

DRAFT
Minutes of the Parish Council Meeting
Held on Monday 11th May 2020 at 7.30p.m via Zoom.

Present: Chairman: Mark Sugden
Councillors: Xingang Wang, Geoff Herbert, Anthony Marques, Janet Swift, Michelle Woodward, Nick Jefferies, Jo Lesser

In Attendance: Parish Clerk & RFO Sally Harman and 10 members of the public.

1. To accept apologies for absence.

Cllr Collon sent her apologies. Cllr Rawson tried to join the Zoom call but had to give his apologies due to technical difficulties.

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

None

3. To note the relevant main provisions of the 2020 Regulations for local councils.

The Chairman confirmed that the 2020 Local Authorities and Police and Crime Panels Regulations had been circulated and that the legislation would stay in place until the 7/5/2021 unless the government chooses to end them earlier.

4. To add a reference into Standing Orders citing the 2020 Regulations permitting remote meetings.

It was **unanimously agreed** to add the 2020 Regulations under section 27 of the Standing Orders.

AP 1 Clerk to add as section 27 of the Standing Orders and confirm they were adopted on the 11th May 2020.

5. To note that Regulation 6, 2020 disapplies paragraph 7 of Schedule 12 to the Local Government Act 1972 such that there is no requirement for a parish council to hold its legally prescribed annual meeting in May 2020, although a council may do so if they so choose.

It was **unanimously agreed** to note Regulation 6.

6. To confirm that per item 5 the annual meeting of the Claygate Parish Council will be postponed to a future date and that per Regulation 4 all current appointments continue until the next annual meeting of the Parish Council or until such time as the Parish Council may determine (Regulation 4 (2)).

It was **unanimously agreed** to postpone the annual meeting and as such all current appointments would continue until the next annual meeting. It is currently intended that the next Parish Council meeting on 9th July will be the annual meeting.

The Chairman requested a Motion under Standing Order, Rules of Debate 1 a) to move to item 21 on the agenda. The meeting would then revert to the original order. This was agreed unanimously.

21. To consider a CIL application from the Claygate Village Hall Association (CVHA) for £20,000 towards the cost of upgrading the toilets at the Village Hall.

The Chairman made it noted that he was a Council appointed trustee on the CVHA and as such would not vote in this CIL application however he would be asking several questions ahead of the vote.

Tony Woolhead (Village Hall Manager) spoke on behalf of the CVHA. He confirmed that the Village Hall self funds and it receives no outside funding. The 5 toilets within the hall are beginning to deteriorate and need refurbishment. The Village Hall has £121k in General Reserves of which £88k is the minimum cash reserves. £10k has been allocated to other projects leaving £22k allocated to the refurbishment of the toilets. Total cost estimated at £42k. He stated that the village hall was an integral part of the community that facilitated growth and wellbeing. It connects the community, helps the community to be active, helps people and enables others to help others.

The councillors took note that Mr Woolhead and Mr Clive Thompson would be managing the project themselves and they would be sourcing materials and employing labourers directly. The councillors took note that charities can't reclaim VAT. Mr Woolhead confirmed that the CVHA has received funds from EBC but only recently and it was in relation to the COVID-19 Grant. Mr Woolhead confirmed that they held 18 months of funds in reserves in accordance with the Village Hall's Trustees agreement. The CVHA had made attempts to find other sources of funds to support the toilet refurbishment project but all had said no due to monies either being focused on COVID-19 projects, running out of funds, in the case of ACRE, or in the case of the London Marathon Trust, a toilet wasn't deemed to be sports related. Mr Woolhead confirmed that the current environment with COVID-19 meant finding funds to support the project was impossible. Mr Woolhead confirmed they had also spoken to EBC CIL department directly but that they had 5 more worthwhile projects ahead of them in the queue and it was unlikely they would receive funds and should speak to Claygate Parish Council directly. Mr Woolhead confirmed they could approach their usual hirers and ask for some contribution to the project although this would provide limited funds as the bulk of their hirers would not be in good shape due to the current financial climate and/or they were organisations who aren't run with large reserves.

