



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

AP8 – Chairman to report on procedure for removing money from the savings account.

### **57. Confirmation of the Minutes of the EGM held on 18<sup>th</sup> June**

The Minutes of the 18<sup>th</sup> June were agreed and signed by the Chairman following the addition AP9 (Item 48.4) To discuss Contact Details. To be added to Agenda of next Council meeting Interim Clerk & Proper Officer to Action

### **58. To report on the Actioning of Items from the Meeting**

AP 9 – To be discussed under Agenda Item 70 Matters for information purposes.

### **59. Chairman's Report**

59.1 The Chairman expressed his thanks to Cllr Shearman who has been dealing with the question of whether the Claygate School swimming pool can be made available for use by the community. Darryl Taylor has requested a meeting with the Parish Council.

#### **AP14 – Cllrs Shearman and Sugden will follow up.**

59.2 Two residents have been in contact regarding planning matters – Merrilyn Close and Telegraph Lane. The former with regard to the size of a neighbour's extension and the latter in relation to a front garden boundary issue. It was pointed out to the resident in Merrilyn Close that the matter had been discussed at the planning committee with no comments from residents. On Telegraph Lane it was noted that the Parish Council only deal with boundary issues in relation to planning matters.

### **60. Interim Clerk & Proper Officer's Report**

None

### **61. Finance Report**

61.1 A copy of all cheque payments from 1<sup>st</sup> April to 30<sup>th</sup> June were circulated prior to the meeting. Attached Appendix 1.

61.2 The Parish Council Accounts for 2014/15 were agreed at the EGM on 18<sup>th</sup> June, handed to the Internal Auditor at EBC and this inspection will be completed by 20<sup>th</sup> July. Any questions they have will be handled by the Chairman. On the evening of the 20<sup>th</sup> July the Chairman will meet with Mark Mulberry, who is an independent external Accountant, an expert on Parish Council accounts and utilised by SSALC. After this the Accounts will go to the external auditor by 27<sup>th</sup> July. A public notice has been placed on the Village notice boards informing residents that the Accounts are available for inspection via the Interim Administrator.

61.3 RBS, who handle a great many parish council accounts countrywide, have been extremely helpful. They recommend that the 2014/15 Accounts are not closed until after the Internal Audit is completed in case there are any questions or adjustments.

61.4 Unity Trust cheque signatories have been agreed for payments from the beginning of the new fiscal year. They are Cllrs Sugden, Pearce, Chilcott and Huddart. The Chairman is working to get Cllr Chilcott's surname corrected with Unity Trust.

61.5 The Chairman circulated a detailed Finance Update prior to the meeting.

61.6 Budget meeting 2016/17. To be held on Monday 16<sup>th</sup> November, 8pm in the Village Hall Committee Room.

#### **AP15 – All Councillors to note.**

The Councillors thanked the Chairman for taking over responsibility for the finances following the resignation of the Parish Clerk.

*8.25pm Cllr Bernardette Pearce joined the meeting*

### **62. Arrangements for Claygate Flower Show**

A double pitch has been paid for and will be shared with CRGT. This is in line with previous years. It was agreed CRGT should be invoiced for £55 being half the cost of the pitch.

#### **AP16 – Interim Administrator**

A rota for manning the display was agreed as follows:

10.00 Collect display material from the Committee Room – Tom Swift/Cllrs Herbert and Sugden

1.30 – 2.30 Cllr Herbert

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2.30 – 3.30 Cllr Sugden

3.30 – 4.30 Cllr Way

4.30 – 5.30 Cllr Chilcott

5.30 or earlier – pack up – Cllrs Sugden, Pearce, Shearman and Wang and return display to the village hall. Help from any other Councillors available during the afternoon is appreciated.

### **63. Local Government Boundary Review**

Cllr Sugden updated the Council on the recommendations of the Boundary Commission. Although there were changes in other parts of Elmbridge it is recommended that Claygate boundaries and number of Claygate Councillors is unchanged (3). It was agreed that a letter of support for the recommendation relating to Claygate should be sent by the Chairman to the final consultation now underway that closes on 24<sup>th</sup> August.

