

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 6 September 2012 in the Small Village Hall**

**Present:** *Chairman:* Shirley Round  
*Councillors:* Geoff Herbert, Nick Hayes, Ken Huddart, Anthony Sheppard, Noel Isaacs,  
Kate Hallett, Alex Coomes, Jimmy Cartwright  
**In attendance:** *Parish Clerk:* Freda Collins  
1 member of the public

Cllr Cartwright was not present at the start of the meeting.

*Before the meeting began the Chairman asked those present to stand and observe a short period of silence in memory of the Al Hillis, the Claygate family who had been murdered in France the evening before.*

### **63. Apologies for Absence**

None

### **64. 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. She also declared that she has an interest in the Community War Memorial Project Scheme as she has been closely involved with the project.

**Cllr Hallett** declared that she is a Trustee of Claygate Village Hall Association, Secretary to the CVA and is involved in the Community War Memorial Project Scheme.

**Cllr Huddart** declared that he is Chairman of the Trustees of Claygate Village Hall Association, President of the CVA and Acting-Chairman of the Claygate Conservation Areas Advisory Committee.

**Cllr Coomes** declared that he is a Borough Councillor, a Trustee of the CRGT and has an interest in the Community War Memorial Project Scheme as he has been closely involved with the project.

**Cllr Sheppard** declared a personal interest in item 76 as he is a BT pensioner.

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

### **65. Confirmation of the Minutes**

The minutes of 5 July 2012 were confirmed and signed.

### **66. To report on the actioning of items from the last meeting**

**AP5- Assets inspection-** the register has been fully updated.

**AP7- marquee-** this is now stored on the Rec.

**AP9- Cheque for the Big Lunch-** done and acknowledgment awaited.

**AP11- equipment for Playmates-** some equipment has been purchased.

**AP12- marquee-**this is mentioned in item 72.

**AP13- Localisation of Council Tax support** –this is now subject to a consultation

**AP14- Cllr Sheppard agreed to go though policies and amend as necessary.** Only the Complaints procedure needed amending and this has been done. It was decided to keep the Best Value Policy.

**AP15- Winter Warden Scheme-**outstanding

**AP16- status of The Green-**Cllr Hallett has obtained a copy of the title for The Green which shows that EBC is the owner. She will research methods of protection.

**AP17- letter to the PCT** –a reply has been received and circulated to all councillors. The Ward Councillors all sent letters and raised a petition about this matter A meeting with the Ward Councillors is scheduled. As soon as a response is received by Cllr Coomes he will inform CPC. It was noted that the Risdon pharmacy has been closed and is being refurbished as a charity shop. This means that Wakefields is very busy and complaints are being made about waiting times. It was noted that the second pharmacy licence refers to Claygate and not just the shop.

**AP18- insurance renewal**-agenda item.

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## **67. Report from the Chairman**

67.1 Sarah Whittaker has resigned due to work commitments. This will leave a space on the Environment Committee and a vacancy for Chair. Cllr Sheppard, as Vice-Chair, has agreed to deal with Environment matters until the next meeting.

It was agreed to express our sorrow that Sarah has had to resign and to formally thank her for her contribution to the Parish Council and the Environment Committee and to congratulate her on her increased responsibilities.

## **AP19 The Clerk to action.**

Cllr Cartwright arrived at the meeting and apologized for being late.

## **68. Report from the Parish Clerk**

68.1 There is a set procedure following the resignation of a councillor. The Clerk has informed the Head of Electoral Services at EBC, Alex Mammous. Alex has sent a notice to be posted in the village which gives notice of a vacancy on the Parish Council. If a request for an election signed by ten electors for the parish is received by the Returning Officer within 14 days of the notice, then an election must be held. The date of the notice is 3 Sept 2012, so a request must be received by 17 Sept 2012. If no request is received than we can fill the vacancy by co-option.

68.2 A letter has been received from the Audit Commission that BDO LLP have been appointed to act as our external auditors to audit the annual return for five years from 2012/13.

## **69. The Planning Committee Report**

All minutes of the Planning Committee have been circulated.

Cllr Isaacs circulated a written report prior to the meeting.

69.1 There are still ongoing enforcement issues, two of which have been grinding on for a year, with no end in view. One of these is in the appeal system and the other, when last checked, was still in the hands of their legal team. Although EBC is better at dealing with enforcement problems, we are still experiencing long delays.

