Minutes of the Claygate Annual Parish Council Meeting
held on Thursday 18th May 2023.
at 7.30 pm at Claygate Village Hall.

Present: **Outgoing Chair**: Gil Bray
New Chair: Sue Grose
Councillors: Geoff Herbert, Janet Swift, Tim Freeborn, Michael Collon, Donna Holt, George Marcall, Hadleigh Moon, Bob Twells

In attendance: **Parish Clerk & RFO**: Sally Harman and 10 members of the public.

The Clerk noted at the start of the meeting that she would be recording the meeting to assist with her minutes and that the recording would be destroyed upon approval of the meeting's minutes at the next Council meeting. She noted that the Annual meeting had to have a number of set items on the agenda which corresponded with the requirements of the Council's Standing Order Item 5.

The Outgoing Chair welcomed members of the public, new and elected Councillors.

1. **To confirm the receipt of Councillors Declarations of Acceptance.**
   The Clerk noted that all Councillors had signed their Declarations of Acceptance of Office forms and these had been sent to EBC and would be loaded on to the CPC website shortly.

   AP1 Clerk to upload to CPC website.

2. **To accept apologies for absence**
   None.

3. **To elect a Chair for the ensuing year**
   Each year Councillors choose the Chair for the forthcoming year.

   Cllr Grose was proposed by Cllr Moon, seconded by Cllr Holt.

Cllr Grose was elected Chair by a **majority decision**. 7 in favour, 2 abstentions, 1 Cllr did not vote.

The outgoing Chair noted that the Clerk was a true asset to the Council and the Village and thanked her.

4. **To receive the Chair's declaration of acceptance.**
   Cllr Grose signed the Declaration of Acceptance which was witnessed by the Clerk.

At this point in the meeting Cllr Grose assumed the Chair.

The new Chair thanked everyone for the opportunity of Chairing the Council.

AP2 Clerk to send a copy to the Monitoring Officer at EBC and update the CPC website.

5 **To elect a Vice Chair for the ensuing year.**
Cllr Holt was proposed by Cllr Swift, seconded by Cllr Moon.

Cllr Holt was elected Vice Chairman by a **majority decision**. 6 in favour, 4 abstentions.

AP3 Clerk to update website on Vice Chair appointment.

6. **<u>To receive declarations of interest in items on the agenda.</u>**
None

7. **<u>To confirm the minutes of the Extraordinary Parish Council meeting held on 20th April 2023.</u>**
The minutes of the meeting on 20th April 2023 had been circulated by the Clerk ahead of the meeting. She noted that the agenda item numbering was incorrect and had been amended as such.

> The minutes of the 20th April 2023 Extraordinary meeting with the above amends were **approved in a majority decision** signed by the Chair, witnessed by the Clerk. 1 Cllr abstained.

AP4 Clerk to upload final minutes the website.

8. **<u>To confirm the Remit of the Parish Council</u>**
The Clerk had circulated the current remit to Councillors ahead of the meeting (Appendix A) and which residents can find on the CPC website.

> It was **agreed in a majority decision** to defer a review of the remit of the Parish Council to the 6th July CPC meeting. 1 Cllr abstained.

AP5 Clerk to add to 6th July 2023 agenda.

Under Standing Orders 10 a vi the Chairman motioned to move Item 11 up the agenda and then for the agenda to return to its original order. This motion was agreed in a majority decision. 3 Cllrs abstained.

11. **<u>To appoint membership to the following committees: -</u>**
There was some debate about whether the Council could appoint Chairs and Vice Chairs of Committees at the meeting that evening. The Clerk advised Cllrs that the Standing Orders 4dvi and 4dvii appeared to be conflicting and she advised that as such the Council should debate and decide what they would like to do.

The Chair stated that she had sought advice from Beverley Greenstein of the EBC team on the Parish Council process for election of Chairs to Parish Council Committees. The Clerk reminded Cllrs that she was the Proper Officer of the Council, and that Cllrs should come to her if they had queries on how the Standing orders are applied not the Borough Council. The Borough Council are a completely separate tier of government and operate to a different set of principles and processes to the Parish Council's.

