



**Minutes of the Claygate Parish Council Meeting
held on Thursday 7th July 2022.
at 7.30 pm at Claygate Village Hall.**

Present: **Chairman:** Gil Bray
 Councillors: Michelle Woodward, Brian Rawson, Mark Sugden, Jo Collon, Janet Swift, Sue Grose, Anthony Marques, Geoff Herbert,
 EBC Monitoring Officer: Victoria Statham
 SALC CEO: Anne Bott

In attendance: **Parish Clerk & RFO:** Sally Harman and 3 members of the public.

The Clerk noted at the start of the meeting that she would be recording all Parish Council meetings and Committees going forth.

The Chairman invited Victoria Statham, Monitoring Officer at Elmbridge Borough Council and Anne Bott CEO of Surrey's Association of Local Councils (SALC) to introduce themselves.

19h34 Cllr Herbert entered the meeting

The Chairman announced he had a personal apology to make to Cllr Herbert before the meeting commenced as he had not given Cllr Herbert an official vote of thanks for his prior Chairmanship of the Parish Council.

It was **agreed in a majority** decision that the CPC passes a vote of thanks to Cllr Herbert for the Chair of CPC in the prior year.

The Chairman also passed on his thanks to Jo Lessor who had been very helpful in helping CPC prepare for the Draft Local Plan Public Meeting that took place on the 4th July 2022.

37/1. To accept apologies for absence

Cllr Wang and Co-opted Committee members Michael Collon, Caroline Stevenson, Gareth Jones and Will Harrison Cripps all sent their apologies in advance. Cllr Swift informed the Council that Cllr Grose was unwell.

It was **unanimously agreed** that the Clerk should send the Council's best wishes for a speedy recovery to Cllr Grose

AP33 Clerk to send Cllr Grose the Council's best wishes.

38/2. To receive declarations of interest in items on the agenda.

Cllr Sugden noted that he was also a Surrey County Cllr so there could be agenda items that come before him in his other role in the future, but he had no pecuniary or personal interest with items on the agenda. He also noted that he was a Committee member on the Claygate Flower Show.

39/3. To agree the process for both draft and final meeting minute publication.

The Clerk had circulated 2 options for draft and final minute management to Cllrs ahead of the meeting. One was a proposed flowchart from Cllr Grose and the other was advice from SALC.

It was **agreed in a majority decision** that CPC should adopt the proposed management of minutes as outlined by SALC which is as follows: -

- The Proper Officer (Clerk) formally takes and is responsible for the recording of the draft minutes.
- A Member has no right in law to have any input into the draft, nor should they. There is a risk that unnecessary pressure would be placed on the Clerk to rewrite the minutes.
- The Clerk publishes the draft minutes.
- If a member wishes to make or suggest changes to a contemporaneous document, in the interests of openness and accountability, they must do this at the next meeting when the draft minutes are being considered by the Council/Committee. In this way the interested observer can understand the reasons for any change.
- Any amendment to the draft minutes will be by majority decision. In the event of an agreed amendment, the original wording will remain on record and any amendment will be noted at the end of the minutes and signed by the Chair.

A motion to approve the Cllr Grose's flowchart for managing CPC draft and final minutes fell.

40/4. To confirm the minutes of the Annual Parish Council meeting held on 24th May 2022.

It was **agreed in a majority decision** that the minutes could be approved with no amends and were signed by the Chairman, witnessed by the Clerk.

AP34 Clerk to upload final minutes on to website

41/5. To confirm the minutes of the Highways, Transport and Environment meeting held on the 13th April 2022.

Cllr Swift proposed the wording 'but they can sit at the Fruit World bench' be added to Section 7 line 14 which Cllr Marques agreed with.

It was **agreed in a majority decision** that the minutes could be approved with the one amend proposed and were signed by the Chairman, witnessed by the Clerk.

AP35 Clerk to upload final minutes on to website

42/6. To approve the appointment of Cllr Marques to the Highways, Transport and Environment Committee.

It was **unanimously agreed** to appoint Cllr Marques to the Highways, Transport and Environment Committee.

AP36 Clerk to update website and circulate updated reserve list.

43/7. To note and welcome the Co-option Committee members to the Planning and Highways, Transport and Environment Committees.

Claygate Parish Council Co-opted Committee members sit on Committees but have no voting rights.

It was **unanimously agreed** to welcome the Co-opted members Michael Collon, John Bamford, Vanessa Relleen, John Ovenden, Gareth Jones to the Planning Committee and Co-opted Members Caroline Stevenson, Will Harrison-Cripps and Mark Tymieniecki to the Highways, Transport and Environment Committee.

44/8 To report on the actioning of items from previous minutes and decide any action arising.

AP57 Clerk to investigate Parade Millennium sign origin. **OUTSTANDING.**

AP95 Clerk to confirm new mobile phone contract. **IN PROGRESS**

AP99 Clerk to action phone number amend where required and cancel landline contract. Cancelled from 27th July 2022. **DONE**

AP107 Clerk to look into how the CPC could go about gifting a piece of Playground equipment to EBC to go in over and above their planned refurbishment and bring back to next CPC meeting in honor of the Platinum Jubilee. EBC had confirmed the following pieces of equipment would be going in as part of their refurbishment project in September: - Rope swing, 3-way Springer, Little tower and small Spider Net. The Clerk noted that costs for play equipment are high with a new springer costing circa £4k and that if Cllrs wanted to proceed with a gifted piece of equipment, they may want to consider using money allocated against the Public Projects budget and topping it up with HT&E Committee putting in a CIL request to the Full Council. **DONE** Discussed under Item 14.

It was **agreed in a majority decision** that the Clerk should be empowered to meet with EBC and the Playground manufacturers on the 6th June to look at 2 options for a piece of play equipment for a maximum cost of £5000 to be gifted in honour of the Platinum Jubilee. These options will be brought to the HT&E Committee on the 9th June with a view to agreeing a CIL application request to go to the Full Council for approval on the 7th July.

AP1 The Parish Clerk to send a copy of Cllr Brays Declaration of Acceptance to the Monitoring Officer at EBC and update the CPC website. **DONE**

AP2 Clerk to update website on Vice Chairman appointment. **DONE**

AP3 Cllrs to notify Clerk of any additions/exclusions on-going so the website remains up to date.

