



*caring for Claygate Village*

**Draft Minutes of the Meeting of the Council  
held at 7.30pm on the 8th September 2016  
in the Small Village Hall**

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

**In attendance:**

Parish Clerk: Zak Keshavjee

Member of Public: Tom Swift

Cllr Wang gave apologies for late arrival and arrived at 8.30pm

**59. Apologies for Absence**

Cllr Bernadette Pearce and Cllr Julian Way with reason

**60. Declarations of Interest in Items on the Agenda**

**Cllr John Bamford:** Trustee 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 the Ramblers' Association, Voluntary worker with Lower Mole Countryside Management Project, member of Claygate in Bloom.

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

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

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

**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.

**61. Confirmation of the Minutes of the Parish Council Meeting held on 7<sup>th</sup> July**

The minutes of 7<sup>th</sup> July 2016 Council were agreed with two minor changes and signed by the Chairman.

**62. To Report on the Actioning of Items from previous meetings.**

**AP25.** Cllr Pearce will carry out an inspection of the assets by the end of the year. **Ongoing.**

**AP26.** Clerk to arrange a meeting on financials with the Chairman and Vice-Chair, at minimum one week prior to every Parish Council meeting, to ensure that appropriate financial documents and updates continue be issued to Cllrs for comment, prior to the meeting. Chairman discussed with the Vice Chairman and Clerk the current financial update, prior to this meeting. Clerk to prepare documents and arrange pre meetings from now on.

**AP42.** Parish Clerk to arrange a meeting with the Chair and Vice Chairman of the Environment and Leisure Committee to discuss submitting information to the EBC Open Space Review ahead of formal opening of the consultation. Meeting to take place before the end of September. The Chairman of the Council strongly recommended that the Council send documentation to EBC, prepared by the previous Clerk, on registering 2 sites as Village Greens (The Green by the Hare and Hounds PH and Derwent Close) for their consideration and in advance of the publication of their draft proposals and public consultation on the EBC Green Space review. **Outstanding.**

**AP43.** Cllr Bamford to arrange a meeting of the Staffing Working Party, primarily to discuss potential pension obligations for the Clerk. **Done.**

**AP46.** The next Parish Council meeting to discuss whether to transfer any funds from the checking to the savings account. **Outstanding.**

**AP49.** New planning printer provided by EBC is in place at the Village Hall. Clerk to carry out a test run for printing planning documents and to check if it has a scan facility and if so how to operate this function. **Outstanding. Clerk to report back on status at next meeting.**

**AP2.** Parish Clerk to ascertain if the Youth Club want any formal involvement from CPC. Cllr Bamford has spoken to Linda Alanko and she is keen to have support from the Parish Council. **Clerk has recently contacted Youth Club and is awaiting a response on what support may be needed.**

**AP3.** Parish Clerk to ascertain if CPC has any ownership or responsibility for Meadow Road Island (a registered Village Green), CPC had undertaken the registration process. Need to review existing files, consult co-opted members of the E&L Committee who may have been involved in the registration and primarily SCC. We do not believe CPC has any responsibility or liability but need this clearly established. **Outstanding.**

**AP4.** Clerk to ascertain whether quorums for Committees include co-opted members or solely councillors. In the NALC Legal Topic Note (October 2013) Voting Rights 9 states 'By virtue of s.13 (1) and (7) of the Local Government and Housing Act 1989 ('the 1989 Act'), non-councillor members of committees and sub-committees do not have voting rights. There are 5 exceptions to this rule none of which apply to Claygate Parish Council. Voting Rights are therefore quite clear but making up a quorum for a meeting to take place remains unclear. A quorum of fewer than three Councillors would be unable to make decisions irrespective of how many co-opted members were in attendance. **Standing Orders to be clarified and amended to reflect this.**

**AP7.** Parish Clerk to check whether hard drive backup covers accounting. Clerk has done some backups but it is unclear what exact back-ups of what information has been undertaken. An alternative or as additional security is to explore cloud backup. **Clerk to confirm what back ups are being undertaken and explore additional back up options.**

**AP8.** Social media policy to be reviewed at next Council Meeting. Existing policy requires amendment. It will be reviewed by the Communications Working Party. **Outstanding.**

**AP9.** Parish Clerk to arrange meeting dates for 2018 with CVHA Lettings Manager. Clerk has started and should be completed soon with an ideal two week gap planned between Parish Council Meetings and Committee Meetings (except for Planning if this conflicts with EBC reporting timelines). **Ongoing. 2017 dates to be re-circulated prior to next meeting.**

