

DRAFT
Minutes of the Claygate Parish Council Meeting
held on Thursday 23rd September 2021.
at 7.30 pm at the Village Hall.

Present: **Chairman:** Geoff Herbert
 Councillors: Michelle Woodward, Brian Rawson, Anthony Marques, Gil Bray, Mark Sugden, Janet Swift
 Co-opted Members: Will Harrison-Cripps
In attendance: **Parish Clerk & RFO:** Sally Harman and 1 member of the public

78/1. To accept apologies for absence

Cllr Lesser, Cllr Collon, Cllr Wang and Michael Collon sent their apologies in advance. Cllr Sugden noted that he would have to leave the meeting at 21h30.

79/2. 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. He noted that he had no pecuniary interest.

80/3. To confirm the minutes of the Extraordinary Parish Council meeting held on 26th July 2021.

The Clerk had received a few proposed amends from Cllr Bray in advance of the meeting:-

AP21-> ‘..circulate to Cllr’ to ‘...circulate to Cllrs’

AP27 -> delete the word ‘action’.

AP31 -> move the word ‘add’ in front of Queen’s Green canopy.

AP35 -> change ‘full Cllr’ to ‘full Council’.

68/9 -> add ‘s’ to ‘..public speaking documents.’

69/10 -> delete word ‘on’ in final sentence.

71/12 -> delete word ‘ over’ from sentence 17.

74/15 -> add word ‘local’ in front of government organisation.

Cllr Sugden noted that the word ‘Extraordinary’ was missing from the title of the minutes.

The minutes were approved with the above amends, signed by the Chairman, witnessed by the Clerk. Cllr Swift abstained from the vote citing that she wasn’t present at the meeting so couldn’t comment.

81/4. To report on the actioning of items from previous meetings

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

Quotes in for noticeboards. Clerk had had to put the search for an installer on hold due to workload. **IN PROGRESS**

AP60 Clerk to check the length of the parts guarantee on the Defibrillator. The defibrillator has a 5 year guarantee. Because of the short life-span on parts, these are not covered by guarantee. Someone should check the status indicator every day. Clerk to send formal letter to Hare and Hounds checking that they have the access code and that they are carrying out a daily check. Clerk to also check access and locations of other Claygate defibrillators and notify them of the EBC request to log their existence if they haven’t already done so. Hare and Hounds confirmed access to defib and daily check. Defib registered with South East Ambulances. CRGT confirmed theirs is registered and accessible. HTC confirmed their Defib isn’t registered and not accessible 24/7. Clerk directed them to the British Heart Foundation on whether they should register or not given theirs isn’t accessible all the time. **DONE**

AP101 Cllr Collon to arrange Staff Working Party meeting in liaison with Chair and Cllr Swift. Handed over to Cllr Wang as new Chair of Working Party. Meeting was held on the 4th August. **DONE**

AP125 Clerk to retrieve cup from prior recipient. Clerk to get cost of a smaller cup or plaque option that recipients could hold on to and bring costs to Cllrs at the next full council meeting. Proposal on how to proceed to be added to 8th July CPC meeting. **DONE**. Discussed under Item 18.

AP5 Chairman to congratulate the winner of Brian Rhodes Cup at the Village meeting on the 27th May. Cup presentation took place on 7th Sept at request of recipient. Congratulations went out on Facebook and website **DONE**

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. **IN PROGRESS**

AP12 Clerk to carry out a review of the CPC assets in Summer 2021 and update the Asset Register and send to the insurers. The updated asset register would be brought to the September CPC meeting. **DONE** Discussed under item 12.

AP13 Clerk to retender insurance and bring quotes to 23rd September meeting. **DONE** Discussed under item 10.

AP17 Cllr Sugden to bring amended proposal of Bullying & Harassment Policies, FOI act and Complaints Procedure to the 8th July CPC meeting. Bullying and Harassment not required to be amended as covered under new Code of Conduct policy. FOI to be reviewed by Clerk and brought to 23rd September CPC meeting. **DONE** Discussed under Item 15

AP20 Clerk to get 2022 dates loaded on to website and Facebook and notify the Village hall. Clerk to update Facebook. **IN PROGRESS**

AP25 Clerk to write letters to Ringo, SW Rail and Apcoa Parking regarding incorrect parking charges being given out at weekends at Station Car Park. South West Railways responded stating the relevant manager has checked and provided a copy of the sign in Claygate car park which clearly states that Saturday/Sunday is free, and they have also checked the back office system, which shows there is no charge on Saturday/Sunday. There is other signage that states "Open and Charging hours 24 hours a day – 7 days a week", but that is standard enforcement across car parks nationwide. If residents have received penalty charge notices those individuals should contact SW Railways directly so that they can investigate further. Ringo response - All the charges, timings and signage in a parking location is down to the car park operator. On this occasion they would ask you to contact South Western railways directly with regards to this matter. No response from Apcoa. **DONE**

AP28 Cllr Sugden to co-ordinate next June/July Courier. **REMOVE** Discussed under Item 21

AP29 Clerk to add agreement of on-going Courier delivery process and Cllr roles to create the publication to the CPC 8th July meeting. At 23rd September CPC meeting Courier process to be agreed. **DONE** Discussed under Item 21.

