

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

ii. CPC is very fortunate to have the choice of three excellent candidates.

151. Confirmation of the Minutes

The minutes of the special meeting of 29 Jan 2014 were then confirmed and signed.

152. To Report on the Actioning of Items from the last Meetings

Meeting held 2 Jan 2014

AP 56- *Thames Water*- agenda item

AP 57- *precept article*- done by Cllr Sheppard- corrected after the meeting on 29 Jan 2014.

AP 58- *letter re precept*- done by the Clerk; corrected after the meeting on 29 Jan 2014. Delivered to EBC by Cllr Sheppard

AP 59- *grit supplies*- agenda item

AP 60- *schools consultation*- Cllr Sugden drafted a reply from CPC, but it was unclear from the forms if an organisation such as CPC could submit a comment. It became apparent that the consultation had provoked strong and differing views within the village, so the comments which CPC had agreed were not representative of the whole village. This information was circulated and then councillors were asked to submit comments as individuals if they so wished. Cllrs. Marshall & Sheppard have submitted comments.

AP 61- *fountain*- Cllr Sheppard inspected the fountain. The lettering is fine and the fountain does not need any other work. The lettering to the horsetrough is not suitable for painting.

AP 62- *response to Ian Yates*- done

AP 63- *SW Trains*- CIB held a meeting with Phil Dominey of SW Trains- so they are dealing with this.

AP 64- *Francis Boff reply*- done

AP 65- *Standing Orders*- agenda item

AP 66- *CRGT*- agenda item

Meeting held 29 Jan 2014

AP 58- *revised precept letter*- done

AP 67- *letter to SCC re pensions*- Cllr Sheppard wrote to SCC and copied it to Mike Bennison and Trevor Leggo. Trevor Leggo was supposed to be organisation a county-wide meeting, but nothing more has been heard.

Helen Maguire arrived at the meeting. She was informed that she had been co-opted as a Councillor and took a seat at the meeting.

153. Report from the Chairman

153.1 Cllr Sheppard has circulated an email asking for Councillors to consider the Chairmanship for the next year (to be decided at the May PC meeting). For the sake of continuity, it would be best to have a Councillor who intends to stand at the 2015 elections. Cllr Sheppard does not intend to stand.

153.2 The Chairman has had an informal meeting with Steve Wells and Helen Maguire about the CRGT. The CRGT has been spending a huge amount of time negotiating with EBC. It is known that EBC may be interested in other models of the way the CRGT relates to Claygate i.e. ownership of the ground being transferred to CPC. A meeting needs to be arranged with CPC, CRGT and EBC to see if this is possible without increasing the tax bill for Claygate residents.

Cllr Maguire then reported:- The CRGT would like stronger links to the community. At the moment only 3 councillors out of 60 at EBC represent the CRGT to Claygate, if CPC owned the ground then there would be 10 councillors representing the CRGT to Claygate.

It was AGREED that Cllrs Sheppard, Hallett and Herbert will discuss this issue with the CRGT and report back to the next meeting.

AP69 Cllrs Sheppard, Hallett and Herbert to action.

154. Report from the Parish Clerk

154.1 We have been advised that it may be best to change the date for the Strategy Meeting scheduled for 5 June due to a party in the main hall. It was agreed that, rather than change the date, we will change the venue. The Clerk will arrange for the Youth Club.

Post meeting note; the YC has been booked

154.2 Ride London will take place on 10 Aug 2014- although it will not directly affect Claygate.

Cllr Hallett declared an interest in this matter as an employee of TfL.

Each year the route is altered, so it may come through Claygate in future years.

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154.3 Helen Maguire signed her Declaration of Acceptance and the Clerk counter signed it. A copy will be sent to EBC.

154.4 BT has proposed that the telephone box in the garden of Grosvenor Billinghamurst will be removed unless an annual payment of £350 is made. Grosvenor Billinghamurst has asked the Parish Council if it would be willing to pay this annual amount to keep the box. Many emails from the traders have been received by the Clerk- not one of them wants to retain the box. After a discussion it was agreed that, as most people now have mobile phones, the box is not sufficiently used to justify the cost of £350. The Clerk will inform Grosvenor Billinghamurst that CPC agree to the removal of the box.

AP70 The Clerk to action.

155. The Planning Committee Report

Cllr O'Brien circulated a report prior to the meeting.

Minutes of the Planning Committee have been circulated.

