

DRAFT
Minutes of the Annual Meeting of the Parish Council
held on Thursday 9th July 2020
at 7.30 pm via Zoom.

Present: **Chairman:** Mark Sugden
 Councillors: Jo Collon, Geoff Herbert, Janet Swift, Michelle Woodward, Xingang Wang,
 Brian Rawson.

In attendance: Parish Clerk & RFO: Sally Harman and 1 member of the public

25/1. To accept apologies for absence

Cllr Lesser, Cllrs Jefferies & Cllr Marques sent their apologies.

26/2. To elect a Chairman for the ensuing year

Cllr Sugden was nominated by Cllr Collon, seconded by Cllr Rawson.

Cllr Sugden was elected Chairman by a unanimous decision.
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27/3. To receive the Chairman's declaration of acceptance.

Cllr Sugden signed the Declaration of Acceptance which was witnessed by the Clerk on the Zoom call.
AP 18 The Parish Clerk will send a copy to the Monitoring Officer at EBC.

At this point in the meeting Cllr Sugden assumed the chair.

28/4. To elect a Vice-Chairman for the ensuing year

Cllr Collon was proposed by Cllr Rawson, seconded by Cllr Sugden.

Cllr Collen was elected Vice Chairman by a unanimous decision.

29/5. To receive declarations of interest in items on the agenda

There were no disclosures of interest in items on the agenda. All disclosures of interest by Cllrs are published on the website under each individual Cllr. **AP19** Cllrs to notify Clerk of any additions/exclusions so the website remains up to date.

30/6. To confirm the minutes of the Parish Council meeting held on 11th May 2020.

The minutes of the meeting on 11th May 2020 had been circulated, were approved and signed by the Chairman. **AP20** Chairman to deliver signed minutes to Clerk.

31/7. To report on the actioning of items from previous minutes and decide any action arising.

AP29 20mph Hare Lane Meeting was to take place between Borough Councillors, County Councillors & Chairman **POSTPONED**

AP47 MS to draft a response for approval and submission to Clerk on Youth and Community Hub Vision for SCC. CPC couldn't make a submission due to being an organisation. A letter had previously been sent to SCC on behalf of the CPC. **DONE**

AP56 MS to draft timeline of Courier and circulate. June issue produced **DONE** See agenda Item 28.

AP57 Chairman of the Planning and HT&E committees to ensure MS receives articles from each of their committees for the Courier. **ONGOING**

AP 1 Clerk to add Virtual Meeting Policy to Section 27 of the Standing Orders and confirm they were adopted on the 11th May 2020. **DONE**

AP2 Clerk to arrange payment to CVHA, update EMR as necessary and website **DONE**

AP 3 Clerk to ensure we meet audit requirements on our Fixed Asset register going forth. **DONE**

AP 4 Clerk to add White Entrance gates to HT&E committee agenda **DONE**

AP5 Clerk to prepare Accounts and Governance statement for sign off at Parish Council meeting on 9th July 2020. **DONE**

AP 6 Clerk to arrange payment of £744.51 to CRGT **DONE**

AP 7 Clerk to ensure all annual subscriptions paid and coded correctly versus budget **DONE**

AP8 Clerk to update website to reflect any amends to meeting locations as and when required. **DONE**

AP 9 Clerk to notify the Huddart Family and arrange for the cup to be presented appropriately given COVID- 19 restrictions. Cup being engraved and Clerk to collect. MS to confirm how family want it delivered. **OUTSTANDING.**

AP10 Clerk and Planning Chairman Cllr Herbert to confirm how planning meeting will run to committee members. **DONE**

AP 11 Chairman to update Councillors on any changes to EBC Local Plan timetable. **DONE** **AP21** Clerk to circulate Consultation Statement link relating to latest Local plan consultation to Cllrs from EBC.

AP 12 Clerk to update website and book Zoom meetings. **DONE**

AP 13 Clerk to contact Post office to obtain a quote. As a minimum it was agreed that the courier could be uploaded to the website if it can't been delivered due to Covid-19. **DONE** **AP22** Clerk to get a further quote from Greenhill 2003 Ltd in Chessington a private delivery company.

AP 14 Chairman to prepare the Courier for publication. **DONE**

AP 15 Clerk to arrange payment of £250 from the Grants budget to Friends of Capelfield Surgery **DONE**

AP 16 Clerk to arrange payment of £250 to East Elmbridge Foodbank. **DONE**

AP 17 Clerk to arrange payment of £250 to Princess Alice Hospice. **DONE**

32/8. To review delegation arrangements to committees, employees and other local authorities.

