

DRAFT
Minutes of the Claygate Parish Council Meeting
held on Thursday 10th March 2022.
at 7.30 pm at Treetops Cricket Pavilion.

Present: **Chairman:** Geoff Herbert
 Councillors: Michelle Woodward, Brian Rawson, Mark Sugden, Gil Bray,
 Co-opted Members: Michael Collon
In attendance: **Parish Clerk & RFO:** Sally Harman and 1 member of the public.

Attendees held a minute silence at the start of the meeting in support of residents of the Ukraine.

149/1. To accept apologies for absence

Cllr Marques, Cllr Wang, Cllr Swift, Cllr Collon and Will Harrison-Cripps sent their apologies in advance.

150/2. To receive declarations of interest in items on the agenda

Cllr Sugden noted that he was also a SCC 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 this evening. Both Cllr Sugden and Cllr Herbert declared they were members of the CVA and Flower Show Committee.

151/3. To agree the Covid-19 Protocol for physical Parish Council meetings going forward.

The Clerk had circulated the latest Covid-19 Risk Assessment, completed on the 1st March 2022 (Appendix A), which incorporated the latest government advice to Cllrs ahead of the meeting. Cllr Herbert noted that Cllrs should act as they see fit and comfortable including mask wearing.

It was **unanimously agreed** that the 1st March 2022 Covid-19 Risk Assessment be adopted with no amends.

AP91 Clerk to update meeting agenda headers to meet the latest guidelines and add latest risk assessment to the CPC website.

152/4. To confirm the minutes of the Parish Council meeting held on 13th January 2022.

Cllr Bray had sent the Clerk some proposed amends in advance of the meeting as follows: -

130/6 – ‘Dominic confirmed the hall couldn’t be hirer out..’, amend to ‘Dominic confirmed the hall couldn’t be hired out...’.

135/11 – ‘1130 mis Admin expenses...’ amend to ‘1130 Misc. Admin Expenses..’

144/20 – ‘CPC’s insurers have said that if CPC provide that the activity was..’ amend to ‘CPC insurers have said that if CPC ensure that the activity was..’

It was **unanimously agreed** that the minutes could be approved with the above amends and were signed by the Chairman, witnessed by the Clerk.

Under Standing Orders 10 a vi the Chairman motioned to move Item 8 up the agenda and then for the agenda to return to its original order. This motion was agreed in a unanimous decision.

153/8. To consider a grant application from the Claygate Village Association (CVA) for £166 ex VAT to fund the hire of the Village Hall for the CVA's Claygate Community Day.

The Clerk had circulated the CVA's grant application form to Cllrs ahead of the meeting.

It was agreed in a **majority decision** to grant the CVA £166 to fund the hire of the Village Hall for Claygate Community Day. 2 Cllrs abstained due to being members of the CVA.

AP92 Clerk to arrange payment of £166 to CVA.

154/5 To note the minutes from the CPC and EBC Bi-Annual Meeting held on the 25th February 2022.

The Clerk had circulated the minutes from the CPC/EBC Bi-Annual meeting (Appendix B) attended by Cllr Bray, Cllr Rawson, the Clerk, Ray Lee Head of Strategy at EBC and Kim Tagliarini Head of EBC Planning ahead of the meeting. Cllrs noted the minutes.

155/6. To report on the actioning of items from previous meetings

AP7 Clerk to arrange bench with CRGT and arrange ceremony when installed with Ken's family. Bench and wording confirmed and with CRGT. Ceremony date TBC by CRGT. Clerk waiting David Huddart to respond on when he wants to hold. Bench has been installed and CRGT have plaque ready to add. **ON HOLD**

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

AP62 Clerk to action Roll of Honor for Brian Rhodes Community cup on website next year when cup is returned. Clerk had requested cup be returned to Clerk. **ON HOLD**

AP67 Clerk to arrange CIL payment and letter to Capelfield Surgery upon confirmation that money will be matched by Friends of Capelfield (FOC) Clerk had made payment ex-VAT. Cllr Sugden asked whether Clerk could ascertain the impact of non VAT inclusion with Capelfield. Update from Michael Collon (FOC Treasurer). FOC have made payment plus their half of VAT. Cllr Sugden noted that Capelfield can come and apply for the rest of the VAT amount if they so wish to. **DONE**

AP69 Clerk to pick up with Chairman on Cambridge Bank signatures. Cllrs agreed to wait until May annual meeting in case roles change again. **ON HOLD**

AP79 Clerk to write to Holy Trinity Church confirming £14,500 Grant awarded subject to being matched by funding elsewhere and allocate monies into ERM until such time payment is required. **DONE**

AP80 Clerk to arrange payment of £5380 Grant money to Claygate Primary School from General Reserves and allocate against Other Grants. **DONE**

AP81 Cllrs to send Courier articles to Peter when requested (by mid-feb). **DONE**

AP82 Clerk to meet with Peter for an April Courier kick off meeting and support as required. **DONE**

AP83 Clerk to confirm pre-cept of £14.15 to EBC. **DONE**

AP84 Clerk to arrange transfer of £25,000 from CBS to Unity Trust bank **DONE**

AP85 Clerk to arrange new noticeboard and re-varnishing of Parade sign. New noticeboard has been installed. Clerk to get update on re-varnishing. **IN PROGRESS**

AP86 Cllrs to send any speaker recommendations for Claygate Village Meeting to the Clerk. **DONE**

AP87 Clerk to ask SALC and other local Parish Clerks what their plans are for the Jubilee and get update from CVA and Scouts **DONE** Discuss under Item 23.

AP88 Clerk to organise communication in Courier, website and Facebook for How to Organise a Big Jubilee Lunch Street Party. Courier article done. **IN PROGRESS**

AP89 Clerk to prepare application form and upload both policy and application form to Website for the new financial year 22/23 **DONE**

AP90 Clerk to arrange for safe disposal of laptop via Wee Charity. **DONE**

156/7 To thank Jo Lesser for her contributions to the Parish Council and note the Notice of Vacancy.

Cllrs noted their thanks and appreciation for the contributions from Jo over the last few years.

AP93 Clerk to send card to Jo Lesser.