AP4 Clerk to circulate declaration of interest form. **DONE**

AP5 Clerk to check Cllr list as an old Councillor appears to be receiving emails and Cllr Grose had been missed off some of the group emails. **DONE**

AP6 Cllr Bray to speak to EBC Cllr Bruce McDonald regarding his attendance and possible involvement in the CPC Public meeting on the 4th July. **DONE**

AP7 Clerk and Chair to prepare for the 4th July CPC Draft Local Plan Public Meeting including communication to the village. **DONE**

AP8 Clerk to action Cllr bank signatory update. **IN PROGRESS**

AP9 Clerk to make amends to Planning Remit and Planning Process and Public Speaking Document and load on to website. Any proposed changes to Highways Transport and Environment Committee Remit to be brought back to the CPC meeting on the 7th July 2022. **DONE**

AP10 Chair of Staffing Working Party to review Remit and bring back to Full Council on 7th July. **REMOVE** Discuss under Item 10

AP11 Clerk to add planting a tree in honour of Margie Richardson to 9th June HT&E Agenda. **DONE**

AP12 Clerk to ask Cllr Marques which Committee(s) he would like to sit on. **DONE**

AP13 Clerk to update meeting list with reserves and circulate. Clerk to update email groups and website.

ONHOLD

AP14 Clerk to notify the various external bodies of the Cllr representative appointments. **DONE**

AP15 Clerk to establish whether CPC can sell the Epson printer which was gifted by EBC. Confirmed we can sell. **DONE**

AP16 Clerk to purchase new printer. Purchased Epson EcoTank ET-5150 for £289 ex VAT **DONE**

AP17 Clerk to carry out a review of the CPC assets in Summer 2022 and update the Asset Register and send to the insurers. The updated Asset Register would be brought to the September CPC meeting.

AP18 Clerk to review Medisol Annual service contract for the Defibrillator. **OUTSTANDING**

AP19 Clerk to action amends to Standing Orders confirming the delegation process in the absence of a Chair at Committee meetings as proposed by Cllr Sugden and Cllr Collon and update website. **DONE**

AP20 Clerk to action amends as per part of NALC's Model Standing Orders 2018 (England) - Version 2 (April 2022) and update website. **DONE**

AP21 CIL Policy & Guidance Grants Policy and Guidance to be reviewed by Chair and Clerk and brought to the next meeting for Full Council approval. **OUTSTANDING**

AP22 Cllrs to provide Register of Interests information to Clerk on-going. Noted by Cllrs **DONE**.

AP23 Clerk to amend Annual Village Meeting date recirculate to Cllrs and then get 2022/23 dates loaded on to website and Facebook and notify the Village Hall and Pavilion if Village Hall not available. **DONE**

AP24 Cllrs to review the scrapping or re-naming of Chairman Budget at 23/24 budget discussions later this year.

AP25a Clerk to publish Annual Internal Audit Report 2021/22 on website and noticeboards on 13th June 2022. **DONE**

AP25b Clerk to publish Annual Governance Statement for the year ending 31/3/22 on website and noticeboards on 13th June 2022. **DONE**

AP26 Clerk to publish Statement of Accounts for the year ending 31/3/22_on website and noticeboards on 13th June 2022. **DONE**

AP27 Clerk to notify winner and get Brian Rhodes Community cup engraved and update website. **DONE**

AP28 Clerk to send out rota for Claygate Flower Show to Cllrs. Note Cllr Grose & Cllr Marques can no longer attend. **DONE**

AP29 Clerk and Chairman to prepare budget readjustment for 7th July CPC meeting. **DONE** Discuss under Item 16

AP30 Clerk and Chair to write to SCC requesting whether CPC could continue to maintain the 13 HGS sites and ask for some financial support to replace the EBC HGS Grant. Discuss under Item 19 **DONE**

AP31 Clerk to notify Peter Whitehead of Council approval of new Courier production process and to implement new production process for next Courier. **DONE**

AP32 Clerk to arrange payment to Claygate Youth Hub of £1000 Youth Grant. **DONE**

45/9 To receive training by Elmbridge Borough Council's Monitoring Officer on the Local Government Association Model Councillor Code of Conduct 2020 as last revised on 17th May 2021.

Cllrs received a half hour training session on the Local Government Association Model Councillor Code of Conduct 2020 as adopted by CPC in July 2021 by Victoria Statham, Elmbridge Borough Council's Monitoring Officer.

46/10 To consider and approve the establishment of a Staffing Committee with appropriate Terms of Reference.

The Clerk had circulated a proposed Staffing Committee Terms of Reference (Appendix A) provided by SALC, to Cllrs ahead of the meeting. Anne Bott spoke on the difference between Working Parties and Committees noting that working parties are suited for short term defined Council projects only. She noted that NALC guidance to fulfill the role of a good employer is to have a Staffing Committee. It should be small and separate to the full council.

It was **unanimously agreed** for a Staffing Committee to be formed with the Terms of Reference suggested by SALC.

It was **agreed in a majority decision** for Cllr Woodward, Cllr Collon and Cllr Rawson to sit on the Staffing Committee.

It was **unanimously agreed** to discuss the budget allocation for the Staffing Working party under Item 16.

AP37 Clerk to set up meeting for first Staffing Committee.

47/11 To receive the Chairman's Report including updates from Surrey Association of Local Councils (SALC) Chairs' Forum of 22nd June, EBC's Local Green Space meeting held on the 30th June 2022, Operation London Bridge and "The County Deal" and discuss any matters arising.

The Chairman noted that he and a number of other Cllrs had attended the Local Green Spaces EBC session on the 30th June. Claygate had been allocated 5 Local Green Spaces. Local Green Space designation is a way to provide special protection against development for green areas of particular importance to local communities.

The Chairman had attended the SALC Chair's Forum on the 22nd June where Operation London Bridge had been discussed. Subsequent to the meeting the Chair had been in contact with Holy Trinity Church to understand their plans should Operation London Bridge need to be implemented. Cllrs agreed that no delegation powers were required for CPC. Finally, the Chairman updated Cllrs on the County Deal which had also been discussed at the SALC Chair's Forum. The County are looking at a County Deal however size and scope is still to be determined. No Parish Council will be forced to take extra responsibility if it doesn't want more.

48/12 To receive the report from the Parish Clerk & Responsible Financial Officer and decide any action arising.

The Clerk had circulated her report in advance of the meeting (Appendix B). She noted that she had been doing significantly more hours than she was contracted to and would be taking time off in lieu over the summer holidays.

49/13. To confirm arrangements for Direct Debits/Standing Orders 2022/23 to Nest, Microsoft Office 365, Vodafone, Talk Talk, Credit Card, Information Commissioners' Office and Castlewater.

