

**DRAFT**  
**Minutes of the Meeting of the Council**  
**held at 7.30pm on Thursday 13th July 2017**  
**in Small Hall, Claygate Village Hall, Claygate**

**Present:**           **Chairman:** Mark Sugden  
                          **Councillors:** John Bamford, Bill Chilcott, Geoff Herbert, Ken Huddart, Bernadette Pearce,  
                          Tony Shearman, Xingang Wang and Gavin Wilson.

**In attendance:** Parish Clerk & RFO: Shirley Round

**42. To accept apologies for absence**

No apologies have been received.

**43. Declarations of Interest in Items on the Agenda**

**Cllr Mark Sugden:** Trustee of Claygate Village Hall Association, Committee member Claygate Village Association, Committee member Claygate Gardening Society, Chairman, Outreach Group, Church of the Holy Name, Esher.

**Cllr John Bamford:** Chairman of Friends of Capelfield Surgery, Trustee of Friends of Claygate Day Centre, Trustee of Claygate Village Hall Association, Bookkeeper at Church of the Holy Name, Esher.

**Cllr Bill Chilcott:** Member of the Kingston Branch of Ramblers' Association, Voluntary worker with Lower Mole Countryside Management Project, Member of Claygate in Bloom.

**Cllr Geoff Herbert:** Co-ordinator of Neighbourhood Watch and Member of Claygate Flower Show Committee.

**Cllr Ken Huddart:** Chairman of Trustees of Claygate Village Hall Association, President of the Claygate Village Association and Acting Chairman of the Claygate Conservation Areas Advisory Committee, Traffic Engineering Consultant, Fellow of Chartered Institution of Highways and Transportation, Fellow of Institution of Engineering and Technology, Fellow of Institution of Civil Engineers.

**Cllr Bernadette Pearce:** Works for the Kingston College, Secretary Outreach Group, Church of the Holy Name, Esher.

**Cllr Tony Shearman:** Chairman of Claygate Royal's Football Club, Organiser of 'Gig on the Rec'.

**Cllr Xingang Wang:** Magistrate and Co-ordinator of Claygate Speed Watch.

**Cllr Gavin Wilson:** Member of the Torrington Close Association. Member of Claygate Lawn Tennis Club. Chairman of Claygate Bridge Club.

**44. Confirmation of the Minutes**

The minutes of the meeting of 27<sup>th</sup> April 2017 had been circulated.

The minutes were agreed, and signed by the Chairman following the addition of 'h' in Cllr Shearman's name in item 31.

*7.40pm Cllr Chilcott arrived at the meeting.*

**45. To report on the actioning of items from previous Minutes and decide any action arising**

AP32 Cllrs Shearman and Sugden will arrange a meeting with Catherine Malloy (EBC) to ascertain how they cover Twitter and Facebook. A date for the meeting is awaited. **Outstanding.**

AP37 Cllr Bamford pointed out that Aldermore offer a more competitive rate for a Savings account, currently 0.85% for instant access or 1% for limited access. However it was agreed to defer this item bearing in mind the recent successful applications for Grants. It has therefore been removed from the Minutes. **Removed.**

AP57 Following the agreement to grant £30,000 to CRGT the Chairman will write to Judith Jenkins (EBC) to inform her that £15,000 from the Parish Council CIL fund had been used. **DONE**

AP59 Defibrillator. See Agenda item 59 **DONE**.

AP1 A copy of the Chairman's Declaration of Acceptance has been sent to the Monitoring Officer at EBC. **DONE**

AP2 Planning, Environment & Leisure and Highways & Transportation committees have reviewed their Remits, there were no changes and these have been uploaded on the website. **DONE**

AP3 Linda Alanko replied and said the Youth Club welcomes close ties with the Parish Council and will welcome Councillors who wish to visit. The Chairman and Cllr Bamford had recently attended the Youth Club AGM. **DONE**

AP4 Asset Register inspections by the Parish Clerk and Cllrs Bamford and Huddart. **Outstanding**.

AP5 Dates and times of meetings for 2019. **Outstanding**

AP6 Mr. Aspinal, Thames Water welcomed the opportunity to speak to the Parish Council regarding the Hare Lane Green Pumping Station. However, he has not been able to attend our meeting dates. See Agenda item 56 **DONE**

AP7 Arrangements for the Flower Show. See agenda item 59. **DONE**

AP8 Cllr Bamford to notify candidates for the position of Parish Clerk. **DONE**

**46. To confirm the Minutes of the Extraordinary Parish Council meeting held on 22<sup>nd</sup> June 2017**

The Minutes of the Extraordinary Parish Council meeting held on the 22<sup>nd</sup> June had been circulated. The Minutes were agreed and signed by the Chairman.