<p>It was unanimously agreed* to award the CVHA £15k made up of £13.5k from CIL and £1.5k from Public projects budget. *Cllr Sugden didn't vote.</p>

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

7. To confirm the minutes of the Parish Council Meeting held on the 12th March 2020.

It was noted that there was a typo in section 153/19 and this was amended to read Day. In Section 144/10 the house number of the shed on the Roundway was incorrect and has been amended to 42A.

The minutes of the meeting on the 12th March 2020 have been circulated, were approved and signed by the Chairman.

8. To report on actioning of items from the Parish Council Meeting held on 12th March 2020 and previous minutes and agree any further action.

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

AP46 Clerk to contact EBC and get update on CIL from EBC start of April 2020 for period Oct 2019-March 2020. **DONE**

AP47 Chairman to draft a response for approval and submission to Clerk on Youth and Community Hub Vision for SSC **EXTENDED UNTIL END OF JUNE**

AP48 Clerk to arrange payment to CRGT of Grant application **DONE**

AP49 Clerk to add Social Media Strategy to July PC Meeting **DONE**

AP50 MS to liaise with CVA on next steps for Claygate Village Sign on Green in Memory of Ken Huddart **DONE.**

AP51 Add a resolution to next PC meeting to sign a new clerk Contract **DONE**

AP52 MS to see if he can expediate broken Railing outside Foley Road **DONE**

AP53 Clerk to seek further advice from SSALC on what would happen if the CPC chose to cancel a council meeting **DONE**

AP54 Cllrs to Monitor the advice on the links provided **DONE**

AP55 Clerk to notify Sgt Greg Turner the speaker, update website and boards for the postponement of the village meeting **DONE**

AP56 MS to draft timeline of courier and circulate **OUTSTANDING (See Agenda Item 20)**

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

AP58 Clerk to update website on postponement of Claygate Clean Up day **DONE**

AP59 MS to notify Scouts on postponement of Claygate Clean Up Day **DONE**

AP60 Clerk to confirm that CPC will have stall at Claygate Flower Show **CANCELLED**

AP61 Clerk to update website and village hall on new CPC Meeting Dates **DONE**

9. To receive a report from the Chair and decide any action arising.

The Chairman confirmed he has been working on the Youth Club submission on behalf of the council which has had a submission deadline extension to the end of June.

The Chairman updated the councillors on the partial reopening of the recycling centre across Surrey predominantly for Garden waste and some black bag disposal.

He noted that he was keeping in touch with the Elmbridge neighbour watch leader and they had been reported that there had been a rise in online scams plus an increase in the number of burglaries (garden sheds and garages). Residents should be vigilant about leaving valuable items in sheds.

Finally the Chairman gave an update on policing, namely that PCSO Jasmine Reed for Claygate is moving to Walton on Thames & will be replaced by PCSO Vicky Holdaway. Police update has been added to the latest news section on the website

10. To receive a report from the Parish Clerk and decide any action arising.

The full report has been circulated to the Councillors and is kept on record. The Councillors were requested to take note of the following: -

- Accounts Year End Close down has been carried out with RBS. The main amend required is the Fixed Asset register needs additional information to ensure we meet the external audit requirements. **AP 3** Clerk to ensure we meet audit requirements on our Fixed Asset register going forth.
- Parish Council Corporate Credit Card has been officially set up as a cashbook on our accounts to ensure full tracking of expenditure going forth.
- The Internal audit is underway with Sue Bushby at EBC.
- Summer Hanging baskets are to change over end of May.
- Street Smart have cleaned and cutback around the 3 Claygate entrance gates. Hare Lane gate is beginning to rot. **AP 4** Clerk to add to HT&E committee agenda to discuss action.
- The gardener has been unable to dispose of waste due to the closure of Surrey Recycling centres. These are beginning to open so he should be able to dispose of the various branches in the area.