157/9. To receive the Chairman's report and decide any action arising.

The Chairman confirmed that the Flower Show would be going ahead this year. He noted that Claygate had largely recovered from the effects of the large storms in the middle of February and he thanked Cllr Sugden for his help with SCC and tree removal.

158/10. To receive the report from the Parish Clerk & RFO and decide any action arising.

The Clerk had circulated her report to Cllrs prior to the meeting (Appendix C). She noted that there were 2 errors as follows. It should say that CPC are accountable for Domain Security and CPC supplier is responsible and that Robbie Stewarts title was SCC Highways Environment Officer. She also noted that since circulating her report the new Parish Council noticeboard outside Boots, Hare Lane had been installed and the old one removed.

In terms of events that had taken place since her report had been circulated, she proposed to send out a statement of support for the Ukraine via Facebook and attach a Ukraine flag at an appropriate location.

She noted that in relation to the Cllr vacancy following Jo Lessor's departure she had been contacted by Alex Mammous, Head of Electoral Service at EBC, who had informed her that a resident in Claygate had asked for the costs of a by-election for the 1 CPC Cllr post. Alex had sent the Clerk the costs as well which would be circa £6,850 if more than one candidate stands. The Clerk noted that CPC had EMR set aside for an election but this was for the May 2023 Full Parish Council elections and as such if the By-Election proceeded the Council would have to find a further circa £7,000 for the May 2023 elections. The cost of the By-Election is equivalent to 14% of the total parish Council budget for the year which would inevitably have a knock on what the Council could do for the village in 22/23. If a By-Election wasn't called the Clerk would advertise the post to residents with candidates coming to the May full Council meeting to present themselves and a decision taken costing only the Clerk hours and a few hundred pounds charge from EBC.

158/11. To receive the finance report including expenditure for the balance of the year 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 Balance Sheet as of 28TH FEBRUARY shows current assets less liabilities of £91,239; represented by General Reserves £42,832 and Earmarked Reserves of £48,407 (Appendix D). This includes the new earmarked reserves of £14,500 for Emmanuel Hall Grant and £3,077 for 22/23 Hanging Baskets. We have £48 of costs outstanding on the credit card.

2/ Cash book (1) Unity Trust Payments report from 1ST JANUARY to the 28TH FEBRUARY 2022 shows all transactions during the period (Appendix E). Total payments for this period amount to £11,897 ex VAT. Main ex VAT costs outside of usual monthly expenditure: -

- £5,380 Grant Claygate Primary School Community Pool Drainage Project
- £1,662 Backdated September approved Clerk pay rise. Total covers salary, P32 taxes, Nis and pension between April 2021 and December 2021.
- £480 E-Mango Website Annual Service Charge.
- £100 Village hall Storage charge.
- £80 Training Cllr Swift and Cllr Woodward.

3/ Cashbook (2) Cambridge Building Society report from the 1ST JANUARY to the 28TH FEBRUARY 2022 shows all transactions during the period (Appendix E). Total payments for this period amount to £25,025 ex VAT. This was January approved transfer to Unity Trust account with bank charge of £25 to action.

4/ Cash book (3) Unity Credit Card 1ST JANUARY to the 28TH FEBRUARY 2022 shows all transactions from the amounting to £68.39 ex VAT (Appendix E). Only ex VAT costs outside of usual monthly expenditure: -

- £11.99 for 1 month Zoom for Bi-Annual EBC/CPC meeting held on 25th Feb.

5/ The Expenditure review shows that there are 4 cost areas of overspend versus budget (Appendix F):

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- Other Grants at £60,905 versus £2,750 in the budget. Any CIL & Grant payments are allocated against this code. If you remove the £50,525 EMR CIL transferred into this code actual over expenditure over budget would be £7,630. This overspend was agreed at the May CPC meeting as part of the CRGT Family Garden & Pathway Grant application (£5,000) and at the Jan CPC meeting for the CPS Community Pool Drainage application (£5,380).

- Misc. admin expenses is now over budget at 113% as Clerk incorrectly allocated office suppliers into this cost code at the start of the year. If you take 1105 Office supplies and 1130 mis Admin expenses cost code together then CPC are at 80% of total budget for the year.
- Pension now at 275% of budget as Clerk has coded it separately this year rather than into 1101 Salaries and Ers Nis like prior year and budget within Pension code is insufficiently set to accommodate this. Looking at 1101 Salaries and Ers Nis and Pension cost codes together we are tracking at 96%.
- Public projects is at 118% v budget following £2,685 payment for Ken Huddart memorial bench with was approved by CPC at their May 2021 meeting.
- Hall hire now at 109.3% v budget as Councils voted to hire larger room capacities for the full year due to Covid restrictions.

The Clerk noted that National Joint Council for Local Government had agreed new rates applicable from the 1st April 2021 and that employers were encouraged to implement this pay award as swiftly as possible. She had circulated the notice on the subject from NALC to Cllrs ahead of the meeting. As the notice had come in post agenda publication the Clerk had sought advice from SALC who had confirmed that as it affected year end it could be discussed under this item on the agenda. She informed Cllrs that she was happy to leave the room for them to discuss should they so choose. No one requested for the Clerk to leave the room.

It was **unanimously agreed** to approve the proposed salary increase for SCP 32 from £18.58 to £18.90 per hour back dated to the 1st April 2021.

AP94 Clerk to action backdated salary increase.

The Clerk also noted that since she had published the agenda she had been contacted with a new proposed Mobile phone contract for 24 months at £9.17 plus VAT saving CPC circa £55 p.a.

It was **unanimously agreed** to approve the new mobile phone contract for £9.17 for 24 months.

AP95 Clerk to confirm new mobile phone contract.

The Clerk noted that she expected circa £6,700 of costs to come in for this month so she was expecting General Reserves to settle around £36,000 for the full year which is circa 70% of the pre-cept.

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

159/12. To note the timetable for 21/22 Year End Close Down and Internal and External Audit.

The Clerk had circulated the proposed timetable for 21/22 Year End Close Down, Internal and External Audits. EBC had confirmed that they can deliver within the tight timescales CPC require in May. Sue Bushby, who has carried out Internal Audits for CPC for years, has retired so this years Internal Audit will be carried out by Christina Bann at EBC. The Clerk was now in process of tidying up invoicing and loading budgets ready for the next financial year.