69.2 Recently there has been a drop in the volume of planning applications; down to an average of three a week. It is not known whether this is the recession or the school holidays; we will find out soon.

Unfortunately we have seen a rise in retrospective planning applications.

69.3 Elmbridge is currently developing a Local Plan, for consultation in March 2013 and expected to be through the examination process by sometime in 2014. The CPC and Claygate Borough Councillors, along with representatives from developers and local businesses were invited to a Managing Development Workshop for Claygate on 29<sup>th</sup> August. The topics under discussion were:

### Background:

- The Government's Agenda
- Elmbridge Local Plan

### The Local Context:

- Existing Designation and Uses
- Future Development

### Workshop Activities:

- Important Uses and Areas of Concern
- Opportunities for Development/Improvement
- Priorities for Infrastructure

Elmbridge has been in discussion on these topics with all the settlement areas as identified in their Core Strategy, and Design and Character SPD. This is their way of reducing the burden of all the different areas producing Neighbourhood Plans. As stated previously, CPC agreed to see what this came up with and see if it produced the right outcome before/instead of embarking on our own Neighbourhood Plan. The results of this will be available on: [www.elmbridge.gov.uk/planning/policy/sites.htm](http://www.elmbridge.gov.uk/planning/policy/sites.htm)

69.4 The Government announced today that there will be further relaxation of the Planning laws.

## **70. The Highways & Transportation Committee Report**

Cllr Huddart circulated a written report prior to the meeting.

The Committee met on 23 Aug 12, and the minutes have been circulated. Issues discussed included the K3 bus, cycle parking provision at the station and the Rec., on- and off-street parking control, maintenance of Rights of Way, street lighting refurbishment, and the need for a Claygate sign northbound on Copsem Lane.

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70.1 Cllr Huddart has reported to Surrey C.C. Rights of Way the continuing need to trim FP39 between Loseberry Road and Raleigh Drive before the schools start. It is known that the Rights of Way Officer carried out a site inspection and notices have been served on several Hare Lane frontagers.

70.2 Cllr Huddart has reported to Surrey C.C. overhanging vegetation obscuring the weight limit sign over the Rythe in Raleigh Drive, and the continuing need to add soil to support the footpath along Hare Lane at The Firs

70.3 Cllr Huddart has reported to Surrey C.C. the need for a Claygate sign in A244 Copsem Lane northbound at Milbourne Lane. Currently there are formal Claygate direction signs in A244 Copsem Lane southbound, at Hinchley Wood Manor Road/A309 on each of the three approaches, and two at A309/ Woodstock Lane South. In A243 Hook Road northbound there are three signs warning traffic of the Clayton Road weight and width restriction, one with the legend "No access for Goods Vehicles to Claygate" so other road users may deduce that this is the way to Claygate, but such negative signing is not ideal, so there is a case for seeking a normal positive direction sign.

70.4 Cllr Huddart has thanked Malcolm McKenzie for carrying out Speed Watches.

70.5 Residents in Melbury Close have asked that the bus should be routed along Stevens Lane. Cllr Huddart will reply, regretting that any negotiation of the K3 route should be resisted, since it creates a degree of risk of losing the route through Claygate. This reflects the H&T Committee view on 23 Aug.

70.6 At Elmbridge's planning workshop on 29 Aug, Cllr Huddart raised the need to adjust the car park charges so as to attract users and make the car parks fit for purpose, rather than overloading the roads.

It was noted that the H&T Committee will need to revise the on-street parking policy and will need to create an off-street parking policy.

70.7 Cllr Huddart has reported to Surrey C.C. a summary of our on-street parking control needs, including those that have been implemented recently.

70.8 The new timetables for the K3 have begun; it was noted that the changes are small.

## **71. The Environment Committee Report**

Cllr Sheppard gave an oral report.

71.1 The Clerk has stopped the monthly Direct Debit for water on The Green as the account was £51.07 in credit. Thames Water will notify her when payments are again required.

71.2 The HGS contract had to be put out to tender. The Clerk contacted 21 firms inviting them to tender, invitation to tender notices were put on the notice boards and an advert put in the Surrey Advertiser. Twelve firms asked for the details and specification, and nine quotes were received. These varied in price from just over £5k to £43k.