The Clerk had circulated the Direct Debits/Standing Orders 2022/23 arrangements to Cllrs ahead of the meeting (Appendix C). She noted that the TalkTalk landline would end this month as per AP99.

It was **unanimously agreed** to approve the arrangements of the Direct Debits/Standing Orders 2022/23 as per Appendix C.

50/14 To approve a CIL application from the Highways, Transport and Environment Committee for £2,373 towards a piece of Playground equipment to go to Elmbridge Borough Council for the Claygate Recreation Ground Playground as a gift to mark the Queen's Platinum Jubilee and agree to fund the remaining £2,372 payment from the Public Projects budget.

The Clerk had circulated a CIL application on behalf of Cllr Rawson Chair of the Highways, Transport and Environment Committee ahead of the meeting. The Starsurfer equipment would be added to Elmbridge Borough Council's refurbishment of the Claygate Recreation Ground planned for this September.

It was **unanimously agreed** to approve £2,373 from CIL and £2,372 from the Public Projects Budget for a Starsurfer to be gifted to EBC to add to their Claygate Playground Refurbishment to mark the Queen's Platinum Jubilee.

AP38 Clerk to order equipment and gift to Elmbridge Borough Council.

51/15 To agree a new Working at Home Allowance for the Clerk of £26 pm as per the Government's April 2020 recommendation to be back-dated to April 2022.

It was **unanimously agreed** to approve a Working at Home allowance of £26 pm to be back-dated to April 2022.

52/16 To receive the finance report from the Clerk including expenditure for the balance of the year and decide action arising.

1/ Unity Trust Bank reconciliations and statement balances have been noted and signed by the Chairman for each month of the current financial year. The Lloyds Credit Card has not been reconciled this month as the payment date and statement publication of the card has moved to the 17th of the month rather than the 2nd of the month. This is to reduce the need for accrual complications at year end. The result is June has not been formally reconciled this time but will be covered off with the July reconciliation. The balance sheet as of 30th June 2022 shows Current Assets less Liabilities of £82,440; represented by General Reserves £48,533 and Earmarked Reserves of £33,906. We have £770 of costs outstanding on the credit card due to the payment period moving back from the 2nd of the month to the 17th of the month. £1,722.72 of VAT for the period Oct 2021-March 2022 was received on the 25th May. (Appendix D)

2/ Cash book (1) Unity Trust Payments report from 1ST MAY to 30TH JUNE 2022 shows all transactions during the period. Total payments for this period amount to £21,181.37 ex VAT (Appendix E). Main ex VAT costs outside of usual monthly expenditure were: -

- £14,500 HTC Emmanuel Hall Grant -> Earmark Reserve
- £1,000 Claygate Youth Hub Grant
- £400 RBS Year End Close Down
- £220 Training for Cllr Swift and Cllr Grose.
- £180 Tree stump removal outside Claygate Flower Shop
- £175 Epson Printer repair attempt
- £129 RBS Annual Support and Maintenance
- £101 Flower Show Stall and Tickets
- £84 Watering Cans for Tree Wardens

- £74 Planning Leaflet printing.
- £35 Paper Shredding.
- £32.12 Speedwatch signs for Mark Tymieniecki and his team were logged but bounced back so payment won't go out until July.

3/ Cash book (3) Unity Credit Card shows all transactions from the 1st MAY to the 30th JUNE 2022. Total payments for this period amount to £701.93 ex VAT (Appendix E). Main costs were: -

- £347.15 New Printer
- Note £324 for Microsoft Office 365 raised but hasn't paid out in June due to credit card limit being reached due to payment schedule moving back and 2 large payments this month.

4/ Please see Appendix F for expenditure review.

5/ Clerk still chasing invoices for: -

- May elections
- Village Meeting Leaflet delivery

It was **unanimously agreed** that the Chairman and Clerk as RFO could sign the Balance Sheet, Income and Expenditure Reports and Cash books.

Cllrs reviewed Appendix F and debated the proposal of how to best deal with the gap in income and expenditure versus the approved budget. The Chairman noted that if residents had any concerns on expenditure of the Parish Council, Cllrs should direct them to raise them to the Clerk and himself. He informed Cllrs that if they themselves had concerns over CPC expenditure they should raise a proposal for the next CPC meeting on the 22nd September.

It was **agreed in a majority decision** that £4,500 be taken from General Reserves now and that the financial position of the Council would be reviewed again in November.

It was **agreed in a majority decision** that £2,500 be taken from General Reserves for the newly formed Staffing Committee.

53/17 To consider a proposed revision of the Planning Remit and Public Speaking and Guidance document in light of clarification of Elmbridge Borough Council Planning rules prepared by Michael Collon.

The Clerk had circulated the revised Planning Remit (Appendix G) and Public Speaking and Guidance document (Appendix H) prepared by Michael Collon prior to the meeting. Cllr Collon declared an interest as the wife of Michael Collon.

It was **unanimously agreed to approve** the revised Planning Remit (Appendix G) and Public Speaking and Guidance document (Appendix H) prepared by Michael Collon.

AP39 Clerk to update the Planning Remit and Public Speaking and Guidance document on the website.

54/18 To receive an update from the Planning Committee including agreement of the process for signing off on Draft Local Plan Representations produced by Philippa Jarvis, Planning Consultant.

Cllr Woodward updated the meeting on where CPC were in the Draft Local Plan process. She thanked Cllr Bray for an excellent presentation on the 4th July at the Draft Local Plan Public Meeting. Cllr Bray noted that he had said a few words on the Draft Local Plan to PROBUS on Thursday at their request. Anne Bott spoke. She noted that Parish Council's role is to help the Community and so there were no limits on how CPC could assist residents in responding to the Draft Local Plan. Cllr Bray noted that he had sought advice from EBC on how best to help residents demonstrate their support to the plan. He read out an email from EBC's Suzanne Parkes which set out some thoughts on how residents of Claygate and the Parish Council may wish to utilise the options available for responding to the draft Elmbridge Local Plan (Regulation 19) representation period.

For Residents of Claygate she suggested:-

- For residents who would simply like to answer just **one question about the Draft Local Plan as a whole**, we have created a questionnaire (accessed via the link above).
- There are two questions:
 1. Do you consider the draft Local Plan to be legally compliant? (Yes or No answer)
 2. Do you consider the draft Local Plan to be sound? (Yes or No answer).
- For those supporting the plan, the answer to select is ‘yes’ to both questions.
- There are opportunities to provide comments on both questions. For residents, I would suggest that the focus is on question 2 and responses focus on the following points:
 1. Support the development strategy for the borough in terms of the number of homes proposed and their location.
 2. Support the continued protection of the Green Belt and agree with the council’s justification for doing so.

