

DRAFT
Minutes of the Meeting of the Council
held at 7.30pm on Thursday 16th November 2017
in Small Hall, Claygate Village Hall, Claygate

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

In attendance: Parish Clerk & RFO: Shirley Round

86. To accept apologies for absence

Apologies received from Cllr Bernadette Pearce with reasons.

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

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

88. Confirmation of the Minutes

The minutes of the meeting of 21st September 2017 had been circulated.

The minutes were agreed, and signed by the Chairman.

The Chairman requested a Motion under Standing Orders 1 d), e) and f) to allow residents to speak on Resolutions 1 and 2 Agenda items 10 (Minute 95) and 11 (Minute 96).

Proposed: Cllr John Bamford

Seconded: Cllr Tony Shearman

Agreed Unanimously

Residents Lucy Wright and Jane Bathurst are taking a petition for a 20mph speed limit on Hare Lane from the Swan PH to the Railway Bridge and the introduction of traffic calming measures to the SCC Local Committee on the 4th December. She spoke of the speed of vehicles, the narrowness of Hare Lane, the danger to cyclists, the lack of a footpath on one side of the road and also the narrowness of the footpath on that side. She asked if Parish Councillors would support this proposal and also sign their Petition which would be submitted to SCC by the 17th November.

95. To discuss support of a Petition from Residents for a 20mph speed limit on Hare Lane from the Swan PH to the Railway Bridge

Cllr Sugden declared that he had no pecuniary interest in this agenda item but that he had been in discussion with local residents about this Petition.

It is **RESOLVED** that Claygate Parish Council supports the Petition from local residents for a 20mph speed limit on Hare Lane between the Swan PH and the Railway Bridge and urges SCC to take action accordingly.

Proposed: Cllr Mark Sugden

Seconded: Cllr Xingang Wang

The motion was **AGREED** unanimously

The Petition was circulated and signed by Councillors

Representatives of 1st Claygate Scout Group, Hugh Gostling (Group Scout Leader) and Gary Ernest (Group Treasurer), outlined their proposal for the extension to the Scout Centre. Hugh Gostling emphasised there were a significant number of children currently on the waiting list and the method used to ensure the maximum number of children can be offered places. The total amount required to fund the project is £350,000 incl VAT. Unfortunately they cannot reclaim the VAT. They anticipate funding the project with £100,000 from their own funds, have received £1,500 from County Cllr Mike Bennison and will apply to EBC for a substantial grant from the Community Infrastructure Levy. They confirmed they are requesting a grant from the Parish Council of £20,000.

It is hoped the building work could commence next summer. The Scout Group actively encourage the parents of children in the Group to become Leaders.

96. To discuss the 1st Claygate Scouts application for a grant towards the extension of the Scout Centre, Oaken Lane.

Cllr Sugden declared that he had no pecuniary interest in this agenda item but that he had been in discussion with 1st Claygate Scouts about this Grant application. Cllr Huddart also declared that he had no pecuniary interest but that his son was involved with the Scout Group.

It is **RESOLVED** that this Council approves a Grant of £20,000 to 1st Claygate Scouts towards the proposed extension of the Scout Centre, Oaken Lane. This Grant to be funded £12,000 from General Reserves and £8,000 from CIL.

Proposed: Cllr Mark Sugden

Seconded: Cllr John Bamford.

This motion was **AGREED** (9 in favour, 1 abstention)

The Chairman explained that the £20,000 would be retained in an earmarked reserve until such time as they requested the funds.

AP32 The Clerk will write to 1st Claygate Scouts informing them their Grant application has been approved.

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

AP4 Asset Register inspections by the Parish Clerk and Cllrs Bamford and Huddart. Inspection of the Bus Shelter and Village sign required. The Clerk has inspected the Bus Shelter. **DONE** Cllr Bamford agreed to do a visual inspection of the Village Sign. **Outstanding**

AP5 Dates and times of meetings for 2019. Awaiting confirmation of Claygate Dramatic Society 2019 dates. **Outstanding**

AP9 Review of CPC Policies, commencing with Health & Safety and Risk Assessment Policies. Cllrs Bamford & Wilson have offered to help. Copies will be distributed shortly. See agenda Item 91. **DONE**

AP10 & AP11 Excessive speeding in Telegraph Lane when accessing the sports field. Item to be included in H & T Agenda. **DONE**

AP15 Whether EBC would empty extra waste bins purchased by the Parish Council. This item will be placed on the next E & L agenda. **Outstanding**

AP 16 Update on the situation regarding the verge at the junction of Stevens Lane/Lower Wood Road. **DONE**.

