

DRAFT
Minutes of the Parish Council Meeting
Held on Thursday 17th September at 7.30p.m via Zoom.

Present: Chairman: Mark Sugden
Councillors: Xingang Wang, Geoff Herbert, Anthony Marques, Janet Swift, Michelle Woodward, Brian Rawson, Jo Lesser, Jo Collon
Co-opted Committee Members: John Bamford, Mark Tymieniecki

In Attendance: Parish Clerk & RFO Sally Harman, SCC Cllr Mike Bennison, EBC Cllr Mike Rollings and 1 member of the public.

54/1 To accept apologies for absence.

Cllr Wang sent his apologies in advance that he would be late to the meeting. Cllr Jefferies was absent and no apologies were received.

55/2 To receive declarations of interest in items on the agenda.

None

56/3 To confirm the minutes of the Annual Parish Council meeting held on 9th July 2020.

The minutes of the meeting of the 9th July 2020 had been circulated, were approved and signed by the Chairman.

AP42 Chairman to sign minutes and deliver to Clerk.

57/4 To report on the actioning of items from previous minutes and decide any action arising.

AP9 Clerk to notify the Huddart Family and arrange for the cup to be presented appropriately given COVID- 19 restrictions. Cup being engraved and Clerk to collect. MS to confirm how family want it delivered.

DONE Cup was presented to the family in August.

AP18 The Parish Clerk will send a copy of Chairman's Declaration of Office to the Monitoring Officer at EBC.

DONE

AP19 Cllrs to notify Clerk of any additions/exclusions of declarations of interest so the website remains up to date. **ON-GOING** None received to date.

AP20 Chairman to deliver signed minutes of 11th May to Clerk. **DONE**

AP21 Clerk to circulate Consultation Statement link relating to latest Local plan consultation to Cllrs from EBC

DONE

AP22 Clerk to get a further quote from Greenhill 2003 Ltd in Chessington, a private delivery company. **DONE**

AP23 Any proposed changes to the CPC remit or a committee remit to be brought back to the CPC meeting on the 17th September 2020. **DONE** To be covered under Item 11

AP24 Clerk to email Cllr Lesser and Cllr Jefferies to request what committees they would like to sit on. **DONE** To be covered under Item 7

AP25 Cllrs to review CPC EBC Charter and to feed back any amends to the Clerk for discussion at the 17th September CPC meeting. **DONE** To be covered under Item 12

AP26 Clerk to contact SALC & EBC Monitoring Officer to check whether an unfair advantage exists with the CPC appointing representatives to only a few external organisations in Claygate and how CPC external body representatives roles and responsibilities should be defined if CPC carried on with external representatives **DONE** To be covered under Item 14.

20h43 Cllr Marques entered the meeting

- AP27** Report back with external advice and options on how we can proceed with appointing external representatives at the next CPC meeting on the 17th Sept. **DONE** To be covered under Item 14.
- AP28** Clerk to notify those external organisations of the decision to defer appointing representation until such time that the CPC can clarify the situation and that the roles and responsibilities of Cllrs representing the CPC on external organisations are clearly defined. Cllrs noted that they were very much still in support of these organisations and the work they do. **DONE**
- AP29** Clerk to carry out a review of the CPC assets and update the Asset Register. **DONE** To be covered under item 13
- AP30** Clerk to review Risk Assessment detailed in the Risk Management Policy and the Health and Safety Policy and update. **DONE** To be covered under Item 15.
- AP31** Cllrs to provide Register of Interests information to Clerk. **ONGOING.** None received yet.
- AP32** Clerk to launch Facebook page & push via boards and Claygate community pages where possible in Sept & manage on-going. **OUTSTANDING** Page set up. Work needed to add more content before launch in October.
- AP33** Clerk to ensure CPC Twitter account is deactivated. **OUTSTANDING.**
- AP34** Clerk to find out what other Parish Councils are doing with regards to the web accessibility requirements. **DONE** To be covered under Item 17
- AP35** Clerk to contact EBC to find out what they are doing with regards to the Web Accessibility requirements and to see if they can provide any support in the review of the CPC site. A volunteer has been identified by the Chairman that could carry out the basic level of site assessment we believe is required should we need to. **DONE** To be covered under Item 17
- AP36** Clerk to get 2021 dates loaded on to website and amend planning committee date from the 30th December 2020. **DONE**
- AP37** Chairman to monitor the situation on Unitary Authority. **DONE**
- AP38** Clerk to ask Paul's Garden Service to check for Oak Processionary Moths on the Green and Meadow Road Green. **DONE**
- AP39** The Clerk was instructed by unanimous decision to purchase a new laptop with updated Microsoft software. Clerk to circulate proposed model and cost to Cllrs for approval. **DONE** Covered under Item 5.
- AP40** Clerk to notify Paul's Gardening Services to proceed with works on Foley Road/Coverts Rd triangle. **DONE**
- AP41** Chairman to monitor the situation on an October Courier and it is to be discussed further at the next full Parish Council meeting in September. **DONE** To be covered under item 29

