

**DRAFT**  
**Minutes of the Meeting of the Council**  
**held at 7.30pm on Thursday 13<sup>th</sup> September 2018**  
**in Small Hall, Claygate Village Hall, Claygate**

**Present:**           **Chairman:** Xingang Wang  
                          **Councillors:** John Bamford, Bill Chilcott, Mark Sugden, Bernadette Pearce,  
                          Ken Huddart, Anthony Marques and Tony Shearman.

**In attendance:** Parish Clerk & RFO: Shirley Round  
                          One member of the public

**67/1     To accept apologies for absence**

Clls Geoff Herbert and Julian Way with reasons.

**68/2     Declarations of Interest in Items on the Agenda**

**Cllr Xingang Wang:** Magistrate and Co-ordinator of Claygate Speed Watch.

Director ZW Properties

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

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

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

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

**Cllr Bernadette Pearce:** Employed by Kingston College, Secretary Outreach Group, Church of the Holy Name, Esher.

**Cllr Tony Shearman:** Chairman of Claygate Royal's Football Club, Organiser of 'Gig on the Rec'.

**69/3     To confirm the Minutes of the Meeting held on 12<sup>th</sup> July 2018**

The Minutes of the Meeting of 12<sup>th</sup> July 2018 had been circulated. Two minor amendments were made as follows:

Minute 60.9 12<sup>th</sup> changed to 13<sup>th</sup> September

Minute 63 AP 20 changed to AP 21

The Minutes were then agreed and signed signed by Cllr Wang (Vice Chairman).

**70/4     To report on the actioning of items from previous Minutes and decide any action arising**

AP2 Inspection of Assets – DONE (see agenda item 72 (Clerk's report)

AP4 Appointment of a Data Protection Officer. (Agenda item 21) Remove.

AP6 Policy for Dealing with Press & Media – OUTSTANDING Item deferred to next meeting.

AP15 Forward copy of CIL Policy to Councillors DONE

AP16 Confirm 1<sup>st</sup> Claygate Scout Band will not be attending Claygate Remembrance Day Parade. Confirmed. DONE

AP17 Review of Risk Assessments has been placed on the E & L Agenda. DONE

AP18 Cost of Courier delivery confirmed. DONE

AP19 Printing and delivery of Summer of Courier. DONE  
AP20 Freedom of Information Policy placed on website. DONE  
AP21 Terms of Reference for Finance Working Party. OUTSTANDING.  
Cllrs Bamford, Pearce and the Clerk will meet to discuss.

*At this point, and with the unanimous approval of the Council, it was agreed to take Agenda item 88*

**88/22 To discuss the Claygate Recreation Ground Trust application for a grant towards the cost incurred in hiring Bailiffs on 4<sup>th</sup> August 2018.**

A grant application has been received from CRGT and circulated to all Councillors. The total cost of employing Bailiffs to deal with the traveller incursion amounted to £5,870. Helen Maguire (Chairman of CRGT) informed the meeting that to date they had received £1,000 towards this cost. Other community groups had also been approached but no commitments received to date.

It was **proposed** by Cllr Sugden, **seconded** by Cllr Pearce and **unanimously agreed** that a grant of £1,800 be awarded to CRGT from the Other Grants budget. **AP22**

**71/5 To receive the Chairman's report and decide any action arising.**

In the Chairman's absence Cllr Wang read the report.  
Cllr Herbert referred to the EBC consultation seeking views of local electors on the creation of Hersham Community Council (to be discussed under agenda item 80) encouraging Councillors to respond.  
He requested that as many Councillors as possible be available at the Claygate Remembrance Day Parade. He also requested that forward planning for the Elections in 2019 be discussed.

**72/6 To receive the report from the Parish Clerk & RFO**

The Clerk's report had been circulated prior to the meeting.  
72.1 Notice of successful completion of external audit has been received from PKL Littlejohn. The Clerk was thanked for completing and submitting the forms.  
72.2 Two quotes have been received for a high level inspection of the bus shelter and the village sign: £595 plus VAT from a company recommended by EBC and Skanska (recommended by SCC) no charge.

It was **unanimously agreed** to ask Skanska to perform the high level inspection. **AP23**

72.3 Elmbridge Silver & Gold Club has decided to withdraw their grant application at present. The application will be kept on file.  
72.4 A notice relating to the infestation by Oak Processionary Moth on Meadow Road Green has been printed and circulated to Meadow Road residents.  
72.5 Notification of the change to cheque signatory forms have been completed and will be sent to Unity Trust and Cambridge BS.  
72.5 Cllrs Marques and Sugden will be attending the Annual General Meeting of SSALC on 15<sup>th</sup> November

It was **unanimously agreed** that in this instance Cllr Sugden will be asked to represent the Parish Council at the meeting.