**AP10.** Parish Clerk to circulate LCR magazine to Councillors and pass on any information received from the Open Spaces Society to the Chair of Environment & Leisure. Magazines recently received and will be circulated. **Done**

**AP11.** Clerk to revise nomination guideline for Community Cup to exclude sitting Councillors from being able to be nominated. **Outstanding.**

**AP12.** Notify Albert Boyman that he is the winner of the Brian Rhodes Community Cup. **Done. Clerk to contact Albert to make arrangements for the cup to be engraved.**

**AP15.** Remits reviewed at Committee meetings should be dated and uploaded to the website. Clerk has reviewed the remits and is making dating amendments prior to upload to website. **Ongoing.**

**AP16.** The Parish Clerk indicated that he would be reviewing the current policy book to ensure that there is a readily accessible hard copy and electronic copy of key, agreed Council policy documents such as Standing Orders, Financial Regulations, Remits, Risk Assessments by year end. **Ongoing.**

**AP17.** Parish Clerk to send 2015/16 Accounts to the external auditor to reach them by July 25<sup>th</sup>. **Done.**

**AP18.** Parish Clerk to discuss with Planning Chair how to undertake a Land Registry search on the 40 Acre Field and to contact Wellers Hedley's solicitors to obtain a quote for potential advice. **Done.**

### **63. Chairman's Report**

The Chairman had spoken with the Hersham Residents Association who are considering trying to establish either a Parish or Community Council and were seeking advice.

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

Nothing to report

### **65. To Receive the Finance Report and Decide Action Arising**

**65.1** Awaiting the external audit, may need to chase BDO unless a response is received shortly. It must be available by 30<sup>th</sup> September 2016. **AP 19 New. Clerk to action if necessary.**

**65.2** The balance in the Unity Trust chequing account, per the bank statement at the end of July 2016, was £44,023.64.

**65.3** The balance in the Cambridge Building Society Savings account was £35,155.25 as at the date of this meeting. There have been no receipts into or payments from this account in the 2016/17 financial year.

**65.4.** Receipts YTD were £35,473 comprising 1H Precept of £24,000; Precept Grant of £2,470, £12 interest, £2776 HMRC VAT refund 2015/16 and £6,214 EBC CIL for the period Nov15/March 16.

**65.5.** Payments YTD totalled £14,555 comprising £6,282 15/16 unpresented cheques/Direct Debits paid in 16/17, £1,158 15/16 creditors paid in 16/17, £6,913 cheques written and paid between 1/4 -31/7 2016 and £202 16/17 Direct Debits.

**65.6.** A motion was moved to approve all receipts and payments from 1/4/ to 31/7/16.

Proposed: Cllr Chilcott

Seconded: Cllr Herbert

The motion was **AGREED** unanimously.

**65.7.** Transfers will be made in the accounting system to reserves namely: £6,214 CIL and £2,000 to the 2019 Election Fund.

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

**66.1** Topline budget headings and expenditure for 2016/17 (cheques written including, non presented and actual DD's through 31/7/16)

	<b>BUDGET</b>	<b>YTD EXPENDITURE</b>
General Admin	£21,220	Ytd £ 6,724
Grants	£ 4,500	Ytd £ 0
Public Projects	£ 2,170	Ytd £ 0
Highways	£ 8,250	Ytd £ 0
E&L	£12,910	Ytd £ 1,917
Planning	£ 300	Ytd £ 0
Communications	£ 5,100	Ytd £ 14
Total	£54,450	Ytd £ 8,655

Assets and Reserves (once transfers noted in 65.7 above have been made in the accounts system)

*Assets @ 31/3/16	£54,696	*Assets @31/7/16	£ 77,638
*Current Liabilities @ 31/3/16 (CIL £7,274, Creditors £1,091)	£ 8,366	*Current liabilities @ 31/7/16 (CIL £13,488)	£ 13,488
*Assets less Liabilities @ 31/3/16	£46,300	* Assets less liabilities @ 31/7/16	£ 64,150

Assets less liabilities represented by:  
@ 31/3/2016

General reserves: £44,300  
Earmarked reserves £ 2,000

@31/7/2016  
£ 60,150  
£ 4,000 (Election costs 2019)

### **66.2. Resolution 1**

It is **RESOLVED** that the Council agree an increase in the annual storage fee to the Claygate Village Hall Association (CVHA), from £52 pa to £100 pa, effective from the 1st January 2017. This reflects the increased, dedicated storage provision now being provided at the Village Hall for Parish Council filing cabinets, documents and the new planning printer provided to the Council free by EBC.

