

DRAFT
Minutes of the Annual Meeting of the Parish Council
held on Thursday 16th May 2019
at 7.30 pm in the Small Village Hall

Present: **Chairman:** Geoff Herbert
 Councillors: Jo Collon, Anthony Marques, Mark Sugden, Brian Rawson, Xingang Wang.

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

1. To receive Councillors' Declarations of Acceptance.

Declarations of acceptance of office were received from Councillors Geoff Herbert, Mark Sugden, Xingang Wang, Anthony Marques, Jo Collon, and Brian Rawson.

It was noted that Gavin Wilson, although nominated in the uncontested election did not attend the meeting and has not signed the Declaration of Acceptance of Office. The Clerk will notify Electoral Services at EBC. **AP1**

2. To accept apologies for absence

No apologies for absence have been received.

3. To elect a Chairman for the ensuing year

Cllr Mark Sugden was nominated by Cllr Jo Collon, seconded by Cllr Anthony Marques.
Cllr Geoff Herbert was nominated by Cllr Xingang Wang.

Cllr Sugden was elected Chairman by a majority decision.

4. To receive the Chairman's declaration of acceptance.

Cllr Sugden signed the Declaration of Acceptance which was witnessed by the Clerk.
The Parish Clerk will send a copy to the Monitoring Officer at EBC. **AP2**

At this point in the meeting Cllr Sugden assumed the chair.

5. To elect a Vice -Chairman for the ensuing year

Cllr Jo Collon was proposed by Cllr Brian Rawson, seconded by Cllr. Mark Sugden
Cllr. Xingang Wang was proposed by Cllr Anthony Marques, seconded by Cllr Geoff Herbert.

Cllr Jo Collon was elected Vice Chairman by a majority decision.

6. To discuss and approve co-option to fill up to 3 vacancies on the Parish Council

Michelle Woodward and Janet Swift were seeking co-option onto the Council and their resumés had been circulated to the Council prior to the meeting.

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

The Chairman welcomed them to the Council. They signed their Declarations of Acceptance forms which were witnessed by the Clerk.

7. To receive declarations of interest in items on the agenda

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

8. To confirm the minutes of the Parish Council meeting held on 14th March 2019.

The minutes of the meeting on 14th March 2019 had been circulated, were approved and signed by the Chairman.

9. **To report on the actioning of items from previous minutes and decide any action arising.**

AP21 Terms of Reference of Finance Working Party. DONE

AP26 Set up working party to review the Financial Regulations and Standing Orders. OUTSTANDING.
The Clerk will look at these and make notes for the July meeting. **AP3**

AP49 £40,000 grant for Claygate School Pool Project transferred to EMR. DONE

AP50 Lower Mole Partnership, discussed at E & L on 4th April. ONGOING

AP51 Cllr Sugden to contact Neighbourhood Watch re Claygate Leaflet. Cllr Sugden has contacted John Haberfield, the NW co-ordinator who hopes to have the finalised leaflet available to print soon.
OUTSTANDING

AP52 Claygate Garden Society grant for £500. Cheque sent. DONE

AP53 Defibrillator working party report. See agenda item 34. DONE

AP54 Speaker for Village Meeting plus invitations. DONE

AP55 Flower Show arrangements. See agenda item 31. DONE

10. **To consider the following motion by Cllr Sugden**

Claygate Parish Council, in partnership with local residents and community organisations, reaffirms that it will continue to make a significant, positive contribution to our Village, striving to improve the quality of life for all those who live and work in Claygate while preserving its unique character as a warm, caring and sustainable Village Community.

The Councillors **unanimously agreed** the sentiments of the Motion reflected the Parish Council's Remit and its core values.

11. **To receive, review and agree the Annual Governance Statement for the year ending 31/3/2019 and agree action.**

It was **unanimously agreed** Claygate Parish Council approves the Annual Governance Statement for the financial year ending 31st March 2019 and that the Chairman and Parish Clerk are authorised to sign

12. **To receive the finance report including the Statement of Accounts for the year ending 31/3/2019 and agree action.**

It was **unanimously agreed** Claygate Parish Council approves the Accounts for the financial year ending 31st March 2019 and also approves the Statement of Accounts for the financial year ending 31st March 2019 and that the Chairman and Parish Clerk are authorised to sign

13. **To review the 2018/19 budget and the expenditure for the balance of the year and agree action.**

13.1 Bank reconciliations and statement balances have been noted and signed by the Chairman for each month of the previous financial year and the current financial year.