#### **AP17 – Chairman**

### **64. Function for Helpers**

64.1 In previous years a Christmas get-together has been arranged for Parish Council volunteers/helpers. Unfortunately attendance at these functions has diminished. Several reasons were given, the time of year and possibly time of day. They were usually held in the evening.

64.2 It was agreed that an event arranged to say ‘thank you’ was desirable. A change of venue and time of year was suggested. It was agreed to try to hire the Pavilion Cafe, late Summer for a Saturday lunch-time event.

#### **AP18 – Communications Working Party to contact Pam Jarvis**

### **65. The Planning Committee Report**

65.1 The most recent Planning Committee was very busy with representation from residents of Loseberry Road regarding the planning application for new houses on land behind 39 Hare Lane.

65.2 The revised Reserve Councillors’ list has been circulated. At the end of each Planning Agenda is the name of a Councillor, not on the Planning Committee, who may be needed to attend at short notice if there is a risk that the Committee will not be quorate. It was stressed that it is not necessary for the reserve Councillor to attend the meeting if they do not wish to do so. It is the responsibility of the Councillor on the Planning Committee to contact the Reserve if they are unable to attend. He/she must also inform the Clerk (Interim Administrator) and the Chairman.

65.3 As EBC is becoming paperless the provision of paper plans for CPC meetings is going to be phased out. It has been agreed between the Parish Council and the EBC Planning Department that EBC will provide a printer to enable plans to be printed for our use. Positioning of the printer is current being discussed.

#### **AP19 – Cllrs Herbert to discuss with EBC and Claygate Village Hall Association and the Chairman, resolve and have it ordered.**

### **66. The Highways & Transportation Report**

In the absence of Cllr Huddart the Interim Administrator read the report he supplied.

66.1 Woodstock Lane Horse Crossing: Cllr Huddart, EBC Cllr Marshall, Frank Apicella (SCC) met on site and identified the best position for the crossi and the need to clear approaches to it.

66.2 Village Car Park charges: It has been proposed that there be a four-fold increase in the Village car park charge for the first half hour over three years ie 40p for half an hour in 3 years’ time. In addition it is proposed that all other charges should also be increased over the same period to include a 43% increase in season tickets. It was noted that all these increases are well above any current levels of general inflation. It appears to be in contradiction to County Cllr Hicks statement that an ‘holistic’ approach is required.

The priority for Claygate’s car parks is to encourage their use so as to avoid excessive on-street parking. These increased charges will have a seriously deleterious effect. The Chairman agreed to write to EBC expressing the Parish Council’s concern.

#### **AP20 - Chairman to write to EBC.**

### **67. The Environment Report**

67.1 Contract with Paul Quinnen for HGS. The current Contract expires at the end of October 2015 - the original is dated October 2013. No subsequent contract has been located. It was suggested Cllr Chilcott speaks to Anthony Sheppard and Mary Marshall who were members of the last Environment Committee. It may be that the Contract was renewed without a new Contract being issued.

67.2 Cllr Chilcott noted that Cllrs State and Huddart attended the last Environment meeting. He asked for clarification as to whether or not Councillors other than those elected as members of a Committee are allowed

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to speak. It was agreed the Chairman is ex-officio and can attend all meetings and vote but other Councillors cannot vote. Further clarification will be sought from SSALC.

#### **AP21 Chairman to speak to SSALC**

67.3 Allocation of Sites for the purpose of inspection were confirmed.

<b>Site</b>	<b>Inspection</b>	<b>Site</b>	<b>Inspection</b>
Applegarth	Carol Manley/Vanessa Relleen	Fee Farm Road	Clr Way/Carol Manley
Torrington Lodge	Clr Herbert/Clr Chilcott	Coverts Rd/Foley Rd	Carol Manley/Vanessa Relleen
Glebelands	Clrs Way/Herbert	The Green	Carol Manley/Vanessa Relleen
St Leonards Rd	Clrs Huddart/Herbert/Sugden & Pearce		
Glenavon Close	Clrs Sugden/ Herbert	Red Lane	Clrs Sugden/Chilcott
Red Lane	Clrs Sugden/Chilcott	Church Rd	Clr Herbert/Vanessa Relleen
Hare Lane c/park	Clrs Chilcott/Pearce	Brickbed at Parade	Clr State/Vanessa Relleen
Firs Verge	Clr Herbert/Vanessa Relleen	Woodstock Triangle	Clrs State/Pearce
Lawn by Winning Horse	Clr Way/Vanessa Relleen		

