



**133/17 To consider a CIL grant application of £13,683 for road re-instatement from Torrington Close RA**

The Councillors took note of the fact that the developers GPS had agreed to repair the top half of the Close (Hare Lane slip road and passed the entrance to the Old Bank car park) . GPS offered to re-instate and upgrade the whole of the Close but at a cost of £17,683.

At the present time it is not known whether the parish council will receive any CIL for this development and if so how much it is likely to be. TCA have made no other enquiries about funding other than to the Tennis Club and they are currently awaiting their reply.

It was unanimously agreed to defer a decision on this CIL application until the March Council meeting. By that time it is hoped TCA will have additional information regarding funding.

The Chairman thanked Mrs Bridge and Mr. Chapple for answering Councillors additional questions.

*8.20pm Mrs Bridge and Mr. Chapple left the meeting.*

**121/5 To receive the Chairman's Report**

The Chairman reported he had met with the Clerk on a regular basis since the last meeting. He noted the Winning Horse PH is due to close again at the end of January, having only recently reopened. He will be offering Parish Council assistance if required. It is understood residents may be attempting to make this a community venture.

The Chairman thanked Tom Swift for helping erect and remove the Remembrance Day silhouettes which are now stored with the Chairman.

A drop-In meeting will be held by SCC on 3<sup>rd</sup> February at the Youth Club, Elm Rod to discuss under-utilisation of SCC youth buildings and whether these buildings can be used by other community groups. This could be of interest to the Elm Road Youth Centre site. The Chairman will attend.

A suggestion has been made that the parish council do something in memory of Ken Huddart. The Chairman agreed to speak to CVA who have also mentioned the possibility of a bench. The family will, of course, be consulted before any decision is made. This matter will be discussed at the March Council meeting. **AP35**

**122/6 To receive the Clerk's Report.**

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

**122.1** A complaint has been received by residents in the vicinity of the Green that fireworks had been let off and little or no attempt had been made to clear up. They consider this to be a nuisance. The Clerk agreed to contact EBC Legal Department to determine if there is a Firework Policy **AP36**

**122.2** An invoice for £150 will be forthcoming from EBC for Election costs.

**122.3** The South London Waste Plan Consultation response has been forwarded to EBC Planning and also to Sutton Council.

**122.4** Residents of Telegraph Lane have complained about vehicles using the lane to access the field at the top of Telegraph Lane. This is used for parking by parents and visitors to the playing fields in Manor Road South. SCC have agreed to erect a sign near the entrance to Slough Farm, informing car drivers that it is a Public Bridleway only and not for use by unauthorized vehicles.

**122.5** The Remembrance Day parade was a success and the SFM Security marshals again provided excellent service. SFM are approved by Surrey Police and have provisionally been engaged for next year.

**123/7 To receive the finance report including expenditure for the balance of the year.**

**123.1** Bank reconciliations and statement balances have been noted and signed by the Chairman for each month of the current financial year. The Council noted the total account cash book balance as at 31<sup>st</sup> December of £126,627 has been reconciled by the Clerk and reviewed by the Chairman.

**123.2** Cash book (1) Unity Trust **Payments** report from 10<sup>th</sup> October to 31<sup>st</sup> December 2019 shows all transactions during the period including a payment to Philippa Jarvis for Local Plan services and public meeting presentation of £3,429.12 – taken part from Professional Services budget and part from the remainder of the EMR Planning Project Enquiry budget.

**123.3** The VAT refund of £945.52 and the second half Precept and Grant of £25,903.50 have now been received. We are currently awaiting an invoice for the Hanging Baskets.

Total payments for this period amounts to £11,059.40. **Appendix A**

It was **unanimously agreed** all payments made in this period and the Balance Sheet as at 31<sup>st</sup> December be approved.

**123.4** The balance sheet as at 31<sup>st</sup> December shows current assets of £126.627; represented by General Reserves £50,213, and Earmarked Reserves of £76,414. **Appendix B**

**123.5** The Cambridge Building Society balance is £85,841.

**123.6** Variances budget -v-actual to date shows an overspend of £2,820 in the Other Grants and £896 in Footpaths budgets, represented as follows:

Other Grants – includes payment of £14,000 to Claygate Scouts (£9,000 from CIL and the remaining £5,000 from Other Grants) and

Footpath improvements to BW34 £1,395.50, a joint venture with SCC and the British Horse Society.