13.2 Cash book (1) Unity Trust Payments report from 27/2/19 – 30/3/19 shows all transactions during the period including payment to SCC for the grit bin in Bridle Road £570, Claygate Gardening Society Grant £500, planting neighbourhood trees £255.21, payment for the Hare Lane Crossing £9,322 (part CIL/part Reserves) and part upgrade of the Clerk's laptop to Outlook. These payments amount to £15,737 (including VAT)

13.3 Cash book (1) Unity Trust Payments report from 1/4/19 – 30/4/19 shows all transactions during the period amounting to £2,231.55 (including VAT)

13.4 During the same period a donation of £800 was received from a local resident toward the purchase and installation of a defibrillator. (see agenda item 34). Also the CIL payment for the period 1/10/18 to 30/3/19 of £957 has been received.

13.5 The balance sheet as at 30th April 2019 shows current assets of £115,746; represented by General Reserves £28,777, and Earmarked Reserves of £86,968.

13.6 The first half payment of the precept and EBC grant are due.

13.7 The Balance sheet was signed by the Chairman.

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

14. **To consider the formation of a new committee by merging the current Highways & Transportation and current Environment & Leisure Committee into one, new combined Committee to be named the Highways, Transportation & Environment Committee (HT&E Committee) and that its remit be determined at the first meeting.**

In order to streamline the working of the Parish Council it was **unanimously agreed** to merge the 2 committees and review the decision at the December meeting.

In the interim it was agreed to cancel the Environment & Leisure committee dates for the remainder of 2019 and the combined committee will meet on those dates reserved for the H & T committee. The Clerk will circulate the revised dates and venues schedule. **AP4**

15. To review delegation arrangements to committees, employees and other local authorities.

15.1 CPC has two committees, Planning and Highways, Transportation & Environment which are set up and run in accordance with legislation, Standing Orders and Financial Regulations.

15.2 CPC has one employee the Parish Clerk and Responsible Financial Officer.

15.3 CPC has one delegation arrangement with EBC, the maintenance of the Highway Garden Sites

15.4 CPC has a Memorandum of Understanding (MoU) with EBC relating to CIL (Community Infrastructure Levy)

16. To appoint members of the following committees and working parties

a) Planning Committee

Geoff Herbert, Xingang Wang, Janet Swift, Michelle Woodward

b) Highways, Transportation & Environment

Jo Collon, Brian Rawson, Anthony Marques

c) Communications Working Party

All Councillors

d) Staffing Committee

Vice Chairman of the Parish Council Cllr Jo Collon together with Cllr Janet Swift

e) Complaints Panel.

It was agreed to follow the recommendations set out in the Code of Practice for Handling Complaints.

f) Poppy Appeal Working Party

Chairman and other Councillors to be agreed.

17. To confirm the remits of the Committees.

It was agreed each Committee will review the remits at their first meeting, any changes will be reported back to the next Parish Council Meeting and then uploaded onto the website. The Clerk will add this item to the agenda for these Committees. **AP5**

18. To review arrangements including any charters with other local authorities and review of contributions

18.1 CPC has a Charter with EBC. This was revised in 2012. It was **agreed** the Charter should be reviewed during the current Parish Council year.

18.2 CPC receives a grant from CPC towards maintenance of Highway Garden Sites which is increased by RPI each year.

18.3 CPC has a MoU with EBC relating to CIL and receives from EBC 15% of CIL contributions for development that incurs CIL in Claygate.

19. To review representation on or work with external bodies and arrangements for reporting back.

The following appointments were **agreed**:

Assets Register

Cllr Jo Collon & the Clerk.

It was agreed a visual check was sufficient this year as a more detailed inspection had been undertaken last year.

To be agreed

CVA Liaison

Local residents will sign up as Street Representatives. The NW area co-ordinator is John Haberfield. The Clerk will circulate the new leaflet when available. **AP6**

Neighbourhood Watch Representative

No representative required

Surrey Rail Forum and Regional Passenger Committee

Antony Marques

Recreation Ground Trust

To be agreed

Village Hall Representative

Mark Sugden

EBC Audit & Standards Committee

20. To review assets.

20.1 CPC holds an asset register. As equipment is purchased it is written off. The Parish Council includes a nominal value for certain assets because we insure them. These are:

- i. the 2 CPC notice boards
- ii the bus shelter at Church Road by the Recreation Ground
- iii the Millenium sign
- iv the Christmas trees
- v. the bench in Church road

20.2 CPC does not own land or buildings

20.3 Cllr Collon and the Clerk will carry out an inspection of the assets during the year **AP7**

21. To review and confirm insurance cover in respect of all insured risks.

Insurance arrangements were reviewed in 2018 when the Policy came up for renewal. CPC has a three year contract with Zurich Insurance.

