



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

87.3 There is a Surrey Local Councils Update on 3 Dec 2014. Cllr Sheppard is booked to go.

### **88. Report from the Parish Clerk**

88.1 The Clerk has been working on the files for the registration of The Green and the Derwent Close green as village greens. The file for The Green is now with the Chairman to be finalised.

88.2 In July, the Clerk put her house on the market and informed the Council that the CPC office will have to relocate. Cllr Sugden has been looking into alternative locations. In the short term, many of the files and some of the furniture will need to be put into storage, but the Clerk is willing to continue to work from home. Cllr Sugden will arrange short-term storage.

### **89. Finance Report**

89.1 A copy of all receipts and payments from the last meeting, all payments made since the last meeting and an explanation of the accounts were circulated prior to the meeting.

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

89.3 All payments made since the last meeting were APPROVED.

89.4 We now have a current account with Unity Trust and a deposit account with the Cambridge Building Society. We have transferred £10,000 to the Cambridge as the interest rate is better.

89.5 The Annual Return has been seen by the external auditors who found no problems. The accounts and statutory information have been advertised on the notice board for the legal time period, so the audit is now complete.

### **90. Plan for Expenditure**

90.1 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'.
- iii. a rough breakdown of the current financial situation.

It was noted that:-

- i. the unbudgeted expenditure for the repair of the Millennium Sign will be subject to partial funding from Cllr Mike Bennison. Cllr Bennison is providing a grant of £1,000, leaving £950 from CPC.
- ii. expenditure will be required for repairs to the fountain.
- iii. a grant application has been received from Claygate Casuals
- iv. a donation of £400 has been received from a film company that has been filming around the village. Damage has been caused by the company in Holroyd road, but Cllr Marshall will ensure that repairs are made. A resident was unhappy with the filming, but was placated when they were told of the donation. It was agreed that an article could be written for the Courier about the filming and donation.

90.2 The Budget meeting was held in October. Thanks were given to Cllr Sheppard for all his work on the budget. He noted that in the latest spreadsheet there were a couple of mathematical mistakes and there has been an extra bid from H&T for footpath repair. These will be corrected prior to the January meeting when the budget will be formally agreed.

90.3 EBC has agreed that the precept grant will increase by CPI. They will inform us of the Band D rate after the EBC Council meeting on 3 Dec 2014.

### **91. Election Costs and Review**

#### **91.1 Election Costs**

Cllr Sugden has obtained information from EBC on the ways we could reduce the potential cost of the 2015 elections. Costs for 2015 are estimated at £7788 - this assumes a separate poll card for the Parish at £1800.

We do not, however, need a poll card or to be included on any other poll card at all according to law, thus potentially saving £1800 if the CPC opted to not do so. Alternatively, we could be included on a common poll card with the General Election and Borough which would be split 3 ways and cost CPC £600 not £1800, thus 'saving' £1200. We are not legally obliged to have a poll card at all, but it was agreed that this may lead to confusion, so a joint poll card would be the best option, meaning that costs will be brought down to £6,600.

It was noted that the cost of postal voting is high and more people are using this method. The cost of a postal vote has increased dramatically since 2005 and is set to increase by at least another 3% during 2015-19 due to postage costs. This will have to be built into the budget.

Cllr Sheppard will circulate the amended budget figures prior to January.

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It is not known if there will be any charges incurred if we do not have an election due to not enough candidates. Cllr Sugden will ask Alex Mammous

### **AP32 Cllr Sugden to action**

#### 91.2 Election Review

Currently EBC holds elections by thirds, but is looking into the process of all-out elections every 4 years. The meeting to decide whether the Council wishes to change will be on Monday 17 Nov and will require a 2/3rds majority of those present to agree.