160/13. To formally approve the £800 ex VAT expenditure for emergency tree removal works from the Firs Verge following Storm Eunice.

The Clerk noted that under guidance from Mulberry and Co, CPC's financial advisers, the HT&E Committee had held an emergency Zoom call on Friday 25th February to approve £800 ex VAT to remove unsafe debris left by a fallen tree on the Firs Verge following Storm Eunice.

It was **unanimously agreed** to approve the £800 ex VAT and allocate against 3104 HGS Projects cost centre.

The Clerk noted that a stump remained and that Cllrs may want to have it ground out.

It was **unanimously agreed** to leave the stump to provide a habitat for local wildlife.

161/14. To note the final bill of £3,077.40 plus VAT for 30 hanging baskets and 7 summer/winter troughs for 22/23 to be invoiced by Elmbridge Borough Council in 22/23.

The Clerk updated Councillors that EBC had confirmed they had entered a new 3 year contract with incumbent supplier for Hanging Baskets and had confirmed as such the costs as £3077.40 plus VAT to the Clerk. CPC had already approved the expenditure for 30 hanging baskets and 7 summer/winter troughs for 22/23 at their prior meeting. CPC will not receive the invoice until 22/23 unlike last year and as such the Clerk had Earmarked monies in the CPC Accounts.

162/15. To receive and approve the revised Planning Committee remit.

Clerk had circulated the proposed new Planning Committee Remit, approved at the Planning Committee on the 24th February (Appendix G). Cllr Bray spoke. He noted the changes were formatting and lamentation related and that the context remained the same.

It was **unanimously agreed** to approve the revised Planning Committee Remit.

AP96 Clerk to update Planning Remit on Website

163/16. To note and agree the proposed addition to the Standing Orders confirming the delegation process in the absence of a Chair at Committee meetings.

Cllr Sugden asked to defer this to the next full Parish Council meeting.

AP97 Clerk to add to May CPC meeting agenda.

164/17. To note the updated Risk Assessments for the Highway Garden Sites (HGS) and Holding Public meetings.

The Clerk had circulated 3 updated HGS risk assessments (Volunteers, Site Inspections and General) to Cllrs ahead of the meeting (Appendix H). She noted that the Council should probably consider a more formal annual tree inspection on HGS.

It was **unanimously agreed** to the approve the 3 HGS Risk Assessments.

AP98 Clerk to add annual tree inspection to 31st March HT&E agenda.

Clerk had circulated Holding Public Meetings risk assessment (Appendix I) ahead of meeting.

It was **unanimously agreed** to the approve Holding Public Meetings Risk Assessment.

165/18. To agree to the removal of the Parish Council landline at the Village Hall.

The Clerk noted that she was working from home and as such she believed the Village Hall landline provided no purpose. She had consulted SALC who had confirmed there is no official requirement. The cost saving would be £318 ex VAT p.a. The Clerk would need to update all communications.

It was **unanimously agreed** to the remove the Village Hall landline and have the Clerks mobile number on all correspondence going forth.

AP99 Clerk to action phone number amend where required and cancel landline contract.

166/19. To note the Parish Council plan for the Annual Village Meeting being held on the 17th March 2022.

The Clerk confirmed that the Speakers were all set and that the agenda was up. It was agreed that the Chairman would speak.

AP100 Chairs of Committees to send any updates to Chairman.

AP101 Clerk to bring hard copies of prior minutes.
AP102 Cllr Sugden to organise refreshments.

167/20. To note the Parish Council plan for Claygate Community Day on the 23rd April 2022.

The Clerk had circulated time slots to Cllrs for the 23rd April ahead of the meeting. The Clerk proposed that she order leaflets (general CPC one and Planning Committee one), extra Courier copies, Brian Rhodes Cup poster and a table banner which could be used at the Claygate Community Day, Claygate Recreational Ground Trust Pavilion and Family Garden Opening Ceremony and then the Flower Show

It was **unanimously agreed** that the Clerk could spend up to £500 from the Communications budget on leaflets, banners, Couriers and posters.

AP103 Clerk to organise banners, leaflets and posters.

168/21. To consider the invitation for the Parish Council to attend the Claygate Recreational Ground Trust Pavilion and Family Garden Opening Ceremony on the 24th April 2022.

It was **unanimously agreed** that CPC should have a stand at the opening ceremony to offer the same communication as the Claygate Community Day.

AP104 Clerk to confirm attendance to CRGT and send out rota for stand attendance to Cllrs.

AP105 Clerk to organise poster stating how much money the CPC had given towards the Pavilion and Family Garden.

169/22. To note the Parish Council plan for Claygate Clean Up Day on the 30th April 2022.

The Clerk updated the Committee on her progress so far. She confirmed that the Scouts and Youth Club were pulling a team together. EBC Joint Waste Solutions had confirmed collection at 2 points (Car park Hare Lane by Champion timber) and the carpark behind 43 Fox Warren. EBC Parking team had agree a parking charge suspension from 10am to noon on the day. The Clerk has submitted an article for April Courier. The CPC Insurers had confirmed cover under the current policy subject to following terms:- Providing that it is risk assessed, there is under 500 people attending at any one time and they are not litter picking on roads that are over 30 MPH. The Clerk asked for Cllr's help to bring items from village hall and return them on day. Cllr Sugden and Cllr Bray offered their assistance.

AP106 Clerk to order additional litter pickers and banner and chase Butchers for free sausage rolls.

170/23. To confirm the Parish Council plans for the Queens Platinum Jubilee weekend 2nd June to the 5th June 2022.

The Clerk updated the Committee that the CVA were putting up Union Jack Flags and the Scouts were doing their own thing. She had feedback from other Clerks in Surrey that on the whole they were providing grants, if asked, to other Community groups to assist in event organisation. Larger Councils such as Godalming and Farnham were more involved with organizing events as they have the budget and staff. Smaller PC's mainly appear to be encouraging others to do things e.g. informal picnics. She noted that the CPC so far has an article in Courier on 'How to organise a Street Party'. She was going to put on the CPC website and send link out via FB.