**73/7 To receive the finance report and decide action arising.**

73.1 Bank reconciliations for each month since the start of the financial year 2018/19 through to 31<sup>st</sup> August have been prepared and signed by the Chairman.  
73.2 Cash Book (1) Unity Trust **Payments** report show all transactions from 1<sup>st</sup> July to 31<sup>st</sup> August amounting to £4,947 (including VAT). A payment of £48.92 for Flower Show leaflets refers to printing Speed Watch and Highway Trees leaflets for distribution at the Flower Show. This report will become an attachment to the minutes. **Appendix A**

It was **unanimously agreed** all payments made from 1<sup>st</sup> July to 31<sup>st</sup> August be approved.

73.3 £63,860 in Community Infrastructure Levy has been received from EBC for the period 1<sup>st</sup> October 2017 to 31<sup>st</sup> March 2018. This is shown in the Balance Sheet under EMR

2017/18. A new EMR reserve for CIL funds will be opened for each successive year.  
73.4 The balance sheet shows Reserves of £115,814; noting the provision for earmarked reserves this leaves £42,450. **Appendix B**

**74/8 To review the plan for expenditure for the balance of the year including future projects and funding and agree any action.**

It was noted a grant of £1,800 has been awarded to CRGT. Future expenditure on projects during the remainder of the year will be placed on the agenda of the Highways & Transportation, Environment & Leisure and Planning Committees. **AP24**

**75/9 To consider plans for future Community Infrastructure Levy projects and agree next steps.**

It was agreed to update the CIL policy and consult with EBC to ensure the policy complies with current legislation. Cllr Sugden agreed to contact Michael Corbett, Planning Policy Officer, EBC to discuss the Parish Council Policy. He will also about ask applications for the remaining 85% CIL collected by EBC in Claygate. **AP25**

**76/10 To consider a motion to amend the Financial Regulations and Standing Orders to include recommendations from the external auditor.**

It was proposed by Cllr Chilcott that the following amendments be made to the Financial Regulations:

- In 10.3, replace “usually by obtaining” to the end by “See Regulation 11”.
- In 11.1 b, replace “[£5,000]” with “£25,000”.
- In 11.1, insert new paragraph between g and h:  
“When it is intended to enter into a contract not more than £1,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a), the Clerk shall seek best value for money by any convenient means.”
- In 11.1 h, replace “less than £5,000” by “more than £1,000 and not more than £25,000”.
- In 11.1 h, delete “where the value is above £1,000” and “Otherwise, Regulation 10 (3) above shall apply”.

The motion was **proposed** by Cllr W. Chilcott, **seconded** by Cllr M. Sugden  
The vote was recorded as follows: 6 in favour ,1 against and 1 abstention.  
The motion was **passed**.

The Councillors thanked Cllr Chilcott for the time and effort involved in reviewing the Financial Regulations and Standing Orders.

**77/11 To consider a motion by Cllr Chilcott to set up a working party to consider required changes to Financial Regulations and Standing Orders in relation to contracts**

As a result of his inspection of the Financial Regulations and Standing Orders Cllr Chilcott felt that a more thorough review of these documents was required. It was noted the current Policies had been superseded by versions issued by NALC in 2016 and 2018 respectively. For this reason it was suggested that the working party should undertake a complete overhaul of the Policies, also bearing in mind Mark Mulberry’s recommendations.

It was **proposed** by Cllr M. Sugden, **seconded** by Cllr A Marques and **unanimously agreed** the Council amend its existing Financial Regulations 4.1 and Standing Orders 27 to align with the previous motion and that the working party is set up to further consider required changes to the Financial Regulations and Standing Orders.

It was agreed the Working Party consisting of Cllrs Herbert, Chilcott, Sugden and Bamford meet in the near future to clarify the existing Regulations and to embark on are view the new Regulations. **AP26**

**78/12 To consider preliminary plans for the 2019 Election and agree action.**

It was agreed to adopt the following timetable:  
Thursday 10<sup>th</sup> January – Parish Council Meeting + *meet and greet* interested candidates from 7pm to 7.45pm (delay beginning of Council meeting to 7 .45pm)  
Thursday 21<sup>st</sup> March – purdah period begins. Advertising for candidates ceases. It is noted that the Spring edition of Courier should contain no current Councillors’ names.  
Monday 1<sup>st</sup> April – Wednesday 3<sup>rd</sup> April (up to 4pm) nomination papers submitted to EBC.