For Claygate Parish Council she suggested:-

- The Parish Council may want to provide more detailed comments and to do so would use the ‘Representations document with questionnaire’.
- Within this questionnaire the same two questions (as set out above) are asked at first however, comments can be made against individual chapters with the draft Local Plan.
- For those supporting the plan / chapter, the answer to select is ‘yes’.
- I appreciate that you are using a consultant to assist you in responding and would appreciate a steer on those policies to respond to. On this basis I would suggest it is the Strategic Policies set out in Chapter 3 – Spatial Strategy & Delivery. You may then want to consider commenting on those policies that the Parish Council is most likely to use when responding to planning application consultations e.g. ENV4 Development in the Green Belt, ENV7 – Environmental Quality, ENV8 Urban Design Quality and HOU5 – Housing Technical Standard.
- It would also be useful for the Parish Council in their response to state how many people / households they represent.

AP40 Chair to circulate email from EBC’s Suzanne Parker on how best to help residents respond to the Draft Local Plan.

21h12 Anne Bott & Cllr Rawson left the meeting

21h15 Cllr Rawson returned to the meeting.

It was **unanimously agreed** that the Chair, alongside Philippa Jarvis, prepare a response to the Draft Local Plan for approval at the Planning Committee on the 14th July 2022

It was **unanimously agreed** that the Chair draft a model response for residents and bring to the Planning Committee on the 14th July 2022 for approval. The response would be communicated out via Social Media, CPC website and noticeboards.

It was noted that residents who don’t have access to the web should contact EBC and request hard copies be sent to them. Alternatively they can view such documents at the EBC’s Offices.

55/19 To receive an update on the status of the Parish Council’s maintenance of its 13 Highway Garden Sites and agree the next steps from the 1st September 2022 when Elmbridge Borough Council’s maintenance agreement with the Parish Council ends.

The Clerk had circulated the letter she had sent to SCC on the 23rd June 2022 requesting that CPC continue to maintain the Highway Garden Sites (HGS) in Claygate and requesting grant support prior to the meeting. She noted that SCC Cllr Mark Sugden had confirmed that SCC were in receipt of letter. The Clerk noted that she needed Councillors to agree on what action they would like her to take from the 1st September when the EBC contract ended as the next CPC meeting wasn’t until the 22nd September.

Cllr Sugden declared his interest and removed himself from the vote.

It was **agreed in a majority decision** that the Clerk take the following action dependant on the various possible responses from SCC: -

- If SCC respond saying they won't honour the HGS Grant nor allow CPC to continue maintaining the 13 HGS sites she should speak to CPC's Contractor and request suspension of his contract until such time CPC can meet to discuss action.
- If SCC allow CPC to continue maintaining the sites and honour the grant CPC should continue as normal.
- If SCC agree part payment the Clerk should speak to CPC's Contractor and request suspension of his contract until such time CPC can meet to discuss action.
- If SCC don't reply then the Clerk should speak to CPC's Contractor and request suspension of his contract until such time CPC can meet to discuss action.

AP41 Clerk to implement appropriate action dependent on response from SCC.

56/20 To receive an update from the Highways, Transportation and Environment Committee including receiving notice of a consultation on the proposed extension of the Ultra Low Emission Zone from the 29th August 2023 (closes 29th July 2022) and agree a response.

Cllr Rawson noted that CPC should submit a reply as he had a number of concerns as follows: -

- Concerns over the level of traffic that may be diverted from Greater London to Claygate in order to avoid the congestion charge.
- No scrappage subsidy in Claygate for non-compliant vehicles. Will the subsidy in Greater London lead some noncompliant vehicles finding their way into our area and adding to our pollution problems?
- There is a potentially serious problem in relation to visiting patients at Kingston Hospital. The survey refers to some patient re-imburement but provides no details as to how this will work.

It was **unanimously agreed** that Cllr Rawson prepare a response on behalf of CPC and send to the Clerk to submit.

AP42 Clerk to submit a response to ULEZ on behalf of the CPC by the 29th July.

57/21 To confirm the Parish Council plans for the Claygate Flower show on the 9th July 2022.

The Clerk took Cllrs through the plan for the Claygate Flower show. She noted that Mary Marshall was to be presented with the engraved Brian Rhodes Community Cup at the Pre-show lunch.

AP43 Clerk and Cllrs to run stall at the Flower Show and attend as per rota.

58/22 To discuss arrangements for Remembrance Sunday on the 13th November 2022.

It was noted that the Chairman and Clerk were to attend a kickoff meeting with the Claygate Scouts and Holy Trinity Church on Friday 8th July. The Clerk asked Cllrs to confirm whether they would be happy to support Marshalls and insurance of the Scouts parade element of the event as per prior years.

It was **unanimously agreed** that CPC would provide Marshalls and insurance for the Scouts parade as per the budget.

AP44 Clerk and Chair to attend Remembrance Sunday Kick off meeting on the 8th July.

59/23 Communications, to include a proposal by Cllr Swift & Cllr Grose with regards to the approval process of external Parish Council publications.

Cllrs had not received a proposal from Cllr Swift and Cllr Grose in advance of the meeting and as such that element of the agenda item was not discussed. The Clerk had circulated a one pager on the proposed October Courier publication process (Appendix I).

It was **agreed in a majority** decision that the October Courier Publication process be approved and implemented.

AP45 Clerk and Chair to attend October Courier Kick off meeting in July. Cllrs to submit articles as per Appendix I.

60/24 To consider a request by Cllr Bray to move the next meeting of the full Parish Council from Thursday September 22nd 2022 to Thursday September 29th 2022.

The Committee debated the request and agreed to keep the meeting as the 22nd September with the Vice Chair to Chair in Cllr Bray's absence.

61/25 Matters for information purposes only

None

The next meeting of the Claygate Parish Council would be on the 22nd September 2022.

Meeting closed at 21h45

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

Date.....