58/5. To note the decision of the Council, per the last meeting (Action Point 39), to the purchase a new laptop for the Parish Clerk at a cost of up to £500.

An interim email was sent to Cllrs requesting their vote to approve the purchase of the Clerks new laptop and to agree a budget of up to £500 ex VAT. It included a full breakdown of new laptop requirements to ensure the Clerk could deliver all aspects of her job.

A **majority** vote was received for the Clerk to proceed with a laptop purchase of up to £500 ex VAT.

AP43 Clerk to purchase a new laptop

59/6. To discuss and agree a recommendation by the Chair that all Council meetings be held virtually, through March 2021 as allowed under the Local Authorities Meetings Regulations 2020 unless the Government advises differently.

A NALC checklist of when a Parish Council should hold a physical meeting was circulated prior to the meeting. It was noted that the advice from NALC is for Councils to continue with remote meetings for the time being.

It was **unanimously** agreed that all Council meetings would continue virtually up until March 2021.

AP44 Clerk to notify Village Hall on decision and update website.

60/7. To appoint Cllr Lesser and Cllr Jefferies to a Committee.

Cllr Lesser was appointed to the Planning Committee at the Planning Committee meeting on the 13th August. Cllr Jefferies was appointed to HT&E Committee in his absence.

AP45 Clerk to inform Cllr Jefferies.

61/8. To receive the Chairman's report and decide any action arising.

The Chairman and the Clerk are meeting with the new PCSO Vicky Holdaway on the 22nd September to discuss the recent rise in anti-social behavior and establish a direct line of contact.

The Council has never been as busy. There is a huge number of consultations and issues being raised by residents creating a significant amount of work.

The Unitary Authority is not on tonight's agenda as until the government release its White Paper in October there is nothing for Cllrs to comment on

62/9. To receive the report from the Parish Clerk and decide any action arising

The Clerk circulated her report prior to the meeting. The main points to note were that the Clerk has a significant workload and has been working 3 days a week rather than her contracted 2. Going forth she is unable to work more than her 60hrs a month/full 2 days a week. The Clerk's work hours going forth are Monday, Thursday, Thursday and Friday mornings.

It was noted that the Covid-19 mobile testing unit at Torrington lodge carpark would remain in place from Sunday 6th – 19th September 2020. It is there due to Public Health England requesting a mobile testing unit to be put in place due to the increase in Covid-19 cases within the borough.

The Chairman and the Clerk attended a meeting with Liz Shakiri, SCC Highways Officer on the 14th September to discuss several highway matters which had been raised at the HT&E Committee. It was a very productive meeting and Liz is supporting us on several APs. She has already met with Adrian De la Touche, resident representative on Simmil Road and is helping him resolve the dead and dying tree situation there.

63/10. To receive the finance report including expenditure for the balance of the year and decide action arising.

Bank reconciliations and statement balances have been noted and signed by the Chairman for each month of the current financial year. The total cash book balance as at 31ST AUGUST was £132,240.

