

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

as independents.

Cllr Sheppard reported on the two training days he had attended. One was a Legal and Finance day which provided some useful information. As Claygate PC is unique in its duties, not all of the items were relevant. The other was a training session on Rights of Way which was very useful; he circulated the information from the presentation to members of the H&T Committee.

44. Report from the Parish Clerk

The Clerk has notified EBC of the resignation of Nick Hayes. They have issued a notice advertising the casual vacancy. This must be advertised for 14 days. If no-one asks for an election during that period, then we can fill the vacant post by co-option at the next meeting.

45. The Planning Committee Report

Minutes of the Planning Committee have been circulated.

Cllr Isaacs circulated a written report prior to the meeting.

45.1 Cllr Isaacs circulated an explanation of the most recent changes to planning - Prior Notification. This has crept in under the radar and was effective as of the 30 May 2013 and will run until 30 May 2016. The document outlines the new sizes of extensions that are permissible without planning permission, just the approval of the neighbours. It boils down to an increase from 3M to 6M for semi-detached or terraced dwellings and 4M to 8M for detached dwellings.

45.2 Cllr Isaacs noted that Rowan School plans to increase its intake of pupils. Cllr Coomes informed the meeting that the two school sites intend to increase their pupil intake from 150 to 220 which is a 68% increase, creating 3 extra classes. We need to discuss the implications of this, especially in the light that at the last planning meeting, there was an application for a new semi-permanent building for the junior school site. Had this information been known to us we could have reviewed it in a different light. It is believed that the planning application will be submitted in July.

46. The Highways & Transportation Committee Report

Cllr Huddart circulated a written report prior to the meeting.

The Committee met on 27 Jun 13, and the minutes have been produced.

Issues discussed included the car parks, on-street parking, the bus service, Claygate station cycle parking, maintenance of roads and Rights of Way, traffic calming, and street nameplates.

46.1 Surrey C.C. has offered scalpings arising from current road resurfacing in Claygate for the Old Claygate Lane track wet patch. Cllr Huddart is seeking ways to take delivery of this and negotiate with our favoured contractor as to how this affects his price. As there is no funding in the H&T Committee budget for the repair, the resolution provides money for this.

Resolution 1.

It is RESOLVED that this Council authorises payment of a contractor up to £1,500 to excavate and place scalpings in the wet patch of Old Claygate Lane.

PROPOSED by Ken Huddart

SECONDED by Anthony Sheppard

Cllr Coomes noted that in his capacity as a Borough Councillor he has tried to get SCC to effect the repair, but they will not do it; so CPC should do this for the village.

AGREED UNANIMOUSLY

Cllr Huddart will liaise with SCC about the scalpings and with the contractor.

AP14 Cllr Huddart to action.

46.2 Elmbridge B.C. has clarified that parents' free parking permits in Hare Lane car park for the afternoon pick up (3-4 p.m.) are valid for the morning drop off (from 9 a.m.); any tickets which have been issued erroneously will be cancelled and compensated, as appropriate. Cllr Huddart has advised the school, which is grateful and will circulate the news to parents.

46.3 The H&T Committee was asked to prepare a letter to the Leader of Elmbridge B.C. to follow up the meeting held on 6 Mar regarding the car parks. This reads:

" At our meeting on 6 March (copy of your notes attached), we agreed to work jointly to increase the use of Claygate car parks. Claygate Parish Council wants to do this, and would welcome your comments, and perhaps the suggested further meeting.

" EBC was very prompt in providing free car park tickets for sports people, which have been much appreciated.

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“ Regarding the possibility of a reduced price season ticket for traders, the traders have raised the issue as to whether the residents’ rate (£ 122 p.a.permit) would apply. CPC is keen to promote season ticket use, and is doing so in the current *Courier*, and possibly by leafleting.

“ CPC continues to advocate use of the rear access to Torrington Lodge, and would appreciate working up the proposal to do this part-time” .

It was agreed that Cllr Huddart can go ahead and send the letter on behalf of CPC.

AP15 Cllr Huddart to action.

46.4 The plane tree at 4 Hare Lane has been pollarded, along with others, as previously promised.

46.5 South West Trains has installed the rack for increased cycle parking at the station, as promised, with protective bollards; it is well used. Cllr Huddart has asked South West Trains to move some of these bollards closer to the cycle rack, so as to leave more space for U-turning vehicles, while still protecting the cycle rack and the front of *Ridge Lodge Designs*.

