

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

- i. In the breakdown of Account code 1401 the amount from SCC for the trees and notice board should have been £800.
- ii. SCC has sent £1000 to our bank towards the horseride. As we were not notified about this, it was assumed that it was a mistake. The Clerk will now record this in the Cash Book.
- iii. On page 3 of the yellow pages (the cash book) it was noted that the VAT is not correct on the payment to EBC for the hanging baskets. The VAT is shown but has not been deducted from the net figure. This is a glitch in the accounts software and will be corrected once the Clerk has telephone access again.
- iv. The money received as a CIL payment (shown in the Cambridge BS cashbook) will need to be put in an allocated reserve at the financial year end.
- v. The Spring Festival has been cancelled, so the grant of £150 which we gave to the event will need to be returned. The Clerk will contact Gary State to request the return of the cheque.
- vi. CPC needs to return the grant of £1000 given by SCC towards the repair of the Millennium Sign. SCC will contact the Clerk to explain how the return should be made.

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

134.3 All payments made since the last meeting were APPROVED.

135. 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.

This was reviewed and it was anticipated that there will be underspends at the end of the financial year.

136. Clerk Office

As this item relates to the Clerks salary Anthony Sheppard proposed that it be taken with Item 150 when the public and press are excluded. Seconded by Alex Coomes and AGREED

To be taken with Item 150.

137. 2015 Election

Nomination papers are available from Monday 30 March and need to be delivered by 4pm Thursday 9 April to EBC. So, on Friday 10 April we will know if an election will be required for CPC.

137.1 Posters advertising the election have been put on the notice board.

137.2 An article on the election has been included in the Courier.

137.3 Cllr Sugden has posted the information on LinkedIn.

137.4 Cllr Coomes will include information on the website. Factual information relating to the election or current councillors is permissible during Purdah, but all the biography information will have to be removed.

137.5 It was noted that we are cogent that EBC are the electoral services. CPC will give basic information, but will refer potential candidates to EBC. It was noted that it is advisable to book an appointment with Electoral Services in order to ensure that the nomination papers returned are correct.

137.6 On the day of the election, the General Election voted will be counted first, with the results expected about 4am. The Borough election will be counted on Friday and the CPC election counted after that. So CPC Councillors will not know that they are elected until Friday afternoon at least. The Clerk will inform ALL nominees of the first parish council meeting and then send the agenda to all elected councillors as soon as possible.

Cllr Marshall arrived at the meeting.

137.7 If required Shirley Round and Susan Harding will facilitate the printing and distribution of a leaflet advertising the candidates for the election. All candidates will be mentioned. The cost of the leaflet will be borne by the participating candidates as part of their election expenses.

138. CIL

The 75% of CIL money collected by EBC since they started collecting in 2013 now amounts to some £1.5 million. The Board that decides how this will be spent will only meet once a year. It is anticipated that EBC, SCC and the Government will bid for this money. SCC has many projects which have been agreed but not implemented as there was insufficient funding- they will now make a bid on these projects. Applications for this year have to be submitted by April. As this is prior to the next PC meeting, it was agreed that a small

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

group of Councillors will meet to look at making an application on behalf of CPC. They will look at previous successful projects to ascertain how this may help our bid. The information about applications and the application form is on the EBC website. It was agreed that, even if our bid is not successful, it will be a good exercise and enable us to learn the process. Cllr Sugden will call the EBC Officers to get more information and circulate that and the application form to all councillors.

AP 41 Cllr Sugden to action

It was proposed by Alex Coomes that a working party be set up, seconded by Helen Maguire and agreed unanimously. It was agreed that Cllrs Coomes, Sugden and Maguire will be in the working party. They will work on the bid and then call an extraordinary meeting to agree it.

AP 42 Cllrs Coomes, Sugden & Maguire to action

139. Function for Helpers

At the last meeting it was agreed to hold a summer function using the new Clubhouse. Cllr Sugden has been trying to arrange a date, but the Cricket Club use the Clubhouse during the summer. It was agreed that the Clerk should contact Pam Jarvis and arrange a date for a Friday evening or Saturday lunch, probably when the cricket season has ended.

AP 43 The Clerk to action

140. Pensions Policy

In 2003, CPC resolved to accept the employer's pension policy as laid down by SCC with regard to the Local Government Pension Scheme. In 2004 a new Local Government Pension Scheme was introduced. SCC informed us that the new scheme also introduced some new discretions that required employers to provide a new pension policy statement. The employer had to agree these policy statements and send a copy to SCC. The LGPS 2014 Discretions forms show the relevant discretions for which a policy is required and also what SCC policy is.