**47. To report on the actioning of items from the previous Minutes of the Extraordinary Parish Council and agree any further action.**

AP9 & 10. Actioning deferred to Item 62.

**48. To receive the Chairman's report and decide any action arising.**

48.1 The Chairman attended the meeting of the EBC Audit and Standards Committee meeting held on 28<sup>th</sup> June. Following the recent problems with waste collection he asked whether EBC were satisfied the new contractor, Amey, complied with the necessary criteria as set out in the annual governance certificate. Although collection of rubbish was not the responsibility of the Parish Council there are a lot of angry residents who do not feel their complaints are being dealt with satisfactorily by EBC.

Cllr Chilcott mentioned that in a recent edition of Elmbridge Review 3 Councils were also involved in this new contract but it wasn't clear who they were. The Chairman thought it may be Spelthorne and Mole Valley but it was possible the contract with their current provider had not yet finished. They would, therefore, not be affected at present.

*Post meeting note: The 2 Councils, other than EBC, are Surrey Heath & Mole Valley*

It was confirmed Amey were not the cheapest contractor but it was the opinion of EBC that they were the best. There is a meeting due to take place between EBC and the Chairman of Amey in an attempt to resolve the situation.

48.2 The Chairman will report on the Public Inquiry under Planning (agenda item 52)

**49. To receive the report from the Parish Clerk & RFO**

49.1 CIL funds amounting to £1,178.17 for the period October 2016 to March 2017 had been received together with the 1<sup>st</sup> Half Precept £24,488.50 and 50% of the EBC Grant £1,260.

49.2 Together with the Chairman and Cllr Bamford the Clerk had met with Sue Bushby EBC, the internal auditor, who had inspected the Accounts prior to submission to the external auditor. An internal audit report had been received and circulated to all Councillors.

49.3 The Clerk had received a day's training with RBS on their Accounting package.

- 49.4 The Clerk intends to start reviewing CPC policies and will begin with the Health & Safety and Risk Assessment policies. SSALC does not provide a model policy and suggested CPC use another Council's policy and amend to suit. Worpleston, Ripley and Send Parish Councils were suggested. The Clerk will obtain copies of their policies and ask one or two Councillors to help review them. This was agreed. **AP9**
- 49.5 Emails have been received from Tom Aspinall (Thames Water) re the Hare Lane Pumping Station – see agenda item 56
- 49.6 A resident in Telegraph Lane emailed re excessive speeding by people attending sports events and parking at the top of Telegraph Lane. This complaint has been passed to Cllr Bennison who felt this may be an enforcement issue, but may be solved by contacting the school. **AP10** Cllr Pearce agreed to try to find out when the next sports event was scheduled. **AP11** It was agreed the Clerk will add this item to the H & T committee agenda.
- 49.7 A resident of Coverts Road asked about creating public footpaths to which Cllr Huddart had given a full and detailed response. **AP12** The Clerk will circulate this response to all Councillors. She also suggested asking for help with Courier by advertising in the next edition. She also asked whether or not it would be possible to have a third notice board in Coverts Road. **AP13** It was agreed the Clerk will investigate the possibility of utilizing space on the existing public notice board at the end of Coverts Road to display Parish Council information. It was noted this is not a Parish Council board although the Parish Council had contributed towards its provision.
- 49.8 Emails relating to Planning Applications are forwarded to the Planning Committee.
- 49.9 A complaint relating to the overgrown nature of the footway adjacent to Elm Farm has been passed to the H & T committee for action.
- 49.10 Standing Orders have been amended and forwarded to all Councillors.

#### **50. To receive the finance report and decide action arising.**

- 51.1 **Bank reconciliations** for each month since the start of the current financial year 2017/2018 through to the end of June have been prepared and signed by the Chairman.
- 51.2 Cash Book 1 (Unity Trust) Receipts, Payments and Balance Sheet were circulated to all Councillors prior to the meeting and are attached to the Minutes. It was agreed the Balance Sheet (a new report) was very useful and will continue to be circulated prior to meetings.
- 51.3 **Payments for Approval:** Motion to approve all payments from 1<sup>st</sup> April to 30<sup>th</sup> June 2017 totalling £39,213.72 (including VAT) was agreed.  
Proposed: John Bamford  
Seconded: Xingang Wang.  
The motion was **AGREED** unanimously.