155.1 Barwell Farm- 40 acre field-this continues to be monitored

155.2 Application **2013/5039- Oaken Lane Sports centre**– *variation of Condition 4 (tree protection) of permission 2011/6407 to allow various trees to be pruned or removed* has been received. The Tree Wardens compiled a very comprehensive report on this matter; reporting on individual trees in detail. The summation to EBC was:-

1. The site no longer looks like a Green Belt site which is disappointing. Work done has been incomplete or incorrect changing a rural setting to an urban site; in particular the recent mass planting of laurel hedging, this contravenes the mix of hedging planting agreed in the original planning application.
2. Maintenance of the existing and new trees and shrubs should be to the correct standard, many are suffering due to neglect.
3. The applicant should correct all the planting which had been specified; in particular the hedging which is in the wrong place and not as specified.
4. As the applicant has failed to carry out the conditions of planning permission 2011/6407, no new work should be permitted until the previous conditions are met.

It was agreed that this was an excellent assessment by the Tree Wardens and great credit should be given to them.

AP71 The Clerk to action.

155.3 The owner of Vale Farm has made an application **2014/0274 – Vale Farm, Vale Road – Use of existing outbuilding as a 3 bedroomed house for a period of 24 months.**

155.4 The consultation on EBC's proposed submission Development Management Plan ends on 17 March. This will be discussed at the next Planning meeting.

156. The Highways & Transportation Committee Report

Cllr Huddart gave an oral report to the meeting.

156.1 Cllrs Hallett, Herbert and Sheppard have finished drafting the parking survey. Cllr Herbert has found a free online survey so Resolution 1 is withdrawn.

Resolution 1

It is RESOLVED that the Council takes out a 2 month subscription to SurveyMonkey's 'Select' service at a cost of £48 (plus 15p per response for responses in excess of 1000 per month).

WITHDRAWN

156.2 The dropped kerbs have been marked out and are being installed in Derwent Close. The one at the bus stop outside Boots has been marked out. These dropped kerbs were negotiated by Cllr Huddart with SCC. SCC will be paying for them.

156.3 A bilateral meeting took place in the afternoon of 6th March 2014 between EBC and CPC with regard to parking matters. Matters to be noted:-

- i. CPC needs to arrange a meeting with Anthony Jeziorski to discuss the possible daytime opening of the footpath between Torrington Lodge car park and Hare Lane. CRGT will be invited to the meeting as an interested party.
- ii. Permits have been given by EBC to allow visiting sports teams to park for free in the EBC car parks, but only 10 per match.
- iii. Since the leaflet drop, the number of season ticket holders in Torrington Lodge car park has doubled from 7 to 14. Cllr Hallett has had more leaflets printed and another drop will be undertaken.

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- iv. EBC is prepared to offer discounted season tickets at £122 to those residents with nowhere else to park other than a car park. Congratulations were given on achieving this as it is a softening of the EBC position. EBC will not, however, offer a discount for traders in village car parks.
- v. SCC is undertaking a parking review in May; this will go to the Local Committee in June 2014. The next review will be June 2015.
- vi. The standard minimum SCC charge for a residents permit in a CPZ is £50 for the first car and £75 for each additional car. A visitors permit costs £2.
- vii. The appearance of Torrington Lodge car park in the Settlement ID Plan is a statement of potential opportunity, not a plan. We would be consulted if EBC have any plans to sell the whole or part of the car park.

156.4 SCC intend to remove the second disabled bay outside the Co-op. Moving a second bay to outside the chemist will not be considered until the next parking review.

156.5 Common Road was resurfaced 2 months ago, but workmen are in the process of redoing it again. Whilst they have been resurfacing they have removed all the dropped kerbs along the road from the church hall. It was agreed to write to Cllr Mike Bennison to ask why the work is being re-done and hope that SCC are not paying twice for this work.

AP72 The Clerk to action.

156.6 It was noted that double yellow lines were put down in Dalmore Avenue, but they are already coming off. Also, lines were painted, then the road was re-tarmaced and the lines were covered up. It was agreed to ask SCC for an explanation about this matter.

AP73 The Clerk to contact Ricky Hill.

157. The Environment Committee Report

Cllr Sheppard gave an oral report to the meeting.

157.1. Cllr Sheppard will inspect the stones at the base of the fountain to see if they have moved.

AP74 Cllr Sheppard to action.