Thursday 2<sup>nd</sup> May – Polling Day.

These dates will be included in the next edition of Courier.

**79/13 To consider the Councillors view on the content of the November issue of Courier and the necessity of using paid distributors for this issue.**

The following contributors had expressed an interest in submitting copy.

Victim Support recruitment, Elmbridge Voluntary Services (suggested by David Hinton), U3A (who meet in the village hall), Elmbridge History Society (who meet in church hall), Claygate School, Surbiton Golf Club and a Remembrance Day article from the Parish Council.

It was also suggested the Clerk contact the Claygate Day Centre and Elmbridge Eagles.

Copy is required by Friday 26<sup>th</sup> October

It was agreed paid distributors should be used on this occasion as the timeline is tight.

**80/14 To discuss and agree the formal response to EBC's consultation to seek the views of the local electors on the creation of a Hersham Community Council.**

It was agreed Claygate Parish Council would put in a formal response to the consultation.

**AP26**

Question 1: on whether or not you support the creation of a Parish Council for Hersham.

Yes (majority decision)

Question 2: if a Parish Council for Hersham is created the Petition proposes that it be called Hersham Community Council – what do you think: No comment.

Question 3: if a Parish Council is created, do you agree that there should be a total of 12 parish councillors elected to represent it: No comment.

Question 4: if a Parish Council is created it would receive funding by levying a precept on the Council Tax paid by the residents within its boundary – what do you think: No comment.

Question 5: it is proposed that no other changes be made to the electoral arrangements in respect of those areas of Elmbridge not covered by the area of the Review – what do you think: No comment.

**81/15 To discuss final arrangements for Remembrance Sunday, 11<sup>th</sup> November 2018 and agree any further action.**

The street marshals have been booked and will provide 'road closed' signs. A meeting has been arranged on 25<sup>th</sup> September with Parish Council representatives (Cllr Sugden and the Clerk), HTC and 1<sup>st</sup> Claygate Scouts to finalise arrangements.

Councillors and representatives of other organisations should meet in the Hare Lane car park at 10.15am and will leave the car park at 10.30am.

**82/16 To consider a motion by Cllr Sugden to assign a sum of up to £600 to produce and deliver (by paid distributors) a special edition of Courier to be delivered in October the purpose of which is to seek volunteer Poppy sellers and explain the Parish Council's involvement in the Remembrance Day Parade.**

It was **proposed** by Cllr M Sugden, **seconded** by Cllr B Pearce and **unanimously agreed** that an A4 double sided colour leaflet be produced for distribution late September.

The purpose of the leaflet is to encourage residents to volunteer as Poppy sellers between 26<sup>th</sup> October and 11<sup>th</sup> November.

**83/17 To note the minutes of the Planning Committee and agree necessary action.**

The Minutes of all Planning Committee meetings had been circulated prior to the meeting and copies of the Minutes are available on the Parish Council website.

Cllr Bamford updated the Council on current planning applications. As photocopied planning documents are no longer available from EBC the Planning Committee has purchased a projector to be used together with the Clerk's laptop to display plans.

**84/18 To note the minutes of Highways & Transportation Committee and agree necessary action.**

The Minutes of the Highways and Transportation Committee meetings had been circulated prior to the meeting and copies of the Minutes are available on the Parish Council website. The current items under discussion are a proposed dropped kerb in Church Road outside the recreation ground and improvements to the pedestrian crossing in Hare Lane. It is noted that High Street and Church Road (up to Blakeden Drive) will be closed overnight from 18<sup>th</sup> September for 3 nights for repairs. Buses will be diverted accordingly. The next meeting of the Local Committee will be held on 24<sup>th</sup> September at which there are expected to be a number of highways issues.

**85/19 To note the minutes of the Environment & Leisure Committee and agree necessary action.**

The Minutes of the Environment and Leisure Committee meetings had been circulated prior to the meeting and copies of the Minutes are available on the Parish Council website. Cllr Chilcott updated the Council on HGS emergency watering by volunteers during the summer and the proposed planting in the Hare Lane car park in October. He added HGS inspections will now be carried out by member of the E & L committee only. Oak Processionary Moth infestation has been found in the oaks in Meadow Road Green by the contractor whilst carrying out the agreed tree work. EBC have reported the infestation on their website. Management will be discussed at the forthcoming E & L meeting. Cllr Chilcott reported he is interested in arranging a 'plastics event' to possibly include a speaker from Friends of the Earth. He would also like to include a representative from SCC to speak about local recycling.