46.6 Old Claygate Lane has been strimmed.

46.7 A tree has fallen on the horseride north of Footpath 31. It is not blocking the horseride, but a pile of flytipping is. An EBC Officer drives along Woodstock Lane South every day and notes flytipping, but this is not visible from the road. Cllr Herbert will report the flytipping which is by the Thames Water inspection cover.

AP16 Cllr Herbert to action.

47. The Environment Committee Report

Cllr Sheppard sent a written report prior to the meeting. All minutes have been circulated.

47.1 Anthony Sheppard was elected as Chairman. Mark Sugden was elected a Vice-Chairman.

Helen Maguire has expressed interest in serving as a co-opted member, but was unable to attend the June meeting.

47.2 We are having to monitor the performance of the HGS maintenance contractor closely, as some performance issues have arisen. Cllr Sheppard has had to inspect the sites 3 times in the last 6 weeks. Some of the work we pointed out as outstanding has still not yet been done and the Glebelands roundabout has still not been cleared of a pile of dumped chippings. It was agreed to hold a meeting with the contractor to ascertain why we are having these problems.

AP17 The Clerk to action.

47.3 Gerald Abrahams has got into difficulties with the owners of the gardens adjoining the Red Lane HGS. Clearance of the bed and removal of ivy as part of the refurbishment of the bed revealed that the fences needed replacing. He obtained (oral) agreement, as he thought, to replace the fences and bill the owners, but the owner of the smaller fence now says he did not intend Gerald to go ahead without further discussion and has asked for a contribution to the cost from the Parish Council. See Gerald’s email to me below:-

...We have been progressing slowly with the red lane plot as you may be aware, but hope to complete the planting this weekend. The fences were done a few weeks ago following conversations I had with [frontagers] having realised taking the ivy off the fences was going to highlight what poor condition they were in. I have just invoiced one of [the frontagers] and he has contacted me to say that he is not particularly happy with paying outright for the work. He feels that our verbal conversation about the costing and necessity of the work was too informal and was expecting clarification or some input to the fencing. I took the conversation as a 'go ahead' which was probably a mistake on my behalf....! The invoice amount is £166.67 + vat - is there any way the Parish council can contribute towards the cost of the fencing in a neighbourly way? If so a phone call would probably go a long way !!! I have just invoiced the other [frontager] for £570+ vat and possibly a contribution towards her might be necessary. I hope the overall improvement of the fences can be seen !!!...

Cllr Sheppard reports ‘the strictly legal line is that these fences are nothing to do with the Parish Council and if the frontagers asked Gerald to replace them, that’ s between him and them. However, we should be very wary of a flat refusal to contribute leading to two very disgruntled frontagers. They might be tempted to argue that the work was necessitated by the Parish Council’ s activities on the HGS; certainly the decrepit state of the larger fence only became evident once Gerald had removed the vegetation and ivy on/in front of it.

The Council may therefore wish to consider making an ex gratia contribution (perhaps 1/3 of the ex-VAT cost) to the replacement of these fences, as part of the cost of the HGS project work. The Clerk has pointed out that we have no powers to repair private property, but in this case I believe we could reasonably argue that the work arose as a direct consequence of our activity on the HGS.

If we agreed to make such a contribution, Gerald would simply reduce his invoices to the frontagers by an appropriate amount and increase his invoice to us.’

A discussion took place and the following points made:-

- i. Neither of the frontagers has contacted the Parish Council to ask for money.
- ii. The Clerk informed the meeting there was no power to make any payment to the frontagers.

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- iii. The work did not damage the fences; the removal of the ivy merely showed up the poor condition of the fences.
- iv. The agreement Gerald has with the frontagers was a private agreement.
- v. We should be aware that this may be a PR disaster for CPC.
- vi. During the discussion about the work at the Environment Committee it was agreed not to remove the ivy. It is not known if this fact was communicated to the contractor.

It was agreed that the initial action should be for Gerald to try to sort out the matter with the frontagers. Cllr Sheppard will inform him.

AP18 Cllr Sheppard to action.

47.4 Green Gardens has done a good job repairing the fence on The Green.

48. Communications Report

Cllr Round circulated a written report prior to the meeting

48.1 Cllr Round is awaiting the finalisation of H & T report and front page 'flyer'. It had been agreed that the front page piece would be done in the form of a flyer that could be later printed for separate distribution. Cllr Hallett will amend the draft. Cllr Round is also awaiting a new picture from Mark Sugden for inclusion; if it is not received then the old picture will have to be used.

