

DRAFT
Minutes of the Meeting of the Parish Council
held on Thursday 7th November 2019
at 7.30 pm in the Small Village Hall

Present: **Chairman:** Mark Sugden
 Councillors: Jo Collon, Geoff Herbert, Brian Rawson, Janet Swift, Josette Lesser and Nick Jefferies.

In attendance: Parish Clerk & RFO: Shirley Round and 1 member of the public

- 93/1 **To accept apologies for absence**
Apology received from Cllrs Anthony Marques, Michelle Woodward and Xingang Wang with reason.
- 94/2. **To receive declarations of interest in items on the agenda**
There were no disclosures of interest in items on the agenda.
- 95/3 **To confirm the minutes of the Parish Council meeting held on 19th September 2019.**
The minutes of the meeting on 19th September 2019 had been circulated, were approved and signed by the Chairman.

The Chairman requested a Motion under Standing Order 1 d), e) and f) to move to item 109/17. This was agreed unanimously.

Ms Jane Bathurst, a resident of Hare Lane, updated the Council on the progress of a potential 20mph speed limit in Hare Lane between the Swan and the railway bridge. A traffic survey had been carried out and a draft feasibility study prepared. The study proposed several alternatives options. Options include road cushions or tables. The cost of speed tables would be £110,000 and the cushions option approx. £20,000.

The local residents would like SCC to assess cushions and speed tables. SCC has indicated that there are no funds available to spend on any further design options. They have suggested the residents approach the Parish Council.

- 109/17 **To provide an update on a potential 20mph speed limit on Hare Lane and agree action.**
The Chairman thanked Ms Bathurst for the update. He had spoken to SCC prior to the meeting. SCC had been in touch with EBC to enquire whether this project could qualify as a Strategic CIL Project but been told informally that this was highly unlikely.

The Chairman proposed

- i) consulting with EBC local Councillors regarding Strategic CIL to find out if any of the feasibility study proposals could qualify.
- ii) ask SCC to find out how the emergency services and the bus company are consulted on speed reduction suggestions.
- iii) ask SCC if there is a statutory distance required between each speed table and cushion.

The Councillors agreed that they could not recommend spending on investigating the viability of a hybrid scheme that it would be unlikely to be able to afford. The Councillors agreed to the Chairman's proposals and also indicated that a public meeting may be required to judge residents' opinions further.

AP29

8.15pm Ms Bathurst left the meeting.

- 96/4 **To report on the actioning of items from previous minutes and decide any action arising.**
AP22 Twitter and FaceBook page required. OUTSTANDING
AP23 Acquisition of a Procurement Card – OUSTANDING (further information required).
AP24 Adoption of revised Standing Orders – OUSTANDING (see agenda item 104/12)

AP25 Financial Regulations have been adopted and following a minor addition will be placed on the website. OUTSTANDING

AP26 Revised Document Retention Policy placed on website. DONE

AP27 Updated CIL policy – OUSTANDING (see agenda item 101/9)

AP28 Communications working party – (see agenda item 110/18)

97/5 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 had reopened for six months. He had offered Parish Council assistance if required. The defibrillator will be officially 'opened' by the Mayor at a future date to be determined.

98/6 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:

98.1 The defibrillator has been registered with Surrey Ambulance and is covered by Zurich Insurance policy.

98.2 The Parish Council's response to the Draft Local Plan Consultation questionnaire was submitted by 30th September.

98.3 In accordance with GDPR requirements the Clerk now has a complete list of HGS gardening volunteers together with contact details. The volunteers have given their permission for this information to be held by the parish council. The volunteers are now covered by Zurich Insurance when carrying out approved work on Highway Garden Sites.

98.4 Completion of the Data Protection Impact Assessment is outstanding and will be circulated before the next Council meeting. **AP30**

99/7 To receive the finance report including expenditure for the balance of the year.

99.1 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 of £134,430 has been reconciled by the Clerk and reviewed by the Chairman.

99.2 Cash book (1) Unity Trust **Payments** report from 2/9/2019 to 31/10/2019 shows all transactions during the period including payments to Piranha PR for design of Summer Courier, PKF Littlejohn for the external audit, Surrey Electrical & Security for installation of the defibrillator and Minuteman Press for leaflets and banner printing.

Total payments for this period amounts to £4,641.81. **Appendix A**

It was **unanimously agreed** all payments made in this period and the Balance Sheet as at 31st October be approved.

