

DRAFT
Minutes of the Meeting of the Parish Council
held on Thursday 18th July 2019
at 7.30 pm in the Small Village Hall

Present: **Chairman:** Mark Sugden
 Councillors: Jo Collon, Anthony Marques, Brian Rawson, Janet Swift, Xingang Wang,
 and Michelle Woodward.

In attendance: Parish Clerk & RFO: Shirley Round
 5 Members of the public:

Question from a member of public: The revised Neighbourhood Watch leaflet is due for publication. When will this leaflet be available for distribution?

The Chairman promised to be in touch to review the final wording and arrange printing and distribution to those residents who have expressed interest in becoming Street Co-ordinators.

39/1 To accept apologies for absence

Apology received from Cllr Geoff Herbert who is on holiday.

40/2. To receive declarations of interest in items on the agenda

There were no disclosures of interest in items on the agenda. The Chairman added that he now Vice Chairman of the Claygate Flower Show Committee.

41/3 To elect new co-opted members of the Council following the Election in May 2019.

Nick Jefferies was seeking co-option onto the Council and his resume had been circulated to the Council prior to the meeting.

The Chairman proposed that he be elected to the Council. This was **unanimously agreed**.

*The Chairman requested a Motion under Standing Order 1 d), e) and f) to allow Gary Ernest, Treasurer of 1st Claygate Scouts and Hugh Gostling, Group Scout Leader to present an application for Community Infrastructure Levy funding. This was **agreed unanimously**.*

55/17 To consider a Community Infrastructure Levy grant request from 1st Claygate Scout Association for up to £18,000 towards the completion of the HQ extension.

Gary Ernest and Hugh Gostling presented their funding application to the Councillors. This application for £18,000 is in addition to the grant of £20,000 (comprising £8,000 CIL and £12,000 from General Reserves) in 2017.

Total funds of £350,000 had been raised by 1st Claygate Scouts by February 2019. This figure was based on the expected total cost of the project provided by a quantity surveyor. However, on putting the work out to tender this figure proved to be too low. Quotations of between £360,000 and £380,000 plus VAT had been received. Additional funds had been raised in the ensuing period. An additional £18,000 would enable the project to be completed this summer without resorting to borrowing.

After due consideration the Council agreed to consider a total grant of £14,000 out of the £18,000 requested, funded by £9,000 from CIL and the remaining £5,000 from Reserves. This would enable the Parish Council to retain £30,000 in the CIL Earmarked Reserves.

It was **unanimously agreed** to approve a grant of £14,000 to the 1st Claygate Scouts, £9,000 from the Community Infrastructure Levy held by the Parish Council and £5,000 from Parish Council Reserves.

The Chair noted that EBC Local Spending Boards meet once per year. CPC allows CIL applications to come to all full Council meetings (6 per year). However, to ensure a broad use of CIL funds across the community, CPC may wish to amend its policy. The potential change would be that an organization that

has received CIL funds cannot apply again until twelve months has passed since the previous award. This change will be placed on the agenda for discussion at the next Council meeting. **AP18**

42/4. To confirm the minutes of the Parish Council meeting held on 16th May 2019.

The minutes of the meeting on 16th May 2019 had been circulated, were approved and signed by the Chairman.

43/5 To report on the actioning of items from previous minutes and decide any action arising.

- AP1 Electoral Services notified of resignation of Gavin Wilson DONE
- AP2 Chairman's declaration of acceptance sent to Monitoring Officer. DONE
- AP3 Review of Financial Regulations DONE
- AP4 2019 H & T and Environment dates combined and circulated. DONE
- AP5 Remits reviewed by Committees. DONE
Combined HT&E Remit had been circulated to Councillors for review at their September meeting.
- AP6 Neighbourhood Watch leaflet. OUTSTANDING
- AP7 Fixed Asset inspection by Clerk & Cllr Collon. DONE
- AP8 Revised Standing Orders. OUTSTANDING
- AP9 Revised Financial Regulations. Awaiting Chairman's review. OUTSTANDING
- AP10 Code of Conduct sent to EBC. No changes. DONE
- AP11 New cheque signatories. DONE
- AP12 Progress Electronic Banking. OUTSTANDING
- AP13 Clerk to become Service Administrator on Unity Trust Bank. DONE
- AP14 Community Cup winners notified. DONE
- AP15 Flower Show displays updated. DONE
- AP16 Flower Show timetable circulated. DONE
- AP17 Defibrillator needs to be ordered using Clerk's personal credit card because the item is ordered from overseas. CONFIRMED

44/6 To receive the Chairman's Report

The Chairman reported he had met with the Clerk on a regular basis for the purpose of discussing Council business. He had attended the Flower Show with other Councillors, the Village Meeting and had had many conversations with the Elmbridge Neighbourhood Watch Co-ordinator John Haberfield.

