

DRAFT
Minutes of the Annual Meeting of the Parish Council
held on Friday 21st May 2021.
at 7.30 pm at the Village Hall.

Present: **Outgoing Chairman 20/21:** Mark Sugden
 New Chairman 21/22: Geoff Herbert
 Councillors: Jo Collon, Janet Swift, Michelle Woodward, Xingang Wang, Brian Rawson,
 Anthony Marques, Jo Lesser, Gil Bray
 Co-opted Members: Mark Tymieniecki

In attendance: Parish Clerk & RFO: Sally Harman, EBC Cllr Bruce McDonald and 10 members of the
 public

1. To accept apologies for absence

Co-opted members Caroline Stevenson and John Bamford sent their apologies in advance of the meeting.

2. To elect a Chairman for the ensuing year

Each year Councillors chose the Chairman for the forthcoming year. Cllr Sugden informed the meeting that he had decided that he did not wish for his name to be proposed for Chairman for the forthcoming year. Cllr Sugden also indicated that he would not participate in the selection of either the new Chairman or Vice Chairman but leave that decision to the rest of the Council.

Cllr Herbert was nominated by Cllr Wang and seconded by Cllr Collon. Cllr Swift was nominated by Cllr Marques and seconded by Cllr Swift.

Cllr Herbert was elected Chairman by a majority decision . Cllr Sugden abstained.
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3. To receive the Chairman's declaration of acceptance.

Cllr Herbert signed the Declaration of Acceptance which was witnessed by the Clerk.
API The Parish Clerk will send a copy to the Monitoring Officer at EBC.

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

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

Cllr Wang was proposed by Cllr Marques, seconded by Cllr Herbert.

Cllr Wang was elected Vice Chairman by a majority decision . Cllr Sugden abstained

Under Standing Orders 10 vi) the Chairman proposed a motion to move Agenda Item 6 up the agenda. The meeting would then revert to the original order. Unanimously agreed

6. To receive declarations of interest in items on the agenda

There were 6 declarations of interest in items on the agenda:-

- i) Cllr Collon noted she was married to one of the candidates for the Parish Council vacancy and would leave the room at this agenda item.
- ii) Cllr Sugden noted that he knew 2 of the candidates for the Parish Council vacancy and would leave the room at this agenda item.
- iii) Cllr Swift noted she knew 2 of the candidates for the Parish Council vacancy.
- iv) Cllr Wang noted that he knew 1 candidate for the Parish Council vacancy.

- v) Cllr Lesser noted she had met 1 candidate for the Parish Council vacancy.
- vi) Cllr Herbert noted he had met some of the candidates for the Parish Council vacancy.

All declarations of interest by Cllrs are published on the website under each individual Cllr.
AP2 Cllrs to notify Clerk of any additions/exclusions on-going so the website remains up to date.

5. To discuss and approve co-option to fill 1 vacancy on the Parish Council

Cllr Sugden and Cllr Collon left the room.

4 candidates were seeking co-option to the council. CVs and cover letters from candidates had been circulated to the Cllrs ahead of the meeting. 1 candidate did not attend the meeting and as such was removed from the process. All candidates left the room and then each candidate was summoned in in surname alphabetical order to speak for 3 minutes on why they would be good for the role and then take questions and answers from Cllrs for 5 minutes.

It was agreed in a **majority decision** that Gil Bray be elected to the Council. The 2 Cllrs that left the room did not participate in the vote.

Cllr Sugden and Cllr Collon returned to the room

The Chairman welcomed the new Councillor to the Council. Gil Bray signed the Declarations of Acceptance forms which were witnessed by the Clerk.

AP4 Clerk to arrange introduction for Cllr Bray and notify EBC of the new Cllr and update the website and get Cllr Bray's Notification by Member of Pecuniary and other interests form.

7. To confirm the minutes of the Parish Council meeting held on 11th March 2021.

The minutes of the meeting on 11th March 2021 had been circulated. They were approved with one amend to agenda item 162 title to change from 'councilors' to councillors' and signed by the Chairman, witness by the Clerk.