Cllrs nominated themselves to which Committee they would like to sit on and the outcome of the votes by each committee were as follows: -

A) Highways Transportation & Environment Committee

> It was **agreed in a unanimous decision** to appoint the following Councillors: -
>
> Cllr Marcall, Cllr Holt, Cllr Swift, Cllr Twells, Cllr Freeman, Cllr Moon, Cllr Bray, Cllr Grose

Only those Councillors elected to the HT&E Committee then voted on the Chair and Vice Chair roles.

> Cllr Marcall was proposed by Cllr Swift, seconded by Cllr Holt to be Chair of the HT&E Committee.
>
> It was **unanimously agreed** that Cllr Marcall become Chair of the HT&E Committee.

Cllr Twells was proposed by Cllr Moon and seconded by Cllr Swift to be Vice Chair of the HT&E Committee.

It was **unanimously agreed** that Cllr Twells become Vice-Chair of the HT&E Committee.

B) Planning Committee

It was **agreed in a unanimous decision** to appoint the following Councillors: -

Cllr Marcall, Cllr Holt, Cllr Swift, Cllr Twells, Cllr Moon, Cllr Bray, Cllr Grose, Cllr Herbert, Cllr Collon

Only those Councillors elected to the Planning Committee then voted on the Chair and Vice Chair roles.

Cllr Swift was proposed by Cllr Moon, seconded by Cllr Grose to be Chair of the Planning Committee.

It was **majority agreed** that Cllr Swift become Chair of the Planning Committee. 2 Cllrs against, 1 Cllr abstained.

Cllr Moon was proposed by Cllr Swift, seconded by Cllr Grose to be Chair of the Planning Committee.

It was **majority agreed** that Cllr Moon become Vice Chair of the Planning Committee. 1 Cllr abstained.

C) Staffing Committee

It was **agreed in a unanimous decision** to appoint the following Councillors: -

Cllr Marcall, Cllr Holt, Cllr Swift, Cllr Twells, Cllr Moon, Cllr Bray, Cllr Grose, Cllr Herbert, Cllr Collon

Only those Councillors elected to the Staffing Committee then voted on the Chair and Vice Chair roles.

Cllr Holt was proposed by Cllr Grose, seconded by Cllr Moon to be Chair of the Staffing Committee.

It was **agreed in a majority decision that** Cllr Holt become Chair of the Staffing Committee. 2 Cllrs abstained.

Cllr Twells was proposed by Cllr Swift, seconded by Cllr Holt to be Vice Chair of the Staffing Committee.

It was **agreed in a majority decision** that Cllr Twells become Vice Chair of the Staffing Committee. 1 Cllrs abstained.

AP6 Clerk to update meeting list. Clerk to update email groups and website.

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

The Clerk had circulated the current arrangements to Cllrs ahead of the meeting including the Clerks job description (Appendix B). The arrangements are as follows: -

CPC has three committees: -

1. Planning
2. Highways, Transportation & Environment
3. Staffing

   These are set up and run in accordance with legislation, Standing Orders and Financial Regulations and their full Council approved Remits.

- CPC has one employee, the Parish Clerk and Responsible Financial Officer who works 15hr a week on average.

- CPC has one volunteer who assists in preparing and producing the Courier Newsletter and any Parish Council Leafletting requirements alongside the Clerk. Cllrs need to provide articles.

- CPC has one arrangement with SCC to provide additional maintenance to 6 Highway Garden Sites by its own Contractor. Review is due in Autumn 2023.

- CPC has a Memorandum of Understanding (MoU) with EBC relating to CIL (Community Infrastructure Levy). CPC receive 15% of CIL raised at EBC level from local Claygate development.

> It was **agreed in a unanimous** decision to continue with the current delegation arrangements to committees, employees and other local authorities for the time being but to add a review of these arrangements to the 6th July CPC meeting.

AP7 Clerk to add to 6th July CPC meeting agenda.

10. **To confirm the Terms of Reference (Remits) of the Planning, Highways, Transportation and Environment and Staffing Committees.**

The Clerk had circulated the remits from the Planning, Highways, Transportation and Environment and Staffing Committees which residents can find on the CPC website.

> It was **agreed in a unanimous decision** to continue with the current Committee Remits and review them at the 6th July CPC meeting.

AP8 Clerk to add to 6th July CPC meeting agenda.

