

107.1 The Chairman indicated that he had been approached by Claygate in Bloom about signing a certificate of appreciation for Rukshana and Jehan Master for their outstanding contribution to life in Claygate. Council agreed to the Chairman signing. This would also be signed by the Chair of the Claygate Village Association and presented at the switch on of the Christmas Lights on 5th December.

107.2 The Chairman noted that Bill Keir had provided, free of charge, road closed signs for use on Remembrance Sunday. It was agreed that a letter of thanks be sent by the Clerk, signed by the Chairman.

AP 36 Clerk to action

107.3 The Chairman noted that the mail redirection from the previous Parish Clerk's home had expired at the end of October. All key contacts/vendors had been notified of the change of address to the Claygate Village Hall.

108. Parish Clerk's Report

108.1 Surrey police had announced a new initiative: Policing in Your Neighbourhood to deal with reductions in funding.

108.2 The National Housing Federation in partnership with Tesco has announced a scheme where local communities can apply for grants for green space projects. There will be three rounds for applications with the first round closing on 27th November. Environment Committee to discuss further at its next meeting but it is too late to apply for the first round of funding.

109. To Receive the Finance Report and Decide Action Arising

109.1 Copies of key finance reports were circulated prior to the meeting. Some order entry reports will need to be amended to ensure that payments for Village Hall room rental are correctly coded to CVHA and not CVA (Claygate Village Association).

AP37 Clerk to action

109.2 Cambridge Building Account passbook savings account interest will reduce from 1% to 0.75% from December 2015.

109.3 Overall, significant positive variations against budget occur under administration with reduced salary/NI and accommodation allowance costs partly offset by increased hall hire and miscellaneous administration. These result from the departure of the previous Parish Clerk. Public projects show a significant overspend versus budget. This is driven by the Horse Crossing in Woodstock Lane South pioneered by Borough Cllr Mary Marshall. However, £3000 of this expenditure of £3,500 has been provided by Cty Cllr Mike Bennison from his SCC County Cllr allocation - £1000 was received last year and accrued and a further £2000 is due to be received shortly.

109.4 All payments made from the 11th August to October 30th were approved.

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

The Chairman reported that after expected future expenditure for the balance of the financial year it is anticipated reserves will be about £35,000, of which £15,000 is an emergency reserve per Council policy.

111. To Update status on Claygate Youth Club and Agree Any Necessary Action.

The Chairman reported that SCC still intended to withdraw paid Youth workers from the Youth Club but had delayed implementation and have now agreed a phased reduction. They plan to reduce from 3 to 2 evenings a week from January to end March 2016 and to 1 evening a week from April. They are seeking voluntary organisations to provide the youth work thereafter. The Chairman explained that the resolution below, if approved, would allow more time to find a longer term solution without a reduction in the current number of evenings per week and that the funding costs had been provided by SCC.

Resolution 1

It is **RESOLVED** that this Council provide funding of £1500 to SCC to enable the Claygate Youth Club to continue to operate, as current, for 3 evenings a week from January to Easter 2016.

Proposed Mark Sugden

Seconded Gary State

AGREED unanimously

AP 38 Clerk to action with SCC

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

Cllr. Herbert reported that the Government wants to push self build and custom housebuilding and that a new Bill aims to simplify and speed up the neighbourhood planning process to support communities that seek to meet local housing and other development needs through neighbourhood planning.

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

Cllr Huddart submitted a written report prior to the meeting. Cllr Shearman has collected quotes for grit bins - three bins will cost £700 above the H&T budget for this but this can be covered through underspends in other H&T budget headings. Highways and Transportation Committee to resolve at its next meeting.

AP 39 Chairman of H&T to action

114. To Note the Minutes of the Environment Committee and Update on SCC Recycling Centres Consultation and Agree Any Necessary Action.

114.1 The Environment Committee to decide on next steps on proposals for The Green and Derwent Close green space at its next meeting.

114.2 SCC consultation on re-cycling centre had closed and the results will be discussed at SCC Cabinet and Full Council in late November/early December. Options included closing some centres, reduced opening hours and charging for certain types of waste.

Resolution 2

It is **RESOLVED** that Cllr. Chilcott be allowed to join the Environment Committee.

Proposed Bill Chilcott

Seconded Geoff Herbert

AGREED unanimously

Resolution 3

It is **RESOLVED** that the Environment Committee be renamed the Environment and Leisure Committee.

Proposed Julian Way

An amendment was proposed by Councillor State to add 'and reviews its remit accordingly'.

The amended resolution now reads:

It is **RESOLVED** that the Environment Committee be renamed the Environment and Leisure Committee and reviews its remit accordingly.

Proposed Gary State

Seconded Bernadette Pearce

6 in favour and 3 against.

AGREED

Resolution 4

It is **RESOLVED** that the Environment Committee be granted £734 from Council reserves towards legal costs incurred in registering The Green and a section of land in Derwent Close as Village Greens

Proposed Geoff Herbert

Seconded Xingang Wang

AGREED unanimously

115. To Note an Update From Communications Working Party, Including the Website and Agree Any Necessary Action.

115.1 Cllr Herbert is chasing parishcouncil.net on status of new website development.

115.2 An upcoming meeting of the CWP will focus on next steps on the Courier and Communications Questionnaire.

116. To Review Reserves for Committees and Agree any Necessary Action

Standing Orders indicate that for a Committee meeting to be quorate it requires a minimum of 3 Councillors to be in attendance. Only the Planning Committee has reserves because of the 3 weekly cycle and tight time period in which it needs to feedback to EBC. Cllrs felt it unnecessary to introduce reserves for other committees.

117. To Discuss Whether the Council Should Establish Any Specific Performance Metrics and Agree any Necessary Action.

Cllr State outlined his thoughts as to whether the Council should establish some high level performance objectives and measurements to assess effectiveness. It was agreed that there would be further discussion on this matter at some time in the future.

118. To Consider the Grant Request from CVA and Agree Action.

Resolution 5.

It is **RESOLVED** that the Council agree a grant of £156.50 to the Claygate Village Association to cover the hire of the Village Hall for the Claygate 'Get Involved Day' to take place on 9th April 2016

Proposed Geoff Herbert

Seconded Bernadette Pearce

6 in favour and 2 abstentions.

AGREED

The Chairman, Mark Sugden, as a Committee Member of the CVA as declared under minute 104, elected not to vote on this resolution.

AP 40 Clerk to inform CVA

119. Matters for information purposes only.

Cllr Wilson asked why resolutions were not published along with the agenda for Parish Council meetings on the noticeboards. Cllr Sugden indicated that to his knowledge no Cllr or resident had raised this but there is no reason not to do so. Cllrs agreed that they should be published on the noticeboards along with the agenda henceforth.

120. Motion to exclude the Press and Public to discuss Staffing Matters in confidence.

Proposed Bernadette Pearce

Seconded Ken Huddart

AGREED unanimously

121. Staffing matters in confidence

Resolution 6

It is **RESOLVED** that the Chairman has the authority to spend up to £300 for additional administrator services from 21st November to 31st December 2015.

Proposed Mark Sugden

Seconded Tony Shearman

AGREED unanimously

Resolution 7

It is **RESOLVED** that the Council agree that the Parish Clerk can undertake the CiLCA programme in 2016 and that the Council will fund the costs of such training.

Proposed Mark Sugden

Seconded Ken Huddart

AGREED unanimously

122. Date of next Meeting

The next meeting will take be:

Thursday 14th January 2016 in the Small Village Hall

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

Date.....