

DRAFT
Minutes of the Meeting of the Council
held at 7.30pm on Thursday 11th January 2018
in Small Hall, Claygate Village Hall, Claygate

Present: **Chairman:** Mark Sugden
 Councillors: John Bamford, Bill Chilcott, Geoff Herbert, Ken Huddart, Bernadette Pearce,
 Tony Shearman, Gavin Wilson and Xingang Wang

In attendance: Parish Clerk & RFO: Shirley Round

106. To accept apologies for absence

There were no apologies for absence.

107. Declarations of Interest in Items on the Agenda

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 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 Geoff Herbert: Co-ordinator of Neighbourhood Watch and Member of Claygate Flower Show Committee.

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 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'.

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

Cllr Gavin Wilson: Member of the Torrington Close Association. Member of Claygate Lawn Tennis Club. Chairman of Claygate Bridge Club.

108. Confirmation of the Minutes

The minutes of the meeting of 16th November 2017 had been circulated.
The minutes were agreed, and signed by the Chairman.

109. To report on the actioning of items from previous Minutes and decide any action arising

AP4 Asset Register inspections by the Parish Clerk and Cllrs Bamford and Huddart. Inspection of the Bus Shelter and Village sign required. The Clerk has inspected the Bus Shelter. **DONE** Cllr Bamford agreed to carry out a visual inspection of the Village Sign. **DONE**

AP5 Dates and times of meetings for 2019. Awaiting confirmation of Claygate Dramatic Society 2019 dates. **DONE**

AP15 Whether EBC would empty extra waste bins purchased by the Parish Council. This item will be placed on the next E & L agenda. **DONE**

AP32 Clerk to write to 1st Claygate Scouts informing them their grant application had been successful. **DONE**

AP34 Site visit to Meadow Road Green and Firs Verge. **DONE**

AP35 Clean Up Day to be placed on Agenda for E & L. **DONE**

AP36 Clerk to circulate list of clubs and associations to Councillors. **Outstanding**

AP37 Chairman to circulate a summary of guide to providing a community Defibrillator. See agenda item 123. **Remove**

AP38 Clerk to write to CRGT informing them their grant application had been approved. **DONE**

110. To receive the Chairman's report and decide any action arising.

110.1 The Chairman, together with Cllrs Huddart, Chilcott and Herbert attended a Liaison meeting with Ray Lee (Strategic Director, EBC) on 8th January. Mr. Lee confirmed that the EBC Local Plan will include plans for the number of new dwellings that have to be provided within the borough. The target number is expected to be around 621 dwellings per year over the next 20 years. EBC will be producing a further consultation document within the next 6 months. Other items included in the discussion were Flytipping, various planning matters and car park charges.

110.2 Secondary school places – to be discussed under Agenda item 119.

110.3 The Chairman has written to our MP, Dominic Raab, to ask if he would contact the CEO of Thames Water regarding the water leaks in Claygate. Cllr. Wang has produced an excellent document recording the number of leaks over the last 2 years and this was forwarded to Mr. Raab.

110.4 The Chairman was invited to attend an event at Wingham Court prior to Christmas and asked to judge the best decorated unit.

111. To receive the report from the Parish Clerk & RFO

111.1 Relating to item 91.3 of the Council meeting dated 16th November, the Clerk regretted she had been unable to include the finance papers on the website with the Agenda for this meeting. The Clerk and Chairman will discuss the items for inclusion for the March meeting.

111.2 The Parish Council domain name 'claygateparishcouncil.gov.uk' has been renewed.

111.3 The Clerk has signed up for 3 Clerk Development courses covering various aspects of her job.

111.4 A request has been received from a local resident about the state of the Manor Farm pond and whether the Parish Council could arrange with volunteers to have it cleaned. It was pointed out that the pond is on private property and although it may be something volunteers could undertake, with the landowners permission, it would also require professional advice. The Chairman agreed to speak to the landowner and seek his view. **AP 39**

111.5 A comment has been received from a resident about the smoky atmosphere in the evenings around the Green. This has been referred to the Environmental Health Officer, EBC.

111.6 Several documents relating to Data Protection legislation have been received. The Clerk will be attending a one day seminar, organised by SALC, on the matter in the hope of ascertaining the impact this will have on the Parish Council

111.7 The dates of the meetings for 2018 have been placed on the website and notice boards. The notice board at the junction of Holroyd Road and Coverts Road is now included. EBCllr Mary Marshall has pinned it up.

111.8 The Financial Regulations, Code of Conduct and Standing Orders are now on the website.

111.9 The Clerk is in the process of obtaining quotes for the Clean Up Day banners.

111.10 The Clerk arranged and attended a site meeting with Cllrs Huddart and Chilcott, together with Tree Warden Vanessa Relleen and Meadow Road residents to discuss work on the trees. A quotation will be sought on necessary remedial work.