8.1 CPC has two committees, Planning and Highways, Transportation & Environment which are set up and run in accordance with legislation, Standing Orders and Financial Regulations.

8.2 CPC has one employee the Parish Clerk and Responsible Financial Officer.

8.3 CPC has one delegation arrangement with EBC, the maintenance of the Highway Garden Sites

8.4 CPC has a Memorandum of Understanding (MoU) with EBC relating to CIL (Community Infrastructure Levy)

33/9. To confirm the remits of the Committees.

Clerk circulated the remits. Each Committee to review their own remit at their next meeting. **AP23** Any proposed changes to the CPC remit or a committee remit to be brought back to the CPC meeting on the 17th September 2020.

34/10. To appoint members of the following committees and working parties

a) Planning Committee

Cllr Herbert, Cllr Swift, Cllr Woodward, Cllr Wang were appointed as members.

b) Highways, Transportation & Environment

Cllr Collon, Cllr Rawson, Cllr Sugden were appointed as members. Cllr Marques confirmed via email ahead of the meeting that he also wanted to continue on this committee and was appointed in his absence.

c) Communications Working Party

All Cllrs are automatically on this Working party. Communications are covered off in every CPC Meeting as an agenda item for all Cllrs to feed in to.

d) Staffing Working Party

Vice Chairman of the Parish Council Cllr Collon together with Cllr Swift were appointed. Chairman automatically on it as ex-officio.

e) Complaints Panel

It was agreed to follow the recommendations set out in the Complaint Procedure policy published on the CPC website.

AP24 Clerk to email Cllr Lesser and Cllr Jefferies to request what committees they would like to sit on.

35/11. To review arrangements including any charters with other local authorities and review of contributions

18.1 CPC has a Charter with EBC. This was revised in 2012. **AP25** Cllrs to review Charter and to feed back any amends to the Clerk for discussion at the 17th September CPC meeting.

18.2 CPC receives a grant from CPC towards maintenance of Highway Garden Sites which is increased by RPI each year.

18.3 CPC has a MoU with EBC relating to CIL and receives from EBC 15% of CIL contributions for development that incurs CIL in Claygate.

36/12. To receive a brief review on representation on external bodies in the previous year and to review representation on or work with external bodies and arrangements for reporting back.

It was **unanimously** agreed that Cllr Sudgen will continue to represent the CPC on the EBC Audits and Standards Committee and the Surrey Association of Local Councils (SALC).

Cllrs were reminded that as CPC is a member of SALC, all Cllrs could attend SALC meetings. An overall representative for CPC is required for SALC as only 1 person per Council can vote at their AGM.

It was noted that the CPC only has representatives on 3 external organisations in Claygate namely the Claygate Recreation Ground Trust, the Claygate Village Hall Association and the Claygate Village Association. Several other external organisations in the ward have no representation from CPC. **AP26** Clerk to contact SALC & EBC Monitoring Officer to check whether an unfair advantage exists with the CPC appointing representatives to only a few external organisations in Claygate and how CPC external body representatives roles and responsibilities should be defined if CPC carried on with external representatives **AP27** Report back with external advice and options on how we can proceed at the next CPC meeting on the 17th Sept.

Given lack of clarity on the purpose and so to clearly define roles and responsibilities, at this point in time, it was **unanimously** agreed that no CPC representatives would be appointed to the CRGT, CVHA and the CVA until the matter was further discussed at the CPC meeting on the 17th Sept.

AP28 Clerk to notify those external organisations of the decision to defer appointing representation until such time that the CPC can clarify the situation and that the roles and responsibilities of Cllrs representing the CPC on external organisations are clearly defined. Cllrs noted that they were very much still in support of these organisations and the work they do.

37/13. To review assets.

13.1 CPC holds an asset register. As equipment is purchased it is written off. The Parish Council includes a nominal value for certain assets because we insure them. These are:

- i) Clerks office equipment – Filing cabinet, metal cupboard, mobile, laptop and printer.
- ii) Outside equipment - Bus shelter bench, Notice boards x 2, Millennium Sign, Christmas trees and lights, Hose and reel, litter pickers
- iii) Defibrillator

13.2 CPC does not own land or buildings

AP29 Clerk to carry out a review of the CPC assets and update the Asset Register.