The Boundary Commission will look at whether boundary changes should take place. The impact of any proposed changes on CPC is unclear. It may be that the EBC Ward boundaries may change, but the CPC boundary will not; meaning that the parish boundary could straddle different wards. If EBC moves to 4-year elections, they will insist on 3 member Wards. Hinchley Wood currently has only 2 members; so there may be significant changes. There may also be an effect on the elections; CPC may have to hold another election in 2016 after just holding one in 2015, or all Councillors may have to stay in office for a 5-year term until 2016. After the Boundary Commission reports the matter will go out to consultation.

#### 92. Pension Policy

92.1 We have received a request from SCC that we need a new Pensions Policy; they have supplied a template. The Staffing Committee will agree the new policy.

### **AP33 The Staffing Committee to action**

92.2 Cllr Sugden and Sheppard met with SCC Pensions Officers about changes made to the pension arrangements earlier this year. The situation will not change, the only concession they will make is to allow CPC to pay the deficit of £3,000 in two instalments.

#### 93. EBC/CPC Liaison Meeting

An EBC/CPC liaison meeting was held on 5 November 2014 with Ray Lee, Alex Mammous, Noel Isaacs, Anthony Sheppard, Ken Huddart, Mary Marshall, Helen McGuire and Mark Sugden. The following topics were discussed:-

##### 1. First half hour free parking in EBC car parks

A recent survey carried out by CPC had shown strong support on convenience grounds for 1<sup>st</sup> half hour free parking in village car parks. CPC asked what impact this might have. Ray Lee has asked the parking team for an update on usage, but pointed out that the ½ and 1 hour parkers were the key earners and aimed to break even. EBC is currently two years into a locked in 3 year charging regime. The option of change machines and developing a payment App was discussed. Ray Lee will forward information from the parking team.

##### 2. Election Issues

CPC are looking for ways to reduce their costs and asked if they could be included in the same Postal Ballot mailing as the Borough election. Alex Mammous explained why this was not possible. CPC asked why the number of counting assistants was being increased. Alex Mammous explained that an additional eight counting assistants would be used solely for counting the Parish election votes. CPC asked for guidance on budgeting for election costs. Alex Mammous commented that one of the fastest growing cost elements was postage.

CPC asked about election timelines and guidance on Purdah. Alex Mammous provided some information and directed Councillors to the Electoral Commission website for further guidance for prospective candidates. CPC asked about the implication of the choice between all-out elections and election by thirds on current Wards. Alex Mammous confirmed she is in contact with the Boundary Commission but it was unlikely there would be any impact on CPC, though Borough Ward boundaries could possibly be changed while the Parish boundary remained the same. A decision on whether the Council opts for all-outs or not will be made on 17<sup>th</sup> November.

*(Post meeting note: EBC decided to retain the current elections by thirds)*

##### 3. Planning issues

- East Area Planning Committee- attitude to CPC .CPC is unhappy about the Protocol Consultation report going to Planning Committee on 18 November. Ray Lee explained the background. CPC are reviewing the 'e' categories.
- Officers names on website.CPC raised concerns that it was not always clear who the relevant case officer is dealing with a particular application. Ray Lee advised that the name of the Officer is shown in the 'Contacts' section.
- EBC going paperless

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- EBC agreed to provide CPC with an A3 printer.

#### 4. EBC policy on Traveller sites and incursions

Ray Lee outlined the role of the Gypsy and Traveller liaison officers and the Council's policy for dealing with incursions. For incursions on Council owned land, officers meet with the police and lawyers, and it can take up to 6 days to obtain an order from the court for removal. If an incursion is on private land officers visit and advise landowners who can seek removal within 48 hours. Ray Lee will check if Claygate Recreation Ground is classified as private or Council owned.

CPC raised a number of concerns about the use of the Oaks site. Ray Lee will ask the Gypsy and Traveller liaison officers and planning enforcement officers to visit the site to look into the concerns raised.

#### 5. CIL

Ray Lee confirmed that a cheque for Claygate collected CIL moneys will be sent to CPC shortly.