12. **To appoint any new Committees in accordance with Standing Orders 4 if the Council deem required.**

The Chair proposed that CPC create 2 working groups. Working groups would not require minute taking and no decisions could be taken, and any decision would have to come in front of the full Council. The Chair proposed a communication working party covering Council communications such as the Courier.

> It was **agreed in a majority decision** to create a Communications working party. 8 in favour and 2 abstained.

The Chair confirmed that the Working party meetings would be advertised, and all Cllrs could attend if they choose to.

The Chair proposed an Engagement working group covering engagement of all groups the Parish Council engages with.

It was **agreed in a majority decision** to create an Engagement working group. 8 in favour and 2 abstained.

AP9 Chair to liaise with Clerk on dates to when these working parties/groups would be run.

13. **To review, reaffirm and adopt the Council's Standing orders, Financial Regulations, Members Code of Conduct, Health & Safety Policy, Freedom of Information Policy, Freedom of Information Publication Scheme, Risk Management Policy and Assessment, Document Retention Policy, Data Protection Policy, Privacy Policy, Dignity at Work Policy, Complaints Procedure, Media & Communications Policy, CIL Policy and Guidance, Grants Policy and Guidance, Sickness at Work Policy, Register of Interests and the Hospitality Register.**

The Council had been told to refer to the CPC website ahead of the meeting where all Policy documentation can be found.

It was **agreed in a majority decision** that the review of all the Councils Policy and Procedure documents as detailed in Agenda Item 13 will be deferred to the 6th July meeting. 2 Cllrs abstained.

It was **agreed in a majority decision** that all Councils current policies and procedure documents as listed in agenda Item 13 remain as is until the 6th July meeting. 1 Cllr abstained.

AP10 Clerk to add to 6th July agenda.

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

Cllrs noted the following arrangements: -

- CPC has a Charter with EBC. This was revised in 2012. (Appendix C)
- CPC has a MoU with EBC relating to CIL and receives from EBC 15% of CIL contributions for development that incurs CIL in Claygate.

It was **unanimously agreed** that the Charter with EBC is brought back to the September CPC meeting for review.

It was **unanimously agreed** that the existing Charter with EBC is brought to June Bi-Annual CPC/EBC Charter.

AP11 Clerk to add EBC Charter Review to September CPC agenda and the June Bi-Annual CPC and EBC agenda.

15. **To review representation on or work with external bodies and arrangements for reporting**

i) EBC Audits and Standards Committee Representative

EBC's Constitution allows for a Member of the Claygate Parish Council to be appointed to the Audit and Standards Committee.

Both Cllr Moon and Cllr Freeman put themselves forward. It was **agreed in majority decision** that Cllr Moon should be the CPC representative on the EBC Audits and Standard Committee. 6 Cllrs voted for Cllr Moon and 4 Cllrs voted for Cllr Freeman.

ii) SALC Representative

It was noted that all Cllrs are members but the CPC nominates 1 Cllr to act as the overall representative to attend the SALC AGM.

It was **agreed in a majority decision** that Cllr Holt should be the CPC representative for SALC. 1 Cllr abstained.

AP19 Clerk to check if the representative of SALC should be the Chair and it would be brought back to the July 6th meeting for further discussion.

iii) CVHA Liaison

It was **agreed** in a majority decision that Cllr Swift should be the CPC liaison for CVHA. 2 Cllrs abstained.

iv) CVA Liaison

Both Cllr Herbert and Cllr Marcall put themselves forward for the CVA liaison role. It was **agreed in a majority decision** that Cllr Marcall should be the CVA Liaison. 6 Cllrs voted for Marcall. 4 Cllrs voted for Cllr Herbert.

v) CRGT Liaison

It was **unanimously agreed** that Cllr Moon should be the CRGT Liaison.

AP12 Clerk to notify the various external bodies of the appointments.

16. <u>To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.</u>

The Clerk noted that the Standing Orders stated that in an election year the Council is required to consider what the Council is doing to get General Power of Competence. The General Power of Competence gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. There are 2 criteria to achieve: -

1/ Elected Councillors -> The number of Cllrs elected at the last ordinary election must equal or exceed 2/3 of its total number of Councillors.

2/ A qualified Clerk -> This would require the Clerk to acquire CILCA. The Clerk noted that the cost of the course and time would be £488 and it would be 6 x 2hrs sessions.