#### **68. Meeting of Communications Working Party**

A meeting will be arranged in the near future. Thursday 30<sup>th</sup> July, 8pm in the Committee Room was suggested. Clr Wilson indicated he wished to be including in the working party.

#### **AP22 Interim Administrator to check availability**

##### **69. Date of Strategy Meeting**

Thursday 17<sup>th</sup> September, 8pm in the Committee Room. This is confirmed.

##### **70. Matters for Information Purposes**

70.1 CIL meeting will be arranged after the Strategy meeting in September.

70.2 Contact details. It was agreed the following details will be made available to residents via the website and the notice boards:

Clr Chilcott: Landline/PC email  
Clr Herbert: Mobile/PC email  
Clr Huddart: Landline/PC email  
Clr Pearce: Mobile/PC email  
Clr Shearman: Mobile/PC email  
Clr State: PC email  
Clr Sugden: Landline/Mobile/PC email  
Clr Wang: Mobile/PC email  
Clr Way: Mobile/PC email  
Clr Wilson: PC email

#### **AP23 Interim Administrator will compile the necessary notice after confirming the telephone numbers**

##### **71. Motion to exclude the Press and Public to discuss Staffing Matters in confidence**

Clr Sugden proposed and Clr Pearce seconded and it was AGREED unanimously that the press and public should be excluded prior to consideration of Agenda Item 22 Staffing Matters in confidence: namely interim clerking and bookkeeping services and recommendations of the Staffing Working Party on the appointment of a new Parish Clerk and RFO.

##### **72. Staffing Matters in confidence : Resolutions 1 and 2**

Clr Sugden noted that the Council had granted the Chairman the authority to spend up to £1500 per month through the end of July 2015 for interim clerking and bookkeeping services.

As there will be a need for interim clerking and bookkeeping services beyond July and to avoid the need for continued resolutions at every Council meeting Clr Sugden was proposing Resolution 1. Additionally based on the last few months the resolution includes reducing the maximum monthly amount from £1500 to £1000.

###### **Resolution 1**

It is **RESOLVED** that the Chairman has the authority to spend up to £1000 per month to pay for interim clerking and bookkeeping services until such time as a new Parish Clerk/RFO is appointed.

Proposed Mark Sugden

Seconded Tony Shearman

Councillor State proposed an amendment

###### **Resolution 1**

It is **RESOLVED** that the Chairman has the authority to spend up to £1000 per month to pay for interim clerking and bookkeeping services from August 2015 until up to 3 months after the appointment of a new

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Parish Clerk and RFO

This was accepted by Cllr Sugden

Seconded by Cllr Pearce

**AGREED UNANIMOUSLY**

Cllr State provided an update on the recruitment of a new Clerk. Nine application forms had been downloaded but eventually only 2 applications had been submitted, both from candidates living locally. Interviews had taken place on Tuesday 7th July and it was proposed to offer one of the 2 candidates the position. All details were being agreed with SSALC and the Staffing Working Party will keep the Council updated on progress .

**Resolution 2**

It is **RESOLVED** that the Parish Council agree the recommendations of the Staffing Working Party on the recruitment of a new Parish Clerk /RFO.

Proposed Mark Sugden

Seconded Tony Shearman

**AGREE UNANIMOUSLY**

**73. Date of next Meeting**

The next meeting will be:-

**Thursday 10<sup>th</sup> September 2015 in the Small Village Hall**

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

Date.....