**123.6** The quarterly services charge from Unity Trust bank remains at £6 per month, however, there is now an added 15p per entry wef 1<sup>st</sup> October.

**124/8** **To agree the Council levy a precept of £49,498 for the financial year 2020/21 holding the Band D rate at £14.15, flat for the fifth consecutive financial year**

The Chairman noted precept on the Agenda had been incorrectly stated and should read £49,468 It was proposed by Cllr Swift and seconded by Cllr Jefferies and **unanimously agreed** that the figure should be amended to £49,468 as quoted on the Budget.

At the previous meeting of the Council it was unanimously agreed the Precept for 2020/21 should remain the same, holding the Band D rate of £14.15 flat for the forthcoming year. The proposed net precept is based on a slightly increased number of Band D equivalent properties over last year (22).

It was proposed by Cllr Herbert and seconded by Cllr Swift and **unanimously agreed** the Council will levy a Precept of £49,468 for the financial year 2020/21

The Clerk will notify Head of Finance, Elmbridge Borough Council **AP37**

**125/9** **To approve a budget of £52,243 for the financial year 2020/21 funded by a precept of £49,468, a discretionary Council tax support grant from EBC of £2,650 and £125 bank interest.**

All Councillors have received copies of the proposed Budget and it has been discussed at Committees. There has been an increase in the Planning Budget to take account of possible expenditure relevant to the Local Plan plus an increase in the Communications Budget for the same reason. There is a reduction in the Highways, Transportation & Environment Committee budget.

It was proposed by Cllr Swift and seconded by Cllr Rawson and **unanimously agreed** the Council approves a budget for the financial year 2020/21 of £52,243 funded by a Precept of £49,468, a discretionary Council tax support grant of £2,650 and £125 bank interest.

**126/10** **To discuss the adoption of the National Association of Local Councils model Standing Orders 2018.**

The draft model Standing Orders had been circulated to the Councillors prior to the meeting. The Chairman and Clerk outlined the minor alterations to the model document. These included the amendments made by parish councillors when standing orders were last reviewed in 2017. Once the changes have been incorporated Standing Orders will be placed on the website and circulated to Councillors. **AP38**

**127/11** **To agree and adopt the amended version of the guidance notes for booking and holding public meetings**

The version discussed at the November meeting was amended and this version plus a risk assessment will be circulated for future reference. **AP39**

**128/12** **To discuss adoption of the Data Protection Impact Assessment (relative to Claygate Parish Council)**

This document, obtained from a company originally prepared to act as Data Protection Officer, has been amended to apply to Claygate Parish Council. All points on the Impact Assessment have been adopted and it was agreed the Impact Assessment will be reviewed on a regular basis to confirm compliance with current legislation.

It was noted that recently Councillors have been receiving scam emails, purporting to be from the Chairman, requesting amounts of money. It was confirmed that no such emails have been, or will be sent by the Chairman, Clerk or other Councillors. These emails should be deleted immediately. A Councillor

receiving such an email is at liberty to phone the Clerk involved to check its validity if they feel concerned.

Any Councillor wishing to have their parish council email address removed from the website should contact the Clerk.

**129/13 To provide an update on the EBC Local Plan and agree next steps.**

Information available on the EBC website reports that 6,554 responses to the Consultation were received, 1,219 being from Claygate. It was agreed this was an excellent response amounting to 20% of residents. 90% of those Claygate responses supported Option 4 and 85% of the responses from Elmbridge residents also supported Option 4. The responses also included those from developers and their agents.

A second consultation, 'Creating our vision, objectives and the direct for development management policies 2020' opens on 27<sup>th</sup> January and closes on 9<sup>th</sup> March 2020. The parish council will need to respond to this second consultation and it was agreed the members of the Planning Committee will look at this document. An extraordinary meeting of the Council prior to the date of submission on 9<sup>th</sup> March may be required. The Clerk will notify Councillors in due course. It was agreed the Planning Consultant will also be asked to give us her thoughts. **AP40**

The date for the adoption of the Local Plan has now been revised to Autumn 2020.