The HGS Working Party of Cllrs Round and Sheppard and the Clerk met to review these quotes using agreed criteria. The price, references and how the tenders were presented were reviewed and the process narrowed down to two main contenders. The decision was made not to recommend to the Committee the cheapest quote, but the one which is reasonable in price and should provide a competent, professional service, hence providing Best Value. The contract will cost some £1,400 per annum more than we are currently paying.

Consequently, the HGS Working Party recommends the contract be awarded to Green Gardens at a cost of £666.67 per month. Cllr Sheppard put forward this proposal. It was seconded by Cllr Hayes.

A discussion took place about why a firm has been recommended which will cost more than our current contractor. It was noted that the firms submitting the lower quotes were deemed not suitable, there are performance issues with our current contractor and of the nine quotes submitted 3 were under the recommended quotes and five were substantially over.

It was AGREED UNANIMOUSLY to go with Green Gardens at a cost of £666.67 per month.

### **AP20 The Clerk to action.**

It was noted that two other firms drew our attention; one was too high for the maintenance contract but submitted an excellent quote with some good ideas for improvement of the beds and another sent glowing references for his work as a tree surgeon. We may be able to use both of these firms for project work in the future.

## **72. Communications Report**

Cllr Round circulated a written report prior to the meeting

72.1 The summer edition of Courier was distributed in early August, slightly later than anticipated and hoped for, due to distributors' holiday arrangements. The next edition will be due for delivery late November. An editorial meeting will be arranged towards the end of September with copy required by **Monday 29<sup>th</sup> October**.

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72.2 Thanks to Alex Coomes the website is now up and running. Updates to the site will be handled by Cllr Coomes and the Clerk. It is not intended to update the site in dribs and drabs, other than diary dates, agendas and minutes of meetings. Other information will be held and done en bloc on a regular basis. If any of the committees have information they wish to display on the site could they please send this information to the Clerk. In particular, Cllr Hallett's map and the location of the HGS would be useful.

It was noted that there is an article in the LCR giving information about free access to use of OS maps.

72.3 This year the Flower Show display was handled differently in that it was compiled electronically and printed. This was Cllr Hallett's brilliant idea and looked very professional. The templates can be updated annually and in future will be less time consuming to assemble. These displays can be easily put together for open meetings.

The positioning of the marquee was much better this year and the footfall improved. After the flower show the marquee was stored in the cricket club storage unit – thanks to Cllrs Coomes and Isaacs. Thanks to Cllr Hayes for the idea of asking the CRGT about storage. Thanks also to the Scouts for helping us put up the marquee.

72.3 It is intended to produce a pamphlet that will give an overview of the work of the parish council and include contact information. The handout will be given to estate agents (for people moving into the village) and be available to residents at village meetings, flower show etc.

Cllr Sheppard has done a great deal of work on the draft handout and Cllr Round apologised for not having taken this further. She is planning to meet with Susan Harding to talk about the layout in the near future.

It was noted that if we had already gone ahead the information would have been out of date following Sarah Whittaker's resignation. It was suggested:-

- i. the website and Clerk's information should be included, but not councillors details.
- ii. the leaflet could be produced without councillors' details, but with an insert with the latest details.
- iii. Small batches of the leaflet could be printed so that the leaflet can be regularly updated.

It was agreed to include councillors' details and print small batches.

### **73. Finance Report**

73.1 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.

It was AGREED that the breakdown was of great use and will be included in the financial report in future. No questions have been received by the Clerk.

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

73.3 All payments made since the last meeting were APPROVED.

### **74. Plan for Expenditure**

Expenditure was reviewed.

It was noted that:-

- i. the firm used to design the Courier has been used for some time. Cllr Round intends to put the design out to tender next year.
- ii. the HGS contract will cost some £1,400 per year more than currently. As we have half the year left this will mean an increase to the HGS maintenance account of £700.
- iii. Free maps are available from OS for Parish Councils. If this map is not suitable there are companies which will provide maps for a fee. The website does have a budget which has not yet been spent.