112. To receive the finance report and decide action arising.

112.1 Bank reconciliations for each month since the start of the financial year 2017/18 through to 29th December have been prepared and signed by the Chairman.

112.2 Cash Book (1) Unity Trust **Payments** report show all transactions from 1st October to 29th December amounting to £8,396 (including VAT).

112.3 Cash Book (1) Unity Trust **Receipts** report show the receipt of £6,106 reclaimed VAT (for the period 1/4/2017 to 30/9/2018), reported at the last meeting but not banked, and £3,857 for the Highways Garden Sites maintenance grant from EBC. This afternoon we received notification of the receipt of £7,069.97 being the remainder of the CIL funds held on behalf of the Parish Council by EBC.

112.4 Cambridge Building Society account shows no change.

112.5 The Balance Sheet reflects the current financial position of the Parish Council. The general reserves stand at £71,688. This is made up of the balances in the Unity Trust Bank, Cambridge BS Petty Cash and VAT to be reclaimed. After deducting Earmarked Reserves, including the Scout Grant, the Emergency Reserve together with estimated Admin and Committee spend up to the end of the current financial year, it is expected to leave an uncommitted balance of approximately £6,600.

112.7 Payments for Approval: Motion to approve all payments from 1st November to 29th December totaling £8,396 (including VAT) was agreed.

Proposed: Cllr John Bamford

Seconded: Cllr Xingang Wang

The **motion** was **AGREED** unanimously.

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

113.1 A copy of the detailed Income and Expenditure report by budget was circulated to all Councillors prior to the meeting.

113.2 The estimated spend for the remainder of the year has been discussed at Committees.

113.3 There is planned expenditure this financial year by the Highways & Transportation Committee for a further £3,852 (a deposit of £963 having been paid in November). If the necessary agreement is received from SCC then a further £4,000 expenditure can be expected. Also quotations for tree work in Meadow Road are being requested by Environment & Leisure Committee.

113.4 The invoice for the hanging baskets has been requested. EBC has indicated they will not charge for the baskets ordered by the Parish Council as they were substandard. They will however charge for the troughs.

114 **To discuss 2018/19 budget and set the precept for 2018/19. (Appendix A)**

114.1 Proposed changes to the way in which the number of Band D dwellings are calculated has delayed Councils being able to set the rates for 2018/19. The difference in the 2 potential Band D dwellings affecting the Parish Council is only 2 houses – a difference of £28 - however, in order to keep the rate flat we do need to know from EBC what the Band D dwellings number will be. The Resolution below will enable a Precept to be set which ever scenario is adopted by EBC.

It is **RESOLVED** that this Council levy a precept of either £48,860 (if the Band D equivalent tax base for 2018/19 is confirmed by EBC as 3,453 dwellings) or £48,888 (if the Band D equivalent tax base for 2018/19 is confirmed by EBC as 3,455 dwellings) for the financial year 2018/19, holding the Band D rate at £14.15, flat to 2017/18.

Proposed: Mark Sugden

Seconded: Bernadette Pearce

The motion was **AGREED** unanimously.

114.2 The Chairman thanked the Chairs and Councillors on committees for submitting their proposed budget figures for the forthcoming year. These figures had enabled the Chairman and the Clerk to put together a budget for 2018/19 as detailed in **Appendix A**. It is intended that there should be no increase in the Band D rate and that it remains at £14.15 per household. For the purposes of the budget we are utilizing the lower of the Band D equivalent dwellings – 3,453.

It is **RESOLVED** that this Council approves a budget of £51,380 (excluding anticipated interest of £125) for the financial year 2018/19. This will be funded by a precept of £48,860 (based on an assumed Band D equivalent tax base of 3,453 dwellings for 2018/19) and a discretionary Council tax support grant from Elmbridge Borough Council of £2,520.

Proposed: Mark Sugden

Seconded: Geoff Herbert

The motion was **AGREED** unanimously.

115. To note the minutes of the Planning Committee and agree necessary action.

115.1 The Minutes of all Planning Committee meetings had been circulated prior to the meeting.

Copies of all Minutes are available on the Parish Council website.

115.2 Cllr Herbert outlined the matters currently under discussion.

i) Application 2016/2062: An Appeal has been lodge against the decision made by EBC to grant temporary permission for the retention of an existing field shelter on land south of Common Lane, Ruxley Ridge. The original application was opposed by the CPC Planning Committee. The Planning Committee debated the necessity of providing additional comments. The view of a Planning Specialist whose advice was sought by the Clerk, indicated that she could provide some wording for a further letter. The cost of examining this case in more detail and providing the draft would be based on a fee of £90 plus VAT per hour – an hour probably being sufficient.

