

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



**Minutes of the Meeting of the Council
Held at 7.30pm on the 8 November 2012
In the Small Village Hall**

Present: *Chairman:* Shirley Round
 Councillors: Geoff Herbert, Nick Hayes, Noel Isaacs, Kate Hallett, Alex Coomes, Jimmy Cartwright, Mark Sugden
In attendance: *Parish Clerk:* Freda Collins

At the start of the meeting Mark Sugden was present as a member of the public.

85. Apologies for Absence

Anthony Sheppard who had a business commitment.
Ken Huddart who was on holiday.
These were accepted.

86. Declarations of Interest in Items on the Agenda

Cllr Herbert declared that he is a Borough Councillor, Chairman of the Youth Club Committee and a member of Elmbridge Rent Start.

Cllr Round declared she is Secretary to the Trustees and Lettings Manager of the Claygate Village Hall Association and Secretary to the Friends of Capelfield.

Cllr Hallett declared that she is a Trustee of Claygate Village Hall Association and is Secretary to the CVA.

Cllr Coomes declared that he is a Borough Councillor and a Trustee of the CRGT.

Cllr Isaacs declared she is a Trustee of and Secretary to the CRGT.

Cllr Cartwright declared that he is a Borough Councillor and a Trustee of the Village Hall.

87. Co-option of a new Councillor

Mark Sugden left the room prior to this item.

Information about Mark Sugden had been circulated with the agenda. He has attended several PC meetings and is known to Cllr Isaacs through the CRGT.

Cllr Round PROPOSED that Mark Sugden should be co-opted to this Council.
SECONDED by Noel Isaacs
AGREED unanimously

Cllr Sugden re-entered the room and joined the meeting.

He was congratulated and welcomed to the Council.
He signed a Declaration of Acceptance form which was witnessed by the Clerk.

88. Confirmation of the Minutes

The minutes of 6 September 2012 were confirmed and signed.

89. To report on the actioning of items from the last meeting

AP13- Localisation of Council Tax support –we are still awaiting advice from NALC.

AP15- Winter Warden Scheme-outstanding

AP17- letter to the PCT –Cllr Coomes gave the update on this matter. It would seem that the letter from CPC, together with the letters from the Borough Councillors and the petition signed by more than 900 residents have had an effect. It is believed that the PCT will release the second license.

AP23- written assurance form SCC re the Millennium sign.-the Clerk emailed Cllr Bennison after the last PC meeting and again recently. He has passed the matter to Carol Walker. A reply is still awaited.

AP24- the Clerk to inform Francis Boff re the agreed £500 underwrite. This has been done. The work has not yet been carried out, so the money has not yet been requested.

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

All other action points have been carried out or are agenda items.

90. Report from the Chairman

- 90.1 Interest has been expressed by a resident, Michael O'Brien, in joining CPC. He has been asked if he would like to attend any meeting and has expressed particular interest in Planning.
- 90.2 A liaison meeting of CPC Councillors, Claygate EBC Councillors and our SCC Councillor was held on 10 Oct 2012. It proved very useful. An annual liaison meeting will be arranged.
- 90.3 The CPC computer was having problems so an operative from Tip Top computers was called in, but he could find nothing wrong. A new mouse has been purchased and there now seems to be no problem- so the old mouse may have caused the difficulties.
- 90.4 A letter of thanks has been received from the CVA regarding the grant for the Big Lunch.
- 90.5 We have had to renew our registration with the Information Commissioners office and pay the annual fee. This fee will be paid by DD in future.

91. Report from the Parish Clerk

- 91.1 The draft Surrey Local Flood Risk Management Strategy has been on circulation and comments are required by SCC by 30 Nov 2012. It was noted that not all members have yet seen this circulation. Councillors will contact the Clerk with any comments prior to the deadline.
- 91.2 The SE Coast Ambulance service is requesting volunteers to train as Community First Responders. The Clerk has put up a poster on the notice boards asking for volunteers.

92. The Planning Committee Report

Minutes of the Planning Committee have been circulated except for the last meeting on 1 Nov 2012.

Cllr Isaacs circulated a written report prior to the meeting.

- 92.1 Since the last Parish Council meeting we have seen a rise in applications. Over the last two sessions we have had applications for 11 new properties in the village.
- 92.2 Enforcements are continuing. With Cllr Coomes help we are beginning to see some results.
- i. 2 Oaken Lane, having lost their appeal against their enforcement, have now starting dealing with the necessary changes required to their frontage onto the road.
 - ii. It appears that the owner of Vale Farm is now living in the restored outbuilding. There is also a caravan on-site. Whilst the farm building is being renovated, the owners are allowed to live in a temporary structure. No application has been received regarding the farm house. Cllr Coomes has reported this to the enforcement team, who are now pursuing this matter. Once work to the house is complete, the owners will not be allowed to live in a temporary structure or the outbuildings.
 - iii. Claygate Manor is continuing. We received an LDC application for work to the old farmhouse. The extent of the work was considered to be rather extensive; more than allowed for in an LDC.
- 92.3 Parish Councillors have attended sessions in connection with the Settlement Plan that EBC is currently undertaking and also a training day regarding gypsies and travellers.