Appendix A

Terms of Reference

PURPOSE OF THE STAFFING COMMITTEE

To consider all matters relating to the appointment and management of Council staff

FUNCTIONS OF THE STAFFING COMMITTEE

- (i) To oversee the appointment of Council staff any appointment being subject to the approval of Council (this applies mainly to the Clerk, different arrangements can be made for the appointment of other staff if appropriate)
- (ii) To oversee the management of the Clerk/Council staff (management of staff other than the Clerk can be delegated to the clerk)
- (iii) To provide support and management of the Town Clerk, monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave
- (iv) Review employee's remuneration and make recommendations to the Council, as appropriate
- (v) Review Conditions of Employment, Contracts of Employment and Job Descriptions, as appropriate, to ensure they meet the needs of the Council and to ensure that they comply with relevant legislation and established good practice
- (vi) To review staffing structures to ensure the structure is sufficient to meet the aims of the Council
- (vii) Develop, implement and review employment practices
- (viii) Manage the Council's compliance with employment legislation
- (ix) Ensure an appropriate Performance Management and Appraisal systems are in place and monitor their effectiveness
- (x) Ensure that Members are appropriately trained to conduct Appraisals
- (xi) Set appropriate SMART objectives for the Clerk based on the aims and priorities of the Council
- (xii) Hold regular informal Meetings with the Clerk to discuss and review employment matters
- (xiii) Ensure appropriate funds and arrangements are in place to support staff development and training
- (xiv) Manage Disciplinary and Grievance Procedures in accordance with the appropriate council policy and processes
- (xv) Where necessary recommend appropriate actions to Council
- (xvi) If required, appoint a hearing/ appeals panel drawn from members of the Staffing Committee or from an external body, as appropriate to the circumstances.

Delegated Spending Authority

In order to undertake the functions, the Staffing Committee is authorised to spend up to £xx per annum allocated from xx when such expenditure is agreed by resolution of the committee. Expenditure requirements in excess of the limit must be authorised by Council.

Appendix B

Clerk's Report June 2022

MEETING PREPERATION & MINUTE WRITE UP

- 24th May Annual Meeting Minutes
- 9th June HT&E meeting Preparation and Minutes
- 16th June Planning meeting Preparation and Minutes
- 7th July CPC Meeting prep.

POLICY

- NALC Model Standing Orders – Version 2 – April 2022 - Amends made as per approval in 24th May meeting and live on website.
- Planning remit and Planning Process and Public Speaking documents amended as per approval at 24th May meeting and live on website.

FINANCE

- Bank reconciliations
- Invoices paid & logged onto accounting software.
- Payroll actioned on SAGE & Nest.
- Budget review in light of possible income reductions and increases in expenditure.

21/22 AUDIT

- Public Notice on exercising rights are on main Hare Lane noticeboard and website running from the 13th June through to the 22nd July. 30 days for public to contact Clerk if they want to review accounts. No contact requests as yet.
- External auditor (PKF LittleJohn) submission was sent on 16th June 2022.

EVENTS

- Clerk organised for litter pickers and hi-vis to be leant to Woodstock Lane clearance event which was organised by resident so the 19th June.

Clerk preparing for the following Events: -

- Draft Local Plan Village Meeting
- Claygate Flower Show stall
- Remembrance Day Planning.

COMMUNICATIONS INCLUDING WEBSITE & SOCIAL

- Courier -> Prepared production timetable for 1st October publication.
- Supported Planning Leaflet publication alongside Chair and Peter Whitehead.
- Continuing to post regular updates on Facebook when possible. The page is continuing to grow. 314 followers v 200 target.
- New Chairman notice on website and Cllrs committee member changes.
- Uploaded new Cllr Declaration forms.
- Uploaded minutes and agendas.

Posts

Last 28 Days

Date ▾



Huge Congratulations to Mary Marshall for winning the Brian Rhodes Community Cup 2022!...
Tues, 28 Jun

Post reach Engagement
1650 229



Draft Local Plan Public Meeting
Tues, 28 Jun

Post reach Engagement
0 --



Planning Committee
Thurs, 16 Jun

Post reach Engagement
0 --



Highways, Transport and Environment Committee
Thurs, 9 Jun

Post reach Engagement
0 --

OTHER

- Completed CIL application for Playground equipment.
- Insurance updated as per revised Asset register. No additional premium to pay.
- Confirmation to external organisations of Cllr appointments at 24th May meeting.
- Prepped and sent letter to SCC on Highway Garden Site maintenance.
- Revision of meeting dates for 22/23 and commenced booking of meeting rooms.
- Brian Rhodes Cup engraved and organising presentation to Mary Marshall.
- Purchased new printer. Confirmation from EBC CPC can try to sell old printer.
- Cllr Training bookings and organised Monitoring Officer to attend 7th July for Code of Conduct training.
- Directed member of the public how to submit tree planting request on Oaken Lane.
- Complaint on Torrington Road parking -> Directed resident to SCC website and SCC Cllrs primarily. Also directed to EBC Cllr Alex Coomes as resident requested engaging shop owners.
- Complaint overhanging bushes on Elm Road -> Directed to SCC report a problem on website.

APPENDIX C

DIRECT DEBITS/STANDING ORDERS 2022/23

NEST PENSION (MONTHLY)	Approx £50 dependent on Clerk's hours
VODAFONE (MONTHLY)	Approx £14.60 ex VAT
TALKTALK (MONTHLY)	Approx £29 ex VAT
*MICROSOFT OFFICE 365 (MONTHLY)	Approx £28 ex VAT
CASTLEWATER (BI-ANNUALLY)	Circa £20 every 6 months
INFORMATION COMMISSIONERS OFFICE CO	£35 (- due November)
LLOYDS CREDIT CARD FEE (MONTHLY)	£3
UNITY TRUST BANK SERVICE CHARGE (QUARTERLY)	Circa £18.00

APPENDIX D – BALANCE SHEET

05/07/2022

Claygate Parish Council

09:48

Balance Sheet as at 30th June 2022

31st March 2022		31st March 2023
	Current Assets	
1,723	VAT Control A/c	675
55	Petty Cash	55
51,952	Cambridge	51,952
28,640	Unity Trust	30,527
<u>82,371</u>		<u>83,210</u>
	82,371 Total Assets	83,210
	Current Liabilities	
0	Unity Credit Card	770
402	Accruals	0
<u>402</u>		<u>770</u>
	81,969 Total Assets Less Current Liabilities	82,440
	Represented By	
33,562	General Reserves	48,533
7,850	EMR Election Fund	7,850
2,192	EMR CIL 20/21	2,192
20,787	EMR CIL 21/22	20,787
14,500	EMR Grant Emmanuel Hall 21/22	0
3,077	EMR Hanging Baskets 22/23	3,077
<u>81,969</u>		<u>82,440</u>

The above statement represents fairly the financial position of the authority as at 30th June 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

