



DRAFT
Minutes of the Parish Council Meeting
held on Thursday 12th March 2020
at 7.30 pm in the Small Village Hall, Claygate Village Hall

Present: **Chairman:** Mark Sugden
 Councillors: Geoff Herbert, Anthony Marques, Brian Rawson,
 Janet Swift, Xingang Wang confirmed late attendance.

In attendance: Parish Clerk & RFO Sally Harman and 11 members of the public

135/1 To accept apologies for absence

Apology received from Michelle Woodward. Josette Lesser and Jo Collen with reason.
Nick Jefferies absent.

136/2 To receive declarations of interest in items on the agenda

There were no declarations of interest in items on the agenda.

The Chairman requested a Motion under Standing Order, Rules of Debate 1 a) to move to item 9 followed by item 13, 14, 15,16 & 17. The meeting would then revert to the original order. This was agreed unanimously.

143/9 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 council noted total cash book balances as at 29th February of £118,344
2. Cash book (1) Unity Trust Payments report from 1st January to 29th February 2020 shows all transactions during the period including payments to EBC of £2784 for Hanging Baskets and troughs. Total payments for this period amount to £7620.99. Appendix 2

It was unanimously agreed all payments made in this period and the Balance Sheet as at 29 th February be approved.

3. The balance sheet as at 29th February shows current assets of £118,344; represented by General Reserves £42,079 and Earmarked Reserves of £76,264. Appendix 1
4. The Cambridge Building Society balance remains unchanged at £85,841. We have received an interest payment of £601.69 but this is yet to show in the accounts.
5. Variances budget -v- actual to date. Overall income is up 109.3% to budget driven by a HGS Grant from EBC of £4037 which is not included in the budget. Costs are coming in just under budget at 99.5% however there are a few areas of overspend at category level represented as follows:
Other Grants – Overspend £2,820 includes payment of £14,000 to Claygate Scouts (£9,000 from CIL and the remaining £5,000 from Other Grants)
Footpath – Overspend £896. Improvement to BW34 in conjunction with SCC and British Horse Society.
Despite this the Highways budget is underspent by £3855.
Election Costs - £150 nominal charge from EBC. Paid from Election Cost Earmark Reserve.

The chairman noted that there was no money left in the Grant budget this financial year. March expenditure would reduce general reserves to circa £35,000. Non-earmarked CIL monies were £29,371.19 and we did not know at this stage if we would be receiving any further CIL from the council for the 6 months ending March 2020. **AP 46** Clerk to contact EBC and get update on CIL from EBC start of April 2020 for the period Oct 2019-March 2020.

147/13 To provide an update on the EBC Local Plan and agree next steps.

19h45 Cllr Wang arrived

The submission for the second consultation 'Creating our vision, objectives and the direct for development management policies 2020' was submitted by the Clerk on the 8th March 2020. The next stages of the Local plan process are detailed on the EBC website but the main stages are as follow:- March to August 2020 EBC to consider feedback; Sep-Oct 2020 draft plan issued and representation period; December EBC submits draft plan to planning inspector; Spring 2021 examination in public and those who have given representations are given the opportunity to make their case; Autumn 2021 planned adoption of new local plan. Councillors noted that they may decide to employ further specialist planning support on how to respond to Sept-Oct 2020 draft plan representation and 2021 examination in public.

The Chairman noted that he is also working with Cobham Green Belt organisation, Long Ditton & Hinchley Wood Resident Association and the Esher Resident Associations in this Local Plan process.

148/14 To discuss a Parish Council Submission to the Surrey County Council consultation on its Universal Youth offer and agree next steps.

Following the chairman's attendance at the drop-in meeting held by SCC on the 3rd February 2020 at the Youth Club, Elm Road, the Chairman has submitted a letter of support to SCC on behalf of the Parish Council in support of the Youth Club, Elm Road being used as a Youth and Community hub.

The current youth club buildings will require significant financial investment to get them up to standard. The Youth club have submitted a Vision proposal to SCC on what they would like to achieve in the future.

It was agreed that the Council will submit a separate submission to the SCC consultation by the end of April. **AP 47** Chairman to draft a response for approval and submission by the Clerk.

