



Caring for Claygate Village

DRAFT
Minutes of the Meeting of the Council
held at 7.30pm on the 9th March 2017
Small Hall, Claygate Village Hall, Church Road, Claygate .

Present: Councillors: Mark Sugden, John Bamford, Bill Chilcott, Geoff Herbert, Ken Huddart, Tony Shearman, Julian Way, Gavin Wilson, Xingang Wang, .

In attendance:

Interim Administrator & Proper Officer: Shirley Round

Members of Public: 16 members of the public

124. Apologies for Absence

Cllr. Bernadette Pearce with reason.

125. Declarations of Interest in Items on the Agenda

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 the 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: Employed by 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 Mark Sugden: Trustee of Claygate Recreation Ground Trust, 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 Xingang Wang: Magistrate and Co-ordinator of Claygate Speed Watch.

Cllr Julian Way: Undertakes care work Sans Soucie, Guildford, Member of Kingston Chess Club, Supervisor at Kingston Contact Centre.

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

At this point the Chairman requested the Council move to Item 142 on the Agenda. This was agreed.

Cllr Sugden explained that as he was a Trustee of CRGT, while he has no pecuniary interest, he had been advised by Allan Harrison, Head of Legal Services at EBC, that he should not propose the Resolution, should stand down as Chair for this item and that he not take part in the discussion. It was felt that because of his association with CRGT while he has no pecuniary interest, he could influence the decision of the Council. He could, however, remain for the discussion.

Cllr. Bamford, Vice Chairman of the Parish Council, took the chair.

The Chairman of CRGT Helen Maguire was invited to give a short presentation on the proposed project and agreed to answer Councillors' questions.

She explained the impact on the community made by the Pavilion and messages of support from members of the community were read out. Following the fire the Trustees discussed the improvements that could be made and saw this as an opportunity both to reinstate the facility and make significant improvements. She outlined in great detail their future plans to redesign the roof allowing for a first floor which would give the café more space downstairs; not

having a flat roof would help solve security problems. The work to rebuild the Pavilion has to be undertaken through EBC contractors only. The quote of £190,000 (ex VAT, planning & building regulations) is the additional amount required over and above the insurance payout to make the desired improvements.

CRGT are required to have all funds in place for the improvements in advance of signing the contract with EBC's appointed contractor (Kier).

Cllr Wilson asked if insurance would fully cover reinstatement of the Pavilion as it was? Yes but the improvements envisaged ie changes to the roof, would make the building more secure.

Cllr Huddart expressed concern about progressing the Grant application without planning permission having been submitted.

142. To Discuss the Claygate Recreation Ground Trust application for a grant

It is **RESOLVED** that this Council agree a Grant of £30,000 to the Claygate Recreation Ground Trust towards the proposed improvements to the Club House when it is rebuilt.

Proposed by Cllr Bamford.

Seconded by Cllr Shearman.

It was agreed that part of the Grant could be funded through the CIL money already held by the Parish Council as it fitted the criteria for use of these funds. It was recommended that the Resolution be amended as follows:

It is **RESOLVED** that this Council agrees a Grant of £30,000 to the Claygate Recreation Ground Trust towards the proposed improvements to the Club House when it is rebuilt with 50% coming from CIL funds held by the Parish Council.

Proposed by Cllr Bamford

Seconded by Cllr Herbert

Cllr Bamford agreed to withdraw the original Resolution.

The amended Resolution was put to the vote:

7 in favour:

0 against:

1 abstention.

It was noted that if for whatever reason the planned improvements did not occur these funds would be returned to the Parish Council.

Cllr Sugden resumed the Chair. The Chairman asked that Agenda item 135 be taken at this point. This was agreed.

135. To note the Minutes of the Planning Committee and agree any necessary action.

135.1 The Chairman updated the Council on Planning Application 2016/1567 Traveller Site on the "40 Acre Field", Green Belt. It is in the Council's remit to oppose development on Green Belt. The Council objected to this application in 2016, it went to EBC Planning where the application was rejected and is now being appealed. Due to the number of objections received the Planning Inspectorate has called a Public Inquiry.