She asked whether Cllrs would consider gifting some play equipment to EBC for new playground refurb. Cllrs agreed this could be an option.

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.

171/24. To confirm the Parish Council plans for the Claygate Flower show on the 9th July 2022.

It was agreed that CPC should have a stall.

AP108 Clerk to book a stall and add to next full CPC meeting for discussion.

172/25. To receive an update from the Planning Committee including the latest on the EBC Local Plan and agree any action arising.

The Clerk had circulated an update from Cllr Bray ahead of the meeting (Appendix J). Cllr Bray noted that the Draft Local Plan had been published on the 8/3 ahead of the EBC Cabinet meeting on the 16/3 as anticipated. If approved there would be a 6 week period for interested parties to submit representations as to the proper preparation of the plan which would likely be over the Summer. Cllrs agreed that a Village meeting would need to be held and it would need to be within the first few weeks of the 6 week representation period. Cllr Bray confirmed he was liaising with Phillipa Jarvis (CPC's Planning Consultant) to get her preliminary review of the Draft Local plan.

AP109 Cllr Bray to get final cost proposal from Phillipa Jarvis for her assistance with the Draft Local plan and representations.

Cllr Bray then went on to ask Cllr's permission to write to 2 mobile companies to ask for their 5G mast rollout plans. He proposed to mirror EBC's communications. His goal was to try and engage the mobile companies in a dialogue about minimizing the hardware impact of the 5G delivery in the village.

It was **agreed in a unanimous decision** that Cllr Bray could send a letter to the 2 mobile companies requesting their 5G Mast Rollout plans.

AP110 Cllr Bray to send letter to 2 mobile companies requesting their 5G mast rollout plans.

Finally, Cllr Bray update Cllrs on the differences between the EBC Constitution and that on the EBC website regarding rules for planning applications going to sub-committee. Cllr Sugden noted that the EBC/CPC charter should be reviewed to see what was agreed between the two organisations in this regard.

AP111 Cllr Bray to review EBC Charter.

173/26. To receive an update from the Highways, Transportation and Environment Committee and agree any action arising.

The Clerk updated Cllrs on the SCC rules for Highway tree removal. Any trees that SCC consider "dangerous" are ranked 1-5. P4s have a 6-12 month timescale to be felled to a 1 metre stump (they have over 2800 of these in the system at the moment) and that P5s have a more immediate timescale (ideally within 6 - 12 weeks) and they still have over 800 of these in the system. They noted that that is why the P3s or lower have still not been removed as yet, although they are all in the system. SCC have just 2 people walking every road in the county logging every single tree. The smaller roads have a 5 year cycle and the more major routes are 3 yearly.

The Clerk had been notified by SCC that Cllrs could either pay £180 ex VAT to grind out the stump on the Parade and SCC would pay for a tree and organise it all or SCC would have to leave the stump as is.

It was **unanimously agreed** to pay the £180 ex VAT to grind out the stump on the Parade.

AP112 Clerk to instruct SCC to action stump grinding.

Clerk updated Cllrs on the Bridleway flooding south of the A3. She noted that she had sent a picture of the latest flooding to Savills who replied saying that they had not yet received the report from their external consultants, but this will lead to further work this spring/summer.

Cllrs noted that SCC had made changes to the Bus Stop on Hare Lane by Dalmore Avenue so to improve accessibility to the bus for all users.

174/27. To consider Cllr Sugden's request to move the Annual Parish Council meeting to Monday 23rd or Tuesday 24th May 2022.

It was agreed in a **majority decision** to move the Annual Parish Council meeting to Tuesday 24th May 2022.

AP113 Clerk to update website and organise meeting room.

175/28. Communications, specifically the April Courier.

The Clerk confirmed the edition was all on track. The Clerk asked Cllrs to think about when they would want their next publication as they may want to consider a leaflet drop to support the Draft local Plan Village meeting in the Summer.

176/29. Matters for information purposes only.

None.

The next meeting of the Claygate Parish Council would be on the 24th May 2022.
Meeting closed at 21h35

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

Date.....

Appendix B

Notes of a Zoom Meeting between EBC & CPC on Friday, 25th February 2022, at 11:00

Present: Ray Lee, Strategic Director, EBC; Kim Tagliarini, Head of Planning Services, EBC; Gil Bray, Chairman, CPC Planning Committee; Brian Rawson, Chairman CPC Highways, Transport and Environment Committee; Sally Harman, Clerk & RFO, CPC.

A. PLANNING MATTERS

1. EBC Local Plan Update

Kim Tagliarini confirmed that the Draft Local Plan (DLP) will be brought to the Elmbridge Cabinet meeting on 16 March for consideration. If EBC Cabinet agrees, the draft plan will then go to a Special Elmbridge Borough Council meeting on 22 March 2022. Papers for the 16 March were expected to be published on the 9 March. If the DLP is approved by Council on 22 March 2022, a formal Publication Date would be announced, following which would be a 6 week period to allow interested parties to make representations. As the election purdah period would be commencing on the 28th March 2022 this 6 week period will not commence until after the May elections in the summer. She noted that EBC had an internal communication plan they were working to which would ensure CPC would be kept fully up to date.

2. Masts

Cllr Bray noted that the 2021/2336 Bridle Road Prior Approval Schedule 2, Part 16, Class A: Proposed 5G telecoms installation now had 67 objections and only 3 in favour and that the CPC Planning Committee had voted to pursue the matter of asking EBC to strategically engage Telecom installers to deliver the objectives of 5G connectivity but with minimal hardware obtrusiveness. Kim noted that EBC's Paul Falconer had written to a number of Telecom installers about holding meetings to discuss mast requirements in the Borough but as yet had not head back. Kim noted that EBC don't disagree with the proactive approach of engaging the Telecoms installers but that Telecom installers know that they have no requirement to engage Borough or Parish Councils. EBC understands the need for connectivity but not at any cost.

- CPC to take the proposal to their next Planning Committee to write to Telecom's Installers asking for them to engage proactively with CPC & to write to MP Dominic Rabb to ask for his support in engaging Telecom installers to deliver 5G connectivity but with minimal hardware obtrusiveness. Kim to be looped in on any communications made.