It was **unanimously agreed** that this agenda item is carried over to the 6th July 2023.

AP13 Clerk to add to 6th July agenda.

17. **To review the Councils Assets**

The Clerk had circulated the latest Asset Register to Cllrs ahead of the meeting (Appendix D). The Parish Council includes a nominal value for certain assets. The assets CPC own are as follows:

i) Clerk's office equipment – Filing cabinet, metal cupboard, mobile, laptop, shredder, Voice recorder, laminator and printer.

ii) Outside fixed assets - Bus stop, Notice boards x 2, Millennium Sign, Bench, White Entrance Gates Hare Lane, Footbridge Old Claygate Lane, 3 x Grit Bins

iii) Miscellaneous - Xmas trees and lights, litter pickers, tabards, display boards, a boards, leaf blower, hose and reel, Remembrance Day silhouettes, Poppies

iv) Defibrillator

CPC does not own land or buildings.

The Clerk noted that: -

- She was awaiting confirmation from the CVA as to if they would like CPC to insure the new Xmas trees and lights and how many old ones had been retained. She would bring this back to the Council for agreement.
- She was still waiting for SCC to confirm if they wanted to take on the 3 Grit bins in Claygate and had called on SCC Cllr Mark Sugden to help get a response.
- She was working on redoing the Parade village sign as detailed in her Clerks report.
- She was arranging for the Poppies and Remembrance Day Silhouettes to be stored at the village hall. Since publishing the asset report had received communication from Mark Sugden confirmed 69 poppies in total. Original cost for silhouette were £500 and Poppies were free.

It was **unanimously agreed** that the asset register was accepted and that the Clerk would carry out a review in Summer 2023.

AP14 Clerk to carry out a review of the CPC assets in Summer 2023 and update the Asset Register and send to the insurers. The updated Asset Register would be brought to the September CPC meeting.

18. **To confirm arrangements for insurance cover in respect of all insurable risks.**

It was noted that the CPC has a 3 year contract with Zurich running from November 2021 through to 20th November 2024. The latest year cost was £519.67 plus £84 for insuring the Remembrance Day event. The Clerk confirmed the insurers are in receipt of the asset register and HGS Risk Assessments up until last month when the silhouettes and poppies have since be added. She noted that last Full Council had approved the 3 year contract at the Full Council meeting in September 2021.

It was **unanimously agreed** that insurance arrangements stand.

It was raised what cover Cllrs received through the insurance.

AP15 Clerk to send updated asset register to Insurers with Poppies and Silhouettes added. Clerk to check insurance cover for Cllrs and circulate.

19. **To review the Councils and /or staff subscriptions to other bodies.**

The Clerk had circulated all the costs to the Council ahead of the meeting.
Cllrs noted organisation subscriptions (all costs ex VAT) were as follows -

- NALC Budget £445 - Actual had come in at £436
- SALC Budget £1785 - Actual had come in at £1750
- SLCC Membership Fee Budget £184
- Data Protection ICO Budget £37
- CVHA Affiliation Fee Budget £10

Annual Service Agreements included: -

- Sage (payroll software) £310 Budget

- Microsoft Office 365 Membership £340 Budget – Actual £356.40 ex VAT.
- RBS (accounts software) £175 Budget. Actual £76.00 (April – Oct) to be replaced by Scribe account software from October. (£29pm after initial £147 set up fee. Note this includes the year end close down cost of which was £755 with RBS) Full details are in Appendix X.
- E-Mango (website hosting, support & back-up) £480 Budget
- Annual Service Defibrillator at Hare and Hounds with Medisol which cost £179 for May 2023 to May 2024 cover. Budget was £149 but extra cost was approved at 9th March CPC meeting.

It was **agreed in a unanimous decision** that Claygate Parish Council pay the subscription fees to all organisations plus the addition £356.40 ex VAT Microsoft Office 365 Membership cost

20. Review of Councils expenditure incurred under S137 of the Local Government Act 1972

S137 allows CPC to spend a limited amount of money for purposes for which they have no other specific statutory power. It has to be for the benefit of the full community. This power was not used by CPC last year. The amount for 23/24 is £9.93 per electorate. 5575 Electorate within Claygate so the total amount could be up to £55,359.75. The Clerk noted that it had to be workable within CPC's budget. The Council noted.