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

AP49 Clerk to circulate 3 replacement noticeboard options for discussion at the next CPC meeting on the 19th November. **IN PROGRESS** Quotes in for noticeboards. Awaiting contractors and costs from SCC.

AP51 Cllr Sugden to speak to CVA about a CPC liaison role. **OUTSTANDING** Clerk to send letter to CVA on behalf of CPC.

AP60 Clerk to check the length of the parts guarantee on the Defibrillator. The defibrillator has a 5 year guarantee. Because of the short life-span on parts, these are not covered by guarantee. Someone should check the status indicator every day. Cllr Sugden to speak to Hare and Hounds with regards to checking the status indicator. **OUTSTANDING**

AP78 Cllr Lessor and Cllr Sugden to draft a letter on behalf of the CPC citing our concerns on the Surrey Fire and Rescue Service 'Making Surrey Safer Plan'. **IN PROGRESS** Cllr Sugden and Cllr Lessor to review latest SCC information on 'Making Surrey Safer Plan' and decide if a letter is still required.

AP80 CPC to write to EBC Cllrs on the subject of dog mess and add to HT&E minutes. Clerk noted that EBC are well aware of problem and a significant amount of communication is coming out of EBC. Clerk to add notice to noticeboard along with details on where to report. **DONE**

AP90 Clerk to add Data Audit option to 14th January agenda. **OUTSTANDING.** Prior Chairman and Clerk decided to postpone due to other agenda priorities.

AP93 Clerk to write back to Network Rail stating the CPC were not happy with their response and ask what they were going to do about the eyesore that remains. **DONE** SW railways confirmed they will not be planting anything.

AP101 Cllr Collon to arrange Staff Working Party meeting in liaison with Chair and Cllr Swift.

OUTSTANDING To be covered under agenda item 39

AP119 Clerk to update accounts and accounting software for 21/22 to reflect new approved budget. **DONE**

AP121 Chairman to sign minutes from 21st January Extraordinary meeting and drop to Clerk. **DONE**

AP122 Clerk to pick up with SALC on how ballot papers could work via Zoom if virtual meetings continued. **REMOVE** No longer relevant as returned to physical meetings and voting is by show of hands.

AP123 Clerk to ensure all vendors that had completed their work in financial year 20/21 were paid within the financial year and then action year end close down and audit process. **DONE**

AP124 Clerk to advertise cup nominations in April and add review of nominations and agreement of winner to CPC May agenda. **DONE**

AP125 Clerk to retrieve cup from prior recipient. Clerk to get cost of a smaller cup or plaque option that recipients could hold on to and bring costs to Cllrs at the next full council meeting. **DONE** Proposal on how to proceed to be added to 8th July CPC meeting

AP126 Clerk to contact speakers for Annual Village Meeting and book in for 10minutes each. **DONE**

AP127 Clerk to check with SALC whether there were statutory requirements on when an Annual Village Meeting had to take place. **DONE** Has to be held between March and June

AP128 Clerk to chase SALC on clarification of how Council meetings can be run (physical/virtual or Hybrid) post the 6th May. **DONE** Physical for Cllrs and public where possible.

AP129 Clerk to action amends to Standing Orders as approved at 11th March CPC meeting and update website. **DONE**

AP130 Clerk to ask E-Mango whether the CPC website could host zoom meeting recordings and the cost. **DONE** E-Mango don't host videos so it's not possible to upload one to the website, however if it's added to YouTube they can embed the video onto the website.

AP131 Clerk to contact EBC to ask them about their policy on hosting Zoom recordings on their website and numbers that are viewing. **REMOVE** Clerk didn't action as Parish Council meetings to be held physically for both Cllrs and public.

AP132 Clerk to add Zoom recording publishing to 27th May agenda for discussion. **REMOVE** Government guidance is for Parish Council meetings to be held physically for both Cllrs and public.

AP133 Clerk to action addition of Climate change question to CIL and Grant application forms and update website. **DONE**

AP134 Clerk and Chairman to draft letter of support for Claygate Swimming Pool and submit.