Cllr Sugden had brought this matter to the meeting. He declared an interest as a Trustee of the CVHA and requested that the resolution be proposed and seconded by Councillors who were not involved with the CVHA.

Proposed: Cllr Wang

Seconded: Cllr Wilson

The resolution was **AGREED** by 5 votes for 0 against. 3 abstentions: Cllrs Sugden, Huddart and Bamford..

### **66.3. Resolution 2**

It is **RESOLVED** that the Council agree an expenditure of up to £150 to enable Mulberry & Co. accountants to undertake a review of the Parish Council accounts for the 1H 2016/17 financial year. This is to ensure that the Council is in compliance with revised transparency legislation and Financial Governance reporting.

Proposed: Cllr Bamford

Seconded: Cllr Sugden

The resolution was **AGREED** unanimously

**66.4** An update on the transparency legislation to be on the agenda of the next meeting. **AP 20 New. Clerk to action.**

## **67.To discuss arrangements for Remembrance Sunday, November 13th 2016 and agree any necessary action.**

### **67.1 Resolution 3**

It is **RESOLVED** that the Council agree an expenditure of up to £75, as a one off payment (above and beyond our annual premium) to our insurance company, Zurich. This is to cover public liability insurance for the Remembrance Sunday Parade and Outdoor Service at the War Memorial, on 13th November, 2016.

Proposed: Cllr Sugden

Seconded: Cllr Huddart

The resolution was **AGREED** unanimously.

**67.2.** Order wreath. **AP 21 New. Clerk to action.**

## **68. To Note the Minutes of the Planning Committee and Agree Any Necessary Action**

**68.1** The minutes of the meetings that had taken place since the last Parish Council Meeting had been circulated. Applications on the 40 Acre Field – 2016/1567 and 2016/2062 continue to be monitored. EBC have not made any recommendations on either of these applications yet.

**68.2** Councillor Planning Committee Reserve list to be updated for 2017 and EBC East Area Meeting dates also updated. It was suggested that reserve lists also be created for H&T and E&L Committees. **AP 21 New Clerk to action.** (The onus is on the Cllr who is unable to attend to contact the reserve while providing apologies to the Committee Chairman and Clerk).

### **68.3 Resolution 4**

It is **RESOLVED** that a recommendation from the Planning Committee be agreed and that it be granted up to £2,000 from Council reserves for legal costs for Wellers Hedleys solicitors. This is to enable the solicitors to undertake a detailed land registry search to establish ownership of and determine all restrictive covenants on each parcel of land on what is commonly known as the 40 Acre Field, formerly part of Barwell Farm and that the Clerk is authorised to sign the solicitors letter of instruction.

Proposed: Cllr Sugden

Seconded: Cllr Huddart

The resolution was **AGREED** unanimously.

### **69. To Note the Minutes of the Highways and Transportation Committee and Agree Any Necessary Action**

**69.1** Minutes of the meeting on 1<sup>st</sup> September had been circulated.

The Committee Chairman noted:

1. The Committee met on 1 Sep 16; draft minutes have been circulated. Matters considered included Woodstock Lane South horse ride maintenance, bus shelter provision, highway tree replacement, SCC on-street parking consultation now on line (closing 14 Oct 16) and a suggestion that SCC be asked to add speed camera signs to the Claygate gateways.

2. SCC Rights of Way has responded to the Committee Chairman's emails (regarding Woodstock Lane South and FP31 there) that the responsible person has changed and offering to come and meet on site.

3. SWT Claygate station management has said it cannot yet put up signs directing users to the new UP platform cycle parking because it has not been formally handed over.

4. A member of the public, recently unable to drive, has complained about the quality of footpaths. H&T could respond by identifying areas of particular concern and asking SCC to remedy.

5. A member of the public has suggested that identifiable (and preferably covered) motor cycle and scooter parking should be provided at Claygate station.

**69.2** Bus shelter by Recreation ground needs graffiti removed. **AP 22 New.** Clerk to report to EBC

**69.3** Bus shelter outside Village Hall has shattered plastic. **AP 23 New.** Cllr Huddart to report to TFL

### **70. To Note the Minutes of the Environment & Leisure Committee and Agree Any Necessary Action.**

**70.1** Minutes of the meeting on 18<sup>th</sup> August had been circulated. The Committee is reviewing how best to monitor and inspect the HGS. A copy of the contractors monthly work summary will be more widely circulated to Committee members. The tender and recommendation for the HGS contract will be discussed later in the meeting.