93. The Highways & Transportation Committee Report

Cllr Huddart circulated a written report prior to the meeting.

93.1 The Committee met on 18 Oct 12, and the minutes have been produced. Issues discussed included the bus and train services, maintenance of roads and Rights of Way, progress of street light refurbishment, traffic calming, and cycle parking provision at the Claygate Primary School.

93.2 The requested H&T budget for 2013/4 is

- | | |
|--------------------|-------|
| i. Footpaths | £1000 |
| ii. Trees | £500 |
| iii. Cycle parking | £500 |
| iv. Bus Shelter | £250 |

93.3 Cllr Huddart has reported:-

- i. the wrongly marked parking bays in Hare Lane service road
- ii. the need for Claygate sign northbound in Copsem Lane (ref. 00320015)
- iii. the need for more cycle parking at the station
- iv. the defective roads mentioned at Mike Bennison's liaison meeting
- v. the need to replace Champion's bollard with a "Bell" design
- vi. the faulty light at the zebra crossing.

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

93.4 He had already actioned AP13, by asking Derek Huff to check in good time that the Christmas tree light transformer on The Green is live. Fortunately, Skanska has granted a licence to the CVA for it, as a result of our earlier requests.

93.5 There are several other actions, which will have to await his return from holiday.

93.6 There has been a request for a map of the village on the CPC website. Cllr Hallett has a hand-drawn map and a map showing the HGS sites which she will forward to Cllr Coomes to put on the website.

AP18 Cllr Hallett to action.

It was noted that SCC and EBC have useful maps on their websites and we have links from our website to these maps.

Previously, in order to use an OS map there was a fee to pay. OS will now make available maps to Parish Councils after registration. It was agreed not to register now, but to let the H&T Committee decide if this will be necessary at some future time.

94. The Environment Committee Report

Cllr Hallett gave an oral report.

94.1 The new contract was signed on 1 Nov 2012 with Green Gardens at a cost of £666.67 per month.

94.2 At a previous meeting a complaint was received from a resident about an untidy area in Foxwarren where trees have been removed by SCC. The area has been tidied by SCC, but local residents would like to plant there. They have been referred to the Environment Committee.

95. Communications Report

Cllr Round gave an oral report to the meeting

95.1 All articles have now been received for the next edition of Courier. Distribution will be in late Nov/early Dec.

95.2 The work to the pamphlet that will give an overview of the work of the parish council and include contact information has not been progressed. Cllr Round will meet with Susan Harding about this matter.

95.3 Cllr Coomes continues to maintain the Website and gave an oral report to the meeting. Usually the site has about 18 hits per day. During the time the news was breaking about the sad event concerning the murdered Claygate family, the number of hits increased to 1500 per day. It has now gone down to about 25/30 per day.

Cllr Coomes will produce a guide on how to operate the site. The site can only be operated using one computer, if two computers are used information put on by one computer could be lost when the second one accesses the site. The system being used at the moment is working well; the Clerks feeds information through to Cllr Coomes who uploads it.

96. Finance Report

96.1 A copy of all receipts and payments from the last meeting, all payments made since the last meeting and a detailed Income & Expenditure by budget were circulated prior to the meeting. More information has been included on the notes to the accounts. 'Miscellaneous' and 'Public Projects' are now detailed and a rough breakdown of the current financial situation was included.

No questions have been received by the Clerk.

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

96.3 All payments made since the last meeting were APPROVED.

96.4 The external auditors report has been received. Two non-material issues were raised:-

i. a rounding error of £1

ii. fixed assets were not accurately represented. The new bench was not included as, initially, it was believed that EBC has taken over ownership. This is not the case and so the bench will be allocated a nominal value of £1 and added to the Fixed Asset Register.

97. Plan for Expenditure

Expenditure was reviewed. The Clerk produced a rough breakdown of finance which showed a balance of about £8,000 for the year after all expenses have been taken into consideration.

It was noted that:-

i. CVA is awaiting a quote for the electrical testing for the Christmas lights- so it is not yet known how much of the grant for the Christmas lights will be required this year.

ii. the budget meeting is on 15 Nov 2012. Cllr Sheppard has produced draft figures for administration costs. Chairs of Committees have been requested to review the figures for their Committees ready for the Budget meeting.