22. To review the Council's Standing Orders, Financial Regulations, Health & Safety Policy, Freedom of Information Policy, Freedom of Information Publication Scheme, Risk Management Policy, Document Retention Policy, Bullying and Harassment Policy, Data Protection Policy, Privacy Policy, Members Code of Conduct, Media & Communications Policy, CIL Policy, Complaints Procedure, Register of Interests, and the Hospitality Register.

The Chairman explained that all the Policies had been reviewed and updated during 2018 and 2019 and SALC model policies had been adopted where required. These had been unanimously agreed.

- i. Standing Orders – a revised model Standing Orders is available. The Clerk agreed to check the changes and report back to the Council. **AP8**
- ii. Financial Regulations – a revised model Policy is available. The Clerk agreed to check the changes and report back to the Council. **AP9**
- iii. Register of Interests – this will be updated on an ongoing basis.
- iv. Hospitality Register. No entries for last year.
- vi. Complaints procedure - agreed, no change.
- vii It was agreed to contact EBC and seek their advice on whether the Parish Council Code of Conduct is due for review. **AP10**

23 To set the dates, times and places of meetings of the Council for the year ahead

Revised dates for the remainder of 2019 will be circulated to all Councillors

24 To consider the Chairman's allowance.

The Clerk explained the Chairman's allowance of £100 is a budgeted item, administered by the Clerk and available for items such as the Remembrance Day wreath, refreshments for the Village Meeting etc. The allowance was unanimously **agreed**.

25 To consider the payment of annual subscriptions and agree action

Claygate Parish Council subscribes to:

Organisations:

SSALC/NALC
Local Council Review (LCR) Magazine
SLCC
Data Protection Registration
Claygate Village Hall Association
Open Spaces Society – agreed not to renew.

Annual Service Agreements:

Sage (Payroll software)
RBS (Accounts software)

It was unanimously agreed that the Claygate Parish Council pays the subscription fees for all organisations as agreed at the Annual Meeting on 16 th May 2019.
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26. **To receive the Chairman's report and decide any action arising.**

Cllr Herbert (Chairman during the last Council year) reported that as Chairman he had met regularly with the Clerk to discuss administrative and financial matters.

The Chairman thanked Cllr Herbert for the work he had undertaken whilst he had been Chairman of the Parish Council.

27. **To receive the report from the Parish Clerk and decide any action arising**

The Clerk's report had been circulated to all Councillors prior to the meeting.

28. **To appoint new cheque signatories, request Clerk to progress the adoption of electronic banking and in accordance with Financial Regulations (6.14) approve the appointment of the Clerk as Service Administrator of Unity Trust Bank.**

28.1 New cheque signatories were recommended as follows:

Unity Trust Bank: Cllrs Sugden, Rawson and Collon in addition to Cllr Herbert

Cambridge Building Society: Cllrs Sugden, Rawson and Collon. Clerk to action **AP11**

28.2 It was unanimously agreed the Clerk with progress the adoption of electronic banking with Unity Trust Bank. AP12

28.3 It was unanimously agreed the Clerk should become the Service Administrator of the Unity Trust Bank in accordance with Financial Regulations (6.14). AP13
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29. **To agree the upgrade of the Clerk's and Councillors electronic devices to Office 365 in order to provide an enhanced email system and further comply with GDPR legislation.**

In order to comply more closely with GDPR legislation and provide added security to email communications the Parish Council had agreed to adopt Office 365 software. This system was also recommended by the Surrey Association of Local Councils. It had been agreed to delay adoption of the system until the new Council was elected. O365 is a subscription service £3/month per user for email.

It was unanimously agreed to switch all Councillors' email addresses to Office 365 and away from the current system of transferring Parish Council emails to Councillors' personal email accounts.

Arrangements will made with TipTop computers to attend the village hall for 2 sessions (21st and 22nd May) to assist Councillors in setting up their new email accounts including O365 software installation if required.