21. To approve the Parish Council bank accounts online signatories, invoice signatories and signatories of monthly bank reconciliations through to May 2024 and approve the appointment of the Clerk as Service Administrator to all bank accounts.

It was agreed in a **majority decision** that the following Cllrs would be signatories for the CPC Bank Accounts and invoice signatories for the following year with Cllr Marcall and Cllr Holt being the 2 main approvers of invoices: -

- Unity Trust – Current: - Cllr Herbert, Mark Sugden, Brian Rawson and Jo Collon. Remove all current signatories and replace with Cllr Holt, Cllr Marcall, Cllr Moon and Cllr Grose.
- Cambridge – Current Mark Sugden, Brian Rawson and Jo Collon. Remove all current signatories and replace with Cllr Holt, Cllr Marcall, Cllr Moon and Cllr Grose.
- Lloyds Credit Card: - Current: - Cllr Herbert and Mark Sugden. Remove and replace with Cllr Holt, Cllr Marcall, Cllr Moon and Cllr Grose.

1 Cllr abstained.

20h35 Cllr Twells left room. No business took place in his absence.
20h39 Cllr Twells returned to room.

It was **agreed in a majority decision** that Mark Sugden and Cllr Herbert could continue to approve bank payments online once invoices had been approved by Cllr Holt and Cllr Marcall until such time as Cllr Holt and Cllr Marcall were set up as Online banking signatories and could approve themselves.1 Cllr abstained.

It was **agreed in a unanimous decision** that Cllr Grose along with the RFO verify and approve the bank reconciliations for Unity Trust, Cambridge and the Unity Credit Card for each month over the following year.

It was **agreed in a unanimous decision** that the Clerk continues as Service Administrator to all Bank accounts.

AP16 Clerk to action signatory update with all Cllrs involved.

22. To set the dates, times and places of meetings of the Council through to May 2024.

The proposed meetings schedule for dates and times for the remainder of 2023 and the full year 2024 had been circulated to Cllrs via the Clerk prior to the meeting (Appendix E). Places of meetings will be set upon receiving confirmation that Cllrs were happy with the proposed dates. Any amends to times, dates and places will be updated on the Website and Facebook.

The Chair proposed that next week's Planning Committee move forward to the 24th May and that Cllr Collon minute it as the Clerk noted that she was unable to attend at such short notice.

It was **agreed in a majority decision** that the Planning Committee moved from the 25th May to the 24th May. 3 Cllrs abstained.

The Clerk noted that, as detailed in her finance report, that the CRGT had tabled a small price increase from May CRGT Treetop room increasing costs from £15 per hour inc VAT to £16.50 per hour inc VAT Mon-Thurs 6pm to 10pm from June 2023 a 10% increase. The Village Hall had increased their charges in September 2022 by 7%. The Village Hall is £26 per sess for the Small Hall. The Clerk noted that she tries to use the Small hall at Village Hall when ever possible.

It was agreed in a **majority decision** to the dates and time for the full Council meeting with one amend to the Planning Committee on the 24th May moving forward to the 25th May. 1 Cllr abstained.

AP17 Clerk to contact all members of the public that had spoken to her regarding attending the Planning Committee on the 25th May that the date had moved. Clerk to change the meeting booking for the hall from the 25th May to the 24th May and publish agenda.

23. **To receive and review the Annual Governance Statement for the year ending 31/03/2023.**
The Clerk had circulated the Annual Internal Audit report actioned by EBC ahead of the meeting which noted that CPC had received a Substantial Grading, the highest possible. No further amends to CPC processes had been requested. The Clerk had circulated the Annual Governance Statement 2023/23 prepared by herself as RFO.

It was **agreed in a unanimous decision** that Claygate Parish Council approves the Annual Governance Statement for the financial year ending 31st March 2023 and that the Chairman and Parish Clerk are authorised to sign.

The Chair and Clerk signed the annual governance statement for the year ending 31/03/2023.

AP18 Clerk to submit all necessary paperwork to the external auditor and publish it on CPC's website and noticeboards on 12th June 2023.

24. **To receive and review the Statement of Accounts for the year ending 31/3/22 and agree any action.**
The Clerk had circulated CPC's accounts for 2022/23. All account information will be on the CPC website from the 12th June.