3. Clarification of rules for when Planning Applications go to sub-committee.

Cllr Bray noted that there appeared to be differences between the rules for applications going to Sub-Committee in the EBC Constitution and that detailed on their website. Kim noted that in 2019 amends to the Scheme of Delegation and Thresholds for the Planning Committee were agreed. She didn't agree that the Constitution and website were out of line.

- Kim to send link to minutes of the meeting where the Scheme of Delegation and Thresholds for the Planning Committee amends were agreed and to confirm what communications occurred to CPC at the time.
- CPC to ensure the CPC communications are aligned to EBC's Scheme of Delegation and Thresholds for the Planning Committee.

B. HIGHWAYS, TRANSPORT & ENVIRONMENT MATTERS.

1. Flytipping/Woodstock Lane

Ray Lee noted that a new Highways team will be in place in SCC from the end of March 2022 and should see patrol frequency return. EBC were continuing to work on strategic projects to support surveillance and prosecution in the area.

2. Waste Collection

Ray Lee confirmed that a monthly garden waste collection service would resume from the 7th March 2022 and then the plan was to recommence fortnightly collections shortly after. For garden waste subscriptions, people's payment would be moved on and residents will only pay for what they receive. Communications had gone out to residents from EBC on Thursday 24th February 2022.

3. Procurement Contract delays for Hanging Baskets and Ground Maintenance

The Clerk confirmed that following delays in agreeing Hanging Basket contracts she had just received communication that the contract had been agreed and that the CPC order for 22/23 had been placed. Cllr Rawson noted he was happy that the current Hanging Basket suppliers had succeeded in maintaining the contract as they did an excellent job last year.

Ray Lee noted that the Grounds Maintenance tender was in progress and would shortly be decided.

4. New Contract for 13 HSG Sites Managed by CPC

The Clerk updated EBC that a new 3 year contract had been agreed with the incumbent contractor back in Nov 2021 to manage the 13 Highway Garden Sites in Claygate.

5. New Community Climate and Nature Grant

The Clerk updated EBC on the arrival of a Climate improvement focused Grant arriving in the new financial year. Details will be on the CPC website shortly.

6. Heavy Load Restriction Changes to Clayton Rd by RBK

CPC noted that they had submitted an objection to RBK for the removal of Heavy Load Restrictions on Clayton Road which would allow heavy good vehicles to flow through the heart of the village.

- Ray Lee said he would look into whether EBC could submit a late representation.
- Clerk to send the CPC Objection letter she had circulated to the EBC Cllrs to Ray Lee.

7. Claygate Clean Up Day 30th April 2022

The Clerk noted that Claygate would be holding a Clean Up Day on the 30th April 2022.

OTHER

The Clerk noted that the next 3 points were for information purposes only.

- Claygate Annual Village Meeting 17th March 2022
- Claygate Community Day 23rd April 2022
- Claygate Pavilion and Family Garden Opening Ceremony 24th April 2022

It was agreed that the next Bi-Annual meeting would be held in 6 months and would be held in person at the EBC Civic Centre.

Meeting Closed: 11h45

APPENDIX C

EVENTS

- Preparing for Annual Village Meeting, Claygate Clean Up Day, Claygate Community Day and Claygate Rec Pavilion opening.
- Attended Surrey Local Council Clerk forum on the 22nd February
- Attended the Domain Security Workshop with the Cabinet Office on the 3rd March. The Clerk notes that the Central Digital and Data Office (CDDO) state CPC are accountable for domain name security and our supplier (Kimcell) are accountable. We are getting support from CDDO to improve CPC knowledge as well as remote monitoring.

FINANCE

- Preparation for 21/22 Year End close down with Rialtas and EBC Internal Auditors.
- Clerk still to update Cambridge Bank Signatories but transfers have meant she had to wait to restart the process again.

POLICY

- Clerk prepared Climate Grant Application form to go live with new policy in New year.
- Updated Planning Remit proposal submitted to full council.
- Reviewed Risk assessment for Covid-19, Public Meetings and 13 HGS sites CPC manage.
- The Department for Levelling Up, Housing and Communities (DLUHC) has notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2022/23 is £8.82 per elector. This is the amount as a result of increasing the amount of £8.41 for 2021/22. This enables the first tier of local government to spend a limited amount of money for purposes for which they have no other specific statutory power, helping them continue to invest their small share of council tax to support and improve their communities.

COVID-19

- Clerk continuing to add Physical meeting Covid protocol to full Parish Council meetings as the legislation has changed.
- Covid Testing unit was back in Torrington Lodge car park in Feb/March. Clerk has communicated out closure dates via Facebook page.
- Directional communications remain on website should residents require further information.
- Clerk has updated agenda headers to match current government guidelines.

COMMUNICATIONS

- Courier – Clerk has written 7 articles for the Courier covering Pre-cept, Grants, Queens Jubilee, Brian Rhodes Cup, Ukraine Crisis, Storm Damage and how to report a problem. She is meeting Peter regularly to assist with the April issue.
- Facebook followers now up to 287. No money has been spent to boost and the growth in followers is purely organic.

OTHER

- Hanging Baskets have been ordered and billing to occur 22/23.
- Storm Eunice – Noticeboard and Firs Verge Tree damage. Quotes for tree removal. Directional communications on noticeboards to use Village Hall ones until new boards arrives. New one coming early. Arriving with installer 3/3. Hoping installer can complete a.s.a.p. Pushing SCC to come and clear damaged Cherry on Dalmore and branches on corner of
- New sign revarnishing booked for April.
- Clerk preparing comm's for Brian Rhodes Cup.

PEOPLE moves

- Resignation of Cllr Lessor has been received by EBC Proper Officer and official resignation process has commenced. Notice of Vacancy has been displayed on Noticeboards and on website.
- Anthony Jeziorski, Head of EBC Environment has left. Restructure taking place.
- Robbie White, new SCC Highways Officer for Claygate.
- Ray Lee has taken over as the Proper Office for EBC.