Appendix E – CASHBOOKS UNITY TRUST AND CREDIT CARD

Date: 05/07/2022		Claygate Parish Council				Page 1	
Time: 09:49		Cashbook 1				User: SH	
		Unity Trust					
Payments made between 01/05/2022 and 30/06/2022							
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>
03/05/2022	Claygate Recreation Ground Tr	BACS	45.00		7.50	1106 101	37.50 CRGT Hall Hire may
03/05/2022	Claygate Recreation Ground Tr	BACS	41.25		6.88	1106 101	34.37 CRGT Hall Hire May
03/05/2022	QCOM Outsourcing Ltd	BACS	210.00		35.00	1130 101	175.00 Epsom Printer Repair
10/05/2022	TalkTalk	DD	34.80		5.80	1110 101	29.00 Landline Clerk May
12/05/2022	Claygate Flower & Village Show	BACS	101.00			6105 601	101.00 Flower Show Stall & Clr Tickt
12/05/2022	Connick Tree Care	BACS	216.00		36.00	2105 201	180.00 103 Hare Lane Tree Stump Remve
12/05/2022	Holy Trinity Church	BACS	14,500.00			1302 103	14,500.00 Grant Refurb Emmanual Hall
						349	-14,500.00 Grant Refurb Emmanual Hall
						6000 103	14,500.00 Grant Refurb Emmanual Hall
12/05/2022	Claygate Village Hall Assoc.	BACS	24.22			1106 101	24.22 April Village Hall Hire
13/05/2022	Vodafone	DD	17.53		2.92	1110 101	14.61 Clerk Mobile May
16/05/2022	Paul Garden Services	BACS	600.00			3102 301	600.00 HGS Maintenance May 2022
16/05/2022	RBS Software	BACS	480.00		80.00	1130 101	400.00 Year End Closedown
17/05/2022	Lloyds Bank	DD	3.00			1132 101	3.00 CC Monthly Fee
17/05/2022	Unity Credit Card	May CC	117.78			250	117.78 May Credit Card Payment
30/05/2022	HMR & C	BACS	308.14			1101 101	308.14 P32 May
30/05/2022	Sally Harman	BACS	962.83			1101 101	962.83 Clerk Salary May
30/05/2022	Nest Pension	DD	49.59			1137 101	49.59 May Clerk Pension
01/06/2022	Paper Mountains	BACS	42.00		7.00	1130 101	35.00 Paper Shredding
01/06/2022	Margie Richardson	BACS	84.00			2105 201	84.00 Watering Cans for Tree Wardens
07/06/2022	RBS Software	BACS	154.80		25.80	1120 101	129.00 Annual Support and Maintenance
07/06/2022	Claygate Village Hall Assoc.	BACS	12.11			1106 101	12.11 May Hall Cancellation Fee
09/06/2022	Peter Whitehead	BACS	89.28		14.88	6101 601	74.40 Peter Whitehead
10/06/2022	TalkTalk	DD	34.80		5.80	1110 101	29.00 Clerk Landline June
13/06/2022	Paul Garden Services	BACS	600.00			3102 301	600.00 HGS Maintance May
14/06/2022	M Zaremba-Tymieniecki	BACS	38.54		6.42	3104 301	32.12 Speedwatch Signs
15/06/2022	Vodafone	DD	17.53		2.92	1110 101	14.61 Clerk Mobile June
20/06/2022	Unity Credit Card	CC June	72.53			250	72.53 Credit Card June Payment
20/06/2022	Lloyds Bank	DD	3.00			1132 101	3.00 Monthly Credit Card Charge
28/06/2022	Sally Harman	BACS	962.83			1101 101	962.83 Clerk Salary June
28/06/2022	HMR & C	BACS	308.14			1101 101	308.14 P32 June
28/06/2022	Nest Pension	DD	49.59			1137 101	49.59 Clerk Pension June
Subtotal Carried Forward:			20,180.29	0.00	236.92		19,943.37

Date: 05/07/2022

Claygate Parish Council

Page 2

Time: 09:49

Cashbook 1

User: SH

Unity Trust

Payments made between 01/05/2022 and 30/06/2022

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>
30/06/2022	Mulberry and Co.	BACS	264.00		44.00	1103	101	220.00	Training Cllr Swift & Grose
30/06/2022	Claygate Youth Hub	BACS	1,000.00			1302	103	1,000.00	Youth Grant
30/06/2022	Unity Bank	DD	18.00			1132	101	18.00	Unity Bank Service Charge
Total Payments:			21,462.29	0.00	280.92			21,181.37	

Date: 05/07/2022

Claygate Parish Council

Page 1

Time: 09:50

Cashbook 3

User: SH

Unity Credit Card

Payments made between 01/05/2022 and 30/06/2022

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>
14/05/2022	Microsoft	CC	33.84		5.64	1139	101	28.20	Office 365 May Sub
23/05/2022	Viking Direct	CC	24.30		4.05	1105	101	20.25	Printing Ink
26/05/2022	Viking Direct	CC	14.39		2.40	1105	101	11.99	Printer Ink
07/06/2022	Computer Risk Management Ltd	CC	347.15		57.86	1128	101	289.29	Computer Risk Management Ltd
14/06/2022	Microsoft	CC	33.84		5.64	1139	101	28.20	Microsoft Office 365 June Sub
14/06/2022	Microsoft	CC	388.80		64.80	1120	101	324.00	Microsoft Office 365 Membership
Total Payments:			842.32	0.00	140.39			701.93	