**86/20 To consider a report from the Communications Working Party and agree any necessary action.**

Cllr Bamford reported that CWP working party now only consisted of 2 Councillors which was putting increased pressure on himself and Cllr Way. At present the Clerk is contacting eMango directly to put agenda, minutes etc on the website and Cllr Bamford posts up news stories and Tweets. Cllr Bamford confirmed the copy, printing and distribution dates and also outlined the content of the forthcoming edition of Courier. It is intended this edition should be distributed late November.

A revised Social Media Policy has been drafted and will be presented to a subsequent Council meeting for approval.

**87/21 To report on GDPR working party.**

The working party is currently considering the Impact Statement supplied by Satswana.

**88/22 To discuss the Claygate Recreation Ground Trust application for a grant towards the cost incurred in hiring Bailiffs on 4<sup>th</sup> August 2018.**

This item was discussed at the beginning of the meeting.

**89/23 Matters for Information Only**

Johnson's Post Office: Notification has been received relating to the reconfiguration of the post office area. A notice is displayed in the shop.

**To confirm that the next meeting of the Claygate Parish Council will be held on**

**Thurs 15<sup>th</sup> November 2018 at 7.30 pm in the SVH.**

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

Date.....

Date: 03/09/2018

Claygate Parish Council

Page 1

Time: 11:08

Cashbook 1

User: SR

Unity Trust

## Payments made between 01/07/2018 and 31/08/2018

Date	Payee Name	Reference	£Total Amnt	£Creditors	£VAT	Nominal Ledger Analysis		£Amount	Transaction Details
						Nc	Centre		
03/07/2018	BT	DD	367.92		61.32	1110	101	306.60	Telephone & broadband
19/07/2018	Paul Garden Services	300502	560.00			3102	301	560.00	HGS Maintenance June
19/07/2018	Shirley Round	300503	48.92			1130	101	48.92	Flower Show leaflets
21/07/2018	Shirley Round	300504	841.08			1101	101	841.08	Clerk's salary July
21/07/2018	HMR &C	300505	244.78			1101	101	244.78	Tax & NI mth 4
27/07/2018	Vodafone	DD	30.00		5.00	1110	101	25.00	Vodafone July
14/08/2018	Piranha PR	300506	576.00		96.00	6101	601	480.00	Courier August edition
14/08/2018	Claygate Village Hall Assoc.	300507	88.25			1106	101	88.25	Hall hire July
14/08/2018	Paul Garden Services	300508	560.00			3102	301	560.00	HGS Maintenance July
18/08/2018	Shirley Round	300510	459.00			6101	601	459.00	Solopress Courier Aug edition
18/08/2018	Cllr Bill Chilcott	800509	85.50		14.25	3101	301	71.25	Water carriers, hose & reel
21/08/2018	Shirley Round	300511	841.08			1101	101	841.08	Clerk's salary August
21/08/2018	HMR &C	300512	244.78			1101	101	244.78	Tax & NI mtn 5
<b>Total Payments:</b>			4,947.31	0.00	176.57			4,770.74	

Appendix B

Printed on : 03/09/2018

Claygate Parish Council

At: 11:09

Balance Sheet as at 31st August 2018

1st April 2018

31st August 2018

<b>Current Assets</b>			
2,257	VAT Control A/c	480	
100	Petty Cash	100	
35,575	Cambridge	35,575	
1,619	Unity Trust	79,659	
<u>39,550</u>		<u>115,814</u>	
<b>39,550</b>	<b>Total Assets</b>		<b>115,814</b>
<b>Current Liabilities</b>			
61	Creditors	0	
<u>61</u>		<u>0</u>	
<b>39,489</b>	<b>Total Assets Less Current Liabilities</b>		<b>115,814</b>
<b>Represented By</b>			
29,986	General Reserves		42,450
6,000	EMR Election Fund		6,000
1,554	EMR Planning Project Enquiry		1,554
1,949	EMR Old CIL		1,949
0	EMRCIL17/18		63,860
<u>39,489</u>			<u>115,814</u>

The above statement represents fairly the financial position of the authority as at 31st August 2018 and reflects its Income and Expenditure during the year.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Responsible  
Financial