AP31 Clerk to add Queen's Green Canopy to next HT&E agenda for discussion. **DONE**

AP32 Clerk to contact EBC Cllrs to get an update on when the fountain on The Green will be fixed. EBC update:- The light is with our electrical contractor and they are currently trying to source a metal worker to weld the repair. Once this is completed we'll look to reinstate it. The power supply was cut and capped off so the cable may not now be long enough when we reinstate the fitting, but once it's repaired we'll be able to offer the fitting up and determine whether we can reconnect or if we'll need to replace the cable in the first instance. **ON-GOING**

AP35 Cllr Wang to organise SWP meeting and report back to full Council at 8th July CPC meeting. **DONE**

AP35a Cllr Bray to draft a holding statement to be discussed with the Planning Committee. Will happen when required. Process approved at 26th July CPC meeting. **DONE**

AP36 Michael Collon to draft a draft response to the Kingston Plan to be discussed with the Planning Committee on 12th August **DONE**

AP38 Cllr Herbert to draft letter of thanks to Co-op Manager. Clerk asked to write letter at 23rd September meeting and send to Chairman to submit to Co-op Manager and send copy to Co-op HQ. **IN PROGRESS**

AP39 Clerk to add Covid meeting protocol to 23rd September meeting. **DONE**

AP40 Clerk to update the Covid-19 Risk assessment to match what had been agreed in Item 5 on the agenda. **DONE**

AP41 Clerk to make amends to Standing Orders and update website. Clerk to determine how amendment 2 can be enacted and reflected in the FOI policy and bring to 23rd September meeting for approval. **DONE** Discussed under item 15

AP42 Clerk to make Code of Conduct amends to website. **DONE**

AP43 Clerk to update website with new Planning Remit and Planning Process and Public Speaking documents. **DONE**

AP45 Clerk to contact EBC Monitoring officer and seek advice for collecting the £54. Money has been paid. **DONE**

AP46 Clerk and Chairman to bring updated FOI policy to 23rd September CPC meeting which would include the clarification of the non-inclusion of transcripts and payments in advance. **DONE**
Discussed under item 15

AP47 Clerk to add Surrey Transport Plan 2022-2032 Consultation to HT&E agenda. **DONE**

AP48 Clerk to add Queen Platinum Jubilee to 23rd Sept Agenda. **DONE**

AP49 Chairman to ask other Claygate organisations whether they have any plans for Queens platinum Jubilee. Chairman has spoken to a couple of local organisations so far. **IN PROGRESS**

AP50 Cllr Wang to send out proposed meeting dates for Cllrs who are on staffing working party and aim to complete the meeting by 07 Aug. Cllr Wang to send Cllrs who are on staffing working party the Clerk's self-assessment and appraisal forms. Those Cllrs to send any feedback back to Cllr Wang only. It was confirmed that there are 7 Councillors who are on staffing working party: Cllr Wang, Cllr Collon, Cllr Lesser, Cllr Rawson, Cllr Sugden, Cllr Swift and Cllr Woodward. **DONE**

82/5. To agree the Covid-19 protocol for physical Parish Council meetings going forward.

The Clerk had circulated the latest Covid-19 Risk Assessment and September 2021 Covid Guidance documentation provided by Claygate Village Hall.

<p>It was agreed in a majority vote to make facemasks voluntary rather than mandatory at Council meetings and for the Clerk to amend the Covid-19 Risk Assessment as such. 1 Cllr voted against.</p>

AP51 Clerk to amend Covid-19 Risk assessment and publish on Website.

83/6. To receive the Chairman's report and decide any action arising.

The Chairman noted that he had spoken to Pippa Cramer at Holy Trinity Church and she confirmed she would like an article for the Courier to be included on the work they were doing at the Church. The Chairman noted that he has been speaking to various organisations about articles for the Courier. He noted that he had been informed that Clean Up day had missed a few areas.

84/7. To receive the report from the Parish Clerk and decide any action arising.