OUTSTANDING To be covered under Agenda Item 31

AP135 Clerk to check with SALC if a Parish Council should be associated with such a group where political parties were involved. **DONE**. Confirmed Parish Councils aren't political.

AP136 Clerk to add to Planning Committee agenda for a decision to be made on whether CPC should support the Alliance of Elmbridge Residents and Civic Forum statement request or not. **DONE**

AP137 Cllrs to feedback any proposed amends/additions to Cllr Herbert for Government's Consultation 'National Planning Policy Framework and National Model Design Code' by 19th March. Cllr Herbert to consolidate and send to Clerk who will submit final submission by 27th March. **DONE**

AP138 Clerk to add planned replacement of Crab Apple Trees in Torrington Road to 31st March HT&E agenda. **DONE**

AP139 Clerk to notify the HGS contractor to proceed with the tree removals and to confirm timetables back to the HT&E committee. **DONE**

AP140 Clerk to notify residents in Torrington Road of action being taken to remove 2 infested Crab Apple trees and why. **DONE**

AP141 Clerk to check Courier delivery company still operational. **DONE** Still operational

AP142 Clerk to contact Cllr Lesser and Cllr Woodward and ask whether they would like to be appointed. **DONE** Cllr Woodward confirmed appointed. Cllr Lesser declined.

Under Standing Orders 10 vi) the Chairman proposed a motion to move agenda item 27 followed by item 32 up the agenda and then for the meeting to revert to the original order. It was agreed in a majority decision. 1 Cllr abstained.

27. To agree the winner of the Brian Rhodes Community Cup 2021.

Nominations were circulated to Cllrs ahead of the meeting. Cllr Sugden noted that he knew two of the nominees.

Pippa Cramer was agreed in a majority decision as the winner of the Brian Rhodes Community Cup 2021. 1 Cllr abstained.

AP5 Chairman to congratulate the winner at the Village meeting on the 27th May.

AP6 Clerk to notify winner and get cup engraved.

32. To consider and propose to spend £2685 for a Memorial bench for Ken Huddart in the CRGT new garden.

The Chairman noted the tremendous work and dedication of the late Ken Huddart to Claygate.

Cllr Sugden proposed that the CPC fully fund the £2685 half from the Public Projects budget and half from General Reserves.

It was **agreed in a majority decision** that the CPC should spend £2685 on a memorial bench in the CRGT new family garden for Ken Huddart. £1343.50 from Public Projects and £1343.50 from non earmarked General Reserves. 1 Cllr abstained.

AP7 Clerk to arrange bench with CRGT and arrange ceremony when installed with Ken's family.

9. 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)

10. To confirm the remits of the Committees.

The Clerk circulated the remits ahead of the meeting .

It was **agreed in a majority decision** that each Committee review their own remit at their next meeting and report back any amends at the 8th July Parish Council meeting. 1 Cllr abstained

AP8 Any proposed changes to a committee remit to be brought back to the CPC meeting on the 8th July 2021.

11. To appoint members of the following committees and working parties

a) Planning Committee

Cllr Lesser, Cllr Swift, Cllr Wang, Cllr Bray, Cllr Woodward were appointed as members.

b) Highways, Transportation & Environment

Cllr Rawson, Cllr Collon, Cllr Sugden, Cllr Marques were appointed as members

d) Staffing Working Party

Vice Chairman of the Parish Council Cllr Wang together with Cllr Swift, Cllr Sugden, Cllr Collon, Cllr Woodward and Cllr Lesser 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.

AP10 Clerk to contact new potential Committee members and invite to next Committee meetings.

12. 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.

18.2 CPC receives a grant from EBC 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.

13. 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.

i) EBC Audits and Standards Committee

Cllr Rawson proposed Cllr Sugden, seconded by Cllr Lesser. Cllr Marques proposed Cllr Swift, seconded by Cllr Swift.

It was **agreed in a majority decision** that Cllr Sugden should be the CPC representative on the EBC Audits and Standard Committee. 1 Cllr abstained.

ii) SALC

It was noted that all Cllrs are members but the CPC nominate 1 Cllr to act as the overall representative to attend the SALC AGM.