38/14. To review the Council's Standing Orders, Financial Regulations, Members Code of Conduct, Health & Safety Policy, Freedom of Information Policy, Freedom of Information Publication Scheme, Risk Management Policy and Assessment, Document Retention Policy, Bullying & Harassment Policy, Data Protection Policy, Privacy Policy, Complaints Procedure, Media & Communications Policy, CIL Policy & Guidance, Grants Policy and Guidance, Register of Interests and the Hospitality Register.

The Chairman explained that all the Policies had been reviewed in the last 12 months and SALC provided model policies had been updated where required. These had been unanimously agreed.

i/ A review by NALC and SALC of the Members code of conduct was currently taking place. The Clerk had circulated the consultation document for Cllrs to complete by the 17th August.

ii/ Risk Assessment needs updating **AP30** Clerk to review Risk Assessment detailed in the Risk Management Policy and the Health and Safety Policy and update.

iii/ Register of Interests – These will be updated on an on-going basis. **AP31** Cllrs to provide information to Clerk.

Iv/ Hospitality register – No entries for last year

39/15. To review the current Media and Communications Policy and to receive and consider a revised social media online communications policy.

The Clerk circulated a proposed Social Media Strategy. The proposal is to launch a CPC Page on Facebook in September. The launch is to be supported on the boards, in the next publication of the courier and in any other council communications. The Facebook page is to be managed by the Clerk with 2 posts a week and commentary turned off. Residents will be directed to contact the Clerk via e-mail should they need via the Contact button on the Facebook page. Proposed topics of posts will be signed off at each CPC meeting for the following 8 weeks in the communication section of the agenda. **AP32** Clerk to launch Facebook page & push via boards and Claygate community pages where possible in Sept & manage on-going.

It was **unanimously agreed** to proceed with the proposed Social Media Strategy and to launch on Facebook in September.

AP33 Clerk to ensure CPC Twitter account is deactivated.

40/16. To receive and consider the adoption of a Website Accessibility Statement.

Cllrs noted that the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 came into force for public sector bodies on 23 September 2018. They say CPC must make our website more accessible by making it 'perceivable, operable, understandable and robust'. The accessibility regulations build on our existing obligations to people who have a disability under the Equality Act 2010. These say that all UK service providers must consider 'reasonable adjustments' for disabled people.

The CPC website will meet the newer legal requirements if it:

- meets the international WCAG 2.1 AA accessibility standard - although there may be valid legal reasons for not meeting accessibility standards. A site audit is required to ascertain whether the CPC website is meeting the standard or not and what needs to be fixed.
- publish an accessibility statement that explains how accessible the CPC website is on our website by the 23rd September.

Some organisations are not exempt but may not need to fully meet accessibility standards. This is the case if the impact of fully meeting the requirements is too much for an organisation to reasonably cope with. The accessibility regulations call this a 'disproportionate burden'.

According to NALC guidance, E-Mango, our website supplier, is unable to carry out the site audit as it must be carried out by a third party or by CPC itself. The general steer from E-Mango, and upon reviewing the government site on this issue, it is clear that the CPC website budget of £1000 a year will not be sufficient to pay for a third party to carry out the audit. As such a basic check as per the government guidelines should suffice. CPC will then need to write a website accessibility statement which needs to be visible somewhere on the website by 23rd Sept 2020.

AP34 Clerk to find out what other Parish Councils are doing with regards to this web accessibility request.

AP35 Clerk to contact EBC to find out what they are doing and to see if they can provide any support in the review of the CPC site. A volunteer has been identified by the Chairman that could carry out the basic level of site assessment we believe is required should we need to.

41/17. To receive and consider the adoption of a Covid-19 Risk Assessment.

Clerk circulated the proposed risk assessment which she had prepared after reviewing government guidelines received via SALC and NALC.

It was **unanimously agreed** to adopt the Covid-19 Risk Assessment

42/18. To set the dates, times and places of meetings of the Council for 2021.

The proposed meetings schedule for dates and times for 2021 had been circulated to Cllrs via the Clerk prior to the meeting. No issues were raised, and the dates & times were agreed. Places of meetings will be set upon receiving clarity on having physical meetings, in view of social distancing rules recommended by SALC & NALC.

AP36 Clerk to get 2021 dates loaded on to website and amend planning committee date from the 30th December 2020.

43/19. To consider the Chairman's allowance.

The Chairman's allowance of £100 is a budgeted item, administered by the Clerk and available for items such as the Remembrance Day wreath, refreshments for the Village Meeting etc. It was noted that it is not a payment to the Chairman.

The allowance was **unanimously** agreed.

44/20. To receive the Chairman's report and decide any action arising.