The Clerk had circulated her report ahead of the meeting (Appendix A) and that a number of other issues had arisen since the report had been circulated as follows. She had received an email from a resident of the Old Bank who had complained about anti-social behaviour and littering around the bench on the pavement outside. The Clerk, with review from the Chairman, had feedback to Carol Walker at SCC the history on the bench location namely the long deliberation of location by CPC and the decision in January 2021 to place it to the side of the Old Bank building so to minimize the impact for residents but to allow the bench to continue to serve the community being close to Co-op. EBC noted that the police have had one record of anti-social behavior in the past 12 months in March 2021, involving young people being noisy while waiting for taxis. The resident has been informed by SCC that the position of the bench was deliberated by all parties and for the wider community it is in the best location. She has referred him to report incidences to the police and littering to EBC. The resident has since responded to SCC, copying the Clerk in, noting he would like to make a formal complaint or a formal appeal. He would like to understand what information SCC can provide him with evidence to support their decision and that he will also take independent legal advice on the matter.

The Clerk finally noted she had attended the Surrey Local Clerk Association call on Tuesday 21st September. The main take out was that Carolyn Mackenzie (Head of Environment for SCC) had been on the call and presented the work she was doing with regards to the Green Futures Strategy for SCC. The Clerk informed her that CPC were struggling to get dead trees removed and new trees planted. Carolyn asked for examples to be sent to her. Cllr Sugden noted that trees were a complex issue as they were treated as assets and had on-going maintenance costs associated with them.

85/8. 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 31st AUGUST shows current assets less liabilities of £92,159; represented by General Reserves £58,305 and Earmarked Reserves of £33,854. We have £34 of costs outstanding on the credit card. (Appendix B)

2/ Cash book (1) Unity Trust Payments report from 1ST JULY to the 31ST AUGUST 2021 (Appendix C) shows all transactions during the period. Total payments for this period amount to £39,271.76 ex VAT. Main ex VAT costs outside of usual monthly expenditure was £35,000 for CPS Community Pool (CIL).

4/ Cashbook (2) Cambridge report from 1ST JULY to the 31ST AUGUST 2021 (Appendix C) shows all transactions during the period. Total payments for this period amount to £10,006 made up of £10,000 transfer to Unity Trust bank and £6 for the withdrawal fee.

3/ Cash book (3) Unity Credit Card shows all transactions from the 1ST JULY to 31ST AUGUST 2021 (Appendix C) amounting to £56.40 ex VAT. Only costs incurred were the usual monthly £28.20 for Microsoft Office 365 subscription.

4/ The expenditure review (appendix D) shows that the only area of overspend YTD is Other Grants at £52,500 versus £2,750 in the budget as any CIL & Grant payments are allocated against this code. If you remove the £47,500 EMR CIL transferred into this code actual over expenditure over budget would be £2,250. This overspend was agreed at the May meeting as part of the CRGT Family Garden & Pathway £5000 grant payment. Other codes to note are as follows:-

- Public projects is now at 100% v budget following £2,685 payment for Ken Huddart memorial bench.
- Misc. admin expenses is already at 92.1% and will no doubt go over during the course of the year due to Ink costs.
- Pension already at 97% 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.
- Note the requestor of a transcription of Planning Application (2020/1902 Land North of Dove Place) from the Planning meeting on the 3rd December 2020 has paid the outstanding £54 relating to this transcript. The Clerk sought advice from Mulberry & Co regarding addition of VAT on original invoice and EBC and misunderstood initial advice and added VAT. VAT element now refunded to resident under advice of Mulberry & Co. 1192 FOI request – Refund by requestor new receipt code has been set up following payment of £58 for transcript CPC actioned for a resident relating to a FOI request for which the resident said they would pay for. 4001 VAT refund code also set up as resident was reimbursed for VAT which was added in error. Note this is the first invoice the Clerk has ever had to action.

The Clerk asked Cllrs to note that there are funds in some budget codes which have not or hardly been touched as yet this year included Youth (£500), Communications (£6470), Highways (£2575), HGS Projects (£650), Planning documents (£4500). General Reserves are already at 112% of Precept.

Cllr Swift read out a VAT complaint letter she had sent to EBC asking whether a Senior Finance member could assist the CPC with VAT management due to recent experience she had had. She repeatedly stated that the Clerk had been copied in. The Clerk noted that she had never received such an email and could Cllr Swift please send it to her. The Clerk stated that CPC had only ever had to raise one invoice in its history and it was for the FOI transcript request which had been requested by a resident who was also a Councillor. The Clerk had sought the advice of Mulberry & Co regarding whether to include VAT or not and thought she had actioned correctly. She then sought further advise from her EBC Audit contact and Mulberry & Co and revised the invoice and refunded the VAT as advised. Cllr Bray stated twice during the exchange that Cllr Swift's email asking a Senior official at EBC to get involved was wholly disproportionate and the Clerk had already dealt with the situation competently. The Clerk noted, that despite only ever having had to raise one invoice and it was likely she would never have to action one again, that she will be attending a VAT update course with Mulberry and Co on 19th October. She asked Cllr Swift to again send her the compliant email.

AP52 Cllr Swift to send letter of complaint to the Clerk.

The Clerk finally noted that she had confirmed CPC's annual eligibility review for Financial Services Compensation Scheme to Unity, the compensation scheme for customers of UK banks, building societies and credit unions.

It was **agreed in a majority** vote that the Chairman could sign the financial reports. 1 Cllr abstained.

Cllr Sugden noted that approval of expenditure on the Christmas tree for The Green needed to be added to the next CPC agenda. The Clerk, with her RFO hat on, noted that £500 was already approved in the budget for the Christmas tree and that the Chairman and Clerk were authorised to approve any expenditures under £500 without having to bring to the full council if need be. She noted that last year's Christmas tree was around £300. As such no additional approval should be required and it was not needed to be added as an agenda item.

86/9. To discuss and agree the key strategic objectives for the Parish Council for 2022/23 ahead of the budget proposal.

The Clerk noted she was going to start work on the 22/23 budget to bring an initial view to 18th November CPC meeting. Committees will need to discuss and table their proposal for expenditure ahead of this date so the Clerk could incorporate any ideas into the figures. It was agreed that Cllrs should send any ideas or suggestions to the Clerk and Chairman by the 21st October if not Planning or HT&E committee related.

AP53 Cllrs to send ideas to the Clerk & Chairman by the 21st October.

AP54 Clerk to add budget to agenda's of next Planning Committee, HT&E committee & CPC meeting.

87/10. To review the Insurance quotes for the Council for November 2021- November 2024 and approve a provider.

The Clerk noted that the current insurance provider was Zurich at a cost of £422.07 and the contract finishes on the 19th November 2021. She had contacted her local Clerk network to get a list of providers other Parish Councils were using. She then sought 3 quotes from Zurich, BHIB and Came and Co. Zurich came in significantly cheaper at £425.64 for a 3 year undertaking.

It was **unanimously agreed** to award Zurich a 3 year contract from the 20th November 2021.

AP55 Clerk to instruct Zurich.

88/11. To review the Highway Garden Site (HGS) tender documents and agree any amends required.

The Clerk had circulated the HGS tender process, invite to HGS tender and specification to Cllrs prior to the meeting for review. The current contract to the 20th November 2021 is for £7000 p.a. Cllr Rawson and Cllr Sugden asked for Covid measures to be added to the Tender specification and for the date to be amended to read '22/11/21' not 22/11/20' in the tender letter.

It was **unanimously agreed** that the CPC would enter into a 3 year contract subject to tender and that the tender documents were approved subject to the Covid-19 addition and date amend.

AP56 Clerk to action tender and bring results for approval to CPC meeting on the 18th November.

89/12. To note the Asset Review July 2021 and agree any action required.

The Clerk had circulated the Asset register with the latest review she had carried out in July ahead of the meeting. She had 2 recommendations which were the replacement of the noticeboard on Hare Lane which was still outstanding following last year's review, and for which AP49 relates to, and that Cllrs may want to consider changing the image in the Parade Millennium sign which was looking rather faded. It was agreed no action was required this year on the sign giving Clerk time to understand the origins and for Clerk to sort noticeboard as already approved at the last asset review.

AP57 Clerk to investigate Parade Millennium sign origin.

90/13. To discuss final arrangements for Remembrance Sunday 14th November 2021

The Clerk had circulated the Remembrance To Do list from 2019 to Cllrs and noted she was not in the Chair in 2019 which was the last time a full Remembrance Day parade occurred. She confirmed that the Scouts were supportive of a Parade but would not attend an indoor Church ceremony due to Covid-19 risk. Holy Trinity Church had yet to confirm what they would be doing. The Clerk, Chairman, Scouts and HTC were to hold a zoom call next week to discuss. The Clerk informed Cllrs that she had received an email from EBC asked for temporary road closure requests to be sent in. She clarified that she needed a decision that evening of whether the Council were supportive of helping

organise an outdoor event and insuring it due to timescales. The Clerk noted that through her Clerk network a number of other Parish's were having a Parade or holding events like fireworks night although some were inevitably limiting as well. The Chairman noted that in past events CPC are only involved in outside elements so the risks were minimal regarding Covid-19. Cllr Bray noted that people could make up their own minds whether to attend or not.

It was **agreed in a majority** decision that CPC would facilitate the march and closures from the Carpark to the Memorial outside HTC subject to Covid-19 guidance by the government at that time.

AP58 Clerk and Chairman to hold kick off call with Scouts and HTC next week and then organise the event as required.

91/14. To note NALC's request to light a beacon on the 2nd June for the Queens Platinum Jubilee and agree any action required.

Cllrs discussed some options and locations for a beacon. Cllr Rawson proposed a search light rather than a beacon which Cllrs agreed was a good option.

AP59 Clerk to look into the option of a search light. Clerk to contact Scouts, CVA, EBC and SCC and find out what they are doing. Clerk to add to agenda for 18/11 for further discussion.

92/15. To receive and consider the adoption of a revised Freedom of Information Policy.

The Clerk had circulated the latest LTN 37 Freedom of Info Act 2021 from NALC to Cllrs ahead of the meeting. Cllr Sugden noted that the NALC document was only for guidance and wasn't a policy.

AP60 Clerk to review FOI policy taking into account guidance notes and bring revised proposal to 18/11 meeting.

93/16. To receive and consider the amends to the Financial Regulations Policy.

The Clerk had circulated a proposed amend to Section 10 of the CPC Financial Regulations policy so to marry up the policy with the amends already approved recently in the Standing Orders regarding Contracts. The 2 proposed amends were as follows:-

1/ Section 10.1 e Replace 'The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering form shall be supplied with a specially marked envelop in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.' with 'Tenders are to be submitted in writing to the Clerk. Tenders shall be reviewed by the Clerk with at least one councillor after the deadline for submission of tenders has passed. Tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility'.

2/ Delete Section 10.1 f 'All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.' and amend subsequent ordering up to section 11.

It was **unanimously agreed** for the Clerk to make the above amends to the Financial Regulations Policy

AP61 Clerk to make amends to Financial Regulations Policy and update website.

94/17. To receive and consider the adoption of the updated Website Accessibility Statement following the new website relaunch in July 2021.

It was agreed that Cllrs only needed to note the amended website accessibility statement. The Clerk had circulated the updated website accessibility statement which had the Keyboard accessibility section removed now the new website template was in place and was fully keyboard accessible.

95/18. To agree the process for recognising winners of the Brain Rhodes Community Cup going forward.

It was **unanimously agreed** to have a roll of honour page added to the CPC website to ensure prior winners are publicly recognised. Winners each year will continue to have the cup engraved with their name to keep for 1 year whilst CPC would recognise their achievements on Facebook , the website and the Courier.

AP62 Clerk to action on website next year when cup is returned.

96/19. To receive the report from the Planning Committee and decide any action arising.

Cllr Bray updated the CPC on the EBC Local Plan status, provided by the Head of Planning at EBC, stating that it was being reworked and it was unlikely to be published until after Xmas at the earliest. He stated that a number of Consultations had been completed by the Committee including the Statement of Community Involvement where CPC opposed the proposed removal of notification of planning letters to neighbours. Only 6.5% of the EBC residents currently subscribe to Planning updates via email. Cllr Bray suggested it could be something CPC considered promoting.

Cllr Swift read out a letter she said she had received from EBC Cllr Bruce Macdonald calling for a Cross-party and community based approach to target housing numbers and protect the Green belt . Cllr Sugden noted that the CPC have always strongly objected to building on the Green belt whether that is via Consultation responses, Planning Application responses or via it's communications to residents. The Clerk reiterated the advice she had received on being associated with political groups from SALC earlier this year which is that Parish Councils aren't political.

AP63 Clerk to add request from EBC Cllr Bruce Macdonald and Cllr Swift to the agenda of the next Planning Committee.

97/20. To receive the report from the Highways, Transport and Environment Committee including the proposed response to the Surrey Transport Plan 2022-2032 Consultation (closes 24th October) and decide any action arising.

It was noted that the Surrey Transport plan was from 2022-2032 not to 2023 as on the agenda. Cllr Rawson noted that the consultation report was mammoth in size and needed assistance from Cllrs.

It was **agreed in a majority decision** that Cllrs should submit comments to Cllr Rawson by the 7th October. Cllr Rawson to then compile a final submission to be submitted to the Clerk by the 20th October for the Clerk to submit on the 21st October.

Cllr Rawson also noted that the Committee had completed a South Western Railway, Network Rail and Department for Transport stakeholder consultation the response of which is on the CPC website.

98/21. To receive an update on Communications and agree responsibilities and process for the Courier going forth.

Cllr Sugden noted that the next copy of the Courier would be end of October. He is currently collecting articles. Going forth he proposed 3 copies a year (April/August/November)

AP64 Cllr Sugden to confirm delivery date to Clerk so she can arrange the distributor.

AP65 Clerk to add on-going Courier management to next CPC meeting agenda.

99/22. Matters for information purposes only.

CVA have decided this year to put up the Christmas trees and lights but no event will take place.

100/23. Motion to exclude the Press and Public to discuss Staffing Matters.

It was **unanimously agreed** that a motion could be passed to exclude the Press and Public from Staffing Matters.

Cllr Swift left meeting at 21h30

101/24. Staffing matters in confidence

Cllr Sugden referred to correspondence from Cllr Wang to the Staffing Working Committee regarding the Clerk's appraisal. The recommendation from the meeting on 4 August was to move the Clerk from SCP 30 LC2 to SCP 32 LC2 backdated to April 2021.

It was **unanimously agreed** that the Clerk will move to SCP 32 LC2 from the 1st April

AP66 Clerk to be formally notified by Chairman and Chairman of Staffing Working Committee.

The next meeting of the Claygate Parish Council would be on the 18th November 2021 .

Meeting closed at 21h38

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

Date.....

Appendix A

CLERKS REPORT

COVID-19

- Clerk continuing to post communications via Facebook when required and directional page remains on website.
- Covid Testing unit back in Torrington Lodge car park in October (1st, 4th, 5th, 13th and 14th).

EVENTS & MEETINGS

- Chairman, Cllr Bray and Clerk held a virtual meeting with EBC Head of Planning (Kim Tagliarini) and EBC Head of Strategy (Ray Lee) on 10th Sept.
- Cllrs were invited to Surrey Hills Wood Fair Saturday 11th & Sunday 12th September.
- 18th Sept Clean Up Day - Clerk spent a lot of time prepping banners, Facebook posts and posters engaging Scouts and Youth Club and organising.
- Planning Committee members invited to EBC Planning User group 29th September.
- Cllrs invited to free virtual conference Scribefest on 29th September.
- Cllrs have been invited to Claygate Youth and Community Hubs new kitchen opening on Thursday October 7th at 18h45.
- Surrey ALC AGM will take place at 9.30am on Tuesday 12th October at Cranleigh Arts Centre – Cllr Bray and Cllr Herbert attending.
- Clerk's focus will move to Remembrance Sunday.

FINANCE

- PFK AGAR result good. No issues. 1/9 Clerk published Notice of Conclusion of Audit no noticeboards and website.
- Clerk to update Cambridge Bank Signatories to include new Chairman and remove Cllr Sugden.

POLICIES
















- Awaiting potential amends to Freedom of Info Act & financial Regulations Act.

COMMUNICATIONS

- Facebook continues to grow 197 versus target of 200. No money has been spent to boost and the growth in followers is purely organic.

Your 5 Most Recent Posts [Create Post](#)

Reach: Organic/Paid Post clicks Reactions, comments & shares

Published	Post	Type	Targeting	Reach	Engagement
10/09/2021 11:37	 Here's a link to find out what alternatives are available for your garden waste removal following Elmbridge Borough			114	16 1
09/09/2021 10:54	 Huge congratulations to Pippa Cramer who has won the 2021 Brian Rhodes Community Cup for organising a			869	85 75
03/09/2021 11:30	 Claygate Clean Up Day 18th September Meet Hare Lane Carpark by Champion Timber at 10am High vis jackets.			1.1K	6 6
31/08/2021 10:51	 Torrington Lodge Carpark will be closed for a Covid-19 Mobile Testing Unit on the following days in September:-			569	4 3
04/08/2021 08:58	 Save the Date! Claygate Clean Up Day 18th September. Meet Hare Lane Carpark at 10am. High vis jackets, litter			1.3K	33 16

[See All Posts](#)

CONTRACTS

- Commencing HGS tender planning.
- Insurance renewal in progress.

OTHER

- Parade Tree – Tree replacement request, Response from Carol Walker - *I will recommend to our arb team that we can go ahead with planting in a tree pit of a small in height tree species.*
- McCloud Data Requirement request from SCC (deadline of 31st October 2021). The Government has confirmed that changes will be made to all the main public service pension schemes, including the L G P S, to remove the unlawful age discrimination identified in the McCloud ruling.

In the L G P S, the Government is proposing to provide eligible younger members with a protection equal to the protection provided to older members when the Scheme was changed in 2014 (2015 Scotland and Northern Ireland). To do this, your administering authority needs to collect extra data (hours worked and service breaks) for all members. This data is needed from the date the L G P S changed in April 2014 (or 2015 Scotland and Northern Ireland) up to 31 March 2022 (or earlier if the member left active membership of the scheme or reached their 2008 Scheme N P A before that date).

Appendix B – Balance Sheet as at 31st August 2021

14/09/2021

Claygate Parish Council

10:17

Balance Sheet as at 31st August 2021

31st March 2021

31st March 2022

		Current Assets	
1,808	VAT Control A/c	414	
55	Petty Cash	55	
86,776	Cambridge	76,770	
21,074	Unity Trust	14,954	
<u>109,713</u>		<u>92,193</u>	
109,713	Total Assets	92,193	
		Current Liabilities	
0	Unity Credit Card	34	
176	Credit Card Liabilities	0	
20	Accruals	0	
<u>196</u>		<u>34</u>	
109,517	Total Assets Less Current Liabilities	92,159	
Represented By			
48,950	General Reserves	58,305	
7,850	EMR Election Fund	7,850	
35,000	EMR CIL Claygate School Pool	0	
17,717	EMR CIL 20/21	5,217	
0	EMR CIL 21/22	20,787	
<u>109,517</u>		<u>92,159</u>	

The above statement represents fairly the financial position of the authority as at 31st August 2021 and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible
Financial
Officer

Appendix C – Cashbooks Unity Trust, Unity Credit Card and Cambridge

Date: 14/09/2021		Claygate Parish Council						Page 1
Time: 10:22		Cashbook 3						User: SH
		Unity Credit Card						
Payments made between 01/07/2021 and 31/08/2021								
Nominal Ledger Analysis								
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Details	
14/07/2021	Microsoft	CC	33.84		5.64	1139 101	28.20 Office 365 July Subscription	
13/08/2021	Microsoft	DD	33.84		5.64	1139 101	28.20 Office 365 august Sub	
Total Payments:			67.68	0.00	11.28		56.40	

Date: 14/09/2021		Claygate Parish Council						Page 1
Time: 10:21		Cashbook 1						User: SH
		Unity Trust						
Payments made between 01/07/2021 and 31/08/2021								
Nominal Ledger Analysis								
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Details	
10/07/2021	TalkTalk	DD	29.40		4.90	1110 101	24.50 July Phone Bill	
13/07/2021	Claygate Village Hall Assoc.	BACS	85.50			1106 101	85.50 June Hall hire	
14/07/2021	Vodafone	DD	16.21		2.70	1110 101	13.51 July Mobile Phone Bill	
15/07/2021	Paul Garden Services	BACS	583.34			3102 301	583.34 HGS July Maintenance	
15/07/2021	Claygate Primary School	BACS	35,000.00			1306 103	35,000.00 CPS Community Pool CIL	
						346	-35,000.00 CPS Community Pool CIL	
						6000 103	35,000.00 CPS Community Pool CIL	
16/07/2021	Lloyds Bank	DD	3.00			1132 101	3.00 July Credit Card Monthly Fee	
16/07/2021	Unity Credit Card	July CC	462.03			250	462.03 July Credit Card Payment	
28/07/2021	Sally Harman	BACS	853.82			1101 101	853.82 Clerk Salary July	
28/07/2021	HMR & C	BACS	222.19			1101 101	222.19 July P32	
28/07/2021	Nest Pension	DD	37.35			1137 101	37.35 Clerk Pension July	
06/08/2021	Claygae Village Hall Asso	BACS	109.72			1106 101	109.72 July Hall Hire	
10/08/2021	TalkTalk	DD	31.80		5.30	1110 101	26.50 Talktalk August Monthly Bill	
12/08/2021	Paul Garden Services	BACS	583.34			3102 301	583.34 HGS July Monthly Maintenance	
13/08/2021	Vodafone	DD	16.21		2.70	1110 101	13.51 Vodafone Monthly Mobile Bill	
16/08/2021	Unity Credit Card	August CC	33.84			250	33.84 August Credit Card Payment	
16/08/2021	Lloyds Bank	DD	3.00			1132 101	3.00 Credit Card Monthly Fee	
31/08/2021	HMR & C	BACS	222.19			1101 101	222.19 P32 HMRC august	
31/08/2021	Sally Harman	BACS	90.00			1102 101	90.00 Clerk Expenses	
31/08/2021	Sally Harman	BACS	13.25			1130 101	13.25 Clerk Expenses	
31/08/2021	Sally Harman	BACS	853.82			1101 101	853.82 Clerk Salary August	
31/08/2021	Nest Pension	DD	37.35			1137 101	37.35 Clerk Pension august	
Total Payments:			39,287.36	0.00	15.60		39,271.76	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
12/08/2021	Unity Trust	Camb Trans	10,000.00			240		10,000.00	Cambridge August Transfer
12/08/2021	The Cambridge Building Society	DD	6.16			1132	101	6.16	Bank Withdrawal Charge
Total Payments:			10,006.16	0.00	0.00			10,006.16	

Appendix D – Detailed Income and Expenditure

	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	24,537	49,073	24,537		50.0%		
1177	Precept grant	1,380	2,730	1,350		50.5%		
1190	Interest Received	0	75	75		0.0%		
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	46,762	51,878	5,116		90.1%	20,787	
1101	Salaries and Ers Ni	5,498	15,020	9,524	9,524	36.6%		
1102	Accommodation	90	216	126	126	41.7%		
1103	Training	245	600	355	355	40.8%		
1105	Office Supplies	0	500	500	500	0.0%		
1106	Hall Hire	281	800	519	519	35.1%		
1110	Telephone	192	500	308	308	38.4%		
1112	Audit	300	450	150	150	66.7%		
1115	Insurance	0	600	600	600	0.0%		
1120	Subscriptions	2,618	3,190	572	572	82.1%		
1128	Equipment	0	450	450	450	0.0%		
1130	Misc Admin Expenses	737	800	63	63	92.1%		
1132	Bank Charges	21	108	87	87	19.6%		
1136	Chairmans Allowance	0	100	100	100	0.0%		
1137	Pension	194	200	6	6	97.1%		
1139	GDPR Compliance	141	500	359	359	28.2%		
4001	VAT Refund	12	0	(12)	(12)	0.0%		
	General Expenditure -> Indirect Expenditure	10,326	24,034	13,708	0	13,708	43.0%	0
	Net Income over Expenditure	36,435	27,844	(8,591)				
6001	less Transfer to EMR	20,787						
	Movement to/(from) Gen Reserve	15,648						
103 Other Grants								
1302	Youth	0	500	500	500	0.0%		
1304	Christmas lights event	0	500	500	500	0.0%		
1306	Other Grants	52,500	2,750	(49,750)	(49,750)	1909.1%	47,500	
	Other Grants -> Indirect Expenditure	52,500	3,750	(48,750)	0	(48,750)	1400.0%	47,500
	Net Expenditure	(52,500)	(3,750)	48,750				
6000	plus Transfer from EMR	47,500						
	Movement to/(from) Gen Reserve	(5,000)						

Detailed Income & Expenditure by Budget Heading 31/08/2021

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	2,685	2,684	(1)		(1)	100.0%	
Public Projects -> Indirect Expenditure	<u>2,685</u>	<u>2,684</u>	<u>(1)</u>	<u>0</u>	<u>(1)</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>(2,685)</u>	<u>(2,684)</u>	<u>1</u>				
601 Communications							
6101 Printing & Design	0	5,000	5,000		5,000	0.0%	
6102 Website	30	1,000	970		970	3.0%	
6105 Publicity	0	500	500		500	0.0%	
Communications -> Indirect Expenditure	<u>30</u>	<u>6,500</u>	<u>6,470</u>	<u>0</u>	<u>6,470</u>	<u>0.5%</u>	<u>0</u>
Net Expenditure	<u>(30)</u>	<u>(6,500)</u>	<u>(6,470)</u>				
General Administration :- Income	<u>46,762</u>	<u>51,878</u>	<u>5,116</u>			<u>90.1%</u>	
Expenditure	<u>66,541</u>	<u>36,968</u>	<u>(28,573)</u>	<u>0</u>	<u>(28,573)</u>	<u>177.3%</u>	
Net Income over Expenditure	<u>(18,780)</u>	<u>14,910</u>	<u>33,690</u>				
plus Transfer from EMR	<u>47,500</u>						
less Transfer to EMR	<u>20,787</u>						
Movement to/(from) Gen Reserve	<u>7,933</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	25	500	475		475	5.0%	
2107 Bus shelter	0	250	250		250	0.0%	
2110 Bridleways	0	1,500	1,500		1,500	0.0%	
Highways -> Indirect Expenditure	<u>25</u>	<u>2,600</u>	<u>2,575</u>	<u>0</u>	<u>2,575</u>	<u>1.0%</u>	<u>0</u>
Net Expenditure	<u>(25)</u>	<u>(2,600)</u>	<u>(2,575)</u>				
Highways :- Income	<u>0</u>	<u>0</u>	<u>0</u>			<u>0.0%</u>	
Expenditure	<u>25</u>	<u>2,600</u>	<u>2,575</u>	<u>0</u>	<u>2,575</u>	<u>1.0%</u>	
Movement to/(from) Gen Reserve	<u>(25)</u>						
Environment							

Detailed Income & Expenditure by Budget Heading 31/08/2021

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	2,354	7,200	4,846		4,846	32.7%	
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>2,704</u>	<u>11,900</u>	<u>9,196</u>	<u>0</u>	<u>9,196</u>	<u>22.7%</u>	<u>0</u>
Net Income over Expenditure	<u>1,447</u>	<u>(7,810)</u>	<u>(9,257)</u>				
Environment :- Income	4,151	4,090	(61)			101.5%	
Expenditure	2,704	11,900	9,196	0	9,196	22.7%	
Movement to/(from) Gen Reserve	<u>1,447</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	50,912	55,968	5,056			91.0%	
Expenditure	68,270	55,968	(12,302)	0	(12,302)	122.0%	
Net Income over Expenditure	<u>(17,358)</u>	<u>0</u>	<u>17,358</u>				
plus Transfer from EMR	47,500						
less Transfer to EMR	20,787						
Movement to/(from) Gen Reserve	<u>9,355</u>						