#### **51. To review the plan for expenditure for the balance of the year; including future projects and funding and agree any action.**

- 51.1 A copy of the detailed Income and Expenditure report by budget was circulated to all Councillors prior to the meeting.
- 51.2 Miscellaneous expenses expenditure code 1130 relates to RBS (data entry and year end close) and the Flower Show stall.
- 51.3 Public projects income code 1400 relates to the receipt of a SCC grant, from CCllr Bennison's allocation, of £713 towards the cost of a Defibrillator.
- 51.4 Public Inquiry expenditure code 1411 relates to legal advice sought prior to the Public Inquiry.

#### **52. To note the minutes of the Planning Committee and agree necessary action.**

- 52.1 The Minutes of all Planning Committee meetings had been circulated prior to the meeting. Copies of all Minutes are available on the Parish Council website.
- 52.2 Cllr Herbert outlined the matters currently under discussion.
- 52.3 Members of the Planning Committee noted that there have been various instances in Claygate of properties that have been excused the Affordable Housing Contribution liability and have

- subsequently been sold for amounts in excess of the amount quoted in the waiver negotiations. This will be monitored by the Councillors.
- 52.4 Cllr Sugden gave a detailed account of the situation relating to the Public Inquiry. Due to the non-appearance of the appellants the Inspector decided to make a decision based on written evidence only. The appellants have complained saying they were prepared to appear on day 2 but the Inspector is not prepared to change his decision. A decision on the case is expected on or before the 8<sup>th</sup> September.
- 52.5 A statement will be placed on the website updating residents on the current situation. **AP14** Cllrs Sugden and Shearman will have the website updated accordingly.

**53. To note the minutes of the Highways and Transportation Committee and agree necessary action.**

- 53.1 The Minutes of the Highways and Transportation Committee meetings had been circulated prior to the meeting. Copies of all Minutes are available on the Parish Council website.
- 53.2 The Cycling initiative is not going ahead at present as it requires volunteers. The suggested cycling route was not entirely in Claygate and may need CIL funds to take it forward.
- 53.3 Woodstock Lane South footpath. Some work has been undertaken by Will Kier but flailing is required along the footpath. This is on hold at present until end of July when the nesting period is over.
- 53.4 Fly tipping in Woodstock Lane has been reported but Cllr Huddart was unable to find it so it may have now been removed.
- 53.5 Raised table at junction of Hare Lane/The Parade. Members of the committee are keen to investigate the possibility of the raised table.
- 53.6 A3 Road Junction at Barwell. No further information regarding this major junction has been received. The Committee continues to monitor the situation carefully for further developments. It is known that Kingston upon Thames is keen to promote this project as part of the local traffic relief system. They are currently developing their Local Plan.

**54. To note the minutes of the Environment and Leisure Committee and agree necessary action.**

- 54.1 The Minutes of the Environment and Leisure Committee meetings had been circulated prior to the meeting. Copies of all Minutes are available on the Parish Council website.
- 54.2 Cllr Chilcott expressed concern that this committee only has 3 Councillors and a previous meeting had to be cancelled as it was not quorate. Any Councillors willing to join the Committee should contact him or the Clerk.
- 54.3 Clean Up day was not a great success this year. It is an important item in the Parish Council calendar and should have been better advertised.
- 54.4 Extra litter bins. There was a difference of opinion as to whether litter bins cause litter (because they are not emptied regularly enough) or whether they encourage people to deposit their litter. The provision of extra bins funded by CIL money was considered. On request EBC offered to empty the bin on the Foley Road triangle more frequently thus helping to alleviate the local litter problem. Whether EBC would empty bins provided by the Parish Council will need to be investigated. **AP15** In the meantime the Clerk will ask Judith Jenkins if litter bins count as 'infrastructure' within CIL guidelines.
- 54.5 Highway Garden Site inspections are now being reported differently within the E & L minutes. The reports are attached as an appendix.
- 54.6 Hanging Baskets. Not only were they late being put up but they appear not to have been watered. A number of complaints have been forwarded to EBC Green Spaces however there has been no response other than to pass our complaints on to Burley's. The Chairman expressed grave concerns that a number appeared dead and reflected badly on EBC and its contractor who are responsible but also on CPC. He indicated he did not wish to be a cheque signatory to pay the bill for substandard hanging baskets. He, along with Cllr Pearce, requested urgent action and if necessary either replacement of or removal of those baskets that were dead and beyond revival. E & L committee will continue to monitor the situation and pass complaints on to the relevant department. It is also noted that there is a basket missing at the junction of The Parade and Hare Lane.