149/15 To consider a grant application from the CRGT for £3000 towards the cost of adding 2 awnings to the front of the new clubhouse.

Helen Maguire (Chairman of the CRGT) addressed the council on behalf of the CRGT. Upon hearing the financial update given by the Chairman earlier in the meeting Mrs Maguire explained that she was not aware that the CPC budgets weren't enough to fulfill the 2 Grant applications. She suggested that the CRGT could delay the application until the CPC were clearer on the financial situation later in the year. She explained that the external landscape garden was first proposed in 2015 before the fire that burnt down the previous clubhouse which meant that the project was then postponed. It was based on feedback from the community that they wanted a family garden that was accessible to all with ample seating.

The councillors took note that the total cost of the Cricket Pavilion rebuild allowed by EBC was £880k and that the £130k for external landscaping was on top. They were informed that the landscaping costs were largely due to the requirements of planting trees by hand, a significant amount of hard paving area and the requirement for the whole project to meet the stringent public liability requirements of council land. At this time the CRGT have submitted a planning application extension of time request regarding the external landscaping submission (2019/0589). The CRGT confirmed that they were right at the start of the process for this external fundraising application and that the first conversation to get funding support was with the CPC.

The councillors took note that there was no money left in the Grant budget this financial year and any such support for the grant applications would have to come from the general reserves.

The request for £3000 towards this application was proposed by Cllr Marques. There was no seconder, so the application was **not approved**.

150/16 To consider a grant application from the CRGT for an amount at the discretion of Parish Council towards its planned external landscaping project.

It was **agreed** by a majority decision that a grant of £500 be awarded to the CRGT.

AP48 Clerk to arrange payment to CRGT.

151/17 To consider a CIL application from the CRGT for £30,000 towards its planned external landscaping project.

£30k, £20k and £15k were all separately proposed by Cllr Marques but none were seconded so the application was **not approved**.

20h10 Helen Maguire and 5 members of the public left the meeting.

137/3 To report on actioning of items from the Parish Council meeting held on 16th January 2020 and previous minutes and agree any further action.

AP22 Twitter and Facebook page required – **AP 49** Clerk to add Social Media strategy to July PC meeting agenda

AP24 Adoption of revised Standing Orders – **DONE**

AP28 Communications working Party - **To be covered under Item 12 on Agenda.**

AP29 20mph Hare Lane Meeting was to take place between Borough Councillors, County Councillors & Chairmen --**Outstanding**

AP30 Impact Assessment – **DONE**

AP35 Memory of Ken Huddart - MS proposed new Claygate Village Sign on the Green in memory of Ken. Cllrs supported the proposed. **AP 50** MS to liaise with CVA on next steps.

AP36 Fireworks outside Averno - Clerk contacted legal department. Response from EBC legal department that there is no formal policy but the Green is owned by EBC. MS went into Averno and spoke with them to request they seek EBC permission in the future – **DONE**

AP37 Clerk to notify Head of Finance regarding pre-cept. **DONE**

AP38 Standing orders 2018 circulated and loaded on to website by Clerk. **DONE**

AP39 Amended version of guidance notes for booking and holding public meetings circulated and in Clerk's reference folder. **DONE**

AP40 Extraordinary Meeting held 26th Feb & Local Plan Submission discussed **DONE**

AP41 Confirm Esher Telegraph Exchange referred to is Hare Lane **DONE**

AP42 Clean Up Date confirmed with Scouts as being 25th April **DONE**

AP43 Clerk to contact Tim Wilson on design of Courier **DONE**

AP 44 Future Responsibility for Courier – To be covered under Item 12 on agenda

AP45 Confirm Sgt Greg Turner to attend Village meeting 19th March **DONE**

138/4 To confirm the minutes of the Extraordinary Parish Council Meeting held on the 26th February 2020.

The minutes of the meeting on the 26th February 2020 have been circulated, were approved and signed by the Chairman.

139/5 To report on actioning of items from the Extraordinary meeting and agree any further action.

AP 51 Add a resolution to next PC meeting 132/5 to sign new clerk contract.