Cash book (1) Unity Trust Payments report from 1ST JULY to 31ST AUGUST shows all transactions during the period. Total payments for this period amount to £5257.72 ex VAT. Main costs outside of usual monthly expenditure were £240 for Design and Production of June Courier and £700 Firs verge Special HGS project.

Cash book (2) Cambridge Building Society remains at £86,443 with no transactions in the period.

Cash book (3) Unity Credit Card shows all transactions during the period of July and August amounting to £89.56 ex VAT. The Credit Card was temporally suspended due to the Clerk name change being actioned in August so Zooms August cost will come through on Clerk's expenses in September due to having to use her personal card. Microsoft Office £28.20 ex VAT failed to come through due to the same Credit Card suspension. This cost will show in September's figures instead.

The balance sheet as at 31ST August shows current assets less liabilities of £132,240; represented by General Reserves £48,524 and Earmarked Reserves of £83,717. Earmarked reserves remain

64/11. To confirm the remits of the Committees and approve any amends.

Amends were received & agreed for the Planning Committee Remit at the Planning Committee on the 13th August and have been circulated. No amends were made to Highways, Transport and Environment Remit at the meeting on the 3rd September and the Remit remains as is.

AP46 Clerk to make both Remit documents web accessible and upload on to the website.

65/12. To confirm the Charter with EBC and approve any amends.

No proposed amends have been received by the Clerk from Cllrs.

AP47 Clerk to make Charter web accessible and upload on to website.

66/13. To receive the results of the CPC Asset audit and decide any action arising.

Clerk carried out full audit of CPC Assets on the 5th August 2020. All items that require attention had been circulated to Cllrs ahead of meeting. Items which required attention were as follows:-

- Bus Stop, Church Rd needs a clean and paint.

AP48 Clerk to get cost from EBC Streetsmart to paint and clean the Bus Stop at Church Road and bring to the next HT&E Committee on the 29th October.

- Notice Board on Hare Lane is unstable.

AP49 Clerk to circulate 3 replacement noticeboard options for discussion at the next CPC meeting on the 19th November.

- Millennium Sign is fading. It was agreed no urgent action was needed and will be reviewed in 12 months' time.
- Leafblower and Hose and Reel locations are currently unknown.

20h25 EBC Cllr Mike Rollings entered the meeting

AP50 Clerk to contact Paul's Gardening Services to ask if he knows their location and whether they are stored in the barn with the Christmas trees. If they can't be located it was agreed that they can be written off.

- Laptop out of date and needs replaced. Next step has already been covered off under Item 5
- Hare Lane White Entrance Gates rotten. CPC authorisation has already been agreed to replace them in the HT&E meeting on the 3rd September.
- Footbridge on the Old Claygate Lane Footpath has been washed out of position. Volunteers gathering for 26th September to move the bridge back into its place. Clerk is arranging for Gerald Abraham to then fix back in place. A budget of up to £1000 was confirmed at the HT&E Committee 3rd September.

67/14. To receive a report back on appointing Councillors as representatives to external organisations in Claygate and decide any actions arising.

The Clerk circulated a report from the Chairman to Cllrs ahead of the meeting. It stated that the CPC had received advice and additionally requested a copy of the Constitutions of the 3 organisations involved: - the CVA, CVHA and CRGT.

The Chairman clarified that on further assessment it is clear that CPC does not appoint a trustee to the CVA. The CPC role with the CVA is a CVA liaison.

The advice from SSALC was as follows: -

- It is very common for Councils to have representation on outside bodies as mentioned.
- It is generally accepted that councils do not have enough members to sit on every organisation in the parish. It must be selective and will have a representative on those that most benefit the community or where the Council has some specific interest.
- Check that your members have not been registered as Trustees - there is often confusion as to the difference. A trustee has an overriding duty to the trust and is key player in any decision making. As a representative, rather than trustee, a Parish Councillor provides the role as a conduit of sharing information between the organisation and the Council. They should play no part in any decision making within that organisation.