APPENDIX D – Balance Sheet

08/03/2022		Claygate Parish Council	
08:49		Balance Sheet as at 28th February 2022	
31st March 2021			31st March 2022
Current Assets			
1,808	VAT Control A/c	769	
55	Petty Cash	55	
86,776	Cambridge	51,952	
21,074	Unity Trust	38,510	
<u>109,713</u>		<u>91,287</u>	
109,713	Total Assets		91,287
Current Liabilities			
0	Unity Credit Card	48	
176	Credit Card Liabilities	0	
20	Accruals	0	
<u>196</u>		<u>48</u>	
109,517	Total Assets Less Current Liabilities		91,239
Represented By			
48,950	General Reserves	42,832	
7,850	EMR Election Fund	7,850	
35,000	EMR CIL Claygate School Pool	0	
17,717	EMR CIL 20/21	2,192	
0	EMR CIL 21/22	20,787	
0	EMR Grant Emmanuel Hall 21/22	14,500	
0	EMR Hanging Baskets 22/23	3,077	
<u>109,517</u>		<u>91,239</u>	

The above statement represents fairly the financial position of the authority as at 28th February 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

APPENDIX E – CASHBOOKS

Date: 08/03/2022		Claygate Parish Council				Page 1			
Time: 08:53		Cashbook 1				User: SH			
		Unity Trust							
Payments made between 01/01/2022 and 28/02/2022									
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>
10/01/2022	TalkTalk	DD	31.80		5.30	1110	101	26.50	Monthly Phone Bill
14/01/2022	Vodafone	DD	16.21		2.70	1110	101	13.51	Clerk Mobile phone
17/01/2022	Paul Garden Services	BACS	600.00			3102	301	600.00	December HGS Maintenance
17/01/2022	Claygate Recreation Ground Tr	BACS	123.74		20.62	1106	101	103.12	Treetops Meeting Rm Bookings
17/01/2022	Mulberry and Co.	BACS	48.00		8.00	1103	101	40.00	Training Clr Swift
17/01/2022	Claygate Village Hall Assoc.	BACS	48.45			1106	101	48.45	Village Hall Meeting Rm Bookng
18/01/2022	Unity Credit Card	CC Jan 22	89.63			250		89.63	Credit Card Monthly Payment
18/01/2022	Lloyds Bank	DD	3.00			1132	101	3.00	Credit Card Monthly Fee
21/01/2022	Nest Pension	BACS	99.71			1137	101	99.71	Pension Adjust April 21-Dec 21
27/01/2022	SCC Claygate Primary School	BACS	5,380.00			1306	103	5,380.00	Grant Drainage CPS Pool Prject
28/01/2022	Sally Harman	BACS	952.62			1101	101	952.62	January Clerk Salary
28/01/2022	HMR & C	BACS	292.20			1101	101	292.20	Jan P32
28/01/2022	Sally Harman	BACS	912.61			1101	101	912.61	Clerk Salary Incr Apr-Dec 21
28/01/2022	HMR & C	BACS	650.08			1101	101	650.08	P32 Adjust Apr-Dec 21
28/01/2022	Nest Pension	DD	48.13			1137	101	48.13	January Clerk Pension
08/02/2022	E-Mango	BACS	576.00		96.00	6102	601	480.00	EMango Annual Service Charge
08/02/2022	Claygate Village Hall Assoc.	BACS	24.22			1106	101	24.22	Jan Hall Hire
08/02/2022	Claygate Village Hall Assoc.	BACS	100.00			1106	101	100.00	Village Hall Storage Charge
08/02/2022	Claygate Village Hall Assoc.	BACS	10.00			1120	101	10.00	Village Hall Affiliation Fee
10/02/2022	Paul Garden Services	BACS	600.00			3102	301	600.00	HGS Jan Monthly Maintenance
10/02/2022	Mulberry and Co.	BACS	48.00		8.00	1103	101	40.00	Training Clr Woodward
10/02/2022	TalkTalk	DD	31.80		5.30	1110	101	26.50	Talk Talk Phone Bill Feb
11/02/2022	Vodafone	DD	16.21		2.70	1110	101	13.51	Clerk Mobile Feb
14/02/2022	Castle Water Limited	DD	14.38			3102	301	14.38	Oct 21-May 22 Water Bill
16/02/2022	Lloyds Bank	DD	3.00			1132	101	3.00	Credit Card Monthly Fee
16/02/2022	Unity Credit Card	Feb CC	33.84			250		33.84	Feb Credit Card Payment
20/02/2022	Claygate Recreation Ground Tr	BACS	82.50		13.75	1106	101	68.75	March Meeting Rms CRGT
20/02/2022	Claygate Recreation Ground Tr	BACS	-82.50		-13.75	1106	101	-68.75	March Meeting Rms CRGT
Subtotal Carried Forward:			10,753.63	0.00	148.62			10,605.01	

Date: 08/03/2022

Claygate Parish Council

Page 2

Time: 08:53

Cashbook 1

User: SH

Unity Trust

Payments made between 01/01/2022 and 28/02/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
28/02/2022	HMR & C	BACS	292.20			1101	101	292.20	P32 Feb 2022
28/02/2022	Sally Harman	BACS	952.62			1101	101	952.62	Clerk Salary Feb 2022
28/02/2022	Nest Pension	DD	48.13			1137	101	48.13	Clerk Pension Feb 2022
Total Payments:			12,046.58	0.00	148.62			11,897.96	

Date: 08/03/2022

Claygate Parish Council

Page 1

Time: 08:54

Cashbook 2

User: SH

Cambridge

Payments made between 01/01/2022 and 28/02/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/02/2022	Unity Trust	CBS Trans	25,000.00				240	25,000.00	CBS Feb Transfer
02/02/2022	Cambridge Building Society	DD	24.66			1132	101	24.66	Bank Transfer Fee
Total Payments:			25,024.66	0.00	0.00			25,024.66	

Date: 08/03/2022

Claygate Parish Council

Page 1

Time: 08:54

Cashbook 3

User: SH

Unity Credit Card

Payments made between 01/01/2022 and 28/02/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
14/01/2022	Microsoft	CC	33.84		5.84	1139	101	28.20	Office 365 Subscription Jan
11/02/2022	Zoom Video Communications	CC	14.39		2.40	1130	101	11.99	Zoom Monthly Sub Feb
14/02/2022	Microsoft	CC	33.84		5.84	1139	101	28.20	Office 365 Feb Sub
Total Payments:			82.07	0.00	13.68			68.39	

APPENDIX F – INCOME AND EXPEDNITURE

08/03/2022
08:50

Claygate Parish Council

Page 1

Detailed Income & Expenditure by Budget Heading 28/02/2022

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
General Administration							
101 General Expenditure							
1176 Precept Received	49,073	49,073	0			100.0%	
1177 Precept grant	2,760	2,730	(30)			101.1%	
1190 Interest Received	207	75	(132)			276.3%	
1191 CIL Monies	20,787	0	(20,787)			0.0%	20,787
1192 FOI Request - Refund by Reques	58	0	(58)			0.0%	
General Expenditure -> Income	72,885	51,878	(21,007)			140.8%	20,787
1101 Salaries and Ers Ni	14,025	15,020	995		995	93.4%	
1102 Accomodation	162	216	54		54	75.0%	
1103 Training	440	600	160		160	73.3%	
1105 Office Supplies	141	500	359		359	28.2%	
1106 Hall Hire	874	800	(74)		(74)	109.3%	
1110 Telephone	436	500	64		64	87.3%	
1112 Audit	300	450	150		150	66.7%	
1115 Insurance	426	600	174		174	70.9%	
1120 Subscriptions	3,118	3,190	72		72	97.7%	
1128 Equipment	0	450	450		450	0.0%	
1130 Misc Admin Expenses	903	800	(103)		(103)	112.9%	
1132 Bank Charges	100	108	8		8	92.4%	
1136 Chairmans Allowance	25	100	75		75	25.0%	
1137 Pension	551	200	(351)		(351)	275.3%	
1139 GDPR Compliance	345	500	155		155	69.0%	
General Expenditure -> Indirect Expenditure	21,846	24,034	2,188	0	2,188	90.9%	0
Net Income over Expenditure	51,040	27,844	(23,196)				
6001 less Transfer to EMR	20,787						
Movement to/(from) Gen Reserve	30,252						
103 Other Grants							
1302 Youth	0	500	500		500	0.0%	
1304 Christmas lights event	360	500	140		140	72.0%	
1306 Other Grants	60,905	2,750	(58,155)		(58,155)	2214.7%	50,525
Other Grants -> Indirect Expenditure	61,265	3,750	(57,515)	0	(57,515)	1633.7%	50,525
Net Expenditure	(61,265)	(3,750)	57,515				
6000 plus Transfer from EMR	50,525						
Movement to/(from) Gen Reserve	(10,740)						

Detailed Income & Expenditure by Budget Heading 28/02/2022

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Public Projects							
1401 Public Projects	3,167	2,684	(483)		(483)	118.0%	
Public Projects :- Indirect Expenditure	<u>3,167</u>	<u>2,684</u>	<u>(483)</u>	<u>0</u>	<u>(483)</u>	<u>118.0%</u>	<u>0</u>
Net Expenditure	<u>(3,167)</u>	<u>(2,684)</u>	<u>483</u>				
801 Communications							
8101 Printing & Design	2,150	5,000	2,850		2,850	43.0%	
8102 Website	560	1,000	440		440	56.0%	
8105 Publicity	0	500	500		500	0.0%	
Communications :- Indirect Expenditure	<u>2,710</u>	<u>6,500</u>	<u>3,790</u>	<u>0</u>	<u>3,790</u>	<u>41.7%</u>	<u>0</u>
Net Expenditure	<u>(2,710)</u>	<u>(6,500)</u>	<u>(3,790)</u>				
General Administration :- Income	72,885	51,878	(21,007)			140.5%	
Expenditure	<u>88,987</u>	<u>36,968</u>	<u>(52,019)</u>	<u>0</u>	<u>(52,019)</u>	<u>240.7%</u>	
Net Income over Expenditure	<u>(16,102)</u>	<u>14,910</u>	<u>31,012</u>				
plus Transfer from EMR	<u>50,525</u>						
less Transfer to EMR	<u>20,787</u>						
Movement to/(from) Gen Reserve	<u>13,636</u>						
Highways							
201 Highways							
2102 Footpaths	0	250	250		250	0.0%	
2104 Grit bins & winter wardens	0	100	100		100	0.0%	
2105 Highway Trees	75	500	425		425	15.0%	
2107 Bus shelter	0	250	250		250	0.0%	
2110 Bridleways	0	1,500	1,500		1,500	0.0%	
Highways :- Indirect Expenditure	<u>75</u>	<u>2,600</u>	<u>2,525</u>	<u>0</u>	<u>2,525</u>	<u>2.9%</u>	<u>0</u>
Net Expenditure	<u>(75)</u>	<u>(2,600)</u>	<u>(2,525)</u>				
Highways :- Income	0	0	0			0.0%	
Expenditure	<u>75</u>	<u>2,600</u>	<u>2,525</u>	<u>0</u>	<u>2,525</u>	<u>2.9%</u>	
Movement to/(from) Gen Reserve	<u>(75)</u>						
Environment							

Detailed Income & Expenditure by Budget Heading 28/02/2022

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Environment							
3103 HGS -grant EBC	4,151	4,090	(61)			101.5%	
Environment :- Income	<u>4,151</u>	<u>4,090</u>	<u>(61)</u>			<u>101.5%</u>	<u>0</u>
3101 General Environment	0	500	500		500	0.0%	
3102 HGS maintenance	5,902	7,200	1,298		1,298	82.0%	
3104 HGS Projects	350	1,000	650		650	35.0%	
3106 Hanging Baskets	0	3,200	3,200		3,200	0.0%	
Environment :- Indirect Expenditure	<u>6,252</u>	<u>11,900</u>	<u>5,648</u>	<u>0</u>	<u>5,648</u>	<u>52.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,101)</u>	<u>(7,810)</u>	<u>(5,709)</u>				
Environment :- Income	4,151	4,090	(61)			101.5%	
Expenditure	6,252	11,900	5,648	0	5,648	52.5%	
Movement to/(from) Gen Reserve	<u>(2,101)</u>						
Planning							
401 Planning							
4102 Planning documents	0	4,500	4,500		4,500	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>4,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(4,500)</u>	<u>(4,500)</u>				
Planning :- Income	0	0	0			0.0%	
Expenditure	0	4,500	4,500	0	4,500	0.0%	
Movement to/(from) Gen Reserve	<u>0</u>						
Grand Totals:- Income	77,036	55,968	(21,068)			137.6%	
Expenditure	95,314	55,968	(39,346)	0	(39,346)	170.3%	
Net Income over Expenditure	<u>(18,278)</u>	<u>0</u>	<u>18,278</u>				
plus Transfer from EMR	50,525						
less Transfer to EMR	20,787						
Movement to/(from) Gen Reserve	<u>11,459</u>						