157.2 Flooding of The Rythe and sewer overflows occurred at the end of Raleigh Drive on 24 December. Cllr Sheppard has contacted Thames Water about the flooding several times but had no reply. Their customer service is chaotic. So, following the last Environment Committee, the Parish Council formally complained to the Environment Agency. Despite their immense problems with the country-wide flooding, the Environment Agency has replied, and Cllr Sheppard will meet them next week.

157.3 The Woodstock triangle has damage from run-overs at both ends. The Clerk will ask Paul to repair this damage.

AP75 The Clerk to action.

Post meeting note: the Clerk spoke to Paul who says he has repaired damage, but it keeps happening.

158. Communications Report

Cllr Sheppard gave an oral report to the meeting

158.1 The Courier has gone to press.

158.2 Even though Cllr Round has resigned as a councillor, she will organise this Courier and the summer one. The Chairman reminded the meeting that a Councillor as Chair is required and someone to take on the Courier is also required.

158.3 Cllr Maguire inquired about getting advertising in the magazine to reduce costs. Claygate Life used to have adverts to offset the cost of production, but organising the advertising was a great deal of work. The view has always been taken not to have advertising in the Courier, but this could be looked at again.

159. Finance Report

159.1 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.

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

159.3 All payments made since the last meeting were APPROVED.

159.4 Cllr Marshall agreed to be a cheque signatory to replace Cllr Round. The Clerk will inform the banks.

AP76 The Clerk to action

160. Plan for Expenditure

160.1 A copy of the detailed Income & Expenditure by budget was circulated prior to the meeting. Accounts information was included which showed:-

- i. notes to the accounts
- ii. an analysis of 'Miscellaneous', 'Other Grants', 'Chairman's Allowance' and 'Public Projects'.

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iii. a rough breakdown of the current financial situation.
No questions were raised.

161. Grant for CRGT

The CRGT have applied for a grant for a table-tennis table for the Recreation Ground.

Resolution 3

It is RESOLVED that the Council awards a grant of £1,600 to the CRGT in order to purchase a table tennis table for the Recreation Ground.

PROPOSED by Mary Marshall

An amendment was proposed by Cllr Hallett- ‘...in order to contribute to the purchase of.....’
Seconded by Mark Sugden
Agreed by Mary Marshall.

A discussion took place about the cost of the table. There are cheaper alternatives, but these may not be as robust.

Cllr Marshall proposed an amendment to her own resolution- ‘... a grant of up to £1600...’

The amended resolution was put before the meeting.

Resolution 3

It is RESOLVED that the Council awards a grant of up to £1,600 to the CRGT in order to contribute to the purchase of a table tennis table for the Recreation Ground.

PROPOSED by Mary Marshall

SECONDED by Michael O’Brien

6 FOR

3 ABSTENTIONS

Cllr Marshall will inform Steve Wells and speak to him about cheaper options so that we can ensure that best value is being obtained.

AP77 Cllr Marshall to action

162. Cardiac Defibrillators

Cllr Coomes gave a report to the meeting.

Our application to the British Heart Foundation has not yet been processed as the foundation has been inundated with applications from all over the country. Some bodies have had to wait 18 months for their applications to be accepted. We will have to wait until the start of the new financial year before ours will be processed.

163. Community Assets

163.1 Under the Localism Act, there are provisions whose purpose is to preserve and enhance land and buildings as Community Assets. It is intended to give communities a right to identify a building or other land that they believe to be or will be of importance to the community’s social well-being. The system enables a parish to apply to the district council to list the asset as an asset of community value (a community nomination). If the nominated asset meets the definition in regulations then the district council will list it subject to the owner having the right to an internal review and right of appeal to an independent tribunal. In July 2013 CPC submitted a list of land/buildings which were identified as being important to Claygate. EBC replied that, before any formal consideration can be given regarding the Assets contained within the letter, the Parish Council needs to submit their nominations in accordance with the statutory scheme, particularly the matters prescribed by Regulation 6 of the Assets of Community Value (England) Regulations 2012.

Therefore the Council will need the following details in respect of each piece of land:-

- a description of the land including its proposed boundaries for the purposes of protection (not necessarily the same as ownership boundaries)
- any information the parish has about the freeholders, leaseholders and current occupants of the land
- the reason for nominating the asset, explaining why the parish believes the asset meets the definition in the Act

It was agreed that this would be a great deal of work. Cllr Hallett agreed to assist the Clerk

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AP78 Cllr Hallett and the Clerk to action

163.2 It was noted that there is another provision, Community Asset Transfer, where items owned by a public body can be transferred to another group at below market price. It is not known if the transfer can be to another public body.