It was **agreed in a unanimous decision** that Claygate Parish Council approves the Accounts for the financial year ending 31st March 2023 and also approves the Statement of Accounts for the financial year ending 31st March 2023 and that the Chairman and Parish Clerk are authorised to sign.

The Chair and Clerk signed the Statement of Accounts statement for the year ending 31/03/2023.

AP25 Clerk to submit all necessary paperwork to the external auditor and publish on CPC's website and noticeboards on 12th June 2023.

25 **To receive the financial report and review the budget and the expenditure thus far for financial year 2023/24.**

1/ Unity Trust & Lloyds Bank Credit Card Bank reconciliations and statement balances have been noted and signed by the Chairman for each month of the current financial year. Note an underpayment of £0.09 was made to SALC subscription on the 6th April and will be resolved in May. The balance sheet as of 9th MAY 2023 shows current assets as £58,108.04 represented by £29,276.61 of General Reserves and £28,831.43 of Earmarked Reserves (EMR). (Appendix F) There are no liabilities as the Credit Card was paid off on the 24th April 2023.

2/ Cash books for all banks from 1ST APRIL to the 30TH APRIL 2023 shows all transactions during the period. (Appendix G) Total payments for this period amount to £3,951.23 ex VAT. Main ex VAT costs outside of usual monthly expenditure were: -

- SALC and NALC Membership £2186.30
- Defibrillator Annual Service £178.80

3/ £1578.71 of income was received between the 1ST APRIL to the 30th APRIL 2023 for a VAT refund from Oct 2022 to March 2023 from HMRC. The Parish Council can reclaim VAT.

4/ The expenditure review shows that there are no cost centres where expenditure is a cause for concern at this time. (Appendix H)

It was **agreed in a unanimous decision** that the Chair and Clerk as RFO sign the Balance Sheet, Income and Expenditure Reports and Cash Books from the 1st April to the 30th April 2023.

20h58 Cllr Moon left the meeting. No business was transacted in this time.
21h00 Cllr Moon returned to the meeting.

26 To receive the report from the Parish Clerk including the actioning of items from previous Council meetings and decide any action arising.

The Clerk had circulated her report ahead of the meeting (Appendix I) and noted that all On Hold APs would be added to the next CPC meeting agenda. In Progress were all being covered off in this meetings agenda except the Parade Sign. The artist from CRGT said he would mimic the current picture free of charge. He would provide a digital image to the Clerk. The Clerk needed to secure a handy man to assist in accessing and measuring the current sign and to find an outdoor vinyl printer.

It was **unanimously agreed** to carry the Parade sign cost decision to 6th July meeting.

AP26 Clerk to get detailed cost of a handyman and vinyl outdoor print and bring back to next Council meeting.

The Clerk noted that with the Elections, Audit, Claygate Clean Up day and Annual meeting preparation she put in 11hrs of overtime over the last 2 weeks. She proposed to take the time off in lieu over the summer holidays when the Council was quieter as per her contract. She noted that she would of course attend the one meeting in August as planned. This proposal was declined.

It was **agreed in a majority decision** that a Staffing Committee take place and that the Clerks over time she was due as per her contract would only be discussed there. 3 Cllrs abstained. 1 Cllr against

AP27 Clerk to arrange a Staffing Committee.

She updated Cllrs on Claygate Clean Up day. She noted that almost 45 volunteers had attended Claygate Clean Up day. She thanked Cllr Bray and Cllr Collon for helping her as she could not have run the event by herself. She noted that a number of residents had asked where the other Cllrs were. The Chair noted that she was proposing running environmental days going forward. In order that Councillors can support future events.

The Clerk had since received an update from John Bamford on the Claygate Toilet Block at Claygate Recreation Ground which had been closed for redecoration. Water meter readings suggest that there is a leak so the work may take some time. EBC expect the work to take up to 5 weeks depending on the nature of the leak and how quickly they can dry out the facility. There was a risk for the Claygate Country 5, Claygate Flower Show and Gig on the Rec.

Finally, she noted that Holy Trinity Church has been approached by the Commonwealth War Graves Commission (CWGC) with a view to installing a sign advertising the presence of war graves in the Holy Trinity churchyard.