It was **agreed in a majority decision** that Cllr Herbert should be the CPC representative for SALC. 2 Cllrs abstained.

iii) CVHA Liaison

Cllr Swift would continue in the role.

iv) CVA Liaison

It was noted that **AP51** was to be actioned and for CPC to receive confirmation from the CVA over whether they wanted a liaison first.

v) Neighbourhood Watch Representative - Local residents will sign up as Street Representatives.
The
NW area coordinator is John Haberfield. The Clerk will continue to circulate updates.

AP11 Clerk to notify the various external bodies of the appointments.

14. 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. The assets CPC have are as follows:

- i) Clerk's office equipment – Filing cabinet, metal cupboard, mobile, laptop, shredder and printer.
- ii) Outside fixed assets - Bus stop, Notice boards x 2, Millennium Sign, Bench, White Entrance Gates Hare Lane, Footbridge Old Claygate Lane.
- iii) Miscellaneous - Xmas trees and lights, litter pickers, tabards, display boards, a boards, leaf blower, hose and reel
- iv) Defibrillator

13.2 CPC does not own land or buildings

AP12 Clerk to carry out a review of the CPC assets in Summer 2021 and update the Asset Register and send to the insurers. The updated asset register would be brought to the September CPC meeting.

Under Standing Orders 10 vi) the Chairman proposed a motion to move agenda item 37 up the agenda and then for the meeting to revert to the original order. It was agreed in a majority decision. One Cllr abstained.

37. To consider a CIL grant application from Claygate Recreation Ground Trust for £20,000 towards improvement of pedestrian paths from the Claygate Pavilion to Dalmore Avenue Road and the creation of a family garden.

Written statements of support, the CIL application form and various supporting documentation provided by the CRGT were circulated to Cllrs prior to the meeting. The Chairman of the Claygate Recreation Ground Trust spoke. She noted that following the completion of the Claygate Pavilion rebuild Phase 1 of the planned landscaping project had been completed. The CRGT now needed to raise funds for Phase 2 which was the Family Garden and the completion of the pedestrian path from the Pavilion to Dalmore Avenue the cost of which was £55,583. The CRGT were looking for £20,000 from CPC towards this amount. They already had £10,000 towards Phase 2 and were also seeking contributions from EBC and SCC Your Fund Surrey initiative. She noted that the path was also used by commuters and school children not just users of the Recreation ground. A resident then spoke. She noted that the facility services the entire community, that there had been significant demand for the Pavilion since it had opened and the path was in a poor state and in need of repair.

Cllr Marques noted the positive impact the project would have in the fight against climate change. Cllr Swift noted that the path did need to be relayed to allow safe access for the disabled and that the Claygate Pavilion and Recreation ground were the jewel in Claygate's crown. Cllr Sugden noted that the CPC have been a strong contributor to the CRGT for years.

Cllr Sugden proposed the CPC grant £17,500 to the CRGT, £12,500 from CIL and £5000 from General Reserves.

It was **agreed in a majority decision** that the CPC grant the CRGT £17,500, £12,500 from CIL and £5000 from General Reserves. 1 Cllr abstained.

15. To confirm arrangements for insurance cover in respect of all insurable risks

CPC have a 3 year contract with Zurich running from November 2018 through to 20th November 2021. The latest year cost was £422. The Clerk confirmed the insurers are in receipt of the latest asset register and HGS Risk Assessments. The CPC also have an Annual Service agreement for a Defibrillator at Hare and Hounds with Medisol which cost £119 for November 2020 to November 2021 cover.
AP13 Clerk to retender insurance and bring quotes to 23rd September meeting.

16. To confirm councils and/or staff subscriptions to other bodies.

Cllrs noted organisation subscriptions included:-

NALC £397

SSALC £1750

Data Protection ICO £35

CVHA Affiliation Fee £10

Annual Service Agreements included:-

Sage (payroll software) £366

Microsoft Office 365 Membership £411

RBS (accounts software) £145

E-Mango (website hosting, support & back-up) £695

It was **agreed in a majority decision** that Claygate Parish Council pay the subscription fees to all organisations as agreed at the Annual Meeting 2021. 1 Cllr abstained.