CPC Staffing Committee has reviewed the policy and recommends that CPC's policy is the same as SCC with one minor change on the Flexible retirement Pension policy statement. This change relates to the reference to the 'Service Director etc'. This has been changed to 'Parish Council, on a recommendation from the Staffing Committee'

Resolution 3

It is RESOLVED that this Council agrees to adopt the updates SCC Employers Pension Policy subject to an amendment to the Flexible Retirement Pension Policy

PROPOSED by Mark Sugden

SECONDED by Anthony Sheppard

AGREED UNANIMOUSLY

Thanks were given to Cllr Sheppard for his work on this matter.

141. Grant for CRGT Defibrillator

The proposer for Resolution 4 was Cllr Sugden. As he is a Trustee of the CRGT he asked if another Councillor would propose the resolution. Cllr Isaacs agreed to propose it. This was **AGREED**.

Cllr Coomes has been trying to get funding for a defibrillator for the village, but has not been successful so far. The British Heart Foundation will be reviewing applications in April of this year.

It was noted that other local sports clubs do have defibrillators as there is a risk of heart injury during physical activity. No funding has been obtained from BHF, but the CRGT, CCC and CRFC will part fund.

There was concern about liability and that EBC should be informed about the defibrillator as they own the ground.

Resolution 4

It is RESOLVED that this Council awards a grant of up to £250 towards the cost of a defibrillator to be located at the Clubhouse on the Recreation Ground.

PROPOSED by Noel Isaacs

SECONDED by Alex Coomes

7 FOR

3 ABSTENTIONS

AGREED

AP 44 The Clerk to raise a cheque

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

141a. Grant for Cricket Club

The proposer for Resolution 5 was Cllr Sugden. As he is a Trustee of the CRGT he asked if another Councillor would propose the resolution. Cllr Hallett agreed to propose it. This was AGREED. The grant is for £500 towards improvements to the external cricket nets situated on the recreation ground which are required to make them functional. The changes are subject to a planning application. The CPC Planning Committee has already discussed the application and made no comment.

Cllr Hallett proposed an amendment; that the words 'of £500' and 'subject to successful planning permission' be added to the resolution. This was AGREED.

Resolution 5

It is RESOLVED that this Council awards a grant of £500 towards the Claygate Cricket Club subject to successful planning permission.

PROPOSED by Kate Hallett

SECONDED by Noel Isaacs

7 FOR

3 ABSTENTIONS

AGREED

AP 45 The Clerk to raise a cheque

142. Grant for CRGT Survey

The proposer for Resolution 6 was Cllr Sugden. As he is a Trustee of the CRGT he asked if another Councillor would propose the resolution. Cllr Hallett agreed to propose it. This was AGREED.

Resolution 6

It is RESOLVED that this Council awards a grant towards the cost of printing the CRGT village survey.

PROPOSED by Kate Hallett

The last time the CRGT undertook a survey of the needs of the community was in 2002. There have been many changes since then. The CRGT want to move forward and make 5 and 10 year plans, but need to engage the local community.

It was noted:-

- i. CPC is being asked for the full amount- we do not like to do this but to part fund.
- ii. This will be using public resources to support an administrative process. This may not be an appropriate use of CPC funds.
- iii. CPC has been very generous to the CRGT recently and we do not want the CRGT to start relying on CPC as a source of funding.
- iv. The questionnaire has not been circulated, so has not been seen by the Councillors. *(Note: Cllr Maguire did email the questionnaire to the Clerk on the morning of the meeting, but as the Clerk was unable to access or send emails until after 12.20pm, she was unable to circulate the document).*
- v. There have been various questionnaires recently- so there may be poor response as residents could suffer from 'survey fatigue'.
- vi. There is no power which can be used for this expense so it will have to be a s.137 payment.
- vii. 70% of CRGT funds go on ground maintenance, but EBC has not increased the grant to CRGT for 10 years.
- viii. The CRGT are trying to make the Rec more viable and a thriving asset to the community, so need more community involvement.
- ix. The parking survey prepared by CPC was included in the Courier and the cost was borne by CPC.
- x. The survey for the traders was included in the Courier and was a cost to CPC as the Courier had to be printed on matt paper rather than glossy.
- xi. The CRGT survey will also be on-line as were the parking and traders surveys. The majority of replies to both surveys, however, were hard copy.

Cllr Hallett proposed an amendment to resolution 6

Resolution 6

It is RESOLVED that this Council awards, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, a grant of £244 towards the cost of printing the CRGT village survey. The proposed expenditure, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

PROPOSED by Michael O'Brien

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

3 FOR

4 AGAINST

3 ABSTENTIONS

The resolution was not carried.

