

Minutes of the Claygate Parish Council Meeting
held on Thursday 12th January 2023.
at 7.30 pm at Claygate Village Hall.

Present: **Chairman:** Gil Bray
 Councillor: Brian Rawson, Anthony Marques, Geoff Herbert, Xingang Wang, Mark Sugden, Jo Collon, Sue Grose
 Co-opted Members: Michael Collon, John Bamford, Will Harrison-Cripps, Mark Tymieniecki.
 Members of the Public: 1

In the absence of the Parish Clerk, pursuant to SO 15(a), it was **unanimously agreed** to appoint Michael Collon as Clerk for the duration of the meeting.

The Chairman moved that the Council should send the Parish Clerk their best wishes for a speedy recovery. This was unanimously agreed.

The Chairman noted at the start of the meeting that he would be recording the meeting to assist the Parish Clerk with her minutes, and that the recording would be destroyed upon approval of the meeting's minutes at the next Council meeting.

106/1. To accept apologies for absence

Cllr Woodward sent her apologies.

107/2. To receive declarations of interest in items on the agenda.

Cllr Sugden noted that he was also a Surrey County Cllr so there could be agenda items that come before him in his other role in the future, but he had no pecuniary or personal interest with items on the agenda.

108/3. To confirm the minutes of the 17th November 2022 Parish Council meeting.

The Clerk had circulated the draft minutes to Cllrs ahead of the meeting.

It was **unanimously agreed** to approve the minutes with no amends.

Cllr Bray signed the minutes, witnessed by Michael Collon on behalf of the Clerk.

AP68 Clerk to upload final minutes on to website.

109/4 To receive the report from the Parish Clerk including the actioning of items from previous meetings and decide any action arising.

The Council noted the Clerk's report (Appendix A).

110/5 To receive the Chairman's report and decide any action arising.

The Chairman noted he had directed a resident to SCC Cllr Sugden regarding getting gullies cleared outside Claygate Recreation Ground on Church Road.

The Chairman outlined discussions he had had on the celebration of the King's Coronation with the Claygate Recreation Ground Trust (CRGT) and that it is likely that the CRGT along with a number of other local organisations would be holding an event and that the CRGT might come before the Council at a future meeting to request support.

111/6 To receive the Finance Report including expenditure for the balance of the year and decide any action arising.

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. The Balance Sheet as of 31st DECEMBER 2022 (Appendix B) shows current assets as £73,743 represented by £45,286 of General Reserves and £28,456 of Earmarked Reserves (EMR). There are no liabilities as the Credit Card was paid off on the 28th December 2022.

2/ Cash book (1) Unity Trust Payments report from 1st NOVEMBER to 31st DECEMBER 2022 (Appendix C) shows all transactions during the period. Total payments for this period amount to £11,073.87 ex VAT. Main ex VAT costs outside of usual monthly expenditure were: -

- £4794.52 Star surfer Playground equipment
- £674.14 Clerk Salary, Pension and P32 Backdated NALC Pay increase
- £519.67 Zurich Insurance Renewal
- £517.25 Remembrance Day Marshalls
- £500 CVA Xmas Lights Stage Grant
- £351 SAGE Annual Subscription.
- £35 ICO Data protection subscription.

3/ Cash book (3) Unity Credit Card shows all transactions from the 1st NOVEMBER to 31st DECEMBER 2022 (Appendix C) . Total payments for this period amount to £332.08. Main ex VAT costs outside of usual monthly expenditure were: -

- £187 SLCC Membership
- £43.67 Office Supplies
- £25.00 Highway tree planting request with SCC for The Green.

4/ No income was received between the 1st NOVEMBER to 31st DECEMBER 2022.

5/ The Expenditure Review (Appendix D) shows that there are a number of cost centre overspends versus budget: -

- 1128 Equipment: £289 spend v £150 budget due to having to replace printer.
- 1138 Election Expenses: No budget line as the by-election was unforeseen. Costs have come in significantly over EBC's forecast of £6,850 communicated to Cllrs at the 10th March 2022 CPC meeting at £9703.
- 1302 Youth: £15,500 v £1000 budget with £14,500 coming from EMR for Emmanuel Hall.
- 1112 Audit £400 versus £315 in budget. Unforeseen cost increase from PFK Little John.
- 1115 Insurance £604 versus £575 budget. Premium increased due to addition of assets such as Grit bins. Additional expenditure approved at 17th Nov CPC meeting.