The Parish Council has joined with other interested parties including Claygate Village Association and residents' groups from Common Lane, Ruxley Heights and Fee Farm Road to form Claygate Community Group (CCG) to object to this application. It has been recommended CCG should apply for Rule 6 Status. This will help stop any repetitious work being undertaken by separate groups and share costs. This group will have the status of being recognised as a 'main party', will have access to documents used at the Inquiry and raise issues with other parties. The Chairman confirmed Rule 6 Status has been granted.

The cost of legal representation could incur costs in the region of £25,000 plus VAT. Although there will be contributions from other interested parties the following Resolution is being recommended to enable the procedure to begin.

8.30pm Cllr Pearce arrived at the Council meeting

It is **RESOLVED** that this Council allocate £15,000 from unearmarked Reserves to earmarked Reserves towards the cost of Claygate Community Group (CCG) representation under Rule 6 Status at the public inquiry into Planning Application 2016/1567.

Proposed by Cllr M. Sugden

Seconded by Cllr K Huddart.

An amendment to the Resolution was suggested to read as follows:

It is **RESOLVED** that this Council spends up to a maximum of £15,000 from unearmarked Reserves towards the cost of Claygate Community Group (CCG) representation under Rule 6 Status at the public inquiry into Planning Application 2016/1567.

Proposed by Cllr J. Bamford

Seconded by Cllr X. Wang.

This amendment was agreed by Cllr Sugden and the amended Resolution was put to the vote.

9 in favour:

0 against:

1 abstention.

135.2 The minutes of the Planning Committee meetings of 19th January, 9th February and 2nd March were noted. The members of the Planning Committee noted the open letter sent to Sajid Javid (Secretary of State for Communities & Local Government) from Stuart Selleck Council Leader of EBC (Residents' Association), Andrew Davis Deputy Council Leader EBC (Liberal Democrats) and Tim Oliver leader of the Opposition EBC (Conservatives) and printed in the Surrey Advertiser. This letter related to the new Local Plan that was required to be reassessed as a result of the National Planning Policy Framework (NPPF). Firstly, it sought clarification on Green Belt in the light of the recent Housing White Paper. Secondly, it sought guidance about funding for infrastructure required to support additional housing and timescales for delivery of housing assessed within the developing Local Plan.

126. Confirmation of the Minutes of the Parish Council Meeting held on 12th January 2017

The minutes of 12th January 2017 Council were agreed and signed by the Chairman.

127. To report on the actioning of items from the previous minutes of the Parish Council and agree any further action.

AP25 Asset Register updated. **DONE**

AP42 The Green has been recommended by EBC as a Green Space and Derwent Close is owned by SCC and ineligible according to EBC's criteria. **DONE**

AP49 Test run on new printer carried out. **DONE**

AP4 Amendments to Standing Orders to clearly state 3 Councillors are required for a Committee quorum. To be included on Agenda for Annual Meeting on 27th April 2017. **Outstanding**

AP7 Cloud back-up via E-Mango. **DONE**

AP8 Social Media policy to be included on Agenda for Annual Meeting on 27th April 2017 **Outstanding**

AP32 It was agreed to arrange a meeting between Cllrs Shearman, Sugden and Catherine Malloy (EBC) to ascertain how they cover Twitter and Facebook. **Outstanding**

AP11 Community Cup guidelines. **DONE**

AP12 Engraving Community Cup. **DONE**

AP15 H & T remit uploaded on website. **DONE**

AP16 Updating Policy book. Considered to be an ongoing part of the Clerk's duties. **REMOVED**

AP20 Update on Transparency Legislation. Chairman and Interim Administrator to check relevance and circulate to Councillors. **Outstanding**

AP22 Reserve lists for E & L and H & T. **DONE**

AP26 Contact Abricot re Claygate.info web name. CVA have made alternative arrangements. Claygate Parish Council retains the domain name. **MATTER CLOSED**

AP28 Claygate Parish Council Facebook account confirmed closed. **DONE**

AP33 The Winning Horse, Coverts Road. ACV granted. **REMOVED** from APs and await further information.

AP34 HGS grant for 2016/17 received. **DONE**

AP35 Agenda item CIL. **DONE**

AP36 Bank reconciliation for November revised by RBS. **DONE**

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. It was agreed to defer this item until the next meeting. **Outstanding**

AP38 Transfer of £10,000 to Cambridge BS Savings Account from Unity Trust Current Account. It was agreed that funds could be transferred as seen fit without the need for a resolution. At present as there have been requests for money it is not necessary to transfer funds.

