amount of funding should be emphasised.
- iii. It may also be useful to carry out a comparison of our precept with the EBC council tax and funding required by SCC.
- iv. if a councillor resigns, an election may have to be called costing in the region of £5k.

It was agreed that the budget had been pared to the bone, so reserves are now falling and an increase will be needed in the next financial year in order to be able to respond to the needs of the community.

The meeting with EBC Officers was noted (Item 109.1) and the cooperation by EBC welcomed. EBC propose to pass on part of the grant which they will receive from the Government so that our precept will not be affected by the changes to Council tax benefits. If the precept is set at £48,000, EBC proposes a grant of £2,360 (subject to ratification by full Council in February).

It was noted that most Parish Councils may set their precepts later this year as they may not know if they will receive a grant from their Borough Council. It was agreed that we will go ahead on setting the precept as EBC have assured us that a grant will be forthcoming, but that the resolution should carry the condition that the precept figure includes the proposed grant from EBC.

Resolution 2.

It is RESOLVED that a precept of £48,000 be levied for the financial year 2013/2014.

PROPOSED by Shirley Round

SECONDED by Kate Hallett

Cllr Huddart then proposed an amendment, that the precept should be set using a frozen Band D figure. This was **AGREED**. The amendment was **PROPOSED** by Ken Huddart

Resolution 2.

It is RESOLVED that a precept using an unchanged Band D rate of £13.91 be levied for the financial year 2013/2014.

The amendment was **SECONDED** by Noel Isaacs and **AGREED** unanimously.

Cllr Sheppard then proposed a further amendment in order to allow for the proposed grant from EBC. This was **AGREED**. The full resolution was proposed.

Resolution 2.

It is RESOLVED that a precept using an unchanged Band D rate of £13.91 be levied for the financial year 2013/2014 conditional on the provision of a grant of £2,360 by Elmbridge Borough Council.

PROPOSED by Anthony Sheppard

SECONDED by Geoff Herbert

AGREED unanimously

It was agreed that Cllr Sheppard will circulate the amended spreadsheets and the Clerk will inform EBC of the precept required for 2013/2014.

It was noted that EBC intend to increase Council Tax as high as they allowed before having to hold a referendum.

Post meeting note: the Clerk will circulate the agreed budget figures showing the relevant power- *Appendix 1*.

120. The Green & Derwent Close

120.1 At the last meeting it was agreed to seek to enlist the support of the Hare & Hounds PH. Cllr Huddart spoke to Peter Linacre, the manager of the Hare & Hounds and is awaiting his response on this matter.

120.2 The CVA has agreed their support and will put this in writing.

120.3 The three Claygate Ward Councillors have agreed support.

120.4 Cllr Hayes will speak to the shopkeepers once we know that we have the Hare & Hounds on board.

121. Claygate Car Parks

Already dealt with.

122. Bench for The Parade

The brick bed in The Parade has been rebuilt and refurbished. The bench has been repositioned so that it faces the pedestrian crossing. At the last meeting CPC resolved to fund another bench at the other side of the bed facing down The Parade.

We have now been advised that due to the position of a lamppost and a manhole cover that the bench cannot be located next to the bed. It was agreed not to go ahead with the project.

123. Village meeting

The Village meeting will be on 16 May 2013. The Chairman announced that the new Police Commissioner, Kevin Hurley, has been provisionally invited to speak at the meeting. It was AGREED that he will be an excellent speaker. The banner will be used to advertise that he will be speaking and an article on the new Commissioner included in the next Courier.

124. Matters for information only

124.1 A Parade shopkeeper has been described in the local newspaper as a ‘model Citizen’ because of his co-operation with a Highway officer’s request to keep the footway clear of his produce.

124.2 A letter of resignation has been received from Jimmy Cartwright as he and Audrey will shortly be moving to Sussex. The Clerk will inform EBC Electoral Services. It was agreed to send a small token and card to thank Cllr Cartwright for his many years of services to CPC.

124.3 For the first time since the new tank was installed in Hare Lane Green the sewers overflowed on Christmas Day. The Environment Agency acted very quickly and workers arrived on Christmas afternoon to unblock the stopped-up culvert. It was very difficult to get hold of anyone from Thames Water- but someone eventually arrived to sort out the problem. The pump could not cope with the huge amount of rainwater. It was noted that the drain on Raleigh Drive is blocked.

125. Date of next Meeting

The next meeting will be:-

Thurs 14 March 2013 at 7.30 pm in the Small Village Hall –apologies from NI

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

Date.....

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