164. Village Meeting

164.1 It was agreed that we will have a key-note speaker for the meeting. Suggestions were:-

- i. Chair of Governors for Claygate School
- ii. Someone from the Environment Agency
- iii. Dave Page of the EBC Countryside team to talk about the effect the recent weather has had on nature and wildlife in the Borough and Claygate.

AP79 The Clerk to invite Dave Page.

164.2 It was agreed that Chairs of Committee would give their own reports.

164.3 Cllr Coomes gave his apologies for the meeting.

165. Flower Show

165.1 We have been asked by the Flower Show Committee if we want a stall at the show. Cllr Marshall has a pop-up marquee which will be easier to put up than the CPC marquee. She will measure it and inform the Clerk so that we can book the correct sized pitch.

AP80 Cllr Marshall to action

165.2 It was noted that the CRGT will have a stall at the Flower Show.

166. Future of Claygate Parish Council

Cllr Huddart reported on this item. Recently the cost of the pension contributions increased dramatically. These costs have been forced upon CPC. Considering the future of the Council will indicate that the money is not necessarily available. As our overheads now exceed 50%, the question must be asked if CPC is the best organisation in the village to handle the functions we do, as there are other local organisations with much lower overheads. We need to consider what we are trying to do, what we deliver and if there are other ways of achieving this. We do have official functions, such as commenting on planning applications, but with the introduction of the Localism Act, volunteers groups are now allowed to do this. Volunteers may come forward to fill the gaps if CPC is no longer in existence.

Cllr Sheppard noted that, rather than outsourcing its current functions, CPC may be asked to take on more roles if other organisations fail or cannot afford to continue providing them.

Resolution 2

It is RESOLVED that the Council establishes a working party to analyse its functions, the ways in which these could be transferred to other organisations, and the short- and long-term financial implications.

PROPOSED by Ken Huddart

Cllr Hallett proposed an amendment:-

It is RESOLVED that the Council establishes a working party to analyse its functions, ways of working and the short- and long-term financial implications and to report any findings and recommendations to the full Council.

Cllr Huddart accepted the amendment.

The resolution was put before Council and was seconded by Alex Coomes.

AGREED UNANIMOUSLY

Councillors Huddart, Coomes, Maguire, Sugden and O'Brien will form the working party and will report back to the Strategy Meeting on 5 June 2014 which will be held in the Youth Club.

167. Snow Scheme

167.1 The licenses have been obtained from SCC for:-

- i. Dalmore Avenue/Hare Lane -on the Firs Highway Garden Site
- ii. Foley Road -at junction with Coverts Road on the Firs Highway Garden Site
- iii. Corner of Hare Lane and Station Approach- opposite Station Road at the back of the footway next to railway bridge abutment

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167.2 Only one supplier of grit/bins has been given by SCC. Cllr Marshall has the name of another. Cllr Hallett will research a third supplier, then a decision will be made and the bins purchased.

168. Amendment to Standing Orders

Amended Standing Orders were accepted at the last meeting. One final check of the amended orders revealed that SO19 did not reflect how we handle financial information. Both the existing orders and the proposed amendment had been circulated to all councillors.

Resolution 4

It is RESOLVED that the Council ratifies the amendment to Standing Order 19 dated February 2014 laid before the meeting.

PROPOSED by Anthony Sheppard

SECONDED by Mark Sugden

AGREED UNANIMOUSLY

169. Parish Council Representative for CRGT

CRGT had requested that the Parish Council nominate a representative Trustee. The Parish Council representative will be a Trustee with all the implications that entails. Cllr Sugden is prepared to take on this responsibility. He was previously a Trustee for two years in his capacity as a resident and currently serves as an Advisor to the CRGT.

It was **AGREED** that Cllr Sugden should be the CPC representative on the CRGT. He was thanked.

170. Matters for information only

170.1 Repairs to the road have been undertaken at Littleworth Road. The camber has been improved .

170.2 The extreme weather over the Christmas period has destroyed about half of the Christmas trees. The CVA will assess the damage.

171. Date of next Meeting

The next meeting will be:-

Thursday 15 May 2014 in the Small Village Hall

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.