It was noted that the Communications WP need to revise the Statement of Intent to include questionnaires and surveys.

143. Local Government Boundary Commission Review

The Local Government Boundary Commission for England has formally commenced an electoral review of Elmbridge Borough Council. The review is to deliver electoral equality for voters across the borough. In drawing up a pattern of electoral wards the Commission must balance three criteria which are set out in law:-

i. to deliver electoral equality where each councillor represents roughly the same number of electors as others across the borough

ii. That the pattern of wards should, as far as possible, reflect the interests and identities of local communities

iii. That the electoral arrangements should provide for effective and convenient local government.

There is a public consultation on this matter which ends on 31 March 2015. The second stage will be June to August when the Commission will come back with their proposals for consultation.

It was noted each ward should have 6000 voters plus or minus 10%. Claygate is minus 10.7%, but is expected that Claygate will be unchanged. In 2020 this deficit will be larger so Claygate may have to enlarge. The most natural way of increasing is to take in part of what is now Esher. Arbrook Lane historically was part of Claygate.

It was agreed to respond to the consultation to note that we are a defined community with existing settlement boundaries. It was agreed that Cllr Sheppard will draft the response, Cllr Sugden will assist, but the letter will come from the Clerk. The draft will be circulated for approval prior to being sent.

AP 46 Cllrs Sheppard &, Sugden & the Clerk to action

144. Annual Village Meeting 2015

The Village meeting will be held on 28 May 2015. Margaret Hicks has been invited to be the key speaker on SCC parking control policy. If she cannot attend, then perhaps another Surrey Councillor will be able to speak on this subject. Cllr Sugden will follow this up.

AP 47 Cllr Sugden to action

145. The Planning Committee Report

Cllr Isaacs circulated a written report prior to the meeting.

145.1 We have one major development waiting news on the decision, The Old Bank Building proposed conversion to 13 Flats. 80 residents have sent in their letters of objection.

145.2 We meanwhile continue to see applications for extensions; our residents prefer to extend rather than move out of the area.

145.3 The Sports Ground at Oaken Lane have at last re-submitted their planting plans, which turned out to be the same as originally submitted, but with only one species marked up. This was unilaterally commented against as variegated planting was proposed and is what is required.

145.4 Our ongoing list of enforcements is listed below:

1 Caerleon Close - 2014/3773 - Retrospective Variation of condition on enlarged footprint.

Refused 10/12/2014

Plan resubmitted at CPC meeting 29 Jan awaiting outcome.

Action to wait and see the result of the planning officer decision

14 Red Lane - 2014/1156 - Retrospective planning application for fence to rear of garden backing onto Hermitage Close, this was as a result of enforcement action.

Refused planning 18/06/2014, the applicant then went to appeal on the enforcement. Appeal dismissed *Letter received from EBC sent 15 Feb 2015, resulting from meeting. The owners have been served with an enforcement notice to reduce the height of the fence, posts and gates to 1.8 meters (as measured from the Hermitage Close side) and a time for compliance of 1 calendar month from 25 March 2015.*

15 Gordon Road - 2014/3016 - Application whether roof extension permissible under LDC (a retrospective application).

Application refused 02/10/2014.

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

Reported for enforcement by CPC as roof height in excess of adjacent attached semi.

At the last meeting no application for planning or appeal had been submitted. The applicant had been given 6 weeks from early December to submit.

Action – Contact EBC as no notification has been received from EBC in regards for the applicant going to appeal – too much time has passed and CPC want to see something happening!

66 Hare Lane - Enforcement Reported by CPC Councillors - Fence to road frontage too high

By the 6 November an Enforcement officer had done a site visit and at the end of the month had sent a letter to the owners informing them of the transgression and they were given 2 weeks to reply. By the December meeting they were advised as no response had been obtained, they should put in for planning in the next 3 weeks, this was later extended to six weeks.

Action – Contact EBC as we have heard nothing since the end of January and no application has to date been forthcoming!

40 Acre Field - Enforcement Reported by CPC Councillors - Plot 12

Ongoing - EBC having difficulty contacting the owners.

Action - to continue to find out what is happening and the proposed action to be taken. There remains difficulty in contacting the owner.

Sports Ground (formerly Wyevale Garden Centre Oaken Lane) – **2014/3119** (21/07/14) CCC of Condition 13 (landscaping scheme), 4 photos submitted with no accompanying explanation.

A set of plans were reviewed at the 19 Feb meeting and comments passed onto EBC. We await the planning officer's decision.