He had been saddened by the recent death of Ken Huddart, a member of the Council since it's inception. Together with other Councillors he had attended the thanksgiving service. The Clerk had written to his family on behalf of the Council.

The draft Local Plan and the impact on the Village will be discussed later in the meeting.

45/7. To receive the Clerk's Report.

The full report had been circulated to all Councillors and is kept on record. The Councillors were requested to note the following:

- 45.1 There has been an increase of 2.5% in hall hire charges effective from September 2019.
- 45.2 The AGAR (Annual Accounts for the year ended 31st March 2019) has been sent to PKF Littlejohn, external auditors
- 45.3 An amendment to our submission has been requested by PKF Littlejohn which has been done by the internal auditor. The amendment has been emailed to PKF and circulated to all Councillors.
- 45.4 The period of Residents' Inspection of the Accounts runs from 1st July to 9th August and has been advertised.
- 45.5 The defibrillator will be ordered early next week.

46/8. To receive the finance report including expenditure for the balance of the year.

46.1 Bank reconciliations and statement balances from the beginning of the financial year through to 30th June have been prepared and signed by the Chairman. The Council noted the Unity Trust account cash book balance of £135,029 has been reconciled by the Clerk and reviewed by the Chairman.

46.2 Cash book (1) Unity Trust **Payments** report from 30/4/2019 to 28/6/2019 shows all transactions during the period including payment of Grants to Claygate GirlGuiding £320 and Esher & Claygate Car Service £500 both approved at the May Council meeting.

Also includes Office 365 annual subscription (for email addresses and set up) £324 and £260 to spray the oak trees on the Meadow Road Green against Oak Processionary Moth.

Total payments for this period amounts to £6,682.19 (including VAT). **Appendix A**

It was **unanimously agreed** all payments made from 30th April to 28th June and the Balance Sheet as at 30th June be approved.

46.3 During the same period a VAT refund of £1,609.90 for the period 1st October 2018 to 30th April 2019 was received.

46.4 The balance sheet as at 28th June 2019 shows current assets of £135,029; represented by General Reserves £48,061, and Earmarked Reserves of £86,968. **Appendix B**

46.5 The first half payment of the precept and EBC grant was received on the 22nd May..

46.6 The Cambridge Building Society balance is £85,841.

46.7 It is noted there are no significant variances budget -v- actual to date.

47/9 **To determine membership of the Finance Working Party and confirm terms of reference.**

The Chairman requested Councillors to consider membership of the working party. In addition to the Chairman, Cllrs Rawson and Collon volunteered. He asked any other Councillors interested in the working party to contact the Clerk.

48/10 **To consider the adoption of the revised Financial Regulations (in line with NALC model 2019).**

It was agreed the draft revised Financial Regulations, prepared by the Clerk, should be considered at the first meeting of the Finance Working Party. The Clerk will circulate the revised draft, together with her notes, to the members of the working party. **AP19**

49/11 **To confirm meeting with EBC regarding the Local Plan Review – 30th July 10am at the Civic Centre**

The draft Local Plan Review consultation document had been posted on the EBC website on the day of the Council meeting and only a cursory inspection had been possible. There were 5 options, 3 of which included utilisation of Green Belt around Claygate. Prior to the meeting with EBC on the 30th July the Clerk will email queries expressed by the Council with the hope of answers before or at the meeting. In addition the location of assessments undertaken following the previous consultation in 2016 are sought from EBC. **AP20**

The Chairman thought that professional Planning advice, especially relating to Green Belt issues, may be required to formulate the Parish Council's response. An extraordinary meeting will be required in order to agree funding.

50/12 **Confirm arrangements for direct debits/standing orders 2019/20 to Vodafone, TalkTalk Business, Information Commissioners' Office and Castlewater.**

It was agreed that payments to these companies are in accordance with the agreements drawn up and are confirmed by the Councillors. Approval to pay these items are signed by 2 Councillors in accordance with the Financial Regulations 6.6.

51/13 **To consider arrangements for Remembrance Sunday, 10th November, and expenditure up to £500 to pay for SFM Ltd to provide accredited traffic marshalls to oversee the Parade.**

It was unanimously agreed to accept the SFM quote dated 4th March 2019 for £426

52/14 **To receive the report of the Planning Committee**

In the absence of Cllr Herbert, Chairman of Planning, Cllr Sugden reported regular committee meetings had taken place as per the pre-set timetable, the agenda and Minutes posted on the website and noticeboards and circulated to all Councillors.

53/15 **Highways Transportation & Environment Committee**

The first meeting of the combined Highways & Transportation and Environment & Leisure Committees (HT&E) met on 13th June. The agenda and minutes were circulated and placed on the website. The draft Remit will be considered at their September meeting.

54/16 **To consider articles for Courier, and confirm delivery from mid-August by a distribution company**

Due to shortage of time between the Annual Meeting in May and the pre-set deadline for Courier articles it had not been possible for the Communications working party to meet formally.

Articles had been identified. The copy date is 21st July, Design by 31st July, Checking 1st – 3rd August, Print 5th August and Distribution 12th August. These dates are approximate but it is hoped to keep as close as possible to this timetable. It will depend on articles being submitted on time.

The distribution of a leaflet explaining the options presented by the Local Plan would also be required, to be delivered by volunteers. **AP21**

The Council acknowledge that they needed expertise in setting up Twitter and Face Book and other social media sites. The Chairman agreed to investigate the possibility of finding someone locally to help.
AP22

56/18 To consider a Grant Application from the Claygate Youth Club Association for up to £500 towards the installation of CCTV cameras and monitoring equipment at the Old School Building in Elm Road.

The provision of CCTV is requested in order to deter vandalism and anti-social behaviour. In addition the system will monitor the perimeter of the building to provide safeguarding of their people especially if they are in a 1 to 1 situation with adult volunteers.

£250 has been raised from private donations and a grant application made to the Surrey Community Safety Fund. The total cost of the project is £1,686.

The Parish Council unanimously agreed to approve the Grant of £500, partially from the Youth Budget and the remainder from the Other Grants budget.
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57/19 Matters for information purposes only.

i) Emissions: it was agreed to add a request in Courier that people waiting outside the Station to collect commuters should turn off their engines.

58/20. Date of next meeting

The next meeting of the Claygate Parish Council will be held on Thursday 19th September 2019, at 7.30 pm, in the Small Village Hall.

Meeting closed at 9.15pm

Signed:

Dated:

Unity Trust

Payments made between 30/04/2019 and 28/06/2019

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>
04/05/2019	Claygate Village Hall Assoc.	300621	110.66			1106	101	110.66	Hall hire (April)
29/05/2019	TalkTalk	DD	31.80		5.30	1110	101	26.50	Telephone & Broadband May
29/05/2019	Vodafone	DD	30.74		5.12	1110	101	25.62	Mobile May
05/06/2019	E-Mango	300622	30.00		5.00	6102	601	25.00	Accessability Regulations
05/06/2019	E-Mango	300623	60.00		10.00	6102	601	50.00	Website support
05/06/2019	Paul Garden Services	300624	575.00			3102	301	575.00	HGS maintenance April
05/06/2019	RBS Software	300625	789.72		131.62	1130	101	658.10	Year end closedown
05/06/2019	Bill Chilcott	300626	195.84			3101	301	195.84	Clean Up Day expenses
05/06/2019	Holy Trinity Church	300627	85.25			1106	101	85.25	Hall hire 16/5 & 21/5
05/06/2019	Advanced Tree Services Ltd	300628	312.00		52.00	3104	301	260.00	OPM spray Meadow Rd Green
05/06/2019	RBS Software	300629	145.20		24.20	1120	101	121.00	Alpha Software Maintenance
05/06/2019	Shirley Round	300630	903.53			1101	101	903.53	Clerk's salary May
05/06/2019	HMR & C	300631	258.76			1101	101	258.76	Tax & NI May
05/06/2019	Claygate Village Hall Assoc.	300632	118.56			1106	101	118.56	Hall Hire May
05/06/2019	Surrey ALC	300633	34.00			1120	101	34.00	LCR magazine subscription
08/06/2019	Microsoft	300634	410.80		64.80	1120	101	324.00	Office365 m/bership
						1105	101	22.00	Stationery
13/06/2019	Mark Sugden	300635	33.04			1130	101	33.04	Village meeting refreshments
13/06/2019	Paul Garden Services	300636	575.00			3102	301	575.00	HGS Maintenance May
14/06/2019	Esher & Claygate Car Service	300637	500.00			1306	103	500.00	Grant payment
14/06/2019	Claygate Girlguiding	300638	320.00			1302	103	320.00	Grant payment
28/06/2019	Shirley Round	300639	903.53			1101	101	903.53	Clerk's salary June
28/06/2019	HMR & C	300640	258.76			1101	101	258.76	Tax & NI June
Total Payments:			6,682.19	0.00	298.04			6,384.15	

31st March 2019

31st March 2020

31st March 2019		31st March 2020	
Current Assets			
1,623	VAT Control A/c	345	
64	Petty Cash	64	
85,841	Cambridge	85,841	
29,621	Unity Trust	48,779	
<u>117,149</u>		<u>135,029</u>	
117,149	Total Assets	135,029	
Current Liabilities			
<u>0</u>		<u>0</u>	
117,149	Total Assets Less Current Liabilities	135,029	
Represented By			
30,181	General Reserves	48,061	
8,000	EMR Election Fund	8,000	
1,554	EMR Planning Project Enquiry	1,554	
26,147	EMR CIL 17/18	26,147	
11,267	EMR CIL 18/19	11,267	
40,000	ERM Claygate School Pool	40,000	
<u>117,149</u>		<u>135,029</u>	

The above statement represents fairly the financial position of the authority as at 30th June 2019 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____