AP39 Letter to Andrew Cooper, Head of Finance, EBC re precept sent on 26th January 2017. **DONE**

AP40 Rule 6 Status to be added for discussion at the Planning Committee. **DONE**

AP41 Meeting date to discuss EBC Local Plan prior to submission of questionnaire. **DONE**

AP42 To discuss need for a public meeting re Local Plan added to Planning Committee agenda. **DONE**

AP43 Volunteers: Data Protection Act and Insurance requirements. **Interim Administrator to clarify concerns at the next Environment & Leisure committee meeting.**

AP44 CWP reported the next edition of Courier will be distributed in April. **DONE**

AP45 Update from Councillors on their representation on or work with external bodies. **Outstanding**

AP46 Revised dates of Annual Meeting and the Village Meeting. The Annual Meeting of Claygate Parish Council will be held on Thursday 27th April. **DONE**

AP47 The Village Meeting on Tuesday 28th March. The Interim Administrator apologised for late notification. **DONE**

AP48 Invitation to Linda Alanka to attend a Parish Council meeting to update Councillors on the activities at the Youth Club. **Outstanding**

AP49 Provision of community defibrillator. Inclusion on Agenda. **DONE**

AP50 Removal of previous clerk's name from website. **DONE**

128 To confirm the Minutes of the Extraordinary Parish Council meeting on 9th February 2017.

The minutes of 9th February 2017 Council were agreed and signed by the Chairman.

129. To Report on the Actioning of Items from previous meeting.

AP51 Documents relating to vacancy for a Clerk available on the website. **DONE**

130. Report from the Chairman

The Chairman noted that the items he intended to report on are agenda items.

131. Report from the Interim Administrator & Proper Officer

131.1. A letter had been received under the Freedom of Information Act relating to discussion on a planning matter. A response had been sent and no further correspondence received.

132.2 Letter received from Mr. Tilston, a resident of Hare Lane regarding flooding in the area of The Swan Green and Raleigh Drive. Responded by offering to meet with the Thames Water contact. After which the Parish Council will aim to provide, as best we can, clear guidance to local residents on what action to take and who to contact in case of future incidents.

132.3 A letter received from a local resident wishing to apply for a grant towards sounding out local residents about establishing a weekend market in the Torrington Lodge car park. It has been suggested the best way forward would be for her to contact the local business network and also recommended preparing a business plan.

The Chairman suggested a short break at 8.50pm before continuing with the rest of the meeting during which time the recipient of the Brian Rhodes Community Cup would be decided. This was agreed. The meeting resumed at 9.00pm.

134. To decide the recipient of the Brian Rhodes Community Cup 2017

134.1 The nominations this year were Nigel Ferguson, Andrew Rellick, Anthony Sheppard and Helen Maguire.

134.2 The Interim Administrator oversaw a vote conducted by secret ballot. Helen Maguire was the winner of the cup this year.

134.3 The Interim Administrator will notify Helen Maguire and invite her to the Annual Village Meeting for its presentation and will notify all the other nominees. **NEW AP52**

132. To receive the finance report and decide action arising.

132.1 Bank reconciliations for each month since the start of the financial year 2016/17 through 28th February 2017 have been prepared and signed by the Chairman.

132.2 Cash Book 1 – UNITY TRUST

Page 12 shows all receipts from 1st April 2016 thru 28th February 2017: **£66,441.87**. Opening balance was **£16,823.86**. Pages 13 to 16 show all payments from 1st April 2016 to 28th February 2017: **£32,652.28 (inc. Vat)**. The balance carried forward being **£50,613.45**

132.3 Cash Book 2 – CAMBRIDGE BUILDING SOCIETY

Pages 21 and 22 show all receipts and payments from 1st April 2016 to 28th February 2017. There has been 1 receipt (annual interest) and no payments. Opening balance **£35,155.25**. Closing balance **£35,389.86**

132.4 Combined cash book 1 and 2 balance carried forward as at 28th February 2017 (Unity and Cambridge): **£86,003.31.**

132.5 Payments for Approval

A motion to approve all payments made from 1st December 2016 to 28th February 2017, totalling **£9,639.34 (inc. VAT)** was agreed.