17. To review, reaffirm and adopt 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 Policies, Data Protection Policy, Privacy Policy, Complaints Procedure, Media & Communications Policy, CIL Policy & Guidance, Grants Policy and Guidance, Register of Interests and the Hospitality Register.

It was **agreed in a majority decision** that the following orders and policies would be adopted with no amends:- Standing Orders, Financial Regulations, Members Code of Conduct, Freedom of Information Policy, Freedom of Information Publication Scheme, Risk Management Policy and Assessment, Document Retention Policy, Bullying & Harassment Policies, Data Protection Policy, Privacy Policy, Complaints Procedure, Media & Communications Policy, CIL Policy & Guidance, Grants Policy and Guidance, Register of Interests and the Hospitality Register. 1 Cllr abstained.

It was noted that there was a new model code of conduct from the Local Government Association which had yet to be formally pushed by NALC for adoption.

AP14 Clerk to seek advice on whether we should adopt the new model code of conduct from EBC and SCC.

Cllr Swift raised that the Health & Safety Policy should have a clear statement noting that malicious communication to Cllrs and Staff was not acceptable.

It was **agreed in a majority decision** that a statement noting that malicious communication to Cllrs and Staff was not acceptable should be added to the Health & Safety policy and to the head of the Policies section on the website. 1 Cllr abstained.

AP15 Clerk to update Health & Safety policy & policy section of website with agreed amends.

It was noted that whilst there was a Covid-19 risk assessment and that the Clerk had referred Cllrs to the village hall Covid-19 Risk Assessment for hirers there should be a Covid-19 Physical meeting Risk Assessment for CPC.

AP16 Clerk to action Covid-19 Physical meeting risk assessment.

The Clerk had circulated and Cllrs noted that the Legal Topic Note (LTN) 37 on Freedom of Information Policy has been updated.

AP17 Cllr Sugden to bring amended proposal of Bullying & Harassment Policies, Freedom of Information Act and Complaints Procedure to the 8th July CPC meeting.

It was raised that the EBC CIL policy had been updated and that the CPC should check if there were any implications on the CPC CIL Policy.

AP18 Clerk to contact EBC and check if any amends to CPC CIL policy were required.

It was noted that the Register of Interests will continue to be updated on an on-going basis.

AP19 Cllrs to provide information to Clerk.

Hospitality register – The Clerk confirmed no entries for prior year. Cllrs were reminded that they needed to tell the Clerk if hospitality occurred.

18. To set the dates, times and places of meetings of the Council through to May 2022.

The proposed meetings schedule for dates and times for 2022 had been circulated to Cllrs via the Clerk prior to the meeting. Places of meetings will be set upon receiving clarity on social distancing rules recommended by SALC & NALC. Any amends to times, dates and places will be updated on the website and Facebook.

AP20 Clerk to get 2022 dates loaded on to website and Facebook and notify the Village hall.

19. To agree the format for public attendance of meetings going forth.

The Clerk noted that the latest guidance from NALC, which had been circulated to Cllrs, was that the public should attend a meeting in person where possible. As such the Clerk was working with the Village Hall to ensure the CPC meetings were held in sufficient capacity rooms. The Clerk reminded Cllrs that the Annual Village Council meeting was not a Parish Council meeting but a meeting of residents and as such would be held via Zoom as it wasn't bound by Local Government legislation.

20. 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 **agreed in a majority decision**. 1 Cllr abstained.

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

As the Chairman had just taken on the role he noted that he had nothing to raise.

22. 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. In addition to the points which were already being covered off on the agenda the Clerk noted that she had spent a significant amount of time reintroducing CPC to physical meetings due to the changing communications from NALC on what was acceptable.

She noted that she had been working on closing the Year End accounts and supporting the internal audit ahead of the external audit commencing. CPC had been selected as an intermediate review 5% sample by PFK LittleJohn our external auditors. The Public Notice on exercising rights will go up from the 14th June through to the 23rd July and the public had 30 days for public to contact myself if they want to review accounts.

