

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

43. Plan for Expenditure

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 the amount of £3k owed to SCC for the pension had been omitted, giving rise to a figure of £13k in unallocated reserves for the year.

44. Council Remits

The Committees have reviewed their remits:-

- i. Planning- slight change (amended and circulated)
- ii. Environment- no change
- iii. H&T- no change at the moment, but item 11 about parking may have to change if the Parking Policy changes.

45. Flower Show

45.1 Cllr Hallett has produced four excellent boards. She was thanked. She will arrange for them to be printed. She will produce the fifth board to advertise what the parish council does and give information about the 2015 election.

45.2 Cllr Sugden will collect the pop-up gazebo from Cllr Marshall. Cllrs Sugden, O'Brien, Isaacs and Hallett will help set up.

45.3 The CRGT and Claygate Network will share our stand.

45.4 The table provided will be used to display leaflets on parking, information about the 2015 election and the leaflet about the Parish Council. It was noted that the PC leaflet needs revision. Cllrs Maguire and Hallett will do this and send to Cllr Sugden

AP13 Cllrs Maguire & Hallett to action

It was agreed to personalise the election poster provided by SALC for Claygate. Cllr Hallett will do this.

AP14 Cllr Hallett to action

45.5 Rota:-

- 1.30-2.30 NI
- 2.30-3.30 AS
- 3.30-4.30 MS
- 4.30-pack up NI

KHa will be on the CVA stand, but will be able to help with the CPC stand.

46. CIL

46.1 It was noted that Claygate has not been included in any projects to be paid out of the CIL monies accumulated by EBC (which stands at about one million pounds). We did write to EBC asking for projects to be included on the Regulation 123 list, but we did not receive a response. We need to find the mechanism by which we can bid for projects to be put on this list. It was agreed to put forward projects we would like to see and then prioritize and then make a bid to EBC. Cllr Sugden will find out more information about the Strategic CIL Board and the process for getting a project on the Reg 123 list.

AP15 Cllr Sugden to action

46.2 We have a draft CIL policy which now needs to be agreed. This will be on the agenda for the next meeting.

46.3 EBC have sent a draft Memorandum of Understanding regarding the 'meaningful proportion' of CIL monies that EBC will give to CPC arising from CIL monies raised in Claygate. It was agreed to change the Chairman to Mark Sugden and then the document was APPROVED.

46.4 Claygate has not received any CIL money to date and the applications that were likely to make a CIL contribution may now be exempt due to changes in the legislation. Only one application is liable to yield any CIL funding-2013/2581- Monks Wood, Hillview Road.

47. New Bank Account

Investec intend to close our account on 10 Aug 2014 as they now wish to concentrate on individual clients. We have held a current account with Investec since CPC was set up in 2000. Investec do not charge us and even give us a small amount of interest (about £150 pa).

Cllr Sheppard and Sugden and the Clerk have researched various options for other bank accounts. Many of them have a monthly fee /and/or transaction charges. It would seem that the two best options are NatWest or Unity Trust. NatWest have a current account which is free to community organisations with a turnover of less

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than £100k pa. Unity Trust has a tailored account for parish councils and banking will be free for a parish council with our precept.

It was agreed to find out if Unity is linked to the Co-op bank which is struggling at the moment. It was also agreed to find out if Unity uses the same SSL as the Co-op because it is known that the Co-op SSL is outdated and insecure.

It was proposed that the choice between Nat West bank or Unity Trust be left to the Chairman and Clerk after more information is obtained. AGREED

Resolution 1

It is RESOLVED that the Council opens a new current bank account.

PROPOSED by Mark Sugden

SECONDED by Anthony Sheppard

AGREED UNANIMOUSLY

The second resolution was put forward. This is required as the Clerk needs to be recognised by the banks as having authority to manage the accounts. She will not be able to sign cheques.

Resolution 2

It is RESOLVED that the Council authorises the Clerk/RFO to become a signatory on the bank accounts held by CPC in order to access the accounts.

PROPOSED by Mark Sugden

Cllr Hallett proposed an amendment that the word 'access' be changed to 'manage'. AGREED

The amended resolution was put forward

Resolution 2

It is RESOLVED that the Council authorises the Clerk/RFO to become a signatory on the bank accounts held by CPC in order to manage the accounts.

PROPOSED by Kate Hallett

SECONDED by Mary Marshall

AGREED UNANIMOUSLY

48. EBC/CPC Liaison Meeting

A liaison meeting was held on 12 June 2014 and was well attended by CPC Councillors. The meeting was very helpful and another has been arranged for November.

The topics discussed were elections costs, parking in Claygate, EBC going paperless, the CRGT, CIL and the children's playground. Most of these topics are agenda items.

There are concerns about the safety of some of the items in the children's playground. Even though regular monthly checks are carried out, the maintenance does not seem to be carried out. It was agreed that Cllrs Sugden and Maguire will contact Phillip Robinson the EBC Senior Parks Development Officer with a view to making a site visit.

AP16 Cllrs Sugden and Maguire to action

49. Millennium Sign

On 12 June, the Millennium Sign slipped down the wooden post causing the tiled roof to collapse onto the ground. The sign has remained in situ as it does not appear to pose a safety risk. Cllr Hallett has circulated the history of the sign. Cllr Huddart has researched the matter and made a site visit to inspect it and assess its current safety and options for repair. Cllrs Huddart and Sugden met on site with Glenn Hunt, who was involved in the original provision.

Cllr Huddart circulated a report.

Risks have been identified as:

- i. The post is well secured in a ground socket.
- ii. It was noted that the brick pillar shows no signs of movement, despite several storms, and the significant wind loading over the years, which would have resulted from the sign and the tiled roof. Whilst installing a hardwood post in the ground would not be the current design, the evidence that it remains sound justifies retaining it, particularly if the wind loading is reduced by omitting the tiled roof.
- iii. The glass is cracked diagonally at the bottom corner remote from Fruit World, indicating that it is laminated. It is therefore unlikely that a vandal attack would endanger nearby people.

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- iv. The post is probably a tight fit in the plywood structure, and has had to be trimmed at the top to permit assembly. It is therefore unlikely that the plywood structure can be lifted off the post, so it will be necessary to break the structure off the post, and then rebuild it.
- v. In the original erection, it was necessary to provide support brackets between the post and the structure, and it is possible that these brackets lost their strength over time, resulting in the failure. In a rebuild, bracing will be needed integral to the post, or a distributed fixing arrangement adopted (such as screws all the way up the post, and bolts through the post).

A way forward could include:

- i. Erection of scaffolding tower, to facilitate work, and lifting of components.
- ii. Removal of glass and pictures (for safe keeping),
- iii. Removal of plywood structure by raising it up the post, by lifting if possible, otherwise by breaking apart and rebuild off site in a workshop,
- iv. Provision of better fixing between structure and post,
- v. Refitting of structure to post, if it was removed,
- vi. Adding hardwood weatherboard and waterproofing as the new roof,
- vii. Replacing the lead flashing of the brick pillar with modern vandal-resistant alternative,
- viii. Replacing the pictures and glazing.

Basis of costing.

To include in house risk assessment and method statement
Allow working platform
Allowing to dismantle sign and remove to work shop

To assess repair work

Including forming new timber roof weathering and support braces new glass pane toughened or laminated
Subject to survey and agreed design
Re fix sign to existing post house in new diagonal support braces, re fix pictures and glazing
Inc access scaffold and mechanical lift for sign

Cllr Huddart was thanked for all his work.

He has spoken to Glenn Hunt whose firm originally built the sign and a repair cost of £1800 plus VAT has been estimated.

It was AGREED that as the sign design was agreed by residents and part of the cost paid for by residents that we would go ahead and repair it using a similar design. It was agreed not to use tiling on a roof as this made the structure very heavy. A hardwood top would be used which would make the structure look more like a pub sign. A suggestion was made to remove the glass and paint the sign in order to make the structure lighter, but this would be expensive.

IT was AGREED to get 2 more quotes. Once three quotes are obtained, the Clerk will contact the insurance company to see if we can make a claim.

AP17 The Clerk to action

Cllr Maguire knows a carpenter who may quote for the work.

AP18 Cllr Maguire to action

In order that the sign does not have to remain in its broken state for much longer, it was AGREED to delegate the decision on who is to carry out the work to Cllrs Sugden and Huddart based on best value.

50. Notice Board

Progress on the notice board was delayed due to the Borough elections. Dave Page has shown Cllr Marshall some designs. It is hoped that the new board will feature a 'you are here' map, some flora and fauna information and a small notice board.

The cost will be in the order of £700. CPC is expecting Cllr Marshall to make a bid of £500, so she will have to see if EBC will contribute the remainder. She will speak to Dave Page.

AP19 Cllr Marshall to action

51. Cardiac Defibrillators

No report as Cllr Coomes was not at the meeting.

52. Financial Regulations

NALC has issued new financial regulations. A Working Party of the Clerk and Cllrs Sugden, Sheppard and Isaacs revised the new regulations to personalise them for use by CPC. The Clerk amended the regulations

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and sent them to Cllr Sheppard for checking. He has made some corrections, so they are now with Cllrs Isaacs and Sugden to confirm. Once they have confirmed them the regulations will be circulated to all councillors. This will be an agenda item for the next meeting.

There is no time limit on accepting the new regulations as we are still working under the previous financial regulations.

53. Grant Application Claygate Netball Club

Helen Maguire declared an interest in this item as she is a member of the netball team

A Claygate resident has recently set up a netball team in the village. The club, currently known as 'Claygate Netball Club, has applied for a grant in order to purchase kit and equipment.

It was noted that this is an unbudgeted expense and that the Council has the outstanding pension costs, the cost of the election and the cost of the repair of the Millennium sign to consider. It was acknowledged that it is wise to be cautious, but this is a worthy cause.

Resolution 3

It is RESOLVED that the Council makes a grant of £450 to the new netball club currently called 'Claygate Netball Club'.

PROPOSED by Mark Sugden

SECONDED by Noel Isaacs

AGREED by 6 FOR, 1 AGAINST and 2 ABSTENTIONS

The Clerk will inform the club and raise the cheque.

54. Filming of Meetings Policy

Cllr Sheppard attended a SALC briefing earlier in the year and noted that the legislation on the filming of Council meetings has changed. It was agreed that we need a draft policy. This has been drafted and circulated. Thanks were given to Cllr Sheppard for his work on the draft (Appendix A).

Cllr Sheppard proposed that the meeting approve the draft policy. Seconded by Mary Marshall and agreed unanimously.

55. 2015 Election

The key issue for this meeting is the potential cost of the 2015 election. A breakdown of costs provided by EBC estimate that the election could cost some £7,800. In 2007 the election cost £2,397; in 2011 it cost £5,889. The increase is way beyond the rate of inflation and makes it impossible to budget correctly. The costs are high as EBC have split the cost of the Polling Station and Officers three ways between the three different elections being held on the same day. Many Borough Councils do not pass on this part of the costing to their Parish Councils, but EBC are within their rights to do so. Borough Councils do get funding from central Government but parish councils do not.

It was agreed to seek a meeting with Alex Mammous and Rob Moran to discuss this matter.

AP20 Cllrs Sugden, Sheppard and Marshall to action

56. The Planning Committee Report

Cllr Isaacs circulated a report prior to the meeting.

Minutes of the Planning Committee have been circulated.

56.1 Enforcements-

- Barwell Farm 40 Acre Field:
All Councillors have been circulated with the up to date report on the enforcement meeting and diary. We shall maintain our watching brief and EBC are now fully acquainted with the site and should enforcement be required they will be ready to react.
- 37 Oaken Lane:
This has been successfully resolved with the owner replacing the fencing with a ready grown hedge.
- Oaken Lane Sports Field:
This is ongoing, an enforcement letter has been sent, with the result that the owner has been informed that they will have to apply for a variation order if they wish to keep the laurel planting they have done, as this is contrary to the original planting specification submitted with agreed planning application.
- 14 Red Lane:
This was a retrospective application for a fence at the rear of the property backing onto Hermitage Close. The application was refused by EBC and has now become an enforcement issue with Claire Simpson handling it.

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It appears the Head of Enforcement, Mark Turner, is no longer in EBC's employ. It is not known who has taken over this position.

56.2 Land for Sale-Cllr Isaacs is being kept informed with regard to the information regarding the sale of 'Langs Field'. We shall keep a watchful eye on the resulting purchase to ensure no enforcements are required.

56.3 EBC Going Paperless-We are waiting to see if EBC will give us a one off grant for an A3 printer, thus saving them sending everything via post. This printer would be held by whoever is Chair of Planning.

Cllr Isaacs is still continuing to get EBC to understand that scale bars must become obligatory on drawings, written scales become useless as soon as the drawing are viewed at anything other than their original size.

57. The Highways & Transportation Committee Report

Cllr Huddart circulated a written report prior to the meeting.

The Committee met on 26 Jun 14, and the minutes have been circulated. Issues discussed included the car parks, on-street parking, the state of footways, station maintenance, street lighting project, Old Claygate Lane track, Woodstock Lane South horse ride, and cycle routes. This report covers matters that have developed since the Committee meeting.

57.1 A proposed article for the Courier on this matter was circulated. Key points were:-

- As ever, numerous Claygate residents (some 500 households) responded to the parking survey.
- A large majority (84%) felt that on-street commuter parking is a problem.
- If further controls are to be introduced, a 66% majority opted for time-limited controls, effectively rejecting on-street charging by Pay and Display machines. Likewise, 70% opted for weekday control only, and they should be (72%) in Zone A of the survey (centred on the Station and Hare Lane area) rather than further afield.
- The Parish Council is therefore considering changing its policy to accepting more controls on this basis.
- There was significant use of the car parks, (32% at least weekly, mainly (70%) for shopping. The survey offered alternative financial inducements to use them more; the overwhelming (76%) choice was if the first half-hour were free.
- Residents do not use the station car park, with only 42 (9%) doing so even once a week, but the survey did not cover non-resident commuters.

Thanks were given to all those who worked on the survey results; especially Cllr Hallett.

57.2 The Council's parking policy has to be updated, and findings from the Parking Survey incorporated. Cllrs Hallett and Sheppard have helpfully created a draft attached as Appendix A to the H&T Committee minutes. The Council agreed to defer confirmation of this draft till a public meeting has been held and feedback received from the piece in the current Courier using the results.

It must be stressed that we cannot implement any changes; this is the responsibility of SCC. All we can do is to change our parking policy, if necessary, and then lobby SCC using the amended policy.

The need for some form of controls will be a major change to the policy of this Council. It will be necessary for the Working Party to refine the results and make recommendations on them. The Working Party will be tasked to design a scheme using the key data which can then be discussed with SCC. It was AGREED:-

- i. To highlight the top ten problem roads.
- ii. To ascertain if residents parking permits will actually be necessary.

The resolution was put forward.

Resolution 4

It is RESOLVED that the Parish Council endorse the updated Parking Policy version 3 dated 2 July 2014
PROPOSED by Kate Hallett

Cllr Hallett proposed an amendment to her resolution to read:

It is RESOLVED that the Parish Council endorse the updated Parking Policy version 4 dated 10 July 2014 pending further feedback.

PROPOSED by Kate Hallett

SECONDED by Mary Marshall

AGREED UNANIMOUSLY

It was agreed that Cllr Sugden will speak with Cllr Bennison about this. It may be necessary to have a pre-planning meeting with SCC officers.

AP21 Cllrs Sugden to action

It was agreed to book the village hall for a public meeting in late October.

AP22 The Clerk to action

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58. The Environment Committee Report

Cllr Marshall gave an oral report to the meeting.

The most important matter was the recent death of a horse which was spooked by fly-tipping in Woodstock Lane South. A motorist was also injured in the accident. EBC and SCC have reacted quickly and are liaising with CPC Councillors. Improvements to the road are on-going.

59. Communications Report

Cllr Maguire gave an oral report to the meeting.

59.1 The Courier deadline is tomorrow.

59.2 The update on the Millennium sign will be included in the H&T report.

59.3 Cllrs Sugden and Hallett will help refine the article on parking.

59.4 Due to time constraints, the discussion about Social media will be deferred to the next meeting.

60. Matters for information only

There have been queries as to what Claygate is doing to commemorate the start of WW1. It is known that Claygate Dramatic Society and the WI have events organised. There may also be other groups with events arranged.

61. Date of next Meeting

The next meeting will be:-

Thursday 11 September 2014 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.

APPENDIX A

PROTOCOL ON THE RECORDING AND FILMING OF COUNCIL AND COMMITTEE MEETINGS

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

1. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
2. Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner.
3. The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed, as long as it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person's ability, even where he or she has a disability, to follow the debate.
4. While those officially participating in meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998; digital images of identifiable individuals may count as Personal Data under the Act. Those filming meetings are advised not to film members of the audience without the individuals' consent.
5. The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
6. Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.
7. The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing

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an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.

8. The Council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

9. The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.