AP 17 Resident's questions to Thames Water re the Hare Lane Pumping Station have not been answered. Clerk has emailed them again. A detailed reply has been received from Mr Aspinall (Thames Water) and passed on to Mr Tilston, the local resident. **DONE**

AP 18 Clerk to agenda item on Defibrillator. See agenda item 17. **DONE**

AP 19 Further information on Defibrillator required. See agenda item 17. **DONE**

AP20 Zurich Insurance Premium paid. **DONE**

AP21 Notice of Conclusion of Audit. **DONE**

AP22 Signed copy of the Memorandum of Understanding re changes to CIL funds payable to the Parish Council to be sent to Judith Jenkins (EBC). **DONE**

AP23 Estimate of proposed budget for 2018/19 sent to Planning, Environment & Leisure and Highways & Transportation. **DONE**

AP24 Councillors attending the Remembrance Day Parade. **DONE**

AP25 Order wreath. **DONE**

AP26 Firs Verge check/cut back vegetation. **DONE**

AP27 Courier delivery. **DONE**

AP28 CWP meeting. **DONE**

AP29 Community Heartbeat Trust Guide to Community Defibrillation. **DONE**

AP30 CRGT Grant application deferred. **DONE**

AP31 Consultation on On-Street Parking Regulations. **DONE**

AP32 Replacement tree Dalmore Avenue. For discussion at H & T. **DONE**

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

90.1 The Chairman attended the SALC AGM on the 12th October. Notes on the presentations from the Deputy Chief Superintendent of Police and the County Councillors were, unfortunately, not available although basically saying that lack of funding was hindering their future plans.

90.2 The Chairman attended a Flood Risk meeting at EBC. SCC and EBC are reviewing the current flood map of Elmbridge. The Parish Council was asked if it would be involved.

91. To receive the report from the Parish Clerk & RFO

91.1 The Clerk met with representatives of Claygate Scouts and Holy Trinity Church to finalise the plans for the Remembrance Day Parade.

91.2 The Clerk attended a Clerk's Networking Day at Felbridge on the 9th November. One of the topics related to the recommendations placed upon Parish Councils by the Government Code of Recommended Practice. SSALC and the National Association are issuing strong recommendations that Parish Councils should comply with the Code.

91.3 With effect from the January Council meeting all papers sent by the Clerk to Councillors relating to the business of the Council will be placed on the website with the Agenda.

91.4 In addition the Parish Council's Code of Conduct, Financial Regulations and Standing Orders will be uploaded.

91.5 The current Claygate Parish Council Risk Assessment Policy and Health & Safety Policy have been compared with other Parish Council policies and a review of these policies will be discussed at the Parish Council meeting in January.

91.6 The VAT reclaim form has been submitted to HRMC following advice from Mulberry & Associates (an Accountant recommended by SSALC).

91.7 The Parish Council has received a letter from EBC informing us that there is no CIL available for the six month period to the end of September.

91.8 The Chairman of the Youth Club Association has indicated that the Trustees would welcome a representative trustee from the Parish Council. Details of what this role involves have been requested.

91.9 PKF Littlejohn LLP have been appointed by the SAAA as the new external auditors. This appointment is for 5 years effective from the end of the financial year 2017/18

- 92. To receive the finance report and decide action arising.**
92.1 Bank reconciliations for each month since the start of the financial year 2017/18 through to 30th October have been prepared and signed by the Chairman.
92.2 Cash Book (1) Unity Trust **Payments** report show all transactions from 1st September to 30th October amounting to £4,908.81 (including VAT). This is a fairly light period as it includes the Clerk's holiday when no cheques were issued.
92.3 Cash Book (1) Unity Trust **Receipts** report show the receipt of £25,548.50 (2nd half precept including the EBC grant) together with a £1,000 contribution from local residents towards the Public Planning Inquiry expenses. This cheque had been re-presented.
92.4 Cambridge Building Society account shows no change.
92.5 The Balance Sheet reflected the current financial position of the Parish Council. The general reserves stand at £65,529. However, if the Parish Council spends against its budget for the remainder of the year this figure reduces to approximately £26,000. The recommended figure to maintain in the emergency reserve is £15,000 which leaves an available balance of £11,000
92.6 CIL held by the Parish Council amounts to £2,879 plus £7,000 which is held for the Parish Council by EBC.
92.7 Payments for Approval: Motion to approve all payments from 1st September to 30th October totaling £4,908.81 (including VAT) was agreed.
Proposed: Cllr Bill Chilcott
Seconded: Cllr Xingang Wang
The **motion** was agreed unanimously.
- 93 To review the plan for expenditure for the balance of the year including future projects and funding and agree any action.**
93.1 A copy of the detailed Income and Expenditure report by budget was circulated to all Councillors prior to the meeting.
93.2 The budget for the website is currently £900. The annual fee from E-mango for the website is £600 and due in November/December
93.3 In addition the annual fee for hosting is £100 and £60 for uploading.
- 94 To discuss 2018/19 budget planning process and agree next steps.**
The Clerk will contact EBC in December to request the number of Band D households. The final budget will be presented to the Council for approval at the meeting in January 2018.
- 95. To discuss support of a Petition from Residents for a 20mph speed limit on Hare Lane from the Swan PH to the Railway Bridge**
Discussed at the beginning of the meeting.
- 96. To discuss the 1st Claygate Scouts application for a grant towards the extension of the Scout Centre, Oaken Lane.**
Discussed at the beginning of the meeting.
- 97. To note the minutes of the Planning Committee and agree necessary action.**
97.1 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.
97.2 Cllr Herbert outlined the matters currently under discussion.
97.3 DCLG "Fixing our broken homes market" questionnaire has been submitted.
97.4 Kingston upon Thames "Sustainability Appraisal Draft Scoping Report Consultation". Claygate's response will be submitted at the end of the week.
97.5 The Tolworth draft local plan contained nothing to affect Claygate.
97.6 The Chessington draft local plan has not been circulated but may contain items of interest.