- 54.7 Lower Wood Road/Stevens Lane. It has been reported that the plot at the corner has been cleared on trees and enclosed. This has been reported to Surrey CC Mike Bennison and it is understood this is now in the hands of the SCC legal department. **AP16** The Clerk was asked to contact Cllr Bennison for an urgent update.
- 54.8 Phone box at the Foley Road triangle has been removed.
- 54.9 Bus Stop at the village hall has been repaired.
- 54.10 Fly tipping in Woodstock Lane has been reported to EBC who have passed the report to SCC as it may contain asbestos. However, it is still there and will be reported again to SCC.

**55. To discuss the Surrey County Council consultation 'Shaping Surrey Community Recycling Centres 2017 and agree any action.**

- 55.1 For a second time in 2 years a public consultation is taking place on changes to Community Recycling Centres (the previous one being 2015). The main areas of concern are:
- ending the free daily allowance of non-household waste. Currently DIY and construction waste is charged at £4 per bag or large item but the first bag goes free.
  - Camberley and Farnham can only be used by Surrey Residents
  - 4 smaller CRCs – Bagshot, Cranleigh, Warlingham and Dorking are proposed for closure
  - Opening times at remaining CRCs to be reduced.
  - Restrict users of vans, trailers and pickups to larger CRCs.
- 55.2 It was agreed this matter should be included on the Environment & Leisure agenda for the next meeting on 3<sup>rd</sup> August and that the Questionnaire should be completed on behalf of the Parish Council. It was noted that the closing date for completion of the Questionnaire is 7<sup>th</sup> August.
- 55.3 The Chairman requested Cllr Chilcott check the Surrey Waste Partnership on line to see what they say about fly tipping.

**56. To receive and discuss the letter from Thames Water re the Hare Lane Green Pumping Station and agree any necessary action.**

- 56.1 Considerable confusion has arisen regarding correspondence between the representative of Thames Water (Tom Aspinall), a local Hare Lane resident (David Tilston) and the Parish Council. Although Thames Water offered to speak to the Parish Council regarding issues raised by a local resident it has not been possible to arrange this as Mr Aspinall has not been available. The main area of concern seemed to be clear guidance on what action to take and who to contact in the event of future incidents.
- 56.2 The Chairman wrote a very full response to Mr. Tilston with a copy to Thames Water including a history and related issues. The issues have also been dealt with in detail in issues of the Courier in April 2014 and March 2015.
- 56.3 It was agreed to defer this item to the next meeting **AP17** Clerk to agenda for the next Council meeting

**57. To receive a report on the Communications working party and decide any action arising**  
Members of the Communications working party will arrange a meeting by the end of July.

**58. To discuss attendance at the Claygate Flower Show on 15<sup>th</sup> July and agree action.**

- 58.1 The Clerk has updated the display material on the table top display boards and will bring the boards and the gazebo to the recreation ground during the morning of the Flower Show.
- 58.2 Cllr Herbert and Tom Swift (co-opted Planning committee member) have offered to erect the gazebo at 9.30am.
- 58.3 A schedule of Councillors to cover the display during the afternoon was discussed and agreed.

**59. To discuss the provision of a community defibrillator and agree action.**

- 59.1 The matter of providing a defibrillator in the village was raised at a previous meeting. As a consequence the Chairman contacted Surrey CCouncillor Bennison requesting a grant towards its cost. A grant of £712.60 has been received from him. The full cost of an external defibrillator is about £1,500.
- 59.2 It was agreed to defer further discussion and the item will be placed at the top of the agenda for the next Council meeting. In the meantime Councillors are asked to consider relevant sites. **AP 18** Clerk to agenda.
- 59.3 **AP19** Cllr Shearman offered to be lead Councillor to investigate options.

**60. Matters for Information Only**  
There were no matters for information.

**61. Motion to exclude Press and Public to discuss staffing matters**  
**Proposed by Cllr Bernadette Pearce**  
**Seconded by Cllr Ken Huddart**  
This was **AGREED** unanimously.

*9.50pm The Clerk left the meeting prior to discussion of item 62 on the agenda.*

**62. Staffing matters in confidence: To receive an update on the Employment Contract for the new Parish Clerk/RFO.**

62.1 Cllr Bamford informed the Council that the Employment Contract had been signed by the new Clerk & RFO and the Chairman.

62.2 The working at home allowance had been set at £10 per month per HMRC guidance.

62.3 The matter of the pension had been resolved.

62.4 The Clerk will be working and available at the Village Hall on Fridays. Residents will be able to make appointments between 10am and mid-day.

**63. To confirm that the next meeting of the Claygate Parish Council will be held on**

**Thurs 14<sup>th</sup> September 2017 at 7.30 pm in the SVH.**

Meeting close 10.05pm

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

Date.....