Appendix F – EXPENDITURE REVIEW

		22/23 Proposed Revised Budget				
	Opening Balance	Approved Budget	Actual/Forecast June	% differe	Commentary	
INCOME	Net Precept	£50,445	£50,445	100%		
	Precept Grant	£2,760	£2,800	101%		
	Interest	£187	£187	100%		
	HGS Grant	£4,151	£1,384	33%	If SCC don't continue HGS Grant from 1st Sept. Note EBC Contract is 1st May to 1st May hence total only at £1384.	
	TOTAL INCOME	£57,543	£54,816	95%		
GENERAL EXPENDITURE	Salaries & ERS/NI	£14,040	£15,637	112%	NALC pay rise in Feb wasn't in Jan approved budget. Included possible	
	Accommodation	£216	£312	144%	NALC proposed 3% pay rise this year given inflationary situation?	
	Training	£600	£600	100%	If proposed £26 pm to align with Government guideline figure back dated to April 2022 is approved.	
	Office Supplies	£450	£350	78%	New printer should reduce ink costs gong forth.	
	Hall Hire & Storage	£1,000	£1,000	100%		
	Telephone	£550	£300	55%	Landline ends 27th July saving £232 TV v budget.	
	Audit	£315	£315	100%		
	Insurance	£575	£575	100%		
	Subscriptions	£3,264	£3,264	100%		
	Equipment	£150	£380	253%	New Printer £280, Audio Recording device, new stapler.	
	Misc. Admin.	£822	£822	100%		
	Interim admin costs	£0	£0			
	Bank Charges	£120	£120	100%		
	Chairman's Allowance	£100	£100	100%		
	Pension	£555	£596	107%		
	Election expenses	£0	£7,850			
	GDPR Compliance	£426	£426	100%		
	Gen Expenditure TOTAL	£23,183	£32,707	141%		
	Other grants	Youth	£1,000	£1,000	100%	
		Xmas Lights Event	£500	£500	100%	
		Climate Improvement	£1,300	£1,300	100%	
		Other Grants	£3,000	£3,000	100%	
		sub total	£5,800	£5,800	100%	
	Public Projects		£3,000	£3,000	100%	£2372 Playground equipment/Stewards remembrance day
		sub total ex income	£3,000	£3,000	100%	
	Highways	Footpath Maintenance	£250	£250	100%	
		Highway Trees	£500	£500	100%	
		Bus Shelter & Bench M	£250	£250	100%	
		Bridleways	£1,500	£1,500	100%	
		Highways/llighting	£0	£0		
		Highways/Lighting	£0	£0		
		Grit Bin	£100	£100	100%	
		sub total ex income	£2,600	£2,600	100%	
	Environment	General	£500	£500	100%	
		Highway Gardens Sites	£7,300	£7,200	99%	
		HGS Projects	£1,000	£1,000	100%	
	Hanging Baskets	£3,616	£3,077	85%		
	sub total	£12,416	£11,777	95%		
Planning	General	£4,500	£4,500	100%		
	sub total	£4,500	£4,500	100%		
Communications	Printing & Design	£4,325	£3,200	74%	2 x Courier a year via Peter Whiteheads design company. Extra £1400 to return to prior set up.	
	Website	£819	£819	100%		
	Other Pubs. & Publicity	£300	£1,000	333%	Planning Leaflet	
	sub total	£6,044	£5,019	83%		
TOTAL Expenditure		£57,543	£65,403	114%		
GAP & ACTION			£10,587		Propose to take £4500 General Reserves and then a further £6000 in November 2022 if required.	
	General Reserves	£50,279				
	EMR Election Funds	£7,850				
	EMR CIL 20/21	£2,192			Potential contribution of £2373 to Platinum Jubilee Playground equipment gift	
	EMR CIL 21/22	£20,787			Potential contribution of £2373 to Platinum Jubilee Playground equipment gift	
	EMR Hanging Baskets 22/23	£3,007			Chasing Invoice	
Key						
					Cost increase actualised or forecasted since Jan Budget approval	
					Cost reduction or proposed halting of expenditure.	
Please note:-						
					The above scenario is based on EBC stopping HGS Grant payment from Sept and SCC not then providing support.	

Appendix G

PLANNING COMMITTEE REMIT

The Claygate Parish Council Planning Committee [CPC PC], comprising Councillors and co-opted members, meets regularly – on behalf of CPC - to consider planning matters affecting the village. The bulk of these are planning applications made to Elmbridge Borough Council [EBC]. The applications to be reviewed at each meeting can be found in the pre-published agendas on our website and details of those applications can be viewed at www.elmbridge.gov.uk/planning .

A. Responsibilities

1. Commenting on relevant planning guidelines and proposed amendments to legislation
2. Obtaining professional support on planning matters when deemed necessary
3. Commenting on planning applications
4. Commenting on applications under the Licensing Act 2003
5. Commenting on applications under the Gambling Act 2005

B. Relationship with the Local Planning Authority [Elmbridge Borough Council]

CPC has no power to grant or refuse an application for planning permission. These powers reside with EBC.

CPC is a statutory consultee for all applications made to EBC for properties in Claygate, and EBC must take into account any representations made by CPC.

The great majority of planning applications are Householder Applications, that is, applications for changes to or development of an existing dwelling. These are almost invariably decided by EBC Planning Officers. Until 2019, if CPC objected to such an application it was referred to the EBC East Area Planning Sub-Committee for decision by EBC Councillors. This no longer applies, and objections to householder applications from CPC or from 15 or more households will no longer result in the application being referred to the East Area Planning Sub-Committee.

In the following cases an objection by CPC, or objections from 15 or more households, will still result in the application being referred to the East Area Planning Sub-Committee:

- Minor applications for 1 to 9 new dwellings;
- Major applications for 10 or more new dwellings (which go to EBC Planning Committee rather than a Sub-Committee);
- Applications for Permission in Principle for new dwellings.

C. Policies

1. **Green Belt & Open Spaces** – CPC will object to any reduction in the designated Green Belt and to any proposed development that detracts from its amenity value. It will ensure that the existing and potential open spaces and greens within the village are protected.
2. **Trees** – CPC attaches importance to the preservation of trees of significant amenity value, both on private land and the highway. It will press for the granting of Tree Preservation Orders in appropriate circumstances. It will consider the advice of its Tree Wardens on any planning application affecting trees.

3. **New Housing** – CPC recognises the pressure for housing development. However, it expects EBC to exercise effective control over the type and density of such development, and to implement design guide standards in order to avoid incongruous housing development.
4. **Conservation Areas [CAs]** – CPC will look critically at all proposed development and change of use in the CA's. The sympathetic use of materials and design will be required.
5. **Small Works** – Applications for small works on domestic properties, outside the CAs, will not normally be opposed. But they should ensure that there is no adverse impact on the street-scene or the issues of concern described in this remit. The impact on the amenity of neighbours will usually be left to EBC, whose attention may be drawn to the relevant rules.
6. **Backland Development** – CPC will look critically at any proposals for backland development. It will seek to ensure that such proposals are integrated with existing development and do not detract from the appearance and character of the surrounding area.
7. **Boundaries to Properties** – CPC, when considering applications, will pay due attention to proposals for hedges, walls, fencing and gates. It will seek to ensure that these are in keeping with the character of the area. CPC is in principle opposed to gated developments.
8. **Traffic and Transport** – CPC, in considering applications, will assess the likely affect on the volume and nature of traffic in the vicinity, the implications for parking and the access to public transport.
9. **Commercial** – Applications will be viewed with regard to their benefit to the community, quality of design and visual impact on the area.