11. To provide an update on the 2019/20 Accounts and next steps.

It was noted by the Clerk that the RBS close down of the 19/20 accounts had occurred at the end of April and that those accounts were now with Sue Bushby from internal audit at EBC. The final accounts and account governance statement are to be brought to councillors to review and approve at the 9th July Annual Parish Council meeting in accordance with the new government regulations which allow a 2-month extension to

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

12. To receive the first Financial report for 2020/21 and decide action arising.

1. Bank reconciliations and statement balances have been noted and signed by the Chairman for each month of the current financial year. The council noted total cash book balance as at 30th APRIL 2020 of £154,779.
2. Cash book (1) Unity Trust Payments report from 1ST March to 30th April shows all transactions during the period including payments to SALC of £2146,79 for the annual subscription. Total payments for this period amount to £3943.87 including £78.50 of Credit Card expenses. Appendix 1
3. Cash book (3) Unity Credit Card shows all transactions during the period of April, for when it was first used, including £296.30 payment to Fabricland for the payment of material which was sent to Claygate Scrubs to aid the Covid-19 response. Appendix 1

It was **unanimously agreed** all payments made in this period and the Balance Sheet as at the 30th April be approved

4. The balance sheet as at 30th April shows current assets less liabilities of £154,779; represented by General Reserves £56,818 and Earmarked Reserves of £97,961. Earmark reserves increased by £20,739 following the receipt of CIL Q3 and Q4 2019/20 payments. We also received our 1st Half Precept of £24,734 and Precept Grant of £1,365. The Cambridge Building Society funds increased to £86,443 following an interest payment of £601.69. Finally, we received £2,379.44 HMRC VAT refund payment for Q3 and Q4 2019/20. We have £342 of costs outstanding on the credit card for Office Supplies and Material from Fabricland. Appendix 2

5. There are no unexpected costs to have been incurred in April 2020. The main costs incurred were: -
- SALC & NALC annual subscription £2146,79
 - Fabricland materials for Claygate Scrubs £296.30

Councillors noted that £744.51 of CIL Q3/Q4 2019/20 monies related to 2019/0589 CRGT Planning Application for the Claygate Cricket Pavilion.

It was **unanimously agreed** that the £744.51 of CIL monies be paid back to CRGT.

AP 6 Clerk to arrange payment of £744.51 to CRGT.

13. To confirm the insurance cover in respect of all insured risks.

It was noted by councillors that the insurance cover had been extended for 3 years on the 20/11/19 with Zurich and that councillors had been given the details in the November Parish Council meeting.

14. To consider the payment of annual subscriptions and agree action

It was noted that all subscriptions had been budgeted for and there were no significant changes year on year.

It was **unanimously agreed** that the annual subscriptions 20/21 could be paid.

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

15. To set the dates, times and places of meetings of the Council for the year ahead.

It was noted that the dates & times of meetings planned would continue as is and that if a meeting couldn't happen physically, due to Covid-19, it would go ahead virtually. It is currently intended that the next Parish Council meeting on the 9th July would be an annual meeting. **AP8** Clerk to update website to reflect any amends to meeting location as and when required.

16. To decide the recipient of the Brian Rhodes Community Cup.

One nomination was received for the recipient of the Brian Rhodes Community Cup which was for Ken Huddart.

It was **unanimously agreed** that Ken Huddart should receive the cup posthumously for his vast contribution to Claygate over the years before his passing.

AP 9 Clerk to notify the Huddart Family and arrange for the cup to be presented appropriately given COVID-19 restrictions.

17. To note any Planning matters, agree any necessary action and determine how the planning committee will meet and determine decisions going forward.

It was noted that EBC is now having virtual planning meetings. It was suggested that Claygate Parish Planning committee members review the weekly list ahead of the next Parish Council planning meeting which was were to now be held virtually as physical copies would not be available at the meeting itself. **AP 10** Clerk and Planning Chairman Cllr Herbert to confirm how planning meeting will run to committee members.

18. To provide an update on the EBC Local Plan and agree next steps.

The Chairman stated that he was keeping in touch with Cobham Green Belt association, Long Ditton & Hinchley Wood Green belt and the Oxshott Resident Association. It was noted that EBC were reviewing the Local Plan timetable with a view to delay but details had yet to be published. The Chairman stated that due to the lack of clarity on new timescales at this stage no further action had been taken to hire a planning barrister. Councillors would be informed as soon as the Chairman knows more. The Chairman noted that he has been talking with the other local associations about the option of pooling resources to fund a planning barrister. **AP 11** Chairman to update Councillors on any changes to EBC Local Plan timetable.