Claygate Recreation Ground – CRGT reported enforceable action to EBC - No 4A Coverts Road has moved their rear perimeter fencing into CRGT land.

We need to find out who the enforcement officer for this case is and find out the action taken to date and their proposals to remedy this.

145.5 At the last Planning meeting it was agreed to equip the Tree Wardens with some form of identification.

146. The Highways & Transportation Committee Report

The Committee met on 26 Feb 15. The draft minutes have been produced, but communications problems mean they are not currently available for circulation.

146.1 SCC have put aside an amount of money for capital drainage schemes. Three have been identified in Claygate:- High Street, Rythe Road and Church Road. This information has been sent to Cllr Bennison. Please let Cllr Huddart know if there are any more .

146.2 Woodstock Lane South has been identified as needing work, so SCC has agreed to work on the drains at both sides of the road in the next financial year.

147. The Environment Committee Report

Cllr Marshall circulated a written report prior to the meeting.

147.1A safer cover has been put on the Green where the Christmas tree is placed annually.

147.2 Clean up day is organised for Saturday 18th April and will be advertised in the Courier and The Claygate Network.

147.3 Fly-tipping continues to be an issue and Cllr Marshall is making almost daily reports to EBC about this problem. Woodstock Lane South will be cleaned on Friday 6th March by EBC.

147.4 Dave Page from EBC investigated concerns about drainage in Woodstock Lane South. SCC has confirmed they will be clearing the drains especially near Manor Farm in the new financial year.

147.5 SCC are seeking clarification from The Highways Agency with regards to the land for the rebuilding of the Horse Crossing in Woodstock Lane South. Cllr Marshall has recently forwarded further information to Nick Healey at SCC with regards to a Road Safety Audit. He will be looking into this next week. There has recently been another incident with regards a runaway horse in this area, which, most unfortunately, as well as other people involved the same family as the tragedy in June 2014.

147.6 The fence around the end of the Green has been damaged. Cllr Marshall has two quotes for this; one for £1380.00 and one for £170. It was AGREED to go ahead with the lesser quote. The contractor will be warned that he will need to take the necessary precautions when working near the road.

147.7 The Fountain on the Green has now been re-furbished.

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

147.8 A new contractor means the cost of the hanging baskets and troughs this summer will be significantly less than last year (saving £647.94)

147.9 The Oak Processionary Moth has been found in Claygate. A report about this will be in the Courier.

147.10 Cllrs Marshall and Sheppard met with Thames Water in January for an insight into the workings of the pumping station opposite the Swan and to raise concerns about future flooding in this area. Following this very informative meeting some of our concerns were abated, Thames Water having made significant improvements at this site.

147.11 Cllr Marshall has no underground searches for the Winner bed to date and Paul has not yet removed the grass. The bed needs to be marked out again as the rain has washed away the two previous markings therefore the Winner bed remains an on-going project.

148. Communications Report

Cllr Maguire gave an oral report to the meeting.

148.1 The Courier is in the final draft stage and will be printed next week.

148. 2 Cllr Coomes will upload the grant application form onto the website.

149. Matters for information only

The Chairman thanked all those who will not be standing at the next election for all their efforts over the years which have greatly benefited the village.

Prior to the next item the order of the agenda was changed to take Item 151.

151. Date of next Meeting

The next meeting will be:-

Friday 15 May 2015 in the Small Village Hall

The meeting was then closed to the public and press in order to deal with matters relating to the Clerks salary (Items 136 & 150 Proposed by Anthony Sheppard, seconded by Noel Isaacs. AGREED.

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.

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

136. Clerk Office

Clr Sugden circulated a memo prior to the meeting outlining the proposals for a new office for the Clerk. It was agreed that this was an excellent brief as it was very clear.

Resolution 1

It is RESOLVED that this Council agrees the office accommodation arrangements as proposed with Claygate Village Hall Association for the Clerk.

PROPOSED by Mark Sugden

SECONDED by Alex Coomes

8 FOR

2 ABSTENTIONS

AGREED

Resolution 2

It is RESOLVED that this Council, if it agrees the new office arrangements at this meeting, will amend the current Clerks office allowance to £372pa.

PROPOSED by Mark Sugden

SECONDED by Noel Isaacs

AGREED UNANIMOUSLY

150. Clerk Salary

New pay scales have been issued by NALC. This information was circulated prior to the meeting by the Chairman.

Resolution 7

It is RESOLVED that this Council agrees the salary increase for the Clerk in accordance with the NALC salary scales.

PROPOSED by Mark Sugden

SECONDED by Anthony Sheppard

AGREED UNANIMOUSLY