The amount of £1,000 has been included in the 2019/20 Accounts for this purpose.

30. **To decide the recipient of the Brian Rhodes Community Cup**

30.1 Those nominated this year were Jamie Blake and Carol Shorter

30.2 The Clerk oversaw the secret ballot.

30.3 There being no clear winner in the 1st and 2nd rounds it was agreed the cup should be awarded to both nominees. Jamie Blake and Carol Shorter were declared the winners.

30.4 The Parish Clerk will notify them and invite them to the Annual Village Meeting for the presentation. **AP14**

31. **To discuss the Flower show 2018 and agree any action.**

The Flower Show is Saturday 13th July and CPC will have a stand as usual. Clerk will set up a rota and circulate.

The Clerk's gazebo is available and will be taken down to the recreation ground as previously. Tom Swift and Cllr Herbert agreed to set up at 9am.

The Clerk will update the display boards. **AP15**

Cllrs Wang, Collon, Rawson, Herbert and Sugden indicated they were available during the afternoon to man the display. The Clerk will circulate a timetable. The display will be dismantled at 5pm. **AP16**

32. **To confirm the date of the Village Meeting on Tuesday 21st May at the Ministry Centre.**

32.1 The Agenda and previous Minutes will be available at the meeting.

32.2 The speaker is Ted Burke from Friends of the Earth and he has confirmed his attendance.

32.3 The meeting will follow the usual format of an introduction and Parish Council update from the Chairman. Following the speaker, the residents' forum will enable residents to raise matters of interest.

33. **To receive the report of the Planning, Highways & Transportation, Environment & Leisure Committees and Communications Working Party.**
 33.1 Regular meetings of these Committees have been held and Agenda and Minutes circulated and placed on the website.
 33.2 The Chairs of these committees did not seek re-election and were, therefore, unavailable to give verbal reports.
 33.3 The Chairman thanked all Councillors who had been involved in supporting these committees.
 33.4 Cllr Marques updated the Council on the progress of Project Phoenix (Recreation Ground Pavilion).
34. **To confirm that the provision of a community defibrillator will be located at the Hare & Hounds and to make arrangements for appropriate residents' training sessions.**
 34.1 At the Council meeting on 14th March 2019 it had been agreed to spend up to £2,000 on the provision of a community defibrillator and to provide residents' training courses. A small working party had sort 3 quotations. Only one provider could provide a maintenance contract which was considered to be essential in our circumstances.
 34.2 Thanks to a crowd funding exercise by a local resident and a grant from County Cllr Mike Bennison a total of £1,520 was already available.
 34.3 The total cost of purchase of a defibrillator (approved by St John Ambulance), an outdoor cabinet and electrical installation amounted to £1,799 leaving a balance of £279 to be funded by CPC.
- It was unanimously **agreed** to proceed in the first instance with the purchase and installation of the defibrillator from the Public Projects Budget. Clerk to action in consultation with the Chairman. **AP17**
35. **To consider a Grant Application for up to £400 from Claygate Girlguiding for the provision of a projector and screen.**
 Claygate Girlguiding have applied for this equipment to enable them to show instruction material to the Guides working on badges. Currently they borrow equipment from 1st Claygate Scouts.
- It was **agreed** by a majority decision that a grant up to £400 be awarded to Claygate Girlguiding for a projector and screen. This amount will be taken from the Youth Budget
36. **To consider a Grant Application for up to £500 from the Esher & Claygate Car Service to acquire a basic level PC, software and an external hard drive back-up.**
 The car service is available to all Claygate Residents, most of the Clients are elderly. The service takes residents to GP surgeries, dental and hospital appointments. In 2018 they provided 457 drives of which 105 were to local hospitals. Their total number of clients registered 274.
- The car services has always operated a telephone and paper based booking system to receive requests from clients and to allocate drivers. It is time consuming and inefficient. A dedicated PC is required to enable them to handle relevant data more efficiently and for bookings to be confirmed more quickly. The service has a policy to ensure compliance with GDPR.
- It was unanimously **agreed** that a grant of £500 be awarded to Esher & Claygate Car Service to acquire a basic level PC, software and an external hard drive back-up. This amount will be taken from the Other Grants Budget
37. **Matters for information purposes only.**
 37.1 EBC Electoral Services will be notified of the current vacancy caused by the resignation of a Councillor. When informed by EBC the vacancy will be advertised.
 37.2 At the same time the Parish Council will advertise the additional Councillor vacancy.
38. **Date of next meeting**
 The next meeting of the Claygate Parish Council will be held on Thursday 18th July 2018, at 7.30 pm, in the Small Village Hall.