It was **proposed**, based on the response from the Planning Specialist, that she draft a further response to the Planning Inspectorate which will be approved by the Chair of the Planning Committee prior to it being submitted to the Planning Inspectorate by the Clerk.

Proposed: Mark Sugden

Seconded: Geoff Herbert

The motion was **AGREED** unanimously.

ii) 2017/3832 109 Hare Lane: A non material amendment to 2016/1091 has been submitted which entailed putting railings in front of the window and moving the bench further onto the pavement. The Planning Committee objected to this proposal.

iii) 2017/3793 9 Glebeleands: to convert a 3 bed detached house into 4 flats had also been objected to.

iv) The storage shed on SCC owned property in Elm Road (also the site of the Youth Club): The storage shed was prominently placed adjacent to the building without planning permission. This is in the conservation area and EBC has received objections from a local resident. 2 planning applications have been withdrawn and the matter is currently the subject of an Enforcement notice.

116. To note the minutes of the Highways and Transportation Committee and agree necessary action.

116.1 The Minutes of the Highways and Transportation Committee meetings had been circulated prior to the meeting. Copies of all Minutes are available on the Parish Council website.

116.2 Cllr Huddart updated the Council on matters following the last meeting of the H & T committee.

i) Woodstock Lane horse ride and footpath: At the last meeting it was confirmed the contractor will commence work in January and a deposit of £963 was paid on 27th November. Work on the footpath (roadside vegetation clearance and footpath construction) will commence when the necessary agreement from Surrey CC has been received.

ii) Hare Lane (from The Swan to the railway bridge): This segment will be the subject of a traffic study by SCC following an appeal by residents to make this section 20mph and to also increase the width of the footpath to a minimum of 900mm.

iii) Recreational Cycling route: A potential volunteer is being approached with a view to resurrecting this project.

iv) Buses: A potential co-optee has been approached who could provide valuable information on local bus matters.

117. To note the minutes of the Environment and Leisure Committee and agree necessary action.

117.1 The Minutes of the Environment and Leisure Committee meetings had been circulated prior to the meeting. Copies of all Minutes are available on the Parish Council website.

117.2 Cllr Chilcott updated the Council on matters following the last meeting of the E & L committee.

i) Highways Garden Sites: Plans for replanting the borders surrounding the Hare Lane and Torrington Lodge car parks in 2018/19 are being considered.

- ii) Woodstock Triangle at Stevens Lane/RedLane: A solution is being sought to lessen the impact of lorries driving over the triangle and causing damage to planting. Extending the area of cobbles has been discussed but the presence of services beneath ground makes it impossible to consider this solution. Robust planting may be the solution.
- iii) Surrey Waste Local Plan: Cllr Chilcott has read the report and circulated a one-page resume and a revised copy circulated at the meeting. This report relates to the disposal of household waste by the local authority – not recycling centres used by the general public.

SCC is planning additional sites but there is no cost associated with the plan. None of the identified sites are in Claygate. SCC is obligated to plan how it disposes of waste. It was felt that there is nothing serious to object to.

The Chairman thanked Cllr Chilcott for ploughing through the document and reducing it to a one page summary. Cllr Chilcott agreed to submit any comments and requested the Councillors let him have their comments by the end of January. Any comments from the Parish Council have to be submitted by 7th February.

iv) Meadow Road Green: Quotations will be sought for work on the village green to be completed by 31st March.

v) Flytipping: The asbestos dumped in Woodstock Lane South has now been removed.

vi) Grass verges: The E & L committee noted that there was no reference to the maintenance of grass verges in their Remit. Following work done by a resident on a verge the inclusion of a point in the Remit to cover was discussed. The following Resolution was proposed by Cllr Chilcott:

It is **RESOLVED** that the following shall be added to the remit of the E&L Committee:

In cases where it is discovered that unauthorised work is being done on land that is open to the public, to advise the person doing the work against doing it, because of the possible risks; if the work is nevertheless done, and is apparently beneficial to the public, to make arrangements so that the benefit is maintained, subject to the agreement of the relevant authorities; if it is apparently harmful to the public, to ensure that the work is stopped.

Proposed by: Bill Chilcott

After considerable debate relating to the necessity of identifying potential sites, the cost of maintaining them if work is carried out and whether the Parish Council would want to take on the extra responsibility of warning residents against undertaking such work Cllr Chilcott withdrew the Resolution. The subject will be discussed further at the Environment & Leisure meeting in February.

118. To receive a report from the Communications Working Party and agree any necessary action.

118.1 Chairman apologised for the delay in producing the winter issue. This edition of Courier will be available for circulation on 16th January. It consists of 12 pages. The comments relating to abbreviations, numbering, type size and style have been addressed.

118.2 A Communications Working Party will be arranged to discuss the next edition, copy for which is due on the 11th February.