99.3 The balance sheet as at 31st October shows current assets of £134,430; represented by General Reserves £56,462, and Earmarked Reserves of £77,968. **Appendix B**

99.4 The Cambridge Building Society balance is £85,841.

99.5 It is noted that variances budget -v-actual to date shows an overspend of £341 in GDPR Compliance budget which includes the charges for Councillors parish council email addresses.

100/8 To discuss 2020/21 budget process and agree next steps.

The Chairman and RFO presented a proposed budget for the following financial year. This had been circulated to all Councillors prior to the meeting. The draft proposes that the Band D rate is held flat at £14.15. Committee budgets will be discussed at their subsequent meetings and any recommendations made to the Clerk prior to the January Council meeting when the final budget will be agreed for submission to EBC.

101/9 To finalise the updated Community Infrastructure Levy (CIL) policy and application process.

The final version of the Parish Council CIL Policy and application process will be placed on the website. A copy has been sent to the EBC Infrastructure Delivery Co-ordinator. **AP31**

102/10 To discuss and agree an updated Claygate Parish Council Grant Policy

It was **unanimously agreed** to update the CPC Grant Policy and application form, a copy of which will be made available on the website.

103/11 To discuss renewal of the Highways Garden Site gardening contract and agree action.

New Councillors and the amalgamation of Highways & Transport and Environment & Leisure Committees had delayed the renewal process of the Contract due on 1st November. It was **unanimously**

agreed to renew the Contract for a further year, in accordance with Financial Regulations 10.1 a)iv. During the year HT&E Councillors will review the Contract and Schedule and retender. **AP32**

104/12 To consider a motion from the Chairman to adopt the National Association of Local Councils model Standing Orders 201

In line with recommendations from the Surrey Association of Local Councils the Parish Council is advised to adopt the up to date model Standing Orders. These have been circulated to all Councillors highlighting the recommended changes.

The Chairman requested that these be adopted in principle and ratified at the January Council meeting. This was **unanimously agreed**. **AP33** In the meantime Councillors will note the changes.

105/13 To discuss a proposal to adopt a formal process for booking and holding public meetings.

Following the recent public meeting at the Day Centre it was agreed a more formal approach should be adopted, highlighting the requirements of the meeting eg public address system, laptop presentation, wifi link etc.

It was agreed it is difficult to anticipate numbers and therefore as much notice as possible should be allowed to book the biggest venue available. Holy Trinity Church and the Village Hall are considered to be the most appropriate.

A set up team, tech team, door team and risk assessment will be required for each event. Cllr Lesser is available to offer tips on presentation techniques.

Cllr Swift's paper will be amended, circulated to Councillors and added to the Clerk's folder for future reference. **AP34**

106/14 To provide an update on the EBC Local Plan and agree next steps.

The EBC Individual Cabinet Member Decision Making – Planning Service (ICDMDM) will meet on the 20th November. The agenda for this meeting and accompanying papers will be available on the 13th November. The papers will include a draft statement on the Local Plan Consultation and what the next steps are going to be. These papers will be available on the EBC website and are therefore available to view.

107/15 To receive the report of the Planning Committee

The Minutes of the Planning Meetings have been circulated to all Councillors and it was noted meetings are now being held on a 4-weekly basis.

108/16 Highways Transportation & Environment Committee

The Minutes of the meeting held on 5th September have been circulated to all Councillors. The next meeting of HT&E will be held on 21st November.

109/17 To provide an update on a potential 20mph speed limit on Hare Lane and agree action.

Item discussed at the beginning of the meeting.

110/18 Communication of key decisions to Residents and input to Courier and the website.

It was agreed copy for the December issue of Courier would be made available to the Clerk by 15th November, artwork to be completed by end of November for printing and distribution from 13th December.

To date the Council has been unable to find anyone to set up and look after a FaceBook page.

111/19 To confirm the Zurich Insurance Policy renewal premium (including cover for the Defibrillator) and agree action.

The Council agreed at the November 2018 meeting to enter into a 3 year agreement with Zurich Insurance to hold steady the annual premium. It was agreed to pay the premium of £478.99 (a 3% increase over last year) for the year commencing 20th November 2019.

112/20 To consider the final arrangements for Remembrance Sunday, 10th November 2019.

The Road Closure Notice has been received, EBC have notified the bus company and the official road marshals are confirmed. Volunteer marshals will be available from Claygate Scouts and Holy Trinity

Church. Councillors are asked to assemble in the Hare Lane Carpark by 10.30, the parade to Holy Trinity commences at 10.40.

113/21 To appoint a Parish Councillor as a Trustee of the Claygate Village Hall Association

Following the death earlier this year of Cllr Huddart a vacancy has arisen for a Trustee Representative of the Parish Council.

The Parish Council **unanimously agreed** that Cllr Sugden, previously a Community Trustee of CVHA, should adopt the role. Clerk to notify CVHA **AP35**

114/22 Matters for information purposes only.

There were no matters for information raised by Councillors.

115/23 Motion to exclude the Press and Public to discuss staffing matters.

The motion was proposed by Cllr Sugden, seconded by Cllr Collon and was **unanimously agreed**.

9.35 *The Clerk and the member of the public left the meeting.*

116/24 Retirement of the Parish Clerk.

The Chairman updated the Council on the status of the recruitment of a new Parish Clerk/RFO. The vacancy went live on 1st November and the closing date for applications is 29th November 2019. The Council is working with SALC on the process.

The Council agreed the Recruitment Panel would be the members of the Staffing Committee: Cllrs Collon, Sugden and Swift.

Date of next meeting

The next meeting of the Claygate Parish Council will be held on Thursday 16th January 2020, at 7.30 pm, in the Small Hall, Claygate Village Hall, Church Road, Claygate.

Meeting closed at 9.50pm

Signed:

Dated:

Unity Trust

Payments made between 02/09/2019 and 31/10/2019

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT			
02/09/2019	TipTop Computers	BACS	90.00		15.00	1139	101	75.00 Set up new email address
03/09/2019	Microsoft	BACS	89.88		14.98	1139	101	74.90 On line services x 2 mths
04/09/2019	Surrey ALC	BACS	84.00		14.00	1103	101	70.00 Budget planning training
05/09/2019	Mark Sugden	300654	101.80			6105	601	101.80 Solopress (Local Plan mtg)
05/09/2019	Claygate Village Hall Assoc.	BACS	90.90			1106	101	90.90 Hall hire August
05/09/2019	Piranha PR	BACS	576.00		96.00	6101	601	480.00 Courier August edition
07/09/2019	S. Round	BACS	426.69			6101	601	426.69 Solopress (Summer Courier)
12/09/2019	PKF Littlejohn	BACS	480.00		80.00	1112	101	400.00 External audit fee
12/09/2019	E-Mango	BACS	60.00		10.00	6102	601	50.00 Support
12/09/2019	Surrey Electrical & Security	BACS	288.00		48.00	1401	104	240.00 Surrey Electrical & Security
16/09/2019	Paul Garden Services	BACS	575.00			3102	301	575.00 HGS Maintenance August
16/09/2019	Paper Mountains	BACS	36.00		6.00	1130	101	30.00 Secure shredding
26/09/2019	TalkTalk	DD	27.00		4.50	1110	101	22.50 Telephone & broadband
27/09/2019	Shirley Round	BACS	903.53			1101	101	903.53 Clerk's salary September
27/09/2019	Vodafone	DD	30.74		5.12	1110	101	25.62 Mobile phone
30/09/2019	Unity Bank	DD	18.00			1132	101	18.00 Bank charges
01/10/2019	Minuteman Press	BACS	719.00		5.80	6105	601	713.20 Printing leaflets/banners
01/10/2019	Currys PC World	BACS	39.99		6.67	1130	101	33.32 Laptop charger

01/10/2019 Unity Bank

<u>DD</u>	<u>5.28</u>	<u>1132 101</u>	<u>5.28 Service charge</u>
		<u>A/c Centre</u>	<u>£ Amount Transaction Details</u>

Total Payments: 4,641.81 0.00 306.07 4,335.74

31/10/2019

Claygate Parish Council

16:20

Balance Sheet as at 31st October 2019

31st March 2019

31st March 2020

31st March 2019		31st March 2020	
Current Assets			
1,623	VAT Control A/c	958	
64	Petty Cash	64	
85,841	Cambridge	85,841	
29,621	Unity Trust	47,567	
<u>117,149</u>		<u>134,430</u>	
117,149	Total Assets	134,430	
Current Liabilities			
<u>0</u>		<u>0</u>	
117,149	Total Assets Less Current Liabilities	134,430	
Represented By			
30,181	General Reserves	56,462	
8,000	EMR Election Fund	8,000	
1,554	EMR Planning Project Enquiry	1,554	
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>134,430</u>	

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

Signed :

Chairman

Date : _____

Signed :

Responsible Financial

Date : _____