Meeting closed at 10.05pm

Signed:

Dated:

Balance Sheet as at 30th April 2019

1st April 2018

31st March 2019

		Current Assets	
1,623	VAT Control A/c	1,651	
64	Petty Cash	64	
85,841	Cambridge	85,841	
29,621	Unity Trust	28,190	
<u>117,149</u>			<u>115,746</u>
117,149	Total Assets		115,746
		Current Liabilities	
<u>0</u>			<u>0</u>
117,149	Total Assets Less Current Liabilities		115,746
Represented By			
30,181	General Reserves		28,777
8,000	EMR Election Fund		8,000
1,554	EMR Planning Project Enquiry		1,554
26,147	EMR CIL 17/18		26,147
11,267	EMR CIL 18/19		11,267
40,000	CPSP		40,000
<u>117,149</u>			<u>115,746</u>

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

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

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>
27/02/2019	Shirley Round	300596	459.75			6101	601	459.75	Solopress - Spring Courier
27/02/2019	Vodafone	DD	30.00		5.00	1110	101	25.00	Mobile phone
11/03/2019	Claygate Village Hall Assoc.	300597	82.99			1106	101	82.99	Hall Hire February
11/03/2019	Viking Direct	300599	30.92		2.27	1105	101	28.65	Stationery & postage
11/03/2019	Greenhill 2003Ltd	300600	540.00		90.00	6101	601	450.00	Greenhill 2003Ltd
14/03/2019	SCC	300601	570.00			2104	201	570.00	Grit bin - Bridle Road
14/03/2019	Viking Direct	300602	19.73		3.29	3101	301	16.44	Litter pickers
14/03/2019	Viking Direct	300603	88.74		14.79	1105	101	73.95	Ink cartridges
14/03/2019	Piranha PR	300604	576.00		96.00	6101	601	480.00	Courier March
14/03/2019	Vanessa Rellen	300605	142.92		23.82	2105	201	119.10	Purchase highway trees
20/03/2019	Claygate Garden Society	300606	500.00			1306	103	500.00	Grant
20/03/2019	S.M. Sugden	300607	16.48		2.74	1136	101	13.74	Final PC meeting
21/03/2019	Paul Garden Services	300598	575.00			3102	301	575.00	HGS maintenance February
25/03/2019	Will Imbert Landscapes & Maint	300608	255.21			2105	201	255.21	Planting neighbourhood trees
27/03/2019	Shirley Round	300609	841.08			1101	101	841.08	Clerk's salary March
27/03/2019	HMR & C	300610	244.78			1101	101	244.78	Tax & NI mth 12
27/03/2019	Vodafone	DD	30.00		5.00	1110	101	25.00	Mobile phone
28/03/2019	SCC	300611	9,323.75			2111	201	4,661.87	Hare Lane crossing
						2111	201	4,661.88	Hare lane crossing
						342		-4,661.88	Hare lane crossing
						6000	201	4,661.88	Hare lane crossing
30/03/2019	TipTop Computers	300612	370.50		61.75	1128	101	308.75	Upgrade PC computer/emails
30/03/2019	Claygate Village Hall Assoc.	300613	114.55			1106	101	114.55	Hall Hire
30/03/2019	Paul Garden Services	300614	350.00			3104	301	350.00	Meadow Road Green
30/03/2019	Paul Garden Services	300615	575.00			3102	301	575.00	HGS Maintenance March
Total Payments:			15,737.40	0.00	304.66			15,432.74	

		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>
02/04/2019	BT	DD	99.10		16.52	1110	101	82.58	Telephone & broadband
02/04/2019	JE	DD	800.00			1401	104	800.00	Resident's donation
02/04/2019	JE	DD	-800.00			1401	104	-800.00	Resident's donation
25/04/2019	Vodafone	DD	30.74		5.12	1110	101	25.62	Mobile phone
26/04/2019	TalkTalk Business (April)	DD	37.79		6.30	1110	101	31.49	TalkTalk Business (April)
29/04/2019	Surrey ALC & NALC	300618	2,063.92			1120	101	1,675.00	SALC subscription 2019/20
						1120	101	388.92	NALC subscription 2019/20
Total Payments:			2,231.55	0.00	27.94			2,203.61	