At the 7th July CPC meeting £4,500 was authorised to come from General Reserves to cover the unforeseen cost of the By-Election in May 2022 so that the EMR Election pot of £7,850 could be left for future use. Only £2,382 has had to be pulled across so far due to underspend in other cost centres as well as cost savings secured in cost centres 1110 Telephone, 1105 Office Supplies, 1106 Hall hire & 6101 Printing & Design.

6/ Anticipated Invoices/cost increases: -

- £385 ex VAT Xmas Tree on The Green.

It was **unanimously agreed** that the Chairman and the Clerk as RFO should sign the Balance Sheet, Income and Expenditure Reports and Cash Books.

112/7 To approve £385 ex VAT for the Christmas Tree on The Green.

It was **agreed by a majority decision** to pay £385 ex VAT for the Christmas Tree on the Green. One Councillor abstained.

AP69 Clerk to notify the CVA and arrange payment

113/8 To approve 2023/24 Hanging Basket order with Elmbridge Borough Council for 30 Hanging Baskets and 7 summer & winter troughs for £3342.05 ex VAT.

It was unanimously agreed to approve the order for 30 Hanging Baskets and 7 summer & winter troughs for £3342.05 ex VAT for 23/24 with Elmbridge Borough Council.

AP70 Clerk to place order for Hanging Baskets and Troughs for 2023 with EBC.

114/9 To approve the amended Highways, Transportation and Environment Remit.

The Council considered the amendments to Section 4 (Parking) of the Remit of the Highways, Transportation and Environment Committee which had been approved by that HT&E Committee on 8th December 2022. The proposed amends were for Section 4 Parking to read as follows:-

- To reduce illegal on-street parking, intrusive parking and encourage use of car parks.
- To resist all attempts to introduce charged controlled street car parking.

Cllr Sugden proposed two further amendments to section 4 (Parking):

- (i) To add "To seek to ensure that there is adequate off-street parking in the village".
 - (ii) To add "To challenge proposals that would significantly increase the charges for off-street parking".
- After discussion, Cllr Sugden withdrew amendment (i).

It was **agreed by a majority decision** for a further amendment Section 4 (Parking) of the Remit of the Highways, Transport and Environment Committee to be as follows: -

- To challenge proposals that would significantly increase the charges for off-street parking.

One Councillor abstaining.

It was **unanimously agreed** for the amendments to Section 4 (Parking) of the Remit of the Highways, Transportation and Environment Committee which had been approved by that HT&E Committee on 8th December 2022 be approved as follows:-

- To reduce illegal on-street parking, intrusive parking and encourage use of car parks.
- To resist all attempts to introduce charged controlled street car parking.

AP71 Clerk to update HT&E Remit on CPC website.

115/10 To agree the Council levy a precept of £50,374 for the financial year 2023/24 holding the Band D rate at £14.15 flat for the eighth consecutive financial year.

It was **unanimously agreed** that the Council levy a precept of £50,374 for the financial year 2023/24 holding the Band D rate at £14.15 flat for the eighth consecutive financial year.

AP72 Clerk to notify EBC of Precept decision.

116/11 To approve a budget of £53,488 for the financial year 2023/24 funded by a precept of £50,374, a discretionary Council tax support grant from EBC of £2,800 and £314 of Bank Interest.

The Clerk had circulated a draft budget proposal to Cllrs ahead of the meeting (Appendix E). The Chairman drew attention to a number of fluctuations since 17th November 2022 including Accounting Software costs which had increased considerably. The Clerk had proposed to offset these increases by reducing the Staffing and Other Publicity Budgets so to balance the budget and deliver the £14.15 Precept that Councillors had voted for in the meeting of 17th November 2022.

The Budget was **unanimously agreed**.

The Chairman moved a vote of thanks to the Parish Clerk for her work on the Precept and Budget. This was agreed unanimously.