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

iii. the new monitor for the Clerk has not yet been paid for. Cllr Coomes will chase the invoice.

98. Parish Council Remit

At the last meeting it was noted that the updated remit does not mention the shops or business community. It was agreed that Cllr Hallett will come up with a form of words to be included.

The revised document was circulated prior to the meeting.

The changes were approved and the amended remit was adopted.

99. Christmas Helper 'Thank-you' Reception

99.1 It was agreed that the title as shown in the agenda as 'Christmas Party' was misleading and that it should be called the 'Christmas Helper 'Thank-you' Reception'.

It was agreed to hold the event again this year as it is the only time we can all say 'thank you' to all our volunteers.

99.2 It was agreed:-

i. the date will be Friday 14 Dec 2012

ii it will be held in the Main village hall

iii. it will be from 7pm until 9.30pm

iv. it will be for distributors, co-opted members and all others who make a contribution to village life such as Jazz and Danny Bond.

v. Refreshments will be similar to last year.

The Clerk to send out invitations.

Apologies from Cllr Hallett

100. The Green & Derwent Close

100. 1. The Green

Cllr Hallett has researched the ownership of The Green and it is owned by EBC. The Hare & Hounds have the right to have a sign on The Green.

For land to be dedicated as a Town or Village Green under the Commons Act there needs to be proof of the land being used for sport or pastimes. However, the owner of land can apply to have it registered as a village green without that burden of proof. EBC would not give up their ownership; it would just involve a change of status for the land.

This matter was discussed at the Environment Committee where it was suggested that we approach the Chief Executive Officer of EBC and invite him to take this step.

It was noted that this step is irrevocable and is regarded as disposal of land. It will therefore not be a matter to be taken lightly by EBC. The letter to Rob Moran should be signed by all CPC Councillors. It was agreed to put forward with our request to EBC, a portfolio of letters of support.

It was agreed to seek to enlist the support of the CAAC and of the Hare & Hounds PH. Cllr Huddart is the Acting Chairman of CAAC and knows Peter Linacre, the manager of the Hare & Hounds. It was agreed to ask Cllr Huddart for his help in liaising with the CAAC and Peter Linacre.

AP29 Cllr Huddart to action.

It was also agreed to enlist the support of the three Claygate Ward Councillors and the local shops. Cllr Hayes is willing to speak to the shopkeepers once we know that we have the Hare & Hounds on board.

100.2 Derwent Close Island

The ownership of this piece of land is not known. The freehold was owned by a company which was dissolved in 1989. The local houses were built in the 70's and are subject to various covenants.

The land is maintained (the grass is mown and trees are subjected to necessary works); possibly by SCC. The ownership of this land was raised at the liaison meeting with Cllr Bension. He agreed to ask SCC. No reply has been received. It was agreed that the Clerk will remind Cllr Bension to ask if SCC own this land.

AP30 The Clerk to action.

101. Remembrance Day

The usual arrangements have been made by the Scouts.

It was agreed to meet in the Hare Lane car park at 10.30am for the procession to the War Memorial. Cllr Round will lay the wreath on behalf of CPC. Cllr Bension will lay the wreath for the Mayor of Elmbridge.

102. Bench for The Parade

The brick bed in The Parade has been rebuilt and refurbished. The bench has been repositioned so that it faces the pedestrian crossing. It has been suggested that CPC fund another bench at the other side of the bed facing down The Parade.

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

It was noted that, at the last meeting, CIB asked for funding for a bench to be positioned in The Parade, but no support was forthcoming for this project. This was because the CIB bench was to be on private land.

It was agreed that the area of the brick bed is very untidy as there are signs, produce, recycling bins and a magazine holder put out round the bed on a daily basis.

The situation is very problematic as we support the shops, especially in the current economic climate, but do not approve of their encroachment onto the bed. If we ask for any form of enforcement to remove signs and other street furniture, then this measure could adversely affect all the shops. But it is important that free passage of the footway is not impeded and that the Parade looks attractive.

It was AGREED that Cllr Round will speak to the owners of the recycle bin and the magazine rack to see if they can be repositioned. Cllr Round then proposed the resolution.

Resolution 1.

It is RESOLVED that this Council authorise expenditure of up to £750 for a new bench, with commemorative plaque, at the west end of The Parade flower bed.

PROPOSED by Shirley Round

SECONDED by Alex Coomes

AGREED UNANIMOUSLY

It was agreed that the Clerk should inform Cllr Bennisson.

AP31 The Clerk to action.

103. Matters for information only

The Christmas trees are being erected in The Parade on Sat 17 Nov. Helpers are welcomed.

104. Date of next Meeting

The next meeting will be:-

Thurs 10 Jan 2013 at 7.30 pm 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.