48.2 During the review of the Press and Media Protocol the point was raised that it would be better to have a Press Officer who is not the Chairman, as the guidelines require the Press Officer to pass any information to the Chairman before submission! It would also be useful to have a Press Officer who is also not required to do Courier. Cllr Round has not been able to send out Press statements, but has relied on information going out through Courier. This item will be on the agenda for the next meeting.

48.3 Revisions for the new brochure are under way but currently waiting for Cllr Hallett to contact the Chairs of Committees about their write-ups. It will need to be at the printer next week. Even if it is not possible to complete all the revisions, 300 will be printed for the Flower Show and then the minor alterations will be sorted out later.

48.4 The website has been mostly kept up to date apart from a couple of queries whilst the Clerk was on holiday. The way the website is set up means that it cannot be updated other than by the person who runs the programme on their computer. We have been unable to find anyone who will maintain it for us, as the website was constructed in-house. Thus either Cllr Coomes or the Clerk are the only ones who can make changes. An alternative arrangement would be for us to have a separate laptop for the website only. This is obviously far too expensive to purchase but we would be interested if anyone wants to update their laptop and donate their 'old' one to the Parish Council. This could then be passed between web-masters.

48.5 Cllr Round indicates that she would prefer not to continue indefinitely editing Courier as this will be her 11th edition. So it would be useful to have someone join Communications Working Party who has an interest or experience in producing a magazine so that the responsibility can be handed over gradually.

49. Finance Report

49.1 A copy of all receipts and payments from the last meeting and all payments made since the last meeting were circulated prior to the meeting.

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

49.3 All payments made since the last meeting were APPROVED.

50. Plan for Expenditure

A copy of the detailed Income & Expenditure by budget was 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. It was noted that the £1,500 for Old Claygate Lane will come out of reserves.

51. Review of Council Policies

Cllrs Round & Sheppard and the Clerk met to review Standing Orders, Financial Regulations, Register of Interests, Hospitality Register, Risk Assessment Policy, the Complaints Procedure and all CPC policies.

- i. Standing Orders- there have been no new orders since the last review, but new Standing Orders will be coming out later this year.
- ii. Financial Regulations- there have been no new regulations since the last review, but new Standing Orders will be coming out later this year so these may affect regulations.
- iii. Register of Interests- no amendments required.
- iv. Hospitality Register- which requires any gift or form of hospitality over £25 to be entered in the register- no entries required

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v. Risk Assessment Policy- these were not reviewed- They will be circulated prior to and reviewed at the next meeting.

vi. The Complaints Procedure- OK

vii. Grievance Procedure- this was reviewed by the Staffing Committee. It was reviewed against a newer version issued by NALC earlier this year. The Staffing Committee concluded that the new procedure was relevant for larger Councillors with more Councillors, but would be unworkable for CPC. It was decided to keep the existing policy.

viii. All CPC policies were reviewed. It was decided that the Best Value policy was redundant. It was adopted in the days when the Financial Regulations were less rigorous, but now all the information in the Best Value Policy is included in Financial Regulations. It was AGREED to scrap this policy. The Retention & Disposal Policy will be discussed at the next meeting; otherwise all policies have been reviewed and are OK.

It was agreed to send all Councillors a list of current policies.

52. First Aid Training

It was agreed to train all Councillors in first aid would be expensive and time-consuming; and every year the certificate has to be renewed. The need for a First Aider mainly arises from Clean Up day. It was agreed, prior to the Clean Up day, to ask the Scout Leader on duty if they are willing to act as the nominated First- Aider, if they are unable to do so, then Cllr Coomes holds a current First Aid certificate. If he is unable to attend, then we can ask St Johns Ambulance to provide a first aider at a cost of about £50.

53. Flower Show 2013

The Flower Show will be on 20 June this year. The timetable will be as follows:-

i. Marquee set up at 10.30am GH, MO, AC- MO has a trolley which will help transport the marquee from the store

ii. Display set up 10.30am- KHa, NI-SR will bring the display boards

iii. Rota for manning the stall

2.00-3.00- NI, AC

3.00-4.00- AS, GH

4.00-5.00- MO, SR

5.00-5.30 – all available councillors. The marquee will be taken down at 5.30pm.

SR will take away the display boards.

iv. It was agreed to have available on the stall:-

brochures

car park flyers

forms asking residents what they would like to see for the village

volunteer forms

SR has the clipboards

AP19 All Councillors and the Clerk to action.