19. To note any Highways, Transportation & Environment (HTE) matters, agree any necessary action and determine how the HTE committee will meet and determine actions going forward.

It was noted that the committee would be held virtually on the 11th June at 19h30. Any HTE matters would be discussed then. **AP 12** Clerk to update website and book Zoom meeting.

20. Communication, specifically Courier, and agree any necessary actions.

Councillors took note that SALC had advised the Clerk not to engage volunteers to distribute the next edition of the courier by hand due to the current risks of Covid-19 transmission. Cllr Lesser asked whether the post office could distribute on our behalf. **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. **AP 14** Chairman to prepare the Courier for publication.

22. To consider grant applications to local organisations to assist in addressing immediate needs due to COVID 19.

Three grants were put forward by the Chairman, two under Section 137, to support organisations impacted by/involved in assisting to protect the health, well-being and safety of local residents during the Covid-19 pandemic. The first was for £250 for Friends of Capelfield Surgery to support the surgery in anyway the FoCs sees fit, now and in the future.

It was **agreed by a majority** decision that a grant of £250 be awarded to Friends of Capelfield Surgery from the Grant Budget.

AP 15 Clerk to arrange payment of £250 from the Grants budget to FOCs.

The second grant, a section 137 grant, was for £250 for East Elmbridge Foodbank to assist them in their efforts during the Covid-19 pandemic

It was **unanimously agreed** that a S137 grant of £250 be awarded to the East Elmbridge Food Bank.

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

The third grant application, a S137 grant, was for £250 for the Princess Alice Hospice to contribute to their Compassionate Care Continues initiative.

It was **unanimously agreed** that a S137 grant of £250 be awarded to the Princess Alice Hospice.

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

23. To formally approve the contract for the Parish Clerk per the recommendation from the Staffing Working Party.

It was **unanimously agreed** to approve the contract of the Parish Clerk.

24. Matters for information.

Cllr Swift informed the Parish Council that the East Area Planning Committee had allowed the CRGT an extension to their landscaping planning application.

To confirm that the next meeting of the Claygate Parish Council is planned to be held virtually on Thursday 9th July 2020 at 7.30 pm. It is currently intended to be the Annual Parish Meeting.

Website: www.claygateparishcouncil.gov.uk

Appendix 1 Cashbook Unity Trust bank & Unity Trust Credit Card between 01/03/2020 and 30/04/2020

Date: 04/05/2020

Claygate Parish Council

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Time: 10:58

Cashbook 1

User: SR

Unity Trust

Payments made between 01/03/2020 and 31/03/2020

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/03/2020	prontaprint	BACS	103.88			4102	401	103.88	Copy Local Plan updates
05/03/2020	E-Mango	BACS	50.00		8.33	6102	601	41.67	Support £25 ph
06/03/2020	Shirley Round	BACS	957.04			1131	101	957.04	Interim administrator services
06/03/2020	Claygate Village Hall Assoc.	BACS	42.84			1106	101	42.84	Hall hire February
13/03/2020	E-Mango	BACS	10.00		1.67	6102	601	8.33	Support £25 ph
13/03/2020	Paul Garden Services	BACS	575.00			3102	301	575.00	Paul Garden Services
16/03/2020	Lloyds Bank	DD	3.00			1132	101	3.00	Multiplay card monthly fee
20/03/2020	Philippa Jarvis Planning	BACS	2,520.00		420.00	4102	401	2,100.00	Planning advice
20/03/2020	Philippa Jarvis Planning	BACS	2,520.00		420.00	4101	401	2,100.00	Professional services
20/03/2020	Claygate Recreation Ground Tr	BACS	500.00			1306	103	500.00	Grant - landscaping
20/03/2020	Philippa Jarvis Planning	DD	-2,520.00		-420.00	4102	401	-2,100.00	Planning advice
23/03/2020	Shirley Round	300663	339.28			1131	101	239.26	Interim admin
						1102	101	100.00	Accommodation 4/19 to 1/20
23/03/2020	Fully Loaded Television	300664	1,230.48		205.08	1101	101	1,025.40	Interium Clerking
25/03/2020	S M Sugden	300665	428.78			1130	101	428.78	Expenses Courier Feb/Mar Print
26/03/2020	Sally Harman	300667	51.50			1130	101	51.50	Mileage & Home Allowance
26/03/2020	TalkTalk	DD	29.40		4.90	1110	101	24.50	Monthly Bill Line rent & Broad
27/03/2020	Vodafone	DD	30.74		5.12	1110	101	25.62	Mobile phone
31/03/2020	Sally Harman	300668	0.00			105			Cancelled Cheque
31/03/2020	Claygate Village Hall Assoc.	300668	184.35			1106	101	184.35	March hire 2020/838
31/03/2020	Claygate Village Hall Assoc.	300668	-184.35			1106	101	-184.35	Cancelled Cheque
31/03/2020	Claygate Village Hall Assoc.	300669	71.15			1106	101	71.15	March Hire
31/03/2020	Shirley Round	300670	101.52			1139	101	101.52	Microsoft Online Dec to March
31/03/2020	Unity Bank	DD	22.20			1132	101	22.20	Service Charge
Total Payments:			7,066.79	0.00	645.10			6,421.69	