The Chairman noted that BT refer to non-availability of a telephone exchange site in Esher. The Clerk will confirm that the Esher Telephone Exchange referred to is in fact in Hare Lane, Claygate. **AP41**

**130/14 To receive the report of the Planning Committee including submission of the response to the South London Waste Plan and to discuss the 2 new EBC SPD consultations and agree any action.**

The Minutes of the Planning Meetings have been circulated to all Councillors and it was noted the Councillors have agreed to start their meetings at 7.30pm.

Cllr Herbert reported developers are submitting plans for development on green belt sites around Claygate. He confirmed any green field site development will be opposed in line with parish council policy. Responses on SPDs on Development Contributions (CIL) and on Parking (relating to design of vehicle and cycle parking in new builds) are both required by 4<sup>th</sup> February. These will be discussed at the Planning meeting on 30<sup>th</sup> January.

**131/15 Highways Transportation & Environment Committee**

The Minutes of the meeting held on 21<sup>st</sup> November have been circulated to all Councillors. The next meeting of HT&E will be held on 6<sup>th</sup> February. Claygate Scouts have recommended the next Clean Up Claygate day takes place on 25<sup>th</sup> April. This will be confirmed at the next HT&E meeting. The clerk will contact the Scouts. **AP42**

**132/16 Communications, specifically Courier.**

The Chairman had hoped that by discussing contents of Courier at Council meetings that this would remove the need for specific editorial meetings. Unfortunately due to the volume of items for discussion at Council meetings this had proved impossible. He had gone ahead and obtained articles on a number of subjects and felt there was now enough copy to distribute a Courier in early/mid February. The Clerk will contact Tim Wilson to find out if he is available to design this edition **AP43** The printing will be undertaken by Solopress and distribution by Greenhill. Due to pressure of commitment the Chairman will not be able to take an active role in the production of Courier in future and asked Councillors to consider getting together to take over this responsibility. **AP44 All Councillors**

**133/17 Torrington Close CIL application**

Item discussed at the beginning of the meeting.

**134/18 To discuss arrangements for the 2020 Village Meeting provisionally scheduled for 19<sup>th</sup> March 2020**

It had been necessary to bring the date of the next Village Meeting forward to avoid the local elections. The 19<sup>th</sup> March has been booked in the main village hall, 7.30 for an 7.45pm start.

It was suggested a spokesman from Surrey Policy could be asked to speak at the meeting. The Clerk will make enquiries **AP45**

**135/19 Matters for information purposes only.**

There were no matters for information raised by Councillors.

**136/20 Motion to exclude the Press and Public to discuss staffing matters.**

The motion was proposed by Cllr Jefferies, seconded by Cllr Rawson and was **unanimously agreed.**

9.50 *The Clerk and the members of the public left the meeting.*

**127/21 Recruitment of new Clerk/Retirement of the Parish Clerk.**

The Staffing Committee, with assistance from SALC, had undertaken interviews with 2 prospective candidates and would undertake a third in early February after which it hopes to make an appointment recommendation to full Council.

The Chairman noted that the Clerk had agreed to remain until the end of January and had offered interim administrative services until the appointment of a new clerk. He thanked the Clerk for her excellent service to the Council.

**Date of next meeting**

The next meeting of the Claygate Parish Council will be held on Thursday 12<sup>th</sup> March 2020, at 7.30 pm, in the Small Hall, Claygate Village Hall, Church Road, Claygate.

Meeting closed at 10.05pm

Signed:

Dated:

## Payments made between 10/10/2019 and 31/12/2019

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
10/10/2019	Claygate Village Association	BACS	400.00			1401	104	400.00	Grant - Parade planters
28/10/2019	TalkTalk	DD	29.40		4.90	1110	101	24.50	Telephone & Broadband
29/10/2019	HMR&C	300658	258.76			1101	101	258.76	Tax & NI Oct
29/10/2019	Shirley Round	BACS	903.53			1101	101	903.53	Clerk's salary October
29/10/2019	Security Force Management Ltd	BACS	511.20		85.20	1401	104	426.00	Remembrance Day Marshals
29/10/2019	Paul Garden Services	BACS	575.00			3102	301	575.00	HGS Maintenance Sept
29/10/2019	Vanessa Rellen	BACS	239.04			3104	301	239.04	The Green planting
31/10/2019	Claygate Village Hall Assoc.	BACS	105.26			1106	101	105.26	Hall hire October
31/10/2019	Vodafone	DD	30.74		5.12	1110	101	25.62	Mobile phone
31/10/2019	Unity Bank	DD	0.30			1132	101	0.30	Handling charge
05/11/2019	Microsoft	BACS	67.68		11.28	1139	101	56.40	Online services x 2mts
05/11/2019	Printerland	BACS	129.62		21.60	4102	401	108.02	Toner cartridges Planning Comm
07/11/2019	Claygate Village Hall Assoc.	BACS	0.01			1106	101	0.01	Adjustment for hall hire
08/11/2019	Zurich Municipal	BACS	478.99			1115	101	478.99	Insurance premium 2019/20
08/11/2019	Paul Garden Services	BACS	575.00			3102	301	575.00	HGS Maintenance Oct
08/11/2019	Viking Direct	BACS	21.28		3.55	4102	401	17.73	Copier paper (Planning)
08/11/2019	Philippa Jarvis Planning	BACS	3,429.12		571.52	4101	401	1,553.84	Elmbridge Local Plan
						335		-1,553.84	Elmbridge Local Plan
						6000	401	1,553.84	Elmbridge Local Plan
						4101	401	1,303.76	Elmbridge Local Plan
18/11/2019	Vodafone	DD	30.74		5.12	1110	101	25.62	Mobile phone
21/11/2019	HMR & C	300659	258.76			1101	101	258.76	Tax & NI Nov
21/11/2019	ICO Data Protection	BACS	35.00			1130	101	35.00	ICO Renewal
21/11/2019	Andys Gardening Services	BACS	408.00		68.00	1304	103	340.00	Christmas tree
22/11/2019	Claygate Village Hall Assoc.	BACS	105.25			1106	101	105.25	Hall hire September
22/11/2019	Holy Trinity Church	BACS	38.75			1106	101	38.75	Hall hire 7/11/19
22/11/2019	Datacenta	BACS	150.00		25.00	6102	601	125.00	Renewal domain name
22/11/2019	TipTop Computers	BACS	112.50		18.75	1139	101	93.75	Change Cllr email address
25/11/2019	Sage	BACS	366.00		61.00	1120	101	305.00	Payroll package 2019/20
25/11/2019	SCC	BACS	1,395.50			2102	201	1,395.50	Improvement to BW34
<b>Subtotal Carried Forward:</b>			10,655.43	0.00	881.04			9,774.39	

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## 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>
26/11/2019	TalkTalk	BACS	29.40		4.90	1110	101	24.50	Telephone & broadband
29/11/2019	Shirley Round	BACS	903.53			1101	101	903.53	Clerk's salary November
02/12/2019	SLCC	BACS	161.00			1120	101	161.00	SLCC subscription
09/12/2019	Claygate Village Hall Assoc.	BACS	72.91			1106	101	72.91	Hall hire November
12/12/2019	Unity Bank	DD	50.00			1132	101	50.00	Multipay fee (payment card)
27/12/2019	Vodafone	DD	30.74		5.12	1110	101	25.62	Mobile phone
30/12/2019	TalkTalk	DD	29.40		4.90	1110	101	24.50	Telephone & broadband
31/12/2019	Unity Bank	DD	22.95			1132	101	22.95	Bank charges
<b>Total Payments:</b>			11,955.36	0.00	895.96			11,059.40	

08/01/2020

Claygate Parish Council

12:42

Balance Sheet as at 31st December 2019

31st March 2019

31st March 2020

31st March 2019		31st March 2020	
Current Assets			
1,623	VAT Control A/c	908	
64	Petty Cash	64	
85,841	Cambridge	85,841	
29,621	Unity Trust	39,814	
<u>117,149</u>		<u>126,627</u>	
<b>117,149</b>	<b>Total Assets</b>	<b>126,627</b>	
Current Liabilities			
<u>0</u>		<u>0</u>	
<b>117,149</b>	<b>Total Assets Less Current Liabilities</b>	<b>126,627</b>	
Represented By			
30,181	General Reserves	50,213	
8,000	EMR Election Fund	8,000	
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>126,627</u>	

The above statement represents fairly the financial position of the authority as at 31st December 2019 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_