119. To discuss 2019 local secondary school places for children at Claygate Primary School and agree action.

The Chairman has been approached by local parents and by a member of the Governing Body of Claygate Primary School. The shortage of spaces and the delay in opening a new free school between Molesey/Walton has meant that children from Claygate are likely to be adversely affected due to location and the catchment areas of secondary schools.

It has been suggested that the best course of action is to try and persuade three of the Elmbridge secondary schools to take a bulge class each for 2019 and to respond as such in the Hinchley Wood School and Esher High School consultations on admissions for 2019. These consultations close on 19th and 17th January respectively.

It is **RESOLVED** that this Council submit responses to both the current Hinchley Wood Secondary School and Esher High School consultations on admissions for 2019, expressing our grave concern about the anticipated shortage of local secondary school places and the likely adverse effect on children at Claygate Primary School and request that they each take a bulge class for 2019.

Proposed: Mark Sugden
Seconded: Tony Shearman
The motion was **AGREED** unanimously.

Following the Annual Meeting in May 2017 it was agreed the Clerk would look at the current Parish Council Policies with a view to bringing them up to date and include current legislation. During the intervening period the Surrey Association of Local Councils produced 'model' policies which included all necessary updates and which can be readily adopted by Parish Councils. It was, therefore, agreed to adopt these Policies where applicable. Minor changes were made to ensure they were relevant to Claygate Parish Council. Copies of the existing Policies and the new 'model' Policies were circulated to all Councillors prior to the meeting.

120. To adopt the Surrey Association of Local Councils' Freedom of Information Model Policy to include the current Freedom of Information New Model Publication scheme 2008 already adopted.

It is **RESOLVED** that this Council adopt the Surrey Association of Local Councils' Freedom of Information Model Policy to include the current Freedom of Information New Model Publication Scheme 2008 already adopted.

Proposed: Mark Sugden
Seconded: Bernadette Pearce
The motion was **AGREED** unanimously.

121. To replace the Parish Council's current Health & Safety Policy with the SALC Health & Safety Model Policy.

It is **RESOLVED** that this Council replace its current Health & Safety Policy with the SALC Health & Safety Model Policy.

Proposed: Mark Sugden
Seconded: Gavin Wilson
The motion was **AGREED** unanimously.

122. To replace the Parish Council's current Document Retention & Disposal Scheme with the SALC Model Document Retention Policy

It is **RESOLVED** that this Council replace its current Document Retention Scheme with the SALC Model Document Retention Policy.

Proposed: Mark Sugden
Seconded: Geoff Herbert
The motion was **AGREED** unanimously.

123. To discuss the provision of a community defibrillator and agree action.

Due to the pressure on time the Chairman had been unable to produce a document for circulation. He suggested a working party be formed to consider the provision of a defibrillator and either recommend the Parish Council goes ahead with making further enquiries or that the idea is dropped. It was noted that there are already 5 defibrillators around the village although none are in a public place. **AP40 All Councillors**

124. Matters for Information Only

There were no matters for information.

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

Thurs 8th March 2018 at 7.30 pm in the SVH.

Meeting closed at 9.50pm

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

Date.....

Appendix A

CLAYGATE PARISH COUNCIL: PROPOSED BUDGET 2018/19

	18/19 Proposed.
Net Precept	£48,860
Precept Grant	2,520
Interest	125
Other	0
General Expenditure	
Salaries & ERS/NI	13,500
Accommodation	120
Training	742
Office Supplies	350
Insurance	468
Hall Hire & Storage	1,350
Telephone	840
Audit	600
Subscriptions	2,691
Equipment	250
Misc. Admin.	850
Interim admin wage	0
Bank charges	72
Chairman's Allowance	100
Pension	0
Election provision	2,000
Total with EMR	23,933
Other grants	
Youth	500
Xmas Lights	500
Other	2,000
sub total	3,000
Public Projects	
Other	2,726
Public Projects Income	0
sub total	2,726
Highways	
Footpath Maintenance	500
Bus Shelter & Bench Mtce	250
Highway Trees	500
Cycling	0
Grit Bin	250
Bridleways	5,000
Highways Income	0
sub total	6,500
Environment & Leisure	
General	1,000
Highway Gardens Sites	6,900
HGS Projects	2,000
Hanging Baskets	3,500
Leisure	500
sub total	13,900
EBC Grant	-3,734
sub total after grant	10,166
Communications	
Printing & Design	3,180
Website	1,200
Other Pubs. & Publicity	300
sub total	4,680
Planning	
General	500
Total	51,505
Total excluding interest	51,380
Net Precept+Grant	51,380
EBC Grant	2,520
Band D equiv properties	3,453
Precept	48,860
Net Band D rate	14.15