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
06/04/2020	Paul Garden Services	BACS	575.00			3102	301	575.00	March 2020 Payment
06/04/2020	Surrey ALC	BACS	2,146.79			1120	101	2,146.79	Surrey ALC
15/04/2020	Vodafone	DD	32.05		5.34	1110	101	26.71	Vodafone
16/04/2020	Unity Credit Card	Aprl Crdit	75.50			250		75.50	April Credit Card
16/04/2020	Lloyds Bank PLC	DD	3.00			1132	101	3.00	Lloyds Bank PLC
16/04/2020	Lloyds Bank PLC	DD	75.50			1105	101	75.50	Viking Stationary on Credit Cd
16/04/2020	Lloyds Bank Plc	DD	-75.50			1105	101	-75.50	Viking Stationary on Credit Cd
20/04/2020	Shirley Round	BACS	33.84			1130	101	33.84	Microsoft Expenses April
22/04/2020	TalkTalk	DD	29.40		4.90	1110	101	24.50	TalkTalk
28/04/2020	Sally Harman	BACS	1,058.53			1101	101	1,058.53	Clerk's Salary April
Total Payments:			3,954.11	0.00	10.24			3,943.87	

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2020	Viking Direct	CREDIT CD	75.50		12.58	505		62.92	Office Supplies
21/04/2020	Fabric Land	CREDIT CD	296.30			1401	104	296.30	Material for Claygate Scrubs
22/04/2020	Viking Direct	CREDIT CD	45.86		7.64	1105	101	38.22	Printer Ink
Total Payments:			417.66	0.00	20.22			397.44	

Appendix 2 Balance Sheet as at 30th April 2020.

05/05/2020

Claygate Parish Council

17:50

Balance Sheet as at 30th April 2020

30th April 2019		30th April 2020
	Current Assets	
2,379	VAT Control A/c	30
55	Petty Cash	55
86,443	Cambridge	86,443
23,329	Unity Trust	68,592
<u>112,207</u>		<u>155,121</u>
112,207	Total Assets	155,121
	Current Liabilities	
0	Unity Credit Card	342
575	Creditors	0
63	Credit Card Liabilities	0
20	Accruals	0
<u>658</u>		<u>342</u>
111,549	Total Assets Less Current Liabilities	154,779
	Represented By	
34,327	General Reserves	56,818
7,850	EMR Election Fund	7,850
17,147	EMR CIL 17/18	17,147
11,267	EMR CIL 18/19	11,267
5,000	ERM Claygate School Pool	5,000
957	EMR CIL 19/20	957
35,000	EMR CIL Claygate School Pool	35,000
0	EMR CIL 20/21	20,739
<u>111,549</u>		<u>154,779</u>

The above statement represents fairly the financial position of the authority as at 30th April 2020 and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible
Financial