54. The Green

Cllr Hallett reported on this item. EBC replied to our letter requesting that The Green be designated a village green that sufficient protection was already in place. It was agreed that our next step, if required, is to register The Green as a village green by proving use of recreation by local people 'as of right' for at least 20 years. It was agreed to pass this matter back to the Environment Committee.

AP20 The Clerk to action.

55. Strategy Meeting

A Strategy Meeting was held on 5 June 2013. The following were agreed:-

- To consider raising the precept in November.
- To compile a portfolio of projects
- To take no action until we have feedback from EBC on the Settlement ID Plan.
- The H&T Committee will draft a letter to Rob Moran to ask what had happened to the promised consultation and the promise of working with EBC Officers on the marketing of our car parks.
- As the use of the Recreation Ground has increased over the last two years, stress has been caused to surrounding roads because of on-street parking. We would prefer to see more use of the car parks for parking for users of the rec. so CPC still would like the alleyway from Torrington Lodge car park to Hare Lane re-opened.; even if it is only open during daylight hours.

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- Provide working for the parking leaflet.
- To wait for more information on CIL from EBC.
- To interact better with the electorate by holding Saturday morning chat sessions in The Parade in order to ascertain what the people of Claygate want.
- To action the brochure
- To nominate the following as Community Assets; the list to be ratified at the next PC meeting.
 - ✓ Torrington Lodge car park
 - ✓ Hare Lane car park
 - ✓ Claygate Recreation Ground
 - ✓ Claygate Common
 - ✓ The War Memorial
 - ✓ The Allotments- Vale Road
 - ✓ The Allotments- Telegraph Lane
 - ✓ Village Hall
 - ✓ The Green
 - ✓ Youth Club
 - ✓ Day Centre
 - ✓ The Post Office
 - ✓ The green triangle at the entrance to Claygate by the Swan PH
 - ✓ Toilets on the Rec

Some of these matters are already being actioned. The following points were made:-

- i. Projects- We need to find out what the people of Claygate want. It was agreed to ask the public what they want for Claygate at the Flower Show. One of the possible projects to be considered is minor road repairs. The number of complaints from residents about the state of the roads is greater than complaints about anything else. It was noted that a Tabletennis table for the Rec was mentioned. We are happy to consider this project if the CRGT approaches us with a request. It was noted that EBC are doing a review of the public toilets in the Borough. In the cabinet papers there is a proposal to hand over running of the toilet in the Rec. to CPC.
- ii. Community Assets- the proposed list was agreed, with the public toilet in the Torrington Lodge car park being added to the list. It was agreed to forward the amended list to EBC.
- iii. Liaison with the Public- members of CPC will be available to meet with the public at the Flower Show. It was also agreed to hold some Saturday morning 'chat' sessions at The Parade. The first one will be on 21 Sept with Cllrs Round, Hallett, O'Brien and Sheppard. Another session will be scheduled for January.

56. Cardiac Defibrillators

Cllr Coomes reported on this topic. He would like to see a number of cardiac defibrillator machines purchased for the village. If someone has a heart attack there are only 4-6 minutes to take any action such as CPR or defibrillation. Modern defibrillation machines are simple to use and give the user instructions. The machine monitors the heart beat of the patient; if they are not having a heart attack, then the machine will not activate. They cost between £699-£1000 plus a box or cabinet to keep them in, but the British Heart Foundation or local Ambulance Trust will part fund up to 50%. There will be a small on-going expense for batteries and pads, but not maintenance, as the machines monitor themselves. The Ambulance Trust will give advice on where to place the machines. It was noted that if CPC decide to purchase machines(s), then other village organizations may also purchase them, so the village has a number of machine situated at key locations. It was noted that these machines are now located all over the Underground and on all buses as they are so simple to use. It was agreed that they should be located within a building to prevent vandalism. Before any further action is taken, Cllr Coomes was asked to provide statistics from places where they have been installed as to the frequency of use and where they have been placed. It was agreed to forward the idea by obtaining advice from the BHF and local Ambulance Trust.

AP21 Cllr Coomes to action.

57. Millennium Sign

The glass on the Fruitworld side of the sign has a crack down the right-hand side. It was agreed that a climbing inspection is required. Cllr Round will arrange for a contractor (Mr Tickner) to inspect it and ascertain what action needs to be taken.

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58. Matters for information only

None

59. Date of next Meeting

The next meeting will be:-

Thursday 5 September 2013 in the Small Village Hall

Please note: apologies from

Anthony Sheppard- personal commitment

Kate Hallett- holiday

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.