The web accessibility improvements to the CPC website was almost ready to launch and the drop down main menu with easier navigation was already live. She continued to post regular updates on Facebook when possible. The page continued to grow in engagement and reach levels.

Finally the Clerk noted that any active complaints would be covered within the relevant Committee meetings.

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

The Clerk had circulated the Annual Internal Audit report by EBC ahead of the meeting which noted that CPC had received a substantial grading.

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

It was **agreed in a majority decision** that Claygate Parish Council approves the Annual Governance Statement for the financial year ending 31st March 2021 and that the Chairman and Parish Clerk are authorised to sign. 1 Cllr abstained.

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

It was **agreed in a majority decision** that Claygate Parish Council approves the Accounts for the financial year ending 31st March 2021 and also approves the Statement of Accounts for the financial year ending 31st March 2021 and that the Chairman and Parish Clerk are authorised to sign. 1 Cllr abstained.

26. To review the budget and the expenditure thus far for the financial year 2021/22.

1/ 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 APRIL was £105,210. (Appendix A)

2/ Cash book (1) Unity Trust Payments report from 1ST MARCH to 30TH APRIL 2021 shows all transactions during the period (Appendix B). Total payments for this period amount to £9866.17 ex VAT. Main ex VAT costs outside of usual monthly expenditure were: -

- £2825 Hanging Baskets and Troughs for Spring/Summer 2021
- £2169.97 SALC and BALC 21/22 Subscription
- £560 RBS 20-21 Year End Closedown
- £350 Tree removal from Torrington Road and Applegarth HGS site.
- £100.87 Parade Bed new plants
- £121.94 for Clerk expenses £108 of which was the working from home allowance.

3/ Cash book (3) Unity Credit Card shows all transactions from the 1ST MARCH to 30TH APRIL 2021 amounting to £239.59 ex VAT made up predominantly of the usual monthly subscription costs for Zoom & Microsoft Office 365. Other costs included £37.50 Annual minutes binders, £63.91 Stationary & printer ink & £57.80 FOI 3rd December Zoom meeting transcription. (APPENDIX C)

4/ The balance sheet as of 30th April shows current assets less liabilities of £105,210; represented by General Reserves £44,643 and Earmarked Reserves, which remained flat on prior period, of £60,567. We have £97 of costs outstanding on the credit card. We received £1802.47 of VAT back for the period Oct 2020-March 2021. Note CIL Oct 2020 – March 21 monies of £20,787.31 and £25,916.50 First half Pre-CEPT and Grant monies have since arrived in the accounts this May.

5/ The expenditure review shows there are no areas of unforecasted overspend. We do however have one outstanding invoice due to the Parish Council of £69.36 relating to a FOI Zoom Transcription request relating to the 3rd December Planning Committee meeting.

28. To discuss the Claygate Flower Show 2021 and agree any action.

Cllrs noted that this year the Claygate Flower Show would be predominantly online and there would be a few socially distanced events.

AP21 Cllr Sugden to ask Flower show organisers to send an update to the Clerk to circulate to Cllrs