Proposed: Cllr Bamford

Seconded: Cllr Wang

The motion was **AGREED** unanimously.

133. To review the plan for expenditure of the balance of the year, including future projects and funding and agree any action.

133.1 General Administration 83% spent YTD with 92% of the year gone.

133.2 Hall hire costs (1106) and misc. admin expenses (1130) running ahead of pace reflecting planning public meetings, the Village Hall Committee Room being used more often than planned, ink for the new planning printer and the external input of financial data entry (agreed by the Council). Any potential overspend will be offset by underspends on other budget lines such as pension and training.

133.3 Other Grants (Account codes 1302, 1304, 1306) reflects one approved grant request for Claygate Youth Club of £500 against an annual budget of £4,500 and Public Projects (Account code 1401) is 62% spent YTD.

133.4 Committees: Committees and working parties are significantly underspent versus budget.

133.5 Environment Committee 46% spent YTD, primarily account Code 3102 HGS maintenance. Hanging baskets not yet paid to EBC – invoice now received.

133.6 H&T is significantly underspent (16% of budget) reflecting the project based nature of its budget.

133.7 Planning Committee budget is overspent, as previously authorised by the Council reflecting the request for land registry information on the 40 Acre Field.

133.8 Total Committed/Earmarked items £27,200

133.9 Total potential spend for Council/Committees/Working Parties for the rest of the year £10,000

Estimated Uncommitted Balance at financial year end £51,700

Emergency Reserve £15,000

Estimated Uncommitted Balance less Emergency Reserve at financial year end £36,700

133.10 The above is prior to commitments made at this meeting.

136. To Note the Minutes of the Highways and Transportation Committee and Agree Any Necessary Action

136.1 The Committee met on 16 Feb 17, and the draft minutes have been circulated.

136.2 The Woodstock Lane South Gateway sign on the west side has been accepted by Surrey C.C. for cleaning and replacement of the 40mph signplate

136.3 Will Kear has started work on the horse ride, and plans to finish by Monday 13 Feb 17. This will include a load of scalplings on selected wet patches in the FP31 section, creation of drainage slots there, removing soft material from the northern section (horse side of barrier), and provision of 6" deep of scalplings there. The Chairman confirmed our previous decision not to work on the pedestrian side of the northern section, since it is in relatively good condition. William Kear agrees the merit of flailing the FP31 section, but this will have to await the end of the bird-nesting season.

136.4 Cllr Huddart had discussed the unacceptable double yellow lines arising from the SCC on-street parking consultation and authorised at the Local Committee, with the Panel of the Chartered Institution of Highways and Transportation which assisted in creating the Guidance which recommends restraining forward visibility as a means of controlling speeds and minimising accident risk. It could be that ignoring of this Guidance arises from the current localism approach, namely to provide whatever is sought, without assessing its technical merit.

136.5 We continue to report the water leak and pothole outside the Co-op, but understand that Thames Water is not attending to it effectively; Councillor Wang will escalate the issue as he did successfully at the similar situation in Oaken Lane.

137. To Receive a Report from the Environment and Leisure Committee and agree any necessary action.

137.1 An extraordinary Meeting of the Committee was held on 12th January and draft Minutes have been circulated.

137.2 The Environment & Leisure Committee met on the 2nd February and draft minutes have been circulated.

137.3 The Committee have organised the Clean-Up Day for 22nd April and hoped for an advertisement in the next edition of Courier.

137.4 There are still 2 panes missing from the bus shelter by the Villlage Hall. Ownership and repair of the bus shelter is being passed between SCC and EBC neither of whom wish to take responsibility for its repair. Cllr Huddart confirmed it is for EBC to accept responsibility for its repair. **NEW AP53** Cllr Chilcott to contact EBC.

137.5 The Hanging Baskets for this year will be ordered this month. It has been clarified which baskets are supplied and paid for by EBC and which ones are the additional baskets paid for by Claygate Parish Council. It is likely that we have not been receiving our full quota of baskets for many years but that CPC have been paying for them. Additional baskets will be requested for Oaken Lane. These will require brackets.

137.6 At an Extraordinary Meeting of the Environment and Leisure Committee on the 12th January a motion was unanimously agreed to spend up to £1,000 including residents' contributions to undertake a one-off clear up of Derwent Close Green. Cllr Chilcott noted that he wished to make an alternative recommendation and had accordingly proposed a Resolution for this meeting.

It is **RESOLVED** that the cost of the clear up of the Derwent Close land will be divided between the Claygate Parish Council and the Derwent Close residents according to a scheme proposed by Cllr Chilcott.

Proposed: Cllr Chilcott

Seconded: Cllr Pearce

Cllr Chilcott explained that the amount of the clear up had cost less than anticipated. He felt the contributions from residents should be based proportionally on the amounts offered by them before the estimated cost of the work was known.

An amendment to this Resolution was proposed to read as follows:

It is **RESOLVED** that the cost of the clear up of the Derwent Close land is divided between Claygate Parish Council and the 8 householders concerned. Claygate Parish Council will pay 50% of the cost and the remainder will be divided equally between those householders.

Proposed: Cllr Sugden

Seconded: Cllr Bamford.

Cllr Chilcott did not agree to this amendment. The vote on the amendment was as follows:

For: 5

Against: 3

Abstentions: 2

The amended Resolution was then put to the vote.

It is **RESOLVED** that the cost of the clear up of the Derwent Close land (excluding VAT) is divided between Claygate Parish Council and the 8 householders concerned. Claygate Parish Council will pay 50% of the total cost and the remainder will be divided equally between those householders.

Proposed: Cllr Way

Seconded: Cllr Huddart

For: 7

Against: 1

Abstentions: 2

The amended Resolution was carried.

137.7 It is agreed CPC will pay £260 and the remainder (£260 ex VAT) divided between 8 householders at £32.50 per household. **AP54** The Interim Administrator will write to those householders.

138. To Receive a Report from the Communications Working Party agree any necessary action.

The CWP had not met since the last meeting. It is anticipated that the Courier will be distributed in April.

139. To Receive update from Councillors, appointed at the Annual Council Meeting in May, on their representation on or work with external bodies.

Deferred to Annual Meeting. **NEW AP55** Interim Administrator to agenda.

140. To discuss the date of Annual Village Meeting and agree action

Due to pressure on dates it is necessary to change the date for the above meeting from May to Tuesday 28th March.

140.1 Village Hall kitchen available from 7pm to delivery wine/nibbles etc Chairman, Interim Administrator and Councillors **AP56**

140.2 Main Hall available from 7.15pm for set up

140.3 Meeting commences 7.45pm

140.4 Brief overview of Parish Council's activities during the year – Chairman

140.5 Committee chairman to present a brief report.

140.6 Presentation of Brian Rhodes Community Cup to Helen Maguire

140.7 Questions from residents.

140.8 Cllr Huddart offered his apologies as he is unable to attend.

141. To discuss CIL and agree action.

141.1 Following the agreement to grant CRGT £15,000 from the Claygate Parish Council CIL allocation it will be necessary to inform EBC of the decision. **NEW AP57** Chairman to contact Judith Jenkins

141.2 A CIL grant application form is required. **NEW AP58** Interim Administrator to contact EBC for a example that can be modified.

143 To discuss the provision of a Community Defibrillator and agree action.

This item was deferred for discussion at the next meeting .It was agreed a suitable site needs to be identified where the equipment can be available 24/7 **NEW AP59**. Clerk to agenda

144 Matters for Information Purposes Only.

None

145. Motion to exclude the Press and Public to discuss staffing matters.

Proposed: Cllr Bamford

Seconded: Cllr Sugden

The motion was **AGREED** unanimously.

The Interim Administrator left the meeting at 9.50pm.

146. Staffing matters in confidence.

Cllr Bamford, Chairman of the Staffing Working Party, updated the Council on progress of recruiting a new Parish Clerk & RFO. The closing date was 13th March. 4 applications had been received so far, all of whom had been from information on Social Media.

147. Date of next Meeting

The next meeting (Annual Meeting) will take place on

**Thursday, 27th April 2017 at 7.30pm in Oak Room, Holy Trinity Church Mission Centre,
Church Road, Claygate.**

The meeting closed at 9.53pm