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 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 Planning Authority [Elmbridge Borough Council]

1. CPC has no power to grant, or refuse, an Application for planning permission. These powers reside with EBC.
2. CPC is a statutory consultee for all Applications made for properties in Claygate to EBC. As such, it has the right to have its views considered by EBC.

In the event that the Parish Council objects to the application, Elmbridge Borough Council will send the application to either East Area Planning Sub-Committee or Planning Committee for consideration depending on the number of objections and size of development.

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.

In particular: -

- a. It is important that all types of housing are catered for.
 - b. There will be a presumption against the demolition of character houses throughout the village, not only in Conservation Areas [CA's]
 - c. New development should be in harmony with its immediate environment in terms of street scene, scale, type, number of storeys, roof heights, architecture and garden size. The size of rear gardens should adhere to the EBC Design Guide Standard. In considering applications for residential development, CPC will expect EBC to be satisfied that the proposed development, on its own or in combination with others, would not place unacceptable pressure on local infrastructure and services such as schools, medical services, and highways. Where development occurs EBC must ensure that appropriate funding is raised through Community Infrastructure Levy [CIL] or otherwise to augment existing services and are committed to release such funding as raised in the Claygate area twice yearly directly to CPC.
4. **Conservation Areas [CA's]** – 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 CA's, 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 to gated developments.
8. **Traffic & Transport** – CPC, in considering applications, will assess the likely effect 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 & Representations** – CPC posts the agenda of each meeting on the Parish noticeboard. This references EBC's Weekly List of Applications Validated which are to be discussed at the meeting. The Weekly List can be found using this link –

http://emaps.elmbridge.gov.uk/ebc_planning.aspx?requesttype=parseTemplate&template=WeeklyListAVTab.tmplt

2. **Contacts with Developers & 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 & 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 representation 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 representation 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 representation 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 or Vice-Chairman who are ex-officio members.
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.

<i>Amended</i>	<i>January 2019</i>
<i>Amended</i>	<i>July 2019</i>
<i>Amended</i>	<i>August 2020</i>
<i>Web Accessibility Checked</i>	<i>September 2020</i>
<i>Amended</i>	<i>December 2020</i>
<i>Amended</i>	<i>July 2021</i>
<i>Amended</i>	<i>January 2022</i>

Appendix J– Planning Committee Report – CPC, 10/03/2022

1. The LOCAL PLAN [LP]

Following EBC’s abandonment of what one might have called “the January schedule”, the current position [at the time of writing], is that we are expecting release of the draft LP c. March 9th as a paper for an EBC Cabinet meeting on March 16th, followed by a Special EB Council on March 22nd.

In the normal course of events, Philippa Jarvis has advised [and Kim Tagliarini has stated], that, following approval of the DLP by Council, a formal Publication Date would be determined, following which there would be a 6 week period for interested parties to submit representations as to the proper preparation of the plan.

Kim T told us, in our Feb 25th Zoom meeting, that this 6 week period, due to the coming Borough elections, will be sometime “in the summer”.

NB: Depending on the situation at the time of the CPC meeting, Councillors might feel it wise to spend some time discussing the possible timing of the public meeting to which we are committed.

2. 5G Deployment to Claygate

The Planning Committee is aware that the deployment of 5G hardware is something which arouses considerable feeling in communities. [NB: Planning Application 2021/2336 Prior Notification, Bridle Road, Claygate now has 67 letters of objection; in Sunbury, recently, there was a placard- and banner-waving street demonstration by residents].

We have made the assumption, however, that the majority of our residents will want, and will benefit from, 5G, so have been following a path attempting to minimise the amount of hardware which the tech companies will deploy in Claygate and thereby to reduce the degree of feelings aroused.

Key Events have been/are: -

- a. **Jan 6th** – GB writes to KT asking EBC to arrange a meeting of EBC, tech companies, & CPC PC
- b. **Jan 21st** – her deputy, PF, replied, effectively saying “No can help, you’re on your own”, though offering to attend any such meeting we might be able to convene ourselves.
- c. **Jan 21st** – GB telecon with PF, expressing disappointment and stating it will be on the agenda of the Feb 25th Zoom call
- d. **Jan 27th** – PF mails Mobile UK [the relevant trade association] under this heading “Elmbridge Borough Council - How to encourage positive engagement with all operators”

- e. **Feb 25th** – EBC/CPC Zoom meeting – KT informs us of PF’s email of Jan 27th. Meeting discusses whether it would help for CPC to approach Mobile UK. Agrees it would.
- f. **Feb 25th** – GB telecon with PF. PF also happy for CPC to write to Mobile UK. Informs that he has not had a reply to his mail. GB enquires as to whether he is minded to chase them.
- g. **Feb 28th** – PF sends chase up email to Mobile UK.
- h. **Mar 1st** – Mobile UK replies to PF and he sends me the email. They sent a link to a [2016?!] document titled “Code of Best Practice on Mobile Network Development in England”. PF is intending to write to 2 given addresses to request roll-out plans for Elmbridge
- i. **Mar 24th** – this issue will feature on the agenda of PF’s EBC Planning Users Group meeting

NB: My reason for burdening you all with this detail is because I believe in maintaining what momentum we have with this issue by asking the CPC on March 10th [rather than wait until the CPC on Feb 24th] for permission to write to the 2 addresses to which PF is writing, to request roll-out plans for Claygate. I note that PF is not optimistic that he/we will get a very positive response, but we will, at least, have done our best.