- Members can participate in discussions but must be careful that they only represent the Council's views as they are at the table by virtue of the Council's appointment. They should not express personal views as they may need to consider the matter in Council without bias. If they do express personal views, then they should make this clear.
- They do not have voting rights – they are representing the Council and the Council would not have a right to vote.
- As to sitting on sub-committees of the organisation given the above what is the benefit- is it serving the purpose of their appointment by the Council which is to be a conduit between organisations?
- It is recommended that a Councillor declare an interest on any item involving the organisation to demonstrate openness and accountability.
- It is recommended that the applicant make representations at a relevant council meeting, this would include organisations on which your members 'sit' rather than the member representative speaking on behalf of the organisation.
- A member can sit on any organisation in their own right but be cautious about becoming a trustee as trustees have an overriding duty to the Trust and hence this could bring into question the integrity of their vote in Council on any matter affecting the Trust. The law does not prohibit members being trustees and they can normally participate and vote. However, it is about public perception and confidence in the Council's decision making process.

The advice from EBC was as follows: -

- Advised that this is best channelled through NALC (National Association of Local Councils) or any regional branch, as sector specialism would be appropriate.
- In the absence of any authoritative view coming forward from NALC, then it is a matter for Claygate Parish to decide how best to spread its thin resource across several deserving groups. That will mean looking at the selection criteria provided by the external body and the Parish Council's own skills and suitability.

Cllr Marques, Cllr Wang, EBC Cllr Rollings and John Bamford all shared their views on the subject. Cllr Marques cited that when he was a Trustee for the CRGT and a Cllr he did find his position difficult due to conflicting requirements of each role. It was agreed that these organisations are fundamental to Claygate and that the CPC must have active participation but not to the point of any potential conflict of interest.

It was **unanimously** agreed that CPC should appoint representatives to the CRGT and CVHA not as trustees but purely as a conduit for sharing information per the advice from SSALC. It was also agreed that the Chairman would discuss with the CVA whether they see a role for a CPC CVA liaison and how it could work

AP51 Cllr Sugden to speak to CVA about a liaison role.

AP52 Clerk to write to CRGT and CVHA to confirm that they are happy to have a CPC representative & for that representative to be in place following the next CPC meeting on the 19th November.

AP53 Cllrs to notify the Clerk if they would like to be considered as a liaison representative for the CRGT, CVHA and CVA before the next CPC meeting on the 19th November.

AP54 Clerk to add appointment of liaison representatives to the CRGT, CVHA and CVA to the next CPC meeting agenda.

20h40 SCC Cllr Mike Bennison left the meeting

68/15. To receive and consider the adoption of the risk assessment Policy.

The Clerk circulated an updated risk management policy prior to meeting.

It was **unanimously** agreed to adopt the updated risk management policy.

AP55 Clerk to make Risk Management Policy web accessible and upload to site.

69/16. To receive and consider the adoption of a Covid-19 Lock Down Parish Council Plan.

SALC have advised all Parish Councils to have a Covid-19 lock down plan should a national or local lock down, due to Covid-19, occur. The Clerk circulated the proposed Covid-19 Lock down plan to Cllrs ahead of the meeting.

It was **unanimously** agreed to adopt the Covid-19 Lock Down Parish Council Plan

70/17. To receive and consider the adoption of a Website Accessibility Statement.

The Clerk circulated a Web Accessibility survey and Website Accessibility statement to Cllrs prior to the meeting.

To ensure CPC adhere to the Public Sector Bodies (Websites and Mobile applications) (No. 2) Accessibility Regulations 2018 the Clerk carried out a web accessibility survey on the 9th September as per the Government's Basic Accessibility Check (22 August 2019). The results have been circulated to Cllrs ahead of this meeting. The Clerk is working with E-Mango, our website provider, to fix minor issues ahead of the 23rd September when our Website Accessibility statement is required to be published on our website citing any issues with meeting the International WCAG 2.1 AA standard regulations and what plans there are to fix them.

2 issues which will not be fixed ahead of this deadline and are as such highlighted as being known problem areas on the Website Accessibility Statement are as follows: -

- Some pdfs from Sept 2018 require updated formatting to ensure they are fully accessible. Those before Sept 2018 are exempt. All PDFs should be run through Microsoft Accessibility Software before publishing.
- Keyboard navigation is currently not operational on our website. E-mango are working on a fix. Expected by Feb 2021. They have confirmed no additional cost.

It was **unanimously** agreed to adopt the Website Accessibility Statement.

AP56 Clerk to ensure each pdf published on the site going forth meets the regulations. Clerk to work through remit & policy documents to ensure they meet regulations over the next few months as a priority. Any historical agenda and minutes between Sept 2018 and Sept 2020 to be sense checked with Microsoft Accessibility software over the next 6 months as and when the Clerk can allocate time.

AP57 Cllr Sugden to check that Courier pdfs published on the site adhere to the standards. If not and a fix is not possible the Clerk will add text to the website accessibility statement directing people to contact her for a physical copy is required.

AP58 Clerk to ask Emango why the Keyboard fix is going to take so long.

AP59 Clerk to get Website Accessibility statement uploaded on the website by the 23rd September.

71/18. To receive and agree the Defibrillator Annual Service agreement

Clerk circulated the proposed annual service agreement with AED for the Defibrillator located at the Hare and Hounds pub ahead of the meeting. It is to include a full service inspection by a service engineer during the 12 month contract. It was noted that costs for replacement of parts outside of the manufacturer guarantee are not included in the price. Price is £119 ex VAT.

It was **unanimously** agreed to proceed with the Annual Service Agreement for the Defibrillator.

AP60 Clerk to check the length of the parts guarantee.

72/19. To discuss arrangements for Remembrance Sunday, 8th November.

At present there has been no decision by the Scouts or the Holy Trinity Church on what will happen on Remembrance Sunday given the current Covid-19 restrictions.

AP61 Clerk and Cllr Sugden to get update from Scouts and Holy Trinity Church on their plans.

AP62 Clerk to check position on Security contract for road closures.

73/20. To receive the report from the Planning Committee and decide any action arising.

National Planning & CPC's response was the main update. To be covered under item 21.

74/21. To agree the process for the Council assessing, agreeing and submitting its responses to the three current National Planning Policy Consultations underway, that close on 1st, 29th and 30th of October respectively.

The Chairman circulated a proposed plan of response from the CPC to the 3 government consultations on planning reforms. Consultation 1 is 'The Changes to the Current Planning System' comprising of 35 questions. Submission must be in by the 1st October 2020. Consultation 2 is 'Planning for the Future' comprising of 26 questions. Submission must be in by the 29th October. Consultation 3 is 'Transparency and Competition: A call for evidence on data on land control' comprising of 26 questions. Submission must be in by the 30th October.

It was **unanimously** agreed to adopt the proposed plan of response by the Chairman to all 3 consultations including the authorisation of the Planning Committee Chair and Chairman of the Council to agree the final response for submission for Consultation 1 and for the Planning Committee on the 8/10 to determine the final draft response and process for submission for Consultations 2 & 3.

AP63 Chairman to circulate planning consultant input to Planning Committee 18/9.

AP64 Planning Chair and Chair of Council to review first draft and planning consultant input and provide proposed final draft response to Consultation 1 to Councillors by 24/9 for comments by 28/9 to be sent via the Clerk.

AP65 Planning Committee Chair and Chair of the Council to agree the final response to Consultation 1 and send to Clerk by the 30/9 so Clerk can submit on the 1st October.

AP66 Chair to write a letter for the Clerk to send on behalf of CPC, to our MP & the Secretary of State of Housing, expressing strong concern on the consultations and the increased threat to our Green Belt.

AP67 Chairman to circulate via the Clerk a first draft response to Cllrs of Consultation 2 by the 30/9 for comments by 2/10 to be sent via the Clerk.

AP68 Chairman to circulate via the Clerk the response from the Cobham Green Belt Group.

AP69 Clerk to add sign off final draft response to Consultation 2 to the 8/10 Planning Committee agenda & for committee to decide if it wants CPCs to make a submission to Consultation 3 and the process.

AP70 Clerk to contact EBC and request whether they are responding and to see if CPC can see their submission.