140/6 To receive the Chairman's report and decide any action arising.

The Chairman reported he had been working on the Local plan submission on behalf of the council and this was uploaded by the Clerk on the 8th March 2020.

He confirmed that he had managed to organise lots of volunteers for the Courier delivery and they had successfully delivered the latest edition to 90% of the village.

On the 11th March 2020 he attended the Telegraph lane resident gathering for the press to voice concerns over Green Belt protection.

The Chairman noted that he had submitted a letter on behalf of CPC in support of the local Youth Club Vision to SCC.

141/7 To introduce the new Parish Clerk & RFO and receive their report and decide any action arising.

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

- The New Clerk confirmed she would be based at the village hall every Thursday between 12h30 and 14h30.
- Cllrs should monitor the latest Coronavirus situation via the links sent from SSALC on the 3rd March 2020.
- The broken railing on Hare Lane outside of the Foley had been reported to EBC. **AP 52** MS to see if he can expediate.
- 133/17 Torrington Close CIL application had been withdrawn.
- Various members of the public had raised concerns over parking contraventions in front of the Co-op. The Clerk had raised the issue with EBC with the support of Mary Marshall and patrols had been increased in the area.
- The EBC local plan Submission on behalf of the Parish Council went in on the 8th March 2020.

142/8 To consider the latest advice from SSALC regarding Coronavirus (Covid-19) and agree any further action.

SSALC have advised that the Parish Council cannot hold virtual meetings. Councillors must be present and voting and the meetings can only make decisions if it is quorate. SSALC have confirmed that the Annual Village Meeting is not deemed a critical meeting at this time. The annual village meeting could be called by 6 electors at any time during the year. **AP 53** Clerk to seek further advice from SSALC on what would happen if the CPC chose to cancel a council meeting.

The Councillors took note that SSALC, EBC and SCC advice is being monitored. Cllrs should monitor the links circulated by the Clerk from SSALC. **AP 54** Cllrs to monitor the advice on the links provided.

The Chairman requested a Motion under Standing Order, Rules of Debate 1 a) to move to item 18. This was agreed unanimously.

152/18 To discuss the Annual Village Meeting on the 19th March 2020 and agree any necessary actions.

It was unanimously agreed to postpone the Annual Village Meeting. Future Date TBC.

AP 55 Clerk to notify Sgt Greg Turner the speaker, update CPC website and boards.

144/10 To note the minutes of the Planning Committee and agree any necessary action.

The minutes of the Planning Meeting held on the 26th February 2020 have been circulated to the Councillors. The next meeting will be held on the 26th March 2020.

Cllr Herbert confirmed that he had clarified the positioning of the shed at 44a Roundway which had been deemed to have no planning approval to Simon Luke at EBC.

145/11 To note the minutes of the Highways, Transportation & Environment Committee and agree any action.

The minutes of the HT&E meeting held on the 6th February 2020 have been circulated to the Councillors. The next meeting will be held on the 2nd April 2020.

146/12 Communication, specifically Courier, and agree any necessary actions.

The next edition of the courier is planned to be delivered at the end of May/Early June so to feature the summer events. **AP 56** MS to draft timeline of courier & circulate.

Councillors were told that they need to provide articles to the Chairman, one from the planning committee and one from the HT&E committee. **AP 57** Chairman of the Planning (Cllr Herbert) and HT&E committees (Cllr Rawson) to ensure MS receives articles from each of their committees.

153/19 To discuss the Claygate Clean Up day on 25th April 2020 and agree necessary actions.

It was unanimously agreed to postpone the Claygate Clean Up Dy until later in the year. Date TBC.

AP 58 Clerk to update website. **AP 59** MS to notify Scouts.

154/20 To discuss the Annual Flower and Village Show on the 11th July 2020 and agree any necessary actions.

Cllrs noted that the CPC would have a stand at this event. **AP 60** Clerk to confirm that CPC will have a stall at the Claygate Flower and Village Show.

155/21 To discuss moving the next Annual Meeting of the Claygate Parish Council to Monday 11th May 2020.

It was unanimously agreed to move the date of the next Parish Council meeting to the 11th May 2020.