D. Procedures & Protocols

1. **Notices and Representations** – CPC posts the Agenda of each meeting on the Parish noticeboard. This references EBC's Weekly List of Validated Applications which are to be discussed at the meeting. The Weekly List can be found using this link – https://emaps.elmbridge.gov.uk/ebc_planning.aspx?requesttype=parseTemplate&template=SimpleSearchTab.tmplt
2. **Contacts with Developers and Applicants** – except in respect of applications for tree works, Parish Councillors will not normally speak to people regarding Planning Permission. Should such contact arise unavoidably, discussions shall be limited to procedural matters and avoid considering the merit of the application. In such a case, a note will be made of the contact and reported to the next meeting of the CPC PC. If an interested party wishes to talk to a Parish Councillor prior to an application being heard at a CPC PC meeting this must be done by appointment with the Clerk. It should be immediately prior to a CPC PC meeting, with a minimum of 2 Parish Councillors and the Parish Clerk present and a record taken of the discussion included in the Minutes. Records of such meetings with interested parties should be agreed with the Applicant if at all possible.
3. **Councillors' Own Applications** – Councillors' own personal applications will be discussed at CPC PC meetings. The Councillor whose application it is must adhere to Standing Orders and the Code of Conduct and withdraw from the meeting when it is considering a matter in which he/she has a disclosable pecuniary interest unless he/she has been granted a dispensation. Consideration of the matter begins when the agenda item is moved and includes any public representations and discussions relating to the planning application concerned and/or a vote.
4. **Councillors and Public Meetings** – Councillors may attend publicly advertised open meetings about applications and proposed applications but should not enter into any discussion unless arranged as above.
5. **Member of the Public at CPC PC Meetings** – if a member of the public wishes to make representations at a CPC PC meeting, this must be done in accordance with Standing Orders and the

Planning Process and Public Speaking Guidance. Members of the public who make arrangements prior to a meeting will be given priority on the meeting agenda.

E. Licensing Act 2003

CPC will consider applications that could affect Claygate relating to the retail sale of alcohol, the supply of alcohol in clubs, the provision of regulated entertainment, late night refreshment and street trading and, if appropriate, make representations to EBC.

F. Gambling Act 2005

CPC will consider all applications that could affect Claygate relating to the operation or premises for the purposes of gambling and, if appropriate, make representations to EBC. In line with EBC policy, CPC will oppose any applications for casinos.

G. Organisation

The quorum of this Committee is 3 Councillors in accordance with Standing Orders. To prevent the attendance of Councillors falling below the quorate number, it may be necessary to call upon the services of a Councillor not on the CPC PC to attend and vote at a meeting. This may be achieved in the following ways:-

1. The attendance of the CPC Chairman who is an ex-officio member.
2. The attendance of a substitute Councillor who will be invited by the Chairman of the CPC PC to attend the meeting in question, and for that meeting and that meeting only, will have voting rights.

Amended:

January 2019

July 2019

August 2020

September 2020

December 2020

July 2021

January 2022

May 2022

Appendix H

PLANNING PROCESS AND PUBLIC SPEAKING DOCUMENT

- Claygate Parish Council Planning Committee meets every 4 weeks to consider planning applications in the previous 4 week period.
- The Planning Committee operates to the Planning Remit which can be found here: - [Claygate Parish Council - Planning Committee Remit](#).
- These meetings are open to all members of the public who are welcome to attend whether or not there is a planning application which affects them. It is helpful if anyone wanting to attend but not speak informs the Clerk before the meeting. Anyone wishing to make representations to the Planning Committee regarding an application should send the Clerk a written statement 2 days prior to the meeting along with a request to book a 3 minute speaking slot. Please ensure you have read our Privacy Policy which can be found here: - [Claygate Parish Council - Policies](#). You will need to

confirm to the Clerk that you are happy with it and that your personal details can be shared with the Chairman of the Planning Committee.

- All representations on planning applications, whether written or in person, must relate to planning guidelines: for example, height, density, massing of the proposed building etc.
- When making a written representation (whether online, by letter or by email) to Elmbridge Borough Council (EBC) a copy to the Parish Council is useful. Your comments may draw attention to an aspect of an application not obvious from the information available to the Parish Council.
- The great majority of planning applications are Householder Applications, that is, applications for changes to or development of an existing dwelling. These are almost invariably decided by EBC Planning Officers. Until 2019, if CPC objected to such an application it was referred to the EBC East Area Sub-Committee for decision by EBC Councillors. This no longer applies, and objections to householder applications from CPC or from 15 or more households will no longer result in the application being referred to the East Area Planning Sub-Committee.
- In the following cases an objection by CPC, or objections from 15 or more households, will still result in the application being referred to the East Area Planning Sub-Committee:
 - Minor applications for 1 to 9 new dwellings;
 - Major applications for 10 or more new dwellings (which go to EBC Planning Committee rather than a Sub-Committee);
 - Applications for Permission in Principle for new dwellings.
- If applicants or objectors wish to have a householder application referred to EBC East Area Planning Sub-Committee, they can speak to their Ward Borough Councillor who has the power to make such a reference if they think it appropriate.
- If you wish to look up a submitted plan (or check whether one has been submitted) please click on the following link: - [Elmbridge Borough Council - Planning](#) and search 'planning applications'.

Amended July 2021

Amended May 2022

Appendix I - OCTOBER COURIER TIMETABLE

Courier Production Stage	Date	Length of Stage	CPC oversight
Kick off meeting	19/07/2022	2 weeks	Clerk & Chair meet with Peter Whitehead to discuss main themes and timings*
Article Request sent	02/08/2022	2 weeks	Chairman, Chairs of Committees (All Cllrs feed in to Chairs of Committees) and Key Organisations feed in articles to Peter Whitehead
Article Review Commences	16/08/2022	2 weeks	Peter Whitehead
Artwork and Print commences	30/08/2022	4 weeks	Peter Whitehead. Draft version checked with Chairman and Clerk. Michael Collon proof reads. Final version approved
Distribution	27/09/2022	5 days	Peter Whitehead organises.
Landing Date	01/10/2022	Enter date in xx/xx/xxxx format here	

* Communication is included on every CPC and Committee meeting agenda so Cllrs can feed in what they would like to see at any meeting.

SALC have advised that in most Parish Councils individual Councillors would not be approving a newsletter. Usually communication is delegated to the Clerk and a nominated Councillor/s. They have noted that any volunteer resource should be nurtured particularly ones which have professional experience and if appropriate Parish Council oversight is in place.