**70.2** It is anticipated that the telephone box at the Foley Road Triangle will be removed by BT by the end of the year.

**70.3** The Committee continues to discuss what input if any to make to the EBC Green Space review, prior to the official consultation, on the old Village Green and Derwent Close.

### **71. To Receive a Report from the Communications Working Party, including Status on the Website and Agree Any Necessary Action.**

**71.1** August Courier out. Next Courier provisionally planned for mid -November with deadline for copy by around third week in October. **AP 23 New.** Cllr. Shearman to call a CWP meeting for October to discuss.

**71.2** Claygate.info stopped operating in mid July. Much work by Cllrs has been devoted to understanding the issue. The domain name has been renewed for another year with Fasthosts. However, it appears that the operator of the servers is Eukhost but they will only act if Abricot, the hosting company confirm that they can do so. Efforts are being made with Abricot to sort the problem out, to no avail so far. **AP 24 New.** Parish Council Chairman to make a final effort with Abricot to see if the matter can be amicably resolved but also to advise the CVA they may need to make alternative arrangements for email to replace cva@claygate.info.

**71.3 AP 24 New.** Clerk to ensure that Sage system for submitting payroll to HMRC change email address from claygate.info to our new email address.

**71.4 AP 25 New.** Cllr Herbert to check if the Parish Council Facebook account is closed. CWP to assess creation of a new CPC Facebook account.

### **71.5 Resolution 5**

It is **RESOLVED** that the Chairman of the Communications Working Party can authorise direct with E-mango our website supplier, 2 hourly increments, at £25 per hour for the cost of uploading documents and tweets to the Parish Council website without further approval from this Council so long as the total annual cost are within the total Communications Working Party budget. This is to enable immediate updating of agendas and minutes and social media communication.

Proposed: Cllr Sugden

Seconded: Cllr Huddart

The resolution was **AGREED** unanimously.

### **72. Matters for Information Purposes Only.**

None

### **73. Motion to exclude the Press and Public to discuss the HGS contract and staffing matters.**

Proposed: Cllr Bamford

Seconded: Cllr Chilcott

The motion was **AGREED** unanimously.

### **74.HGS contract in confidence.**

#### **Resolution 6**

It is **RESOLVED** that after tender the contract for the maintenance of the Highways Garden Sites is awarded for 3 years, from 1<sup>st</sup> November 2016, to the supplier recommended and agreed by the Environment and Leisure Committee on 18<sup>th</sup> August, 2016.

Proposed: Cllr Chilcott

Seconded: Cllr Sugden

After discussion an amended resolution was proposed.

It is **RESOLVED** that after tender the contract for the maintenance of the Highways Garden Sites is awarded for 1 year, from 1<sup>st</sup> November, 2016, to Paul's Garden Services Ltd, the supplier recommended and agreed by the Environment and Leisure Committee on 18<sup>th</sup> August, 2016. subject to evidence of appropriate insurance.

Proposed: Cllr Bamford

Seconded: Cllr Huddart

The amendment was accepted unanimously and the revised resolution was **AGREED** unanimously.

### **75. Staffing matters in confidence**

**75.1** Prior to the resolution being put the Chairman outlined that the National Joint Council for Local Government Services (NJC) had reached an agreement on new pay scales for 2016/17 to be implemented immediately and backdated to 1<sup>st</sup> April 2016 and that new pay scales had also been agreed for 2017/2018 to be implemented from 1<sup>st</sup> April 2017. The increase was 1% for each year. The Chairman also requested that as the original proposer Cllr Pearce had sent apologies that the resolution would require a new proposer and that the word Government should be replaced by Councils.

#### **75.2 Resolution 7**

It is **RESOLVED** that this Council approve the National Association of Local Councils (NALC) agreed increase for 2016/2017, for the Clerk. The increase to be backdated to 1<sup>st</sup> April, 2016.

Proposed: Cllr Huddart

Seconded: Cllr Herbert

The resolution was **AGREED** unanimously.

**AP 26 New.** Chairman to communicate this to the Clerk.

### **76. Date of next Meeting**

The next meeting will take place on

**Thursday, 3rd November 2016 at 7.30pm in the Small Village Hall**

The meeting closed at 10pm