- 29. To discuss the Village Meeting on Thursday 27th May 2021 via Zoom and agree any action**
 The Clerk had requested items for the agenda but had received nothing from residents. Dr Sarah Ibbett Partner from Capelfield Surgery and Helen Maguire Chairman of the CRGT would each speak for 10 minutes and then the forum will be open to residents to raise issues or ask questions. Residents had been asked to raise questions/issues to Clerk by Tuesday 25th May.
- 30. To review the consultation ‘Local authority remote meetings: call for evidence’ (closing date 17th June) and agree a response.**
 The Clerk circulated a proposed response to Cllrs ahead of the meeting. It was agreed that Cllrs should each respond to the Consultation themselves.
AP22 Clerk to circulate website link to Cllrs.
- 31. To note the update from Claygate Primary School re the Claygate Community Pool, to reiterate Claygate Parish Council’s support for the project, subject to appropriate planning approval and Claygate Parish Council’s support for their application to Your Fund Surrey.**
 The Clerk circulated an update from Claygate Primary School to Cllrs ahead of the meeting. As per **AP134** The Clerk is to write a supporting statement from the CPC to Your Fund Surrey.
- 33. To receive the report from the Planning Committee and decide any action arising.**
 The Chairman noted that a Cllr’s personal application would not be discussed at the next Planning Committee meeting due to a serious personal situation the Cllr was facing. The policy for discussing personal applications by Cllrs would be discussed at the next Planning Committee meeting.
AP23 Clerk to add to 17th June Planning Committee agenda.
- 34. To receive the report from the Highways, Transport and Environment Committee and decide any action arising.**
 The Clerk had circulated the Speedwatch Report to Cllrs prior to the meeting. The Chairman of the Committee Cllr Rawson noted that due to time restrictions there was nothing further to update Cllrs on for the time being.
- 35. To receive an update on Communications and to confirm that this Council is authorised to an expenditure of up to £6,500 per the approved 21/22 budget for communications.**

AP24 Cllr Herbert and Cllr Sugden to meet to discuss the June Courier.

As per Standing Orders 3x the meeting was required to close as the meeting had been held for 2.5hrs. It was agreed that an Extraordinary Meeting would be held to cover off Items 36 to 40 on the agenda.

AP25 Clerk to arrange Extraordinary Meeting of CPC.

The next meeting of the Claygate Parish Council would be an Extraordinary meeting date, time and location TBC.

Meeting closed at 22h00

Signed:

Dated:

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

Date.....

Appendix A – Balance Sheet as at 30th April 2021

14/05/2021		Claygate Parish Council	
10:22		Balance Sheet as at 30th April 2021	
31st March 2021		31st March 2022	
Current Assets			
1,808	VAT Control A/c	144	
55	Petty Cash	55	
86,776	Cambridge	86,776	
21,074	Unity Trust	18,331	
<u>109,713</u>		<u>105,307</u>	
109,713	Total Assets	105,307	
Current Liabilities			
0	Unity Credit Card	97	
176	Credit Card Liabilities	0	
20	Accruals	0	
<u>196</u>		<u>97</u>	
109,517	Total Assets Less Current Liabilities	105,210	
Represented By			
48,950	General Reserves	44,643	
7,850	EMR Election Fund	7,850	
35,000	EMR CIL Claygate School Pool	35,000	
17,717	EMR CIL 20/21	17,717	
<u>109,517</u>		<u>105,210</u>	

The above statement represents fairly the financial position of the authority as at 30th April 2021 and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible
Financial
Officer

Appendix B – Unity Trust Payments 01/03/21-30/04/21

Date: 14/05/2021		Claygate Parish Council			Page 1		
Time: 10:28		Cashbook 1			User: SH		
		Unity Trust					
Payments made between 01/03/2021 and 31/03/2021							
Nominal Ledger Analysis							
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount Transaction Details</u>
08/03/2021	Paul Garden Services	BACS	583.34			3102 301	583.34 HGS Feb Maintenance
08/03/2021	EBC	BACS	3,390.00		565.00	3106 301	2,825.00 Hanging Baskets & Troughs 2021
10/03/2021	TalkTalk	DD	29.40		4.90	1110 101	24.50 Talktalk March Monthly Bill
16/03/2021	Unity Credit Card	Credit Card	48.23			250	48.23 March Credit Card Transfer
16/03/2021	Lloyds Bank	DD	3.00			1132 101	3.00 March Credit Card Monthly Fee
17/03/2021	Vodafone	DD	15.99		2.66	1110 101	13.33 Vodafone March Bill
29/03/2021	Sally Harman	BACS	870.42			1101 101	870.42 Clerk Salary March
29/03/2021	HMR & C	BACS	206.28			1101 101	206.28 P32 March
29/03/2021	Sally Harman	BACS	121.94			1130 101	121.94 Clerk Expenses March 2021
29/03/2021	Nest Pension	DD	37.35			1137 101	37.35 Clerk Pension March
31/03/2021	Paul's Garden Services	300677	583.34			3102 301	583.34 HGS March Maintenance
31/03/2021	Vanessa Rellen	300678	26.60			3104 301	26.60 Parade Bed Plants
31/03/2021	Caroline Cartwright	300679	89.13		14.86	3104 301	74.27 Parade Bed Plants
31/03/2021	Unity Bank	DD	23.40			1132 101	23.40 Unity Bank Service Charge
Total Payments:			6,028.42	0.00	587.42		5,441.00

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
06/04/2021	Lloyds Bank	BACS	3.00			1132	101	3.00	Credit Card monthly fee
07/04/2021	Surrey ALC	BACS	2,169.97			1120	101	2,169.97	SALC & NALC 21/22 Subscription
14/04/2021	Vodafone	DD	16.21		2.70	1110	101	13.51	April Mobile Phone Bill
20/04/2021	Unity Credit Card	April CC	190.83			250		190.83	April Credit Card Payment
22/04/2021	Paul Garden Services	BACS	350.00			3104	301	350.00	Tree Removal HGS Project
22/04/2021	RBS Software	BACS	672.00		112.00	1130	101	560.00	20-21 RBS Year End Closedown
27/04/2021	TalkTalk	DD	29.40		4.90	1110	101	24.50	April Phone Bill
28/04/2021	Sally Harman	BACS	845.02			1101	101	845.02	Clerk Salary April 2021
28/04/2021	Nest Pension	BACS	37.35			1137	101	37.35	Clerk April Pension
28/04/2021	HMR & C	BACS	221.99			1101	101	221.99	HMRC P32 April
28/04/2021	Sally Harman	BACS	-845.02			1101	101	-845.02	Clerk Salary April 2021
28/04/2021	Sally Harman	BACS	854.02			1101	101	854.02	Clerk Salary April 2021
Total Payments:			4,544.77	0.00	119.60			4,425.17	

Appendix C – Unity Trust Credit Card Payments 1st March 2021-30th April 2021

Date: 14/05/2021		Claygate Parish Council				Page 1			
Time: 10:28		Cashbook 3				User: SH			
Unity Credit Card									
Payments made between 01/03/2021 and 31/03/2021									
Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
03/03/2021	Zoom Video Communications	CRDIT CARD	14.39		2.40	1130	101	11.99	March Zoom Subscription
14/03/2021	Microsoft	CRDIT CARD	33.84			1139	101	33.84	Office 365 March Monthly Sub
14/03/2021	Microsoft	CRDIT CARD	-33.84			1139	101	-33.84	Office 365 March Monthly Sub
14/03/2021	Microsoft	CRDIT CARD	33.84		5.64	1139	101	28.20	Office 365 March Monthly Sub
18/03/2021	UK Transcription	CRDIT CARD	69.36		11.56	1130	101	57.80	Transcription FOI Request
25/03/2021	Viking Direct	CRDIT CARD	58.85		9.81	1105	101	49.04	Printer Ink and Stationary
31/03/2021	CREDIT CARD ADJUSTMENT	CRDIT CARD	-176.44				505	-176.44	CREDIT CARD ADJUSTMENT
Total Payments:			0.00	0.00	29.41			-29.41	

Date: 14/05/2021		Claygate Parish Council				Page 1			
Time: 10:27		Cashbook 3				User: SH			
Unity Credit Card									
Payments made between 01/04/2021 and 30/04/2021									
Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
01/04/2021	CREDIT CARD ADJUSTMENT	CC	176.44				505	176.44	CREDIT CARD ADJUSTMENT
04/04/2021	Zoom Video Communications	CC	14.39		2.40	1130	101	11.99	April Monthly Zoom Bill
08/04/2021	Springback Binders Ltd	CC	45.00		7.50	1130	101	37.50	Annual Minutes Binders
08/04/2021	Viking Direct	CC	17.84		2.97	1130	101	14.87	Stationary
14/04/2021	Microsoft	CC	33.84		5.64	1139	101	28.20	Microsoft Office 365 April Bil
Total Payments:			287.51	0.00	18.51			269.00	