The Chairman has spent a lot of time supporting the Claygate Youth Club in getting posters and leaflets notifying residents of the SCC Youth consultation which ended on the 30th June. In addition, he has organised the publication of the June Courier.

He updated Cllrs on the very recent news that SCC is proposing to the government to create a Unitary Authority for Surrey abolishing the 11 district and borough councils. A local government white paper is also expected later this year. **AP37** Chairman to monitor the situation.

45/21. To receive the report from the Parish Clerk and decide any action arising.

The Clerks Report had been circulated to all Cllrs prior to the meeting.

AP38 Clerk to ask Paul's Garden Service to check for Oak Processionary Moths on the Green and Meadow Road Green.

In addition to the Clerk's report it was noted that the Clerk's laptop software was out of date and that a new laptop with up to date software was required.

AP39 The Clerk was instructed by unanimous decision to purchase a new laptop with updated Microsoft software. Clerk to circulate proposed model and cost to Cllrs for approval.

46/22. To receive and note the Annual Internal Audit Report 2019/20.

Cllrs noted the receipt of the Annual Internal Audit report by Sue Busby at EBC.

47/23. To receive and note the Annual Governance Statement for the year ending 31/3/2020 and agree action.

It was **unanimously agreed** that Claygate Parish Council approves the Annual Governance Statement for the financial year ending 31st March 2020 and that the Chairman and Parish Clerk are authorised to sign

48/24. To receive and review the Statement of Accounts for the year ending 31/3/2020 and agree action.

It was **unanimously agreed** that Claygate Parish Council approves the Accounts for the financial year ending 31st March 2020 and also approves the Statement of Accounts for the financial year ending 31st March 2020 and that the Chairman and Parish Clerk are authorised to sign

49/25. To review the budget and the expenditure thus far for the financial year 2020/21.

- i. Bank reconciliations and statement balances have been noted and signed by the Chairman for each month of the current financial year. The cash book balance as at 30th JUNE 2020 was £137,004
- ii. Cash book (1) Unity Trust Payments report from 1ST APRIL to 30th JUNE shows all transactions during the period including payments £15,000 of CIL and Grant payments to CVHA. £25,735.63 (ex VAT) of payments have been made so far this year.
- iii. Cash book (3) Unity Credit Card Payments report from 1ST APRIL to 30th JUNE shows all transactions during the period for when it was first used including £388.80 Microsoft Annual Office 365 Subscription. £866.14 (ex VAT) payments have been made so far this year. Cllrs noted Microsoft payments and Viking Office Supplies require a Credit card payment.
- iv. The Balance sheet as at 30th JUNE shows current assets less liabilities of £137,004; represented by General Reserves £53,287 and Earmarked Reserves of £83,717. EMRs decreased £14,245 from the prior

Parish Council Meeting on the 11th May 2020 as we paid £13,500 to the CVHA from the CIL 17/18 pot and the £744.51 of CIL returned to the CRGT, came from the CIL 20/21 pot, however EMRs remain positive up £6,495 to last year's full year position. The Balance sheet was signed by the Chairman.
v. £500 has been incurred YTD under S137 Grants. £250 East Elmbridge Food bank and £250 Princess Alice Hospice.

50/26. To receive the report from the Planning Committee and decide any action arising.

The Chairman of the committee Cllr Herbert noted the receipt of the new government planning guidelines relating primarily to the conversion of commercial property to residential by the committee.

51/27. To receive the report from the Highways, Transport and Environment Committee and decide any action arising.

The Clerk updated that a new sum of £160 (paid in 2 installments) for weeding the 2 garden beds in the Foley Rd/Coverts Rd Triangle for the months of July to October had been negotiated with Paul's Gardening Services. The on-going weeding of these beds post this date would then be added to the tender of the HGS contract in October.

It was unanimously agreed to pay the £160 in 2 instalments for the weeding of the Foley Rd/Coverts Rd Triangle beds between July and October to PQ.
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AP40 Clerk to notify Paul's Gardening Services.

52/28. To receive an update on Communications.

The plan is for an October Courier however it is dependent on what there is to report as Covid-19 could mean many of the winter events maybe unable to take place. The October issue tends to focus on these events. **AP41** Chairman to monitor the situation and it is to be discussed further at the next full Parish Council meeting in September.

53/29. Matters for information purposes only.

The next meeting of the Claygate Parish Council will be held virtually on Thursday 17th September 2020 at 7.30 pm.

Meeting closed at 21h35

Signed:

Dated: