

DRAFT
Minutes of the Claygate Parish Council Meeting
held on Monday 26th July 2021.
at 7.30 pm at the Village Hall.

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

60/1. To accept apologies for absence

Co-opted Members Will Harrison-Cripps and Caroline Stevenson sent apologies in advance. Cllr Lesser and Cllr Swift sent apologies that they would be late. Cllr Swift did not attend.

61/2. To receive declarations of interest in items on the agenda

Cllr Sugden noted he was now a SCC Cllr and as such, some action points (APs) for which he was responsible for prior to becoming SCC Cllr, he now had to declare an interest in. He noted that he would declare an interest as and when required during the course of the meeting. Cllr Bray noted that he knew the member of public in attendance.

62/3. To confirm the minutes of the Extraordinary Parish Council meeting held on 3rd June 2021 and the Parish Council Meeting held on the 8th July.

The Clerk noted that the 3rd June Extraordinary minutes numbering needed to be amended to run from 36/1 through to 45/10. The minutes were approved and signed by the Chairman, witnessed by the Clerk.

The following amends were noted for the 8th July CPC minutes:-

- 49/10 – Cllr Sugden declared his interest as a SCC Cllr.
- 49/10 Line 12 – The applicant was ‘suggested to complete a CIL application’ rather than ‘told to complete a CIL application’.
- 50/21 – Line 10 – ‘ensure consistent message to residents’ rather than ‘avoid multiple enquires to Cllrs’.
- AP35 amend to AP35a

The minutes were approved with the above amends, signed by the Chairman, witnessed by the Clerk.

63/4. To report on the actioning of items from the Parish Council meeting on the 21st May 2021 and the Extraordinary Parish Council meeting on the 3rd June 2021 and the Parish Council Meeting on the 8th July and agree further action.

AP49 Clerk to circulate 3 replacement noticeboard options for discussion at the next CPC meeting. **IN PROGRESS** Quotes in for noticeboards. Clerk struggling to get someone to install.

AP51 Cllr Sugden to speak to CVA about a CPC liaison role. Handed to Clerk to send letter to CVA on behalf of CPC. **DONE** CVA confirmed happy to welcome committee member from Parish Council.

It was unanimously agreed that Cllr Herbert would be the CPC liaison for the CVA.
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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. Cllr Sugden to speak to Hare and Hounds with regards to checking the status indicator. **IN PROGRESS** 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.

Cllr Sugden declared his interest as SCC Cllr in AP78.

AP78 Cllr Lesser and Cllr Sugden to draft a letter on behalf of the CPC citing our concerns on the Surrey Fire and Rescue Service 'Making Surrey Safer Plan'. Cllr Sugden and Cllr Lessor to review latest SCC information on 'Making Surrey Safer Plan' and decide if a letter is still required. Clerk had circulated an overview of the Making Surrey Safer Plan and the most recent external inspection provided by Cllr Sugden ahead of meeting. Given the new report it was decided that a letter was not required at this time and that the situation would be monitored. **CLOSED**

AP90 Clerk to add Data Audit option to 14th January agenda. Clerk can manage herself. **CLOSED**

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 **IN PROGRESS** Discuss under item 18

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 **OUTSTANDING** Add to 23rd Sept CPC meeting.

AP134 Clerk and Chairman to draft letter of support for Claygate Swimming Pool and submit. **DONE**

AP1 The Parish Clerk will send a copy of new Chairman's declaration of acceptance to the Monitoring Officer at EBC. **DONE**

AP2 Cllrs to notify Clerk of any additions/exclusions of declarations of interest on-going so the website remains up to date. **DONE**

AP4 Clerk to arrange introduction for Cllr Bray and notify EBC of the new Cllr and update the website and get Cllr Bray's Notification by Member of Pecuniary and other interests form. **DONE**

AP5 Chairman to congratulate the winner of Brian Rhodes Cup at the Village meeting on the 27th May. **IN PROGRESS** Chairman congratulated the winner at Village meeting. Cup presentation happening on 7th Sept at request of recipient. Congratulations to also go in Courier and out via Facebook. Website notes winner.

AP6 Clerk to notify Brian Rhodes Cup winner and get cup engraved. **DONE**

AP7 Clerk to arrange bench with CRGT and arrange ceremony when installed with Ken's family. **IN PROGRESS** Bench and wording confirmed and with CRGT. Ceremony date TBC by CRGT.

AP8 Any proposed changes to a committee remit to be brought back to the CPC meeting on the 8th July 2021. **DONE** Discuss under Item 9.

AP10 Clerk to contact new potential Committee members and invite to next Committee meetings. **DONE**

AP11 Clerk to notify the various external bodies of the appointments made at the Annual Meeting **DONE**

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. **IN PROGRESS** Asset review complete. Clerk to circulate prior to 23rd Sept meeting

AP13 Clerk to retender insurance and bring quotes to 23rd September meeting.

AP14 Clerk to seek advice on whether we should adopt the new model code of conduct from EBC and SCC. **DONE** To be discussed under Item 8

AP15 Clerk to update Health & Safety policy & policy section of website with agreed amends. **DONE**

AP16 Clerk to action Covid-19 Physical meeting risk assessment. **DONE** Discuss under Item 6

AP17 Cllr Sugden to bring amended proposal of Bullying & Harassment Policies, Freedom of Information Act and Complaints Procedure to the 8th July CPC meeting. **IN PROGRESS.** 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.

AP18 Clerk to contact EBC and check if any amends to CPC CIL policy were required. **DONE** The minor amendments to the policy are regarding the administering of the strategic portion of CIL based on the updates to the CIL guidance. There is no change or implications on how the local/neighbourhood portion of CIL is administered, so EBC stated we don't need to do anything differently.

AP19 Cllrs to register interests with Clerk. **DONE** None received at present. Please notify Clerk on-going.

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

AP21 Cllr Sugden to ask Flower show organisers to send an update to the Clerk to circulate to Cllr **DONE**

AP22 Clerk to circulate website link to Cllrs for consultation 'Local authority remote meetings: call for evidence' **DONE**

AP23 Clerk to add subject of dealing with Cllr's own planning applications to the 17th June Planning Committee agenda. **DONE** Discuss under item 9

AP24 Cllr Herbert and Cllr Sugden to meet to discuss the June Courier. **DONE**

AP25 Clerk to arrange Extraordinary Meeting of CPC. **DONE** Held 3rd June.

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 **IN PROGRESS**. Response received confirming no charges. Clerk to ask sign to be changed.

AP26 Clerk to contact Chairman of CRGT and ask what support CPC can provide to Your Fund Surrey application for Family Garden and take action as appropriate. **DONE** Letter of support provided by Clerk on behalf of CPC.

AP27 Clerk to get quote from local provider who can action both action the artwork and print for Courier **DONE**

AP28 Cllr Sugden to co-ordinate next June/July Courier. **IN PROGRESS**

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

AP30 Clerk to contact EBC Cllrs and SCC Cllrs and ask what EBC and SCC were planning to do about Queens Green Canopy October 2021. **DONE** EBC update - The Countryside Team are already looking at how the Council can contribute or facilitate a Green Canopy event later this year. No details yet to share. SCC no plans as yet.

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

AP32 Clerk to contact EBC Cllrs to get an update on when Fountain on the Green will be fixed. **ON-GOING** Clerk to request support from Ray Lee at EBC.

AP33 Clerk to contact EBC Head of Planning to get an update on expected date of publication and when it is to be presented to the EBC Cabinet. **DONE** Head of Planning at EBC stated Reg 19 Representation period in the autumn. They will be in touch in the autumn to schedule in a briefing with the Parish Council prior to the public representation period.

AP34 Clerk to send Cllr Wang self-assessment **DONE**

AP35 Cllr Wang to organise SWP meeting and report back to full Cllr at 8th July CPC meeting. **IN PROGRESS** Discuss under Item 18

AP35a Cllr Bray to draft a holding statement to be discussed with the Planning Committee **IN PROGRESS** Discuss under item 13.

AP36 Michael Collon to draft a draft response to the Kingston Plan to be discussed with the Planning Committee. **IN PROGRESS** Presenting to 12th August Planning Committee.

AP37 Clerk to submit CPC approved response to draft SCI to EBC **DONE**

AP38 Cllr Herbert to draft letter of thanks to Co-op Manager **IN PROGRESS**

64/5. To agree the protocol for physical Parish Council meetings going forward following the relaxation of Government Covid-19 social distancing rules on the 19th July 2021.

It was **unanimously agreed** that a minimum of 1 meter social distancing should be maintained and that masks should be worn at all times except when someone needs to speak in a CPC meeting or committee.

It was **unanimously agreed** that the Covid-19 protocol for Parish Council meetings should be reviewed at the 23rd September meeting.

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

65/6. To note the updated Covid-19 Risk assessment and agree any amends.

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

66/7. To receive and consider a special motion by Cllr Sugden and Cllr Collon to make 3 amendments to the current Standing Orders of Claygate Parish Council.

The Clerk had circulated the 3 proposed amends to Standing Orders made by Cllr Sugden and Cllr Collon ahead of the meeting. Cllr Sugden noted that one amend was required to the first amendment.

It was unanimously agreed to make the following amendments to the Standing Orders: -

Amendment 1:

This proposed amendment is to Standing Order 1 Rules of Debate at Meetings Paragraph 1 (b) Replace the current 1 (b) 'A motion (including an amendment) shall not be progressed unless it has been moved and seconded' with 'A motion (including an amendment) shall not be progressed unless it has been moved by a councillor and seconded by another councillor; and a motion relating to a councillor may not be moved or seconded by that councillor.'

Amendment 2:

This proposed amendment is to Standing Order 15 Duties of the Proper Officer Paragraph 15 (viii). Replace the current 15 (viii) 'assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures'. With 'on receipt of a request for information made under freedom of information or data protection legislation, inform the Council of the request, agree with the Chairman the response to the request and inform the Council of the response to the request and of any expense incurred'. (See also Standing Orders 20 and 21).

Amendment 3:

Delete Standing Order 27 Remove meetings

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.

67/8. To receive and consider a motion by Cllr Sugden that Claygate Parish Council, in place of its current Code of Conduct, should adopt pages 3 to 14 of the Local Government Association Model Councillor Code of Conduct 2020 as last revised on 17th May 2021.

Cllr Sugden noted that SCC had adopted the new Code of Conduct and that EBC were in the process of considering it.

It was **unanimously agreed** that the Code of Conduct 2020 as last revised on the 17th May 2021 be adopted.

AP42 Clerk to make amends to website.

68/9. To confirm the remits of the Committees and Planning Process and Public Speaking Document and approve any amends.

The Planning Committee agreed that a number of amends should be made to the Planning Remit and Planning Process and Public Speaking document at their meeting on the 17th June. The Clerk had circulate the proposed amends to Cllrs ahead of the meeting. Cllr Bray, Cllr Sugden and Cllr Lesser proposed a few further amends to the Planning Remit.

It was **unanimously agreed** that the Planning Remit and Planning Process and Public Speaking document, as detailed in Appendix A, be adopted.

AP43 Clerk to update website.

Cllr Rawson confirmed that no amends to the Highways, Transport and Environment Remit were proposed at the last HT&E committee meeting and that the current remit was agreed.

69/10. To receive the Chairman's report and decide any action arising.

The Chairman noted that he had attended the informal LC meeting on Cycling and Walking with SCC and EBC. He noted that he had put forward Claygate's case that change was needed particularly with the Littleworth Road development as well as the issues for walkers and cyclists with the narrow nature of Hare Lane. The meeting was to occur every few months and that Cllr Rawson would attend on CPC's behalf going forward as the Chair of the HT&E Committee.

The Chairman also noted that the CPC agenda's had been very large recently and he was assessing on what could be done to reduce them.

70/11. To receive the report from the Parish Clerk & RFO and decide any action arising.

The Clerk had circulated her report to Cllrs ahead of the meeting (Appendix B). She asked Cllrs what they would like to do with regards to the £54 non payment of a transcript request relating to a FOI request from February 2021.

It was **unanimously agreed** that the Clerk should speak to EBC Monitoring officer and pursue the £54.

AP45 Clerk to contact EBC Monitoring officer and seek advice for collecting the £54.

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.

The Clerk had circulated a Public Notice for partial width extinguishment Order for Public Footpath No 30 by Surbiton Golf Club that she had received from SCC which could not be taken to the HT&E committee due to timescales.

Cllr Sugden declared an interest as SCC Cllr and left the room.

It was noted that the bollards would only be up in the evening and as such would not obstruct footpath users.

It was **unanimously agreed** to submit a no objection to the proposed partial width extinguishment Order for Public Footpath No 30.

Cllr Sugden returned to the meeting.

71/12 To receive the financial report including expenditure for the balance of the year and decide any 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 30th JUNE shows current assets less liabilities of £131,251; represented by General Reserves £62,397 and Earmarked Reserves of £68,854. We have £462 of costs outstanding on the credit card. (Appendix C)

2/ Cash book (1) Unity Trust Payments report from 1ST MAY to 30TH JUNE 2021 (Appendix D) shows all transactions during the period. Total payments for this period amount to £24,572.07 ex VAT. Main ex VAT costs outside of usual monthly expenditure were: -

- £17,500 CRGT Family Garden and pathway (Part Grant and part CIL)
- £2,685 Ken Huddart Memorial Bench for CRGT Family Garden
- £245 Training (Cllr Bray, Cllr Lessor, Cllr Herbert & Clerk)
- £124 RBS Annual Support and Maintenance

3/ Cash book (3) Unity Credit Card (Appendix D) shows all transactions from the 1ST MAY to 30TH JUNE 2021 amounting to £504.86 ex VAT. Main costs incurred was £324 for Microsoft Office 365 Annual membership. Note Zoom subscription has now been cancelled.

4/ The expenditure review (Appendix E) shows that the only area of overspend YTD is Other Grants at £17,500 versus £2,750 in the budget as any CIL & Grant payments are allocated against this code. If you remove the £12,500 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 90.5% as the Clerk had incorrectly coded office supplies into this code.
- Pension already at 59.7% as Clerk is coding 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.

72/13 To approve the process for releasing a draft EBC Local Plan Holding when needed.

It was **unanimously agreed**, that upon the publication of the draft EBC Local Plan, Cllr Bray would draft a EBC Local Plan Holding statement that would then be sent to the Cllr Herbert to make any amends and finalise. Cllr Herbert would then submit to the Clerk for publication on the website.

73/14. To note and agree a response process to Surrey Transport Plan 2022-2032 Consultation draft (closes 24th October)

Cllr Sugden noted that as things stand he had no visibility in his SCC role of this consultation and as such had no conflict of interest at the current time. It was agreed that a draft response be discussed at the HT&E committee on the 2nd September and that the proposed response be presented by Cllr Rawson at the 23rd September CPC meeting.

AP47 Clerk to add to HT&E agenda.

74/15. To note the ‘Have your say about Green Spaces and Countryside Sites’ Elmbridge Borough Council Consultation (closes 31st July) and agree a response.

Cllr Herbert noted that he had reviewed the consultation and that individual responses would be better suited.

It was **unanimously agreed** that individual Cllrs and Co-opted Members respond directly to the consultation themselves and that CPC, as a government organisation, would not be responding.

75/16 . Matters for information purposes only.

The Clerk had circulated her amended working hours over the summer holidays to CPC.

Cllr Bray noted the Queen Platinum’s Jubilee was happening next year.

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

AP49 Chairman to ask other Claygate organisations whether they have any plans.

76/17 Motion to exclude the Press and Public to discuss Staffing Matters.

It was **unanimously agreed** to exclude the press and public to discuss Staffing Matters

77/18 Staffing matters in confidence

Cllr Wang confirmed he had received both the Clerk’s Self -Assessment and the appraisal forms from Cllr Sugden. Cllr Wang had emailed Councillors who are not on the Staffing Working party for feedback.

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.

The next meeting of the Claygate Parish Council would be on the 23rd September 19h30 .

Meeting closed at 21h10

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

Date.....

APPENDIX A

The Planning Committee, comprising of both elected Councillors and Co-opted members, meets on a regular basis to consider planning applications within the village. Copies of planning applications made to Elmbridge Borough Council that will be reviewed at the Parish Council Planning Committee meetings can be viewed at www.elmbridge.gov.uk/planning.

Remit of the Planning Committee

A. Responsibilities: -

1. **Commenting on relevant planning guidelines and legislation.**
2. **Obtaining professional support on planning matters when deemed necessary.**
3. **Commenting on planning applications**
4. **Commenting on applications under the Licensing Act 2003**
5. **Commenting on applications under the Gambling Act 2005**

a. Relationship with the Planning Authority

- i. The Parish Council has no power either to grant or to refuse an application for planning permission: these powers reside with Elmbridge Borough Council.
- ii. The Parish Council does have the right to have its views considered by the Borough Council.

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

b. Policies

- i. Green Belt and open spaces -The Parish Council will object to any reduction in the designated Green Belt and to any proposed development that detracts from its amenity value. It will ensure that existing and potential open spaces and greens within the village are protected.
- ii. Trees – The Parish Council attaches importance to the preservation of trees of significant amenity value, both on private land and on the highway. It will press for the granting of Tree Preservation Orders in appropriate circumstances. It will consider the advice of its Tree Wardens on any planning application affecting trees.
- iii. New Housing- The Parish Council recognises the pressure for housing development. However, it expects the Borough to exercise effective control over the type and density of such development, and to implement design guide standards in order to avoid incongruous housing development.
In particular: -
It is important that all types of housing are catered for.
There will be a presumption against the demolition of character houses throughout the village and not only in the conservation areas.
New development should be in harmony with its immediate environment in terms of street scene, scale, type, number of storeys, roof heights, architecture and garden size.
The size of rear gardens should adhere to the Elmbridge design guide standard.

In considering applications for residential development, the Parish Council will expect the Borough to be satisfied that the proposed development, on its own or in combination with others, would not place unacceptable pressure on local infrastructure and services such as schools, medical service and highways. Where development occurs, the Borough Council must ensure that appropriate funding is raised through CIL or otherwise to augment existing services and are committed to release such funding as raised in the Claygate area twice yearly directly to Claygate Parish Council.

- iv. Conservation Areas -The Parish Council will look critically at all proposed development and change of use in the conservation areas and liaise with the Claygate Conservation Area Advisory Committee to promote the maintenance and enhancement of the conservation areas. The sympathetic use of materials and design will be required.
- v. Small Works -Applications for small works on domestic properties, outside the conservation areas, will not normally be opposed, but they should ensure that there is no adverse impact on the street scene or the issues of concern described in this remit; the impact on the amenity of neighbours will usually be left to the Planning Authority, whose attention may be drawn to the relevant rules.
- vi. Backland development - The Parish Council will look critically at any proposals for backland development. It will seek to ensure that such proposals are integrated with existing development and do not detract from the appearance and character of the surrounding area.
- vii. Boundaries to properties – The Parish Council when considering applications will pay due attention to proposals for hedges, walls, fencing and gates. It will seek to ensure that these are in keeping with the character of the area. The Council is in principle opposed to gated developments.
- viii. Traffic and transport – The Parish Council in considering applications will assess the likely effect on the volume and nature of traffic in the vicinity, the implications for parking and the access to public transport.
- ix. Commercial -Applications will be viewed with regard to their benefit to the community, quality of design and visual impact on the area.
- x. Notices and Representations- The Parish Council will advise residents on its noticeboards and website to refer to the weekly planning list published on Elmbridge Borough Council’s website. We will consider any representations made.
- xi. Contacts with Developers and Applicants – Except in respect of applications for tree works, Parish Councillors will not normally speak to people regarding planning permission. Should such contact arise unavoidably, discussion shall be limited to procedural matters and avoid considering the merit of the application. In such a case a note shall be made of the contact and reported to the next Planning Committee meeting.

In the event that an interested party wishes to talk to a Parish Councillor prior to an application being heard at a meeting, this must be done by appointment with the Clerk. It should be immediately prior to a planning meeting, with a minimum of two Parish Councillors and the Parish Clerk present and a record taken of the discussion and included in the minutes.

Records of such meetings with interested parties should be agreed with the applicant if at all possible.

Councillors may attend publicly advertised open meetings about applications and proposed applications but should not enter into any discussion unless arranged as above.

If a member of the public wishes to make representations at a Parish Council Planning Committee meeting, this must be done in accordance with Standing Orders and the Planning Process and Public Speaking Document. Members of the public who make arrangements prior to a meeting will be given priority.

- xii. Councillor’s own Planning Applications – Councillor’s own personal applications will be discussed at Planning Committee meetings. The Councillor whose application it is must adhere to Standing Orders and the Code of Conduct and withdraw from the meeting when it is considering a matter in which he/she has a disclosable pecuniary interest unless he/she has been granted a dispensation. Consideration of the matter

beings when the agenda item s moved and includes any public representations and discussions relating to the planning application concerned and/or a vote.

c. Licensing Act 2003

The Parish Council will consider applications relating to the retail sale of alcohol, the supply of alcohol in clubs, the provision of regulated entertainment, late night refreshment and street trading and, if appropriate, make representation to Elmbridge Borough Council.

d. Gambling Act 2005

The Parish Council will consider all applications that could affect Claygate relating to the operation of premises for the purposes of gambling and, if appropriate, make representation to Elmbridge Borough Council.

In line with Elmbridge Borough Council policy decision, the Parish Council will oppose any application for casinos.

B. Organisation

The quorum of this Committee is three councillors in accordance with Standing Orders. In order to prevent the attendance of Councillors falling below the quorate number, it may be necessary to call upon the services of a councillor not on the Planning Committee to attend and vote at a meeting.

This may be achieved in the following ways: -

- i. The attendance of the Chairman or Vice- Chairman who are ex-officio members.
- ii. The attendance of a substitute councillor who will be invited by the Chairman of the Planning Committee to attend the meeting in question, and for that meeting and that meeting only, will have voting rights.

Amended January 2019

Amended July 2019

Amended August 2020

Web Accessibility Checked Sept 2020

Amended December 2020

Amended July 2021

CLAYGATE PARISH COUNCIL
PLANNING PROCESS AND PUBLIC SPEAKING DOCUMENT

- The Parish Council Planning Committee meets every 4 weeks to consider applications in the previous 4 week period.
- The Planning Committee operates to the Planning Remit which can be found here: - [Claygate Parish Council - Planning Committee Remit](#).
- These meetings are open to all members of the public and residents are welcome to attend whether or not there is a planning application which affects them. Anyone wanting to attend but not speak should inform the Clerk before the meeting. During periods of Government imposed restrictions such as the COVID-19 pandemic, attendance should be informed by 11am of the day of the meeting. If a resident wishes to make representation to the Planning Committee regarding an application they should send the Clerk a written statement 2 days prior to the meeting along with a request to book a 3 minute speaking slot. Please ensure you have read our Privacy Policy which can be found here: - [Claygate Parish Council - Policies](#). You will need to confirm back to the Clerk that you are happy with it and that your personal details can be shared with the Chairman of the Planning Committee.
- All representations on planning applications, whether written or in person, must relate to planning guidelines. For example, height, density, massing of the proposed building etc.
- When making a written representation (either by letter or email) to Elmbridge Borough Council (EBC) a copy to the Parish Council is useful. Your comments may draw attention to an aspect of an application not obvious from the information available to the Parish Council.
- Most applications are decided by EBC Planning Officers. If residents wish to have their application considered by either EBC East Area Planning Sub Committee or EBC Planning Committee, they will need at least 15 letters of representation from different addresses. Alternatively, they can speak to their Ward Borough Councillor who may be able to raise it to either the East Area Planning Subcommittee or EBC Planning Committee. Planning applications of smaller dwellings, less than 10, are heard by EBC East Area Sub Committee whilst dwellings of more than 10 are decided by the EBC Planning Committee.
- If you wish to address the Ward Borough Councillors at EBC East Area Sub Committee you will need to inform the Planning Department.
- If you wish to look up a submitted plan (or check whether one has been submitted) please click on the following link: - [Elmbridge Borough Council - Planning](#) and search 'planning applications'.

Last updated February 2021

Amended July 2021

CLERKS REPORT

COVID-19

- Clerk continuing to post communications via Facebook when required and directional page remains on website.

FINANCE

- 8/6 AGAR and required information submitted to PFK Little John the external audits.
- 13/6 Clerk published Notice of Public Rights and Publication of Unaudited Annual AGAR on to noticeboards and websites. Will remain for 30 days.
- Asset Register and CIL and Grants added to Account information on Website in accordance with Transparency Code recommendations.
- 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 refused to pay the invoice of £54 citing it missed 3 sentences at the end of section despite these sentences being sent on separately.
- Clerk to update Cambridge Bank Signatories to include new Chairman.
- Talk Talk DD increasing by £2.00 from £24.50 to £26.50 ex VAT from August 2021.
- CIL payment of £35,000 in EMR has been paid to CPS as school pool has now received planning permission. This will show in the next set of Parish Council accounts.

POLICIES

- Amended Planning Remit and Planning Process and Public Speaking Guidance document prepared.
- Awaiting Decision on LGA Model Code of Conduct 2020 adoption.
- Awaiting potential amends to Bullying and Harassment, Freedom of Info Act and Complaints Procedure.
- Preparing amend to Financial Regulations on Contracts to bring to 23rd September meeting to align with amend to Standing Orders.

COMMUNICATIONS

- Facebook continues to grow and now up to 174 followers versus a target of 200. No money has been spent to boost and the growth in followers is purely organic.
- Courier quotes with Cllr Sugden.

FOI Requests

- A second FOI request was received on the 16th February 2021 from the same person that submitted one in December. This time it related to Planning Application (2020/1902 Land North of Dove Place) from the Planning meeting on the 3rd December 2020. The Chairman and Clerk responded but were a few days later than the required 20 days in getting information to the requestor. The requestor then filed a complaint with the Information Commissions Office. The Commissioner responded to the compliant stating that *'they recognise that in this particular instance you have acknowledged that this response was delayed. She does not consider, therefore, that there is any strong public interest in issuing a decision notice. She does, however, draw your attention to her published guidance on [time for compliance](#).'*

POLICE Update

- Update from Vicky Holdaway PSCO - Things are steady and positive within Claygate. No significant rise in ASB noted.

CONTRACTS

- Commencing HGS tender planning.
- Talk Talk DD increasing by £2.00pm from August 2021.
- Officially cancelled annual £119 of backup service from Datacentre as we no longer need as we have 1TB of storage via Onedrive. Last payment was back in financial year 19/20.

PERSONAL CHANGES

- Sue Bushby has retired as our internal auditor at EBC. Replacement is Christina Bann.
- Liz Shakiri has moved on with SCC. David Morgan is our new SCC Highways contact.

OTHER

- New Website accessible format allowing Keyboard navigation has gone live on the website.
- Clerk supporting CPS School with comm's plan for Your Fund Surrey application.
- Fee Farm Road residents contributed to additional plants in the HGS beds.
- Noticeboard -> Finally have a contractor contact this week from SCC.
- Firs Walkway -> SCC response will be inspected once a year. Asked for when next inspection happening.
- Fountain on The Green-> Chasing EBC Cllrs.
- Parking Restrictions Dalmore Avenue -> Request submitted to EBC Cabinet Meeting on the 14th July.
- Bridleway South of A3 still waterlogged despite works -> The first stage of investigative works has been completed and we managed to locate a drain which heads north east across the neighbouring grassland field. Once the grass has been cut for hay, which will hopefully be towards the end of next week as the weather dries out, we will be able to access the drain and continue the drainage restoration works.
- Bench outside Old bank, Hare Lane bollards and bus stop all repaired. EBC build team have reviewed wall outside Grosvenor Billingham on Parade but happy with it at the moment.
- Parade Tree – SCC have run into problems with stump grinding due to power line running through roots hence delays. CPC have submitted a request for a replacement tree in its place as per direction from SCC.
- Claygate Clean up Day 18th September – Starting planning.

Appendix C – Balance Sheet as at 30th June 2021

06/07/2021		Claygate Parish Council	
09:32		Balance Sheet as at 30th June 2021	
31st March 2021		31st March 2022	
Current Assets			
1,808	VAT Control A/c	338	
55	Petty Cash	55	
86,776	Cambridge	86,776	
21,074	Unity Trust	44,543	
<u>109,713</u>		<u>131,713</u>	
109,713	Total Assets	131,713	
Current Liabilities			
0	Unity Credit Card	462	
176	Credit Card Liabilities	0	
20	Accruals	0	
<u>196</u>		<u>462</u>	
109,517	Total Assets Less Current Liabilities	131,251	
Represented By			
48,950	General Reserves	62,397	
7,850	EMR Election Fund	7,850	
35,000	EMR CIL Claygate School Pool	35,000	
17,717	EMR CIL 20/21	5,217	
0	EMR CIL 21/22	20,787	
<u>109,517</u>		<u>131,251</u>	

The above statement represents fairly the financial position of the authority as at 30th June 2021 and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible
Financial
Officer

Appendix D – Cashbooks Unity Trust and Credit Card

Date: 06/07/2021		Claygate Parish Council				Page 1			
Time: 09:35		Cashbook 1				User: SH			
		Unity Trust							
Payments made between 01/05/2021 and 30/06/2021									
Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amount</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
10/05/2021	Paul Garden Services	BACS	583.34			3102	301	583.34	April HGS Maintenance
14/05/2021	Vodafone	DD	16.21		2.70	1110	101	13.51	May Monthly Mobile Bill
18/05/2021	Lloyds Bank	DD	3.00			1132	101	3.00	Credit Card Monthly Fee
18/05/2021	Unity Credit Card	May CC	96.68			250		96.68	May Credit Card Transfer
24/05/2021	TalkTalk	DD	29.40		4.90	1110	101	24.50	May Phone Bill
28/05/2021	Sally Harman	BACS	921.28			1101	101	921.28	May Clerk Salary
28/05/2021	HMRC	BACS	270.22			1101	101	270.22	P32 May
28/05/2021	Nest Pension	DD	44.73			1137	101	44.73	May Pension Clerk
31/05/2021	RBS Software	BACS	148.80		24.80	1120	101	124.00	Annual Support and Maintenance
31/05/2021	RBS Software	BACS	-148.80		-24.80	1120	101	-124.00	Annual Support and Maintenance
03/06/2021	RBS Software	BACS	148.80		24.80	1120	101	124.00	Annual Support & Maintenance
03/06/2021	E-Mango	BACS	60.00		10.00	6102	601	50.00	Website Support
03/06/2021	Mulberry and Co.	BACS	84.00		14.00	1103	101	70.00	Training Cllr Bray & Clerk
03/06/2021	Claygate Recreation Ground Tr	BACS	2,685.00			1401	104	2,685.00	Memorial Bench
03/06/2021	Claygate Recreation Ground Tr	BACS	17,500.00			1306	103	12,500.00	Grant (part CIL) CRGT Fam Grdn
						347		-12,500.00	Grant (part CIL) CRGT Fam Grdn
						6000	103	12,500.00	Grant (part CIL) CRGT Fam Grdn
						1306	103	5,000.00	Grant (part CIL) CRGT Fam Grdn
10/06/2021	Claygate Village Hall Assoc.	BACS	85.50			1106	101	85.50	Hall hire May
10/06/2021	Mulberry and Co.	BACS	126.00		21.00	1103	101	105.00	Training Cllr Bray
10/06/2021	Mulberry and Co.	BACS	42.00		7.00	1103	101	35.00	Training Cllr Herbert
10/06/2021	TalkTalk	DD	29.40		4.90	1110	101	24.50	Talktalk June Monthly Bill
14/06/2021	Paul Garden Services	BACS	583.34			3102	301	583.34	HGS May Maintenance
15/06/2021	Mulberry and Co.	BACS	42.00		7.00	1103	101	35.00	Training Cllr Lessor
16/06/2021	Lloyds Bank	DD	3.00			1132	101	3.00	June Credit Card Fee
16/06/2021	Unity Credit Card	June CC	138.51			250		138.51	June Credit Card Payment
17/06/2021	Vodafone	DD	16.21		2.70	1110	101	13.51	June Mobile Bill
17/06/2021	Castle Water Limited	DD	20.84			3102	301	20.84	Castle Water Apr21-Sept21
26/06/2021	Unity Bank	DD	28.45			1132	101	28.45	June Bank Service Charge
28/06/2021	HMR & C	BACS	221.99			1101	101	221.99	P32 June
28/06/2021	Sally Harman	BACS	854.02			1101	101	854.02	Clerk Salary June
Subtotal Carried Forward:			24,633.72	0.00	99.00			24,534.72	

Unity Credit Card

Payments made between 01/05/2021 and 30/06/2021

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>
04/05/2021	Zoom Video Communications	CC	14.39		2.40	1130	101	11.99	May Zoom Subscription
14/05/2021	Microsoft	CC	33.84		5.64	1139	101	28.20	Office 365 May Subscription
28/05/2021	Royal Mail	CC	1.50			1130	101	1.50	Royal Mail Charges
31/05/2021	Viking Direct	CC	88.78		14.80	1130	101	73.98	Ink Cartridges
04/06/2021	Zoom Video Communications	CC	14.39		2.40	1130	101	11.99	June Monthly Subscription
11/06/2021	Surrey County Council	CC	25.00			2105	201	25.00	Tree Replacement Request SCC
14/06/2021	Microsoft	CC	33.84		5.64	1139	101	28.20	Office 365 Subscription June
14/06/2021	Microsoft	CC	388.80		64.80	1120	101	324.00	Microsoft Office 366 Membershp
Total Payments:			600.54	0.00	95.68			504.86	

Appendix E – Detailed Income and Expenditure

06/07/2021 09:33		Claygate Parish Council				Page 2	
Detailed Income & Expenditure by Budget Heading 30/06/2021							
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	2,685	2,684	(1)	0	(1)	100.0%	0
Net Expenditure	(2,685)	(2,684)	1				
801 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	30	6,500	6,470	0	6,470	0.5%	0
Net Expenditure	(30)	(6,500)	(6,470)				
General Administration :- Income	46,704	51,878	5,174			90.0%	
Expenditure	27,558	36,968	9,410	0	9,410	74.5%	
Net Income over Expenditure	19,146	14,910	(4,236)				
plus Transfer from EMR	12,600						
less Transfer to EMR	20,787						
Movement to/(from) Gen Reserve	10,859						
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	25	2,600	2,575	0	2,575	1.0%	0
Net Expenditure	(25)	(2,600)	(2,575)				
Highways :- Income	0	0	0			0.0%	
Expenditure	25	2,600	2,575	0	2,575	1.0%	
Movement to/(from) Gen Reserve	(25)						
Environment							

Detailed Income & Expenditure by Budget Heading 30/06/2021

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	4,151	4,090	(61)			101.5%	0
3101 General Environment	0	500	500		500	0.0%	
3102 HGS maintenance	1,187	7,200	6,013		6,013	16.5%	
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	1,537	11,900	10,363	0	10,363	12.9%	0
Net Income over Expenditure	2,613	(7,810)	(10,423)				
Environment :- Income	4,151	4,090	(61)			101.5%	
Expenditure	1,537	11,900	10,363	0	10,363	12.9%	
Movement to/(from) Gen Reserve	2,613						
Planning							
401 Planning							
4102 Planning documents	0	4,500	4,500		4,500	0.0%	
Planning :- Indirect Expenditure	0	4,500	4,500	0	4,500	0.0%	0
Net Expenditure	0	(4,500)	(4,500)				
Planning :- Income	0	0	0			0.0%	
Expenditure	0	4,500	4,500	0	4,500	0.0%	
Movement to/(from) Gen Reserve	0						
Grand Totals:- Income	50,854	55,968	5,114			90.9%	
Expenditure	29,120	55,968	26,848	0	26,848	52.0%	
Net Income over Expenditure	21,734	0	(21,734)				
plus Transfer from EMR	12,500						
less Transfer to EMR	20,787						
Movement to/(from) Gen Reserve	13,447						

Detailed Income & Expenditure by Budget Heading 30/06/2021

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	
General Administration								
101 General Expenditure								
1176	Precept Received	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	
	General Expenditure -> Income	46,704	51,878	5,174		90.0%	20,787	
1101	Salaries and Ers Ni	3,344	15,020	11,676	11,676	22.3%		
1102	Accommodation	0	216	216	216	0.0%		
1103	Training	245	600	355	355	40.8%		
1105	Office Supplies	0	500	500	500	0.0%		
1106	Hall Hire	86	800	715	715	10.7%		
1110	Telephone	114	500	386	386	22.8%		
1112	Audit	0	450	450	450	0.0%		
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	724	800	76	76	90.5%		
1132	Bank Charges	9	108	99	99	8.3%		
1136	Chairmans Allowance	0	100	100	100	0.0%		
1137	Pension	119	200	81	81	59.7%		
1139	GDPR Compliance	85	500	415	415	16.9%		
	General Expenditure -> Indirect Expenditure	7,343	24,034	16,691	0	16,691	30.6%	0
	Net Income over Expenditure	39,361	27,844	(11,517)				
6001	less Transfer to EMR	20,787						
	Movement to/(from) Gen Reserve	18,574						
103 Other Grants								
1302	Youth	0	500	500	500	0.0%		
1304	Christmas lights event	0	500	500	500	0.0%		
1306	Other Grants	17,500	2,750	(14,750)	(14,750)	636.4%	12,500	
	Other Grants -> Indirect Expenditure	17,500	3,750	(13,750)	0	(13,750)	466.7%	12,500
	Net Expenditure	(17,500)	(3,750)	13,750				
6000	plus Transfer from EMR	12,500						
	Movement to/(from) Gen Reserve	(5,000)						