*Post meeting note: the amount of CIL due to CPC for the period 1 Apr 2014 to 31 Oct 2014 is £4,453. The Clerk has raised an invoice to EBC for this amount. This money will be put into the deposit account when received. How CPC spends this money will be discussed at the January meeting.*

#### 6. Children's playground at the Recreation Ground

A discussion took place about the quality of repairs carried out and the criteria used for deciding which playgrounds to refurbish. Ray Lee outlined the maintenance programme.

CPC is concerned that the playground is only really suitable for children up to age 7 and would like to see equipment which would encourage use by older children.

CPC asked if they could tap into external funds. Ray Lee explained all 'new' playgrounds are funded either from grants or CIL and that the CPC might want to look into this option. Ray Lee will get the Parks and Recreation team to explain the bidding process to CPC. Cllr Sugden will speak to Phillip Robinson to see if we can access the matrix which assesses playground equipment.

### **AP34 Cllr Sugden to action**

#### 7. Electric car charging points

CPC have recently been approached by a company looking for sites to install electric car charging points.

CPC are very interested in having a charging point in Torrington Lodge car park, as it is adjacent to shops and cafes. Ray Lee commented that there has been an increase in the use of electric vehicles and the Council are currently trialling two new cars to be used by officers. EBC are also working with Sainsbury's Cobham and Waitrose Esher who have charging points in their car parks. However there is currently no business case for any more points to be installed in the Borough.

#### 8. Storage of CPC files by EBC.

CPC enquired about storing archived files. Ray Lee will enquire about this.

#### 9. Woodstock Lane South horse ride

Cllr Marshall confirmed work will commence on 8 December and was expected to take 3 days to finish.

### **94. Christmas Function for Helpers**

94.1 The function is between 7pm and 9pm on Thursday 4 Dec 2014. The Clerk is in the process of sending out the invitations to all Courier distributors, co-opted members and people who help CPC. Most councillors are able to attend.

94.2 The Clerk and Cllr Sheppard are unable to attend the function, so Cllr Sugden will organise the drinks and refreshments. Cllr Coomes will provide beer from his brewery.

94.3 The display boards will be put out by Cllr Sugden and helpers.

### **95. Notice Board for Holroyd Road**

95.1 The board is currently with the graphic designer.

95.2 The total cost of the board will be in the region of £1000. County Cllr Mike Bennison has agreed to provide some funding. CPC will provide some funding and the filming donation could be put towards this project.

### **96. Request from Claygate Casuals**

At the last meeting Claygate Casuals request for another grant to go towards the cost of pitch rental was discussed. It was noted that they will be playing at 'Goals' which is a private company. It was not known how

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the cost of pitch rental compared to pitches owned by EBC. As the application did not include enough detail, it was agreed to defer it subject to receiving more information.

The Clerk and Cllr Sugden have been in contact with Claygate Casuals and found out more about what the grant is required for.

Cllr Maguire did some research and put forward these figures.

Claygate Casuals pitch fees =£770, if they play 9 games this means that each game costs	=£86
If more than 10 games are played, EBC pitches per game cost	= £69
OR if less than 10 games are played, cost	=£111.50

A discussion took place and the following points were raised:-

- i. CPC has a policy to support young people to carry out activities.
- ii. The funding applied for is not to start up the team but are on-going costs.

Resolution 1 was put forward

**Resolution 1**

**It is RESOLVED** that the Council makes a grant of £500 to the Claygate Casuals FC-adult football team towards the cost of rent of pitch.

**PROPOSED** by Mark Sugden

Cllr Marshall moved that the resolution be amended to reduce the amount of the grant to £300.

Seconded by Ken Huddart

AGREED 6 FOR, 2 AGAINST, 1 ABSTENTION

The amended resolution was put forward.

**It is RESOLVED** that the Council makes a grant of £300 to the Claygate Casuals FC-adult football team towards the cost of rent of pitch.

**PROPOSED** by Mary Marshall

**SECONDED** by Ken Huddart

AGREED 5 FOR, 4 AGAINST

The Clerk will inform Claygate casuals

**AP35 The Clerk to action**

**97. Horse Crossing Woodstock Lane South**

Cllr Marshall gave an oral report.