27. <u>To note the newly established Your Fund Surrey Small Community Projects fund and the Your Councillor Community Fund.</u>

The Council noted the 2 funds available from Surrey County Council.

28. <u>To agree the agenda points for the Bi-Annual meeting of Claygate Parish Council and Elmbridge Borough Council to be held on the 23rd June 2023.</u>

The Clerk had circulated the minutes from the last meeting held on the 14th October 2022. She noted that EBC's Head of Strategy Ray Lee was keen to brief Cllrs on the Claygate Day Centre.

> It was **unanimously agreed** that this meeting be open to all Cllrs and that the following agenda items be included: -
> - Torrington Lodge
> - Claygate Community Centre
> - Land behind Rythe Road

> It was **agreed in a majority** decision that the following agenda items be included: -
> - 2 places on the floor for CPC Cllrs for all EBC Cllr meetings. 4 Cllrs abstained.
> - Increase EBC/CPC meetings from twice a year to four times a year. 3 Cllrs against. 2 abstained. Chair made casting vote.
> - AOB. 1 abstention

AP28 Clerk to finalise meeting agenda with Ray Lee and Kim Tagliarini and circulate to Cllrs.

29. <u>To note a response received from Elmbridge Borough Council to the Parish Council's letter on the Claygate Centre for the Community sent on the 27th March 2023 and agree any action.</u>

Cllr Bray clarified that CPC had written to EBC about an implied threat of closure. He noted that there were 3 reasons that the prior Council had taken this action. Firstly, on the basis that Elm Road Centre is on the Draft Local Plan within the site allocation section as a site for development nominated by EBC under a 6-10yr time frame and the proposal would be for 14 units with a reprovision of community service utility. Secondly EBC had commissioned some research by an external company and the thrust of that document is one that the Borough needs fewer buildings providing that support and thirdly that Claygate was not deemed to be in an area of high need. He noted that all those 3 points suggested an implied threat which is why CPC wrote to EBC with their concerns.

Cllr Bray requested a recorded vote by name of his proposal to write to Head of Strategy Ray Lee as per Appendix J . Cllr Bray read out his proposed letter. The Council then debated whether the letter should be sent.

> It was **agreed in a majority** decision to send the letter proposed by Cllr Bray to EBC Head of Strategy Ray Lee. Cllr Bray, Cllr Collon, Cllr Herbert and Cllr Freeman voted for. Cllr Grose, Cllr Swift and Cllr Holt voted against. Cllr Marcall, Cllr Twells and Cllr Moon abstained.

> It was **agreed in a majority** decision for the Clerk to add the recorded vote outcome onto the letter. 1 Cllr abstained.

AP29 Cllrs to read EBC Draft Local plan ahead of the EBC/CPC meeting on the 23rd June 2023.
AP30 Clerk to submit letter to Ray Lee.

30. To note the Department for Leveling Up, Housing and Communities consultation on the Infrastructure Levy (closes 9th June 2023) and agree a response if deemed required.
The Council noted the consultation.

> It was **unanimously agreed** to note the consultation but not to submit a response.

31. To decide the recipient of the Brian Rhodes Community Cup 2023.
The Clerk had circulated the nominations ahead of the meeting (Appendix K).

> Katie Holmes was **agreed in a majority decision** as the winner of the Brian Rhodes Community Cup 2023. She obtained 5 votes.

AP31 Clerk to notify winner and get cup engraved and update website.

32. To discuss the Parish Council's presence at the Claygate Flower Show 2023 and agree any action.
The Clerk noted that she was unable to assist with the running of the day due to childcare requirements. The Clerk noted she had secured a stall and tickets for Cllrs to attend.

> It was **agreed in a majority decision** for Cllr Swift to lead the Claygate Flower Show Day Stall. 2 Cllrs abstained.

AP32 Cllr Swift to organise Claygate Flower Show Stall on behalf of CPC.

33. Matters for information purposes only
The Chair noted that each new Committee should confirm their Co-opted Committee at their first meetings.

> It was **unanimously agreed that Co-opted Committee members** should be voted on at the first Committee meeting.

The Chair proposed a strategy half day or day on Saturday 16th September. This was discussed but nothing was agreed.

The next meeting of the Claygate Parish Council would be on the 6th July 2023.

Meeting closed at 22h00

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

Date.....8th June 2023.**.....**