AP 61 Clerk to update website and village hall on new CPC Meeting date.

156/22 Matters for Information purposes only

There were none.

Date of next meeting

The next meeting of the Claygate Parish Council will be held on the 11th May 2020 at 7.30pm in the Small Village Hall.

Meeting closed at 20h40 pm

Signed:

Dated:

Appendix 1 Balance Sheet as at 29th February 2020.

05/03/2020

Claygate Parish Council

12:41

Balance Sheet as at 29th February

31st March 2019

31st March 2020

		Current Assets	
1,623		VAT Control A/c	1,724
64		Petty Cash	64
85,841		Cambridge	85,841
29,621		Unity Trust	30,715
<u>117,149</u>			<u>118,344</u>
	117,149	Total Assets	118,344
Current Liabilities			
<u>0</u>			<u>0</u>
	117,149	Total Assets Less Current Liabilities	118,344
Represented By			
30,181	General Reserves		42,079
8,000	EMR Election Fund		7,850
1,554	EMR Planning Project Enquiry		0
26,147	EMR CIL 17/18		17,147
11,267	EMR CIL 18/19		11,267
40,000	ERM Claygate School Pool		40,000
<u>117,149</u>			<u>118,344</u>

The above statement represents fairly the financial position of the authority as at 29th February and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible
Financial

Appendix 2 Cashbook Payments between 01/01/2020 and 29/02/2020 Unity Trust

Date: 05/03/2020		Claygate Parish Council				Page 1			
Time: 12:59		Cashbook 1				User: SR			
		Unity Trust							
Payments made between 01/01/2020 and 29/02/2020									
Nominal Ledger Analysis									
Date	Payee Name	Reference	E Total Amnt	E Creditors	E VAT	A/c	Centre	E Amount	Transaction Details
08/01/2020	Microsoft	BACS	67.78		11.30	1139	101	56.48	On line services x 2 mths.
08/01/2020	Microsoft	BACS	-0.10		-0.02	1139	101	-0.08	On line Serv x2months corr
09/01/2020	Caroline Cartwright	BACS	16.19			3104	301	16.19	HGS bulbs
10/01/2020	Paul Garden Services	BACS	575.00			3102	301	575.00	HGS Maintenance December
10/01/2020	Lloyds Bank	DD	3.00			1132	101	3.00	Corporate card monthly fee
22/01/2020	EBC	BACS	150.00			1138	101	150.00	Election costs 2020
						325		-150.00	Election costs 2020
						6000	101	150.00	Election costs 2020
27/01/2020	HMR & C	300661	258.96			1101	101	258.96	Tax & NI Dec
27/01/2020	Shirley Round	BACS	903.53			1101	101	903.53	Clerk's salary December
28/01/2020	TalkTalk	DD	29.40		4.90	1110	101	24.50	Landline & broadband
29/01/2020	Vodafone	DD	30.74		5.12	1110	101	25.62	Mobile
06/02/2020	Paper Mountains	300662	42.00			1130	101	42.00	Security shredding
12/02/2020	Claygate Village Hall Assoc.	BACS	198.97			1106	101	88.97	Hall Hire January
						1120	101	10.00	Annual subscription
						1130	101	100.00	Storage
12/02/2020	Paul Garden Services	BACS	575.00			3102	301	575.00	HGS maintenance January
12/02/2020	EBC	BACS	2,784.00		464.00	3106	301	2,320.00	Hanging baskets & troughs
13/02/2020	Lloyds Bank	DD	3.00			1132	101	3.00	Multipay card monthly fee
13/02/2020	E-Mango	DD	576.00		96.00	6102	601	480.00	Annual service charge
17/02/2020	Datacenta	BACS	118.80		19.80	6102	601	99.00	Backup service
17/02/2020	Surrey ALC	BACS	480.00		80.00	1130	101	400.00	Recruitment assistance
25/02/2020	Piranha PR	BACS	576.00		96.00	6101	601	480.00	Courier design
27/02/2020	Viking Direct	BACS	232.72		38.79	4102	401	193.93	Toner cartridges
Total Payments:			7,620.99	0.00	815.89			6,805.10	