### **There is no item 75**

### **76. Telephone & Broad band**

CPC currently has telephone provided by BT and broadband by Talk Talk. It was agreed at a previous meeting to change the telephone and broadband to a single provider as this will decrease the charges. The Clerk updated the latest figures and offers available and circulated them prior to the meeting. Cllr Sheppard was able to offer advice. *Appendix 1*

It was AGREED to go with the basic BT package at £26.20 per month ex. VAT.

*Post meeting Note: The Clerk contacted Talk Talk on Monday 10 sept 2012 and cancelled the contract. They will send a MAC code so that the broadband can be transferred. She also contacted BT to set up a telephone/broadband plan. This is the basic package of £26.20 plus call minder so will total £29.05 per month and is contracted for 2 years.*

## **77. Insurance**

We have been with Came and Company for three years, so the insurance has to be re-tendered this year. The Clerk obtained four quotes; the lowest being £595.61 and the highest being £881.23. We are currently paying £839.07.

It was AGREED to go with the lowest quote as this was from Zurich, a well established company as this provides Best Value. It was also AGREED to opt for the three year contract at a lower cost of £554.64.

### **AP21 The Clerk to action.**

## **78. Parish Strategy Planning Framework**

Cllr Sheppard revised the CPC Mission Statement – *Appendix 2*. He was thanked for this work.

It was agreed that the title is confusing and to rename it the **Claygate Parish Council Remit**.

It was noted that it 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 will be re-circulated prior to the next meeting.

### **AP22 Cllr Hallett to action.**

## **79. Proposed changes to Legislation governing Cheque Signing**

79.1 The Coalition Government has put forward proposals to modernise rules on how local parish and town councils can make payments with the Cheque Signatories Legislative Reform Order

At present all 9,000 English local councils must adhere to the 1894 Local Government Act which requires the signature of two members of the council on every payment or cheque. But a ten-year campaign by NALC has resulted in the Government publishing a consultation on a Legislative Reform Order which could allow local councils to move to electronic banking and modernise how they make payments. It is expected that many local councils are likely to continue with the tried and tested process of two signatures, but others will move to new electronic systems. Proper safeguards will be necessary and normal banking arrangements now allow for remote approval of payments, though it is possible that some Banks in the future will stop issuing cheques altogether; and local councils will shortly be in a position to work towards the abolition of cheques for all payments.

The Consultation Document on the Legislative Reform Order to repeal section 150(5) of Local Government Act 1972 was published on Tuesday 17th July 2012 following a Written Statement tabled in the House of Commons. There are four specific consultation questions on which responses are sought.

Cllr Sheppard gave a brief report on this matter. CPC is unusual in that we have PC meetings every two months, rather than once per month. So other parish councils approve cheques before they are paid. We do have adequate controls in place as every invoice has to be approved by the Clerk or a Councillor and two Councillors must sign each cheque and invoice. But our experience differs from other Councils and so may not be helpful in the consultation. It was agreed not to submit a collective response. It was also agreed that individual councillor can submit their own responses.

79.2 There will need to be a new set of NALC Model Financial Regulations for Councils to consider. Comments on this draft Model Financial Regulations are also required.

## **80. Assets Register**

80.1 Cllr Round and Coomes have updated the assets register. The Clerk noted that Cllr Round had done a thorough job on the register which had been very out-of-date.

80.2 A question has been raised by a resident about the safety of the Millennium Sign. Cllrs Coomes and Round have carried out a visual inspection from the ground and Cllr Coomes has agreed to carry out a climbing inspection at Christmas when the ladders that are used to put up the Christmas lights are available. A discussion took place and the following points were raised:-

- i. the sign is in a public place, so it should be checked.
- ii. Cllr Coomes has agreed to carry out a climbing inspection, but should we pay a contractor to carry out an inspection.
- iii. will it be a waste of public money to pay a contractor

It was noted that the brick bed is currently being refurbished by SCC. The base of the sign is situated in the bed, so any work done by SCC may affect the sign. It was agreed to ask Mike Bennision to ensure that SCC inspect the sign after work is completed on the bed to ensure that no damage has been done to the base or canopy and provide us with written assurance.

### **AP23 The Clerk to action.**

Cllr Coomes will then carry out a climbing inspection at Christmas.

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*Post meeting note: The Clerk contacted Cllr Bennision to ask if someone from SCC could inspect the sign at the end of the work to ensure that no damage has been done to the base or canopy and provide us with a written assurance of safety.*

Cllr Coomes left the meeting.

### **81. Grant Applications**

Three applications for grants have been received:-

81.1 The War Memorial Project Team are continuing with improvements to the War Memorial and have applied for a grant of £990 to improve the pathway to the memorial.

#### **Resolution 1.**

**It is RESOLVED** that this Council proposes to underwrite Phase 2 of the restoration of the War Memorial up to a value of £990.

**PROPOSED by Geoff Herbert**

**SECONDED by Nick Hayes**

It was reported that the War Memorial Team have obtained funding of £500 from the CVA so are looking for £490. Cllr Herbert asked for an amendment to the resolution to read '£500'.

Cllr Hallett suggested that the words 'replacement of the War Memorial pavement 'be inserted.

This was agreed, so the amended resolution was put forward.

#### **Resolution 1.**

**It is RESOLVED** that this Council proposes to underwrite Phase 2 of the replacement of the War Memorial pavement up to a value of £500.

**AGREED UNANIMOUSLY**

### **AP24 The Clerk to action**

81.2. The CRGT have applied for a grant of £3,500 to improve the Church Road and Dalmore Avenue entrances to the Recreation Ground to prevent the damage caused by use of the ground, particularly the huge amount of damage caused during the Flower Show this year owing to the wet conditions.

#### **Resolution 2.**

**It is RESOLVED** that this Council gives a grant of £3,500 to the CRGT out of the 2012/13 budget in order to reinforce the entrances to the Recreation Ground.

**PROPOSED by Shirley Round**

**SECONDED by Anthony Sheppard**

It was noted:-

- i. no other sources of funding have been sought.
- ii. the CRGT are heavily financially committed to the loans due to the new Pavilion.
- iii. the Flower Show Committee spent a considerable amount repairing the damage cause by the show this year.
- iv. damage was not just caused by heavy trucks bringing in the Fair equipment but also by the exhibitors vehicles and the vehicles used at the Show
- v. damage is caused to the Dalmore Avenue entrance in the autumn by the cleats worn by the footballers. Damage to the Church Road entrance only occurs once per year at the Flower Show.
- vi. this project will provide a benefit to all future events held on the Rec. This funding will be a good investment for the whole village.
- vii. many PC's have to run their recreation grounds, we are fortunate ours is run by the CRGT.
- viii. the date in the resolution is incorrect and should refer to the next financial year 2013/2014.
- ix. from the notes on the financial information, the balance of the funding in the Community Chest is approximate £1.5k as we may have to pay £5k for an election. A provision of £4k was made for the HGC contract and all of this will now not be needed. Only £700 will be required for the HGS contract so there is another £3.3k available, making a total of £4.8k.

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It was agreed to amend the resolution so that funding is given for only one entrance. The CRGT will be invited to apply for funding for the other entrance next year. Cllr Round agreed the amendments and the resolution was amended

**Resolution 2.**

**It is RESOLVED** that this Council gives a grant of up to £2,000 to the CRGT in order to reinforce the Dalmore Avenue entrance to the Recreation Ground.

5 FOR

3 ABSTENTIONS

**AGREED**

**AP25 The Clerk to inform Steve Wells**

81.3. CIB has applied for a grant towards the cost of a bench to be sited in The Parade. The garden area outside Gascoigne Billingshurst is to be opened up and a seat located there. The application was circulated to all councillors, but no-one came forward to propose a resolution. It was agreed that the Clerk will inform CIB that the application has not been granted.

**AP26 The Clerk to action**

**82. Recreation Ground**

The Recreation Ground is currently designated as a SOUL (Strategic Open Urban Land). There is a scheme which enables communities to protect green spaces as a Queen Elizabeth II Field. The CRGT are considering this scheme and are seeking the views of the Parish Council. It was noted that this project will not change the Planning designation, but add an extra layer of protection.

It was unanimously agreed to support the CRGT in this project.

**AP27 The Clerk to inform Steve Wells**

**83. Matters for information only**

None

**84. Date of next Meeting**

The next meeting will be:-

**Thurs 8 Nov 2012 at 7.30 pm in the Small Village Hall**

*Apologies from Cllr Sheppard who will be away on business*

*Apologies from Cllr Huddart who will be away on 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.

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