The design has been finalised and permissions given, so the work will go ahead on 8 Dec. The total cost will be £2,600. Cllr Bennison has pledged £1,000, the local Equestrian Community has raised over £500 and there have been donations from Claygate residents, leaving about £500 to find. Cllr Marshall proposed Resolution 2

**Resolution 2**

**It is RESOLVED** that this Council make a contribution of £500 towards the cost of rebuilding the horse crossing in Woodstock Lane South.

**PROPOSED** by Mary Marshall

**SECONDED** by Noel Isaacs

AGREED UNANIMOUSLY

**98. Internet Banking**

Cllr Sheppard gave an oral report.

We now have a current account with Unity Trust which has facilities for internet banking. The new legislation governing financial transactions by parish councils allows payments by internet banking.

The system we will run, is that the Clerk will set up the payment and two councillors will authorise it. This is similar to the current system used to raise cheques, so the new system for internet banking will have the same level of security. Cllr Sheppard put forward Resolution 3

**Resolution 3**

**It is RESOLVED** that this Council allows payments to be made using internet banking provided that they are authorised by two of the listed signatories.

**PROPOSED** by Anthony Sheppard

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**SECONDED** by Mark Sugden  
**AGREED UNANIMOUSLY**

### **99. 2015 Election**

99.1 More clarification is being sought from Alex Mammous on different issues.

99.2 CPC will hold a 'meet & greet' evening on 21 Jan 2015 at 8pm to welcome potential candidates and explain the workings of the Council.

### **100. The Planning Committee Report**

100.1 Cllr Isaacs gave an oral report to the meeting.

- i. Wyevale Garden Site- there continues to be a problem with the planting.
- ii. 66, Hare Lane-fence- the Officer is dealing.
- iii. 15, Gordon Road- on going
- iv. Red Lane- the appeal for the fence has been refused by the Inspectorate.

100.2 EBC notified this Council that an agenda item at the next EBC Full Planning Council meeting will be whether the EBC Planning Committee wishes to change the Parish exception to the scheme of delegation in relation to development management decisions. This means that if a change is made, when CPC objects to an application it will not automatically be referred to the EA Sub-Committee. CPC is most unhappy about this matter and the way it has been handled in such a formal fashion. The Government wants power devolved to parish councils, yet EBC is now considering taking back a power. An application can be referred to EA Sub-Committee if 5 objections are received (10 objections for public speaking) or if a Borough Councillor asks for it to be put to committee.

Cllr Sugden has replied to EBC. It is known that EBC are not unhappy with the general quality of the comments from CPC.

It was agreed that the three parish Councillors who are also Borough Councillors will lobby other EBC Councillors about this matter and will attend the meeting where the decision will be made. Cllr Coomes will speak at the meeting in support of CPC.

### **101. The Highways & Transportation Committee Report**

Cllr Huddart circulated a written report prior to the meeting.

The Committee met on 30 Oct 14, and the minutes have been circulated.

Issues discussed included the impact of Milbourne Lane resurfacing on the bus service, the drain leaking in The Green, car parking, street lighting project, Woodstock Lane South horse ride. This report covers matters that have developed since the Committee meeting.

101.1 Repair of the Village Sign is complete; thanks to Glenn Hunt.

101.2 On-street parking. Cllrs Sugden, Sheppard and Huddart are to meet Surrey C.C. representatives on Fri 14 Nov to discuss actions to be taken following the residents' survey.

101.3 Off-street parking. We discussed with Elmbridge B.C. that an electric vehicle charging point should be provided, in Torrington Lodge car park. It was agreed to consider it. We put to Elmbridge B.C. the survey finding that a free half hour would encourage more use of the car parks; the initial reaction was that this would result in a significant loss of revenue, but this will be checked.