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

98.1 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.

98.2 Cllr Huddart updated the Council on matters following the last meeting of the H & T committee.

98.3 The Speedwatch sessions have been resumed, thanks to the initiative of Mark Tymieniecki. Cllr Huddart stressed continuity was important to ensure that the sites remain approved by Surrey Police.

98.4 Cllr Huddart requested an early date for an EBC/CPC Liaison meeting to remonstrate again at the large increases of car park charges, especially for the first half hour. **AP33** The Clerk will request dates from EBC.

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

99.1 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.

99.2 Cllr Chilcott updated the Council on matters following the last meeting of the E & L committee.

99.3 A lot of work has been done by Volunteers on replanting the Pointy End of the Green and mulching the whole of the Green.

99.4 Cllr Chilcott explained the overlap in responsibilities between E & L and H & T regarding trees. The maintenance of the trees on Highway Garden Sites, ie the Meadow Road Green, were the responsibility of E & L but those overhanging the road, ie Meadow Road Green and Firs Verge, were the responsibility of H & T. As there is possible work to be done at both sites the Clerk will arrange a site visit with members of both committees to decide on work to be undertaken. **AP34**

99.5 The removal of fly tipped material in Woodstock Lane is a continuing problem.

100. Clean Up Day

It is **RESOLVED** that this Council will support the 2018 and 2019 Clean Up Days, in particular by delivering a Courier to all Claygate households in early April, and by individual Councillors participating, and encouraging their relatives, friends and neighbours to participate.

Proposed: Cllr Bill Chilcott

Seconded: Cllr Julian Way.

Cllr Chilcott spoke of his disappointment that over the last couple of years fewer and fewer residents had taken part in the Clean Up Day, which is an important Parish Council event. He felt that poor publicity, together with a lack of an edition of Courier, contributed. He has agreed with the Scouts, who are an integral part of this event, that the 2018 Clean Up Day will be held on Saturday 28th April and it was also agreed that the date would be mentioned in the December and March/April editions of Courier. The E & L Committee have been granted extra funds to enhance publicity. The Clerk will include this on the agenda for their next meeting. **AP35**. It was recommended that the Resolution be amended as follows:-

It is **RESOLVED** that this Council will support the 2018 and 2019 Clean Up Days and maximize publicity for this important event.

Proposed: Cllr Geoff Herbert

Seconded: Cllr Xingang Wang

Cllr Chilcott agreed to withdraw the original Resolution.

The amended **Resolution** was put to the vote:

The amended **Resolution** was agreed unanimously.

101. To receive a report from the Communications Working Party and agree any necessary action.

101.1 At a recent meeting of the CWP it was agreed to produce a December issue of Courier followed in March/April with a Spring edition.

101.2 The Clerk has contacted representatives from local organisations requesting 'Dates for the Diary' from mid December to March/April and inviting them to prepare articles for the Spring edition (copy date 11th February).

101.3 The Chairman noted the email from Cllr Wilson and will be replying. He agreed that typestyles, font and font sizes should be consistent.

101.4 The December issue will go to print on the 4th December and will include articles on the Christmas Lights, Small Business Saturday and the Remembrance Day events.

101.5 The Clerk will circulate a list of clubs and associations to Councillors with a request they add additional organisations. **AP36**

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

The Community Heartbeat Trust Guide to Community Defibrillation has been obtained. It points out the important issues to be considered before embarking on the provision of a defibrillator which include the responsibility of the 'owner' to encourage as many members of the community as possible to attend training events to learn CPR as well as use of the defibrillator. The Chairman will circulate a summary of the Guide for consideration at the next meeting. **AP37**

103. To discuss the Claygate Recreation Ground Trust application for a grant for the replacement of a litter bin on the Recreation Ground.

Cllr Way declared that he had no pecuniary interest in this agenda item but that he is a Trustee of the Claygate Recreation Ground Trust.

It is RESOLVED that this Council approve a grant of £575 to the Claygate Recreation Ground Trust (CRGT) to fund the replacement of a rubbish bin on the Recreation Ground.

Proposed: Cllr Julian Way

Seconded: Cllr Bill Chilcott

4 in favour

0 against

5 abstentions

AP38 The Clerk will write to CRGT informing them their Grant application has been approved.

104. Matters for Information Only

There were no matters for information.

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

Thurs 11th January 2018 at 7.30 pm in the SVH.

Meeting close 10.10pm

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

Date.....