21h30 Cllr Woodward & Cllr Rollings left the meeting

It was **unanimously** agreed that the Planning Committee at its meeting on 8th October will assess whether the Council needs to submit comments or representations on the Draft South London Waste Plan and its Sustainability Appraisal (closes 22nd October) and if so to provide comments for submission on behalf of the Council.

AP71 Clerk to add South London Waste Plan to Planning Committee agenda.

76/23. To receive the report from the Highways, Transport and Environment Committee and decide any action arising.

It was raised that a branch remains broken on Gordon Rd outside No 55.

AP72 Clerk to chase up with SCC.

77/24. To discuss renewal of the Highway Garden Site gardening contract and agree action.

The Clerk circulated the current contract with Paul's Gardening services up to the 31st October 2020 which included the full list of jobs he completes. The Chairman raised that CPC needs to go to tender every 3 years. It was agreed that the weeding of the Foley Rd/Coverts Rd triangle needed to be added into the annual contract. No other amends to the jobs list were raised by Cllrs.

AP73 Clerk to draw up tender process and circulate to Cllrs.

AP74 Clerk to pull together tender document to go out to potential suppliers.

AP75 Clerk to pull together a list of proposed suppliers.

78/25. To consider a Grant application from Claygate Youth Club for £500 towards a new mobile phone.

The grant application form was circulated to Cllrs ahead of the meeting.

It was **unanimously** agreed to award £500 from the Grant budget to Claygate Youth Club for a new mobile phone.

AP76 Clerk to action payment to Claygate Youth Club

79/26. To assess partnering with local businesses and EBC to provide outdoor shop awnings/coverings to protect residents and aid businesses during poor winter weather.

It has noted that some traders had raised concerns about the impact on their businesses when the cold and wet winter weather hits as numbers in shops are still restricted and customers are required to queue outside.

EBC Cllr Mary Marshall had notified the Chairman that there is a business improvement grant available that business owners can apply for individually.

AP77 Chairman to pass on the advice from Mary Marshall to traders and advise them that will need to lead the project themselves. The CPC is here to support if required.

80/27. To discuss the Surrey Fire and Rescue Service 'Making Surrey Safer Plan' and decide any action arising

It was noted that there seems to be confusion and conflicting information over what Surrey Fire and Rescue Service are saying with regards to the impact of the 'Making Surrey Safer Plans' and what some local groups believe is happening.

AP78 Cllr Lessor and Cllr Sugden to draft a letter on behalf of the CPC citing our concerns.

81/28. To discuss training courses for Clerk and Councillors and process for booking such courses.

It was noted that SSALC now have webinars up and running and the list of what's on offer is being constantly updated. Cllrs are to notify the Clerk if they want to attend a course and she will book and the council will pay for them. Cllrs need to review the website and training courses themselves.

82/29. To receive an update on Communications including the next issue of The Courier and agree action.

The Chairman confirmed that an 8 page Courier would go to print on the 12th October.

AP79 Chairman to circulate an outline to Cllrs. as soon as possible.

83/30. Matters for information purposes only.

Cllr Swift raised concerns over the extent of dog mess in Claygate.

AP80 CPC to write to EBC Cllrs on the subject and add to HT&E minutes.

Clerk and one member of the public left the meeting at 21h58.

84/31. Motion to exclude the Press and Public to discuss staffing matters in confidence.

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| A motion was unanimously agreed. |
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85/32. Staffing matters in confidence.

The Chairman informed Cllrs that the National Joint Council for Local Government Services (NJC) has agreed new pay scales for 2020/21 to be implemented from the 1st April 2020. Accordingly the Clerk's salary will increase by 2.75% and this will be back dated to April 2020. The NJC has also agreed that from the 1st April 2020 minimum annual leave will increase from 21 to 22 days for employees with less than 5 years' service. Cllrs noted the above agreement.

AP81 Chairman to inform the Clerk.

AP82 Clerk to action changes.

Meeting ended at 22h00

**To confirm that the next meeting of the Claygate Parish Council is planned to be held on
Thursday 19th November 2020 at 7.30 pm**

Website: www.claygateparishcouncil.gov.uk