101.4 Cllr Huddart attended a site visit with Kingston councillors and officers and equestrians, regarding the condition of a ride between Mansfield Road, Chessington and the BW32 route under the A3 to Claygate; refurbishment is to be considered. Cllr Mary Marshall then led us to the horse crossing in Woodstock Lane South, for which she has been promised funding for Surrey C.C. to refurbish it. For the horse ride we have to liaise with Kingston, which owns relevant land, and put in hand an application for a designated bridleway, and maintenance arrangements.

101.5 Following a tour, Cllr Huddart reported to Mike Bennison that the only road in Claygate truly meeting his request for reports on longstanding (at least a day after rain) drainage problems was Church Road at the recreation ground.

101.6 For highway trees, CPC and donors are to contribute to new and replacement planting in various roads, many in The Avenue, where Cllr Sugden has contacted residents. We have asked Surrey C.C. to fund replacement of trees in Foley Road, felled because the trunks were rotten. The normal budget is exhausted, so we hope and expect that Mike Bennison will authorise a contribution from his allocation.

101.7 The plane trees in St. Leonards Road are being pollarded.

101.8 There was a problem buying tickets at Claygate Station recently when the ticket machine went down. There was a queue down the Parade and people were missing their trains. This incident was covered in the local newspaper and Dominic Raab MP has been involved. On the 26 Nov the Overview and Scrutiny Committee will hold a public meeting where members of the public can question SW Trains/Stagecoach. This

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matter will be mentioned, together with the fact that a four-carriage train at 9.30am is insufficient for the demand.

### **102. The Environment Committee Report**

Cllr Marshall gave an oral report to the meeting.

102.1 There is a piece of land near the Winner which is owned by Paragon Housing. The tree in this land died and was felled. Cllr Marshall asked Paragon Housing if a bed could be made there. Initially Paragon Housing said the stump could not be removed and no other trees planted there, but the stump has now been removed and Paragon has planted another 2 trees. They have given permission for a flower bed to be made there. Cllr Marshall is obtaining written permission.

102.2 EBC organised a month of 'dog fouling awareness'. Cllr Marshall arranged for the Recreation Ground to be included and with others went around handing out plastic 'doggy' sacks.

102.3 Cllr Sheppard and Marshall did some work on the Rythe; pulling out rubbish and digging out under the bridge. More work is required.

### **103. Communications Report**

Cllr Maguire gave an oral report to the meeting.

103.1 The Courier went to print today. Thanks were given to Shirley Round for all her work.

103.2 Jehan Master is standing down as Distribution Coordinator. Cllr Hallett will take over this task.

103.3 Problems have been experienced with the website due to technical reasons. The server was upgraded from a Windows server to a Unix server. Everything that was on the site at the minute of transfer was moved ,but any subsequent postings had to be understood by the new server. Cllr Coomes has spent a great deal of time attempting to solve the problems and the website is now up to date. A meeting about the website will be held on 10 Dec. It was agreed to keep the website in its current form until after the elections as it will cost a lot of money to change it

103.4 A Facebook page for CPC was put up by the Clerk and Sam Collins, but taken down again as it was not commercial. Advice will be sought as to how to open the correct type of page. It was agreed not to use Twitter until Facebook is up and running.

### **104. Matters for information only**

104.1 It was noted that Dairy Crest has sold the milk part of the organisation to Muller. They do not own the building in Littleworth Road but lease it. It is not known what affect the sale will have on the company, but it seems that there are no current plans to make different arrangements with respect to Claygate House. We will continue to monitor the situation, especially as Dairy Crest look after the grid on the Rythe.

104.2 Another working party is planned for the Rythe. The work needs to be carried out sensitively as there is wildlife in the river. The work will not take place if the river is full as it could be dangerous.

104.3 There is a Planning User Group on 30 Nov at the Civic Centre.

104.4 A Claygate resident will be 110 years old on 30 Nov. CPC will send a birthday card to him. Cllr Marshall will pass the details onto the Clerk.

### **105. Date of next Meeting**

The next meeting will be:-

**Thursday 8 January 2015 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.*