117/12 To discuss the Annual Village Meeting on the 2nd March 2023 and agree the format, content & speakers.

The Chairman explained that Anne Bott had confirmed to the Clerk that she could attend to speak on what a Parish Council does ahead of the Elections in May. The Chairman proposed that Alan Brown as Chair of the CRGT be also invited speak and as such could advertise the plans for the Kings Coronation. The Clerk will continue to plan on this basis, and to advertise the meeting on Facebook, the CPC noticeboards and in The Courier.

It was **agreed unanimously** that both Anne Bott and Alan Brown be invited to speak for 15mins each on the evening.

AP73 Clerk to organise and advertise meeting.

118/13 To confirm the events the Parish Council will participate in for 2023 including the plans for the King's Coronation on 6th May 2023.

The Chairman explained that the Council planned to participate and/or support the following events:

- The King's Coronation on 6th May 2023: Support
- Claygate Clean Up Day on 13th May 2023: Organise and insure
- Claygate Flower Show Date TBC: Stall
- Remembrance Day 12th November 2023: Organise, insure and payment of marshals.
- Christmas Lights Date TBC: Support

The above event participation and/or support was **agreed unanimously**.

119/14 To confirm the process and timings for the Brian Rhodes Cup 2023.

It was proposed that Brian Rhodes Cup Advertising (Appendix F) would be inserted in The Courier, on CPC noticeboards and Facebook with a deadline for nominations of April 28th 2023. The Council would vote on a winner at the May Annual Meeting.

The process and timings for the Brian Rhodes Cup 2023 were **unanimously agreed**.

AP74 Clerk to action Brian Rhodes advertisement and add vote of winner to May Annual meeting agenda.

120/15 To note progress on the Civility and Respect Pledge and to sign the Certificate of Civility and Respect.

The Clerk had circulated a Roles and Responsibilities document from the Civility and Respect Project organisers ahead of the meeting along with a Certificate of Civility and Respect which was downloadable upon the Clerk signing up to the pledge, at the request of the Council, on the Civility and Respect website.

It was **unanimously agreed** that the Chairman should sign the Certificate of Civility and Respect.

AP75 Clerk to load signed certificate on to CPC website.

Cllrs noted that there was a specific Civility and Respect Training course by NALC which was not running at present. In the meantime if Cllrs were keen to attend training then there were other courses which didn't specifically focus on Civility and Respect but had appropriate content in parts which Cllrs could attend. They were asked to notify the Clerk who would book it in for them.

121/16 To consider alternative bank account options for the Parish Council.

The Clerk had circulated some alternative bank accounts in advance of the meeting. The Chairman explained the extra work that would be involved for the Clerk in making changes, and that further work could then be needed if a newly elected Council in May wished to make further changes.

It was **unanimously agreed** that consideration of this issue should be deferred to the Annual May meeting.

AP76 Clerk to add to agenda for Annual May meeting.

122/17 To consider a course of action for the picture within the Parade sign.

It was **unanimously agreed** that the Clerk should be asked to obtain from the original artist a quotation for the cost of touching up the current image.

AP77 Clerk to ask original artist to provide quote for touching up image.

123/18 To note the plans for the 2023 election, an introduction to new Councillors meeting on the evening of 10th May 2023, and agree any action arising.

The Clerk had circulated a timetable for the May 2023 Elections (Appendix G). Councillors noted the document and dates including Purdah period.

AP78 Clerk to book meeting room for 10th May and swap Annual Meeting with Planning Committee in May.

124/19 To receive the report from the Planning Committee and decide any action arising.

Councillors considered the note prepared by Michael Collon with a draft response which the Parish Council should make to the consultation by the Royal Borough of Kingston upon Thames on its draft Local Plan (Appendix H)

The draft response was **agreed unanimously** and the Clerk was asked to send it to the Assistant Director for Strategic Planning and Infrastructure at the Royal Borough of Kingston upon Thames.

AP79 Clerk to submit response.

125/20 To receive the report from the Highways, Transport and Environment Committee and decide any action arising.

No issues were raised.

126/21 To receive an update on Communications including the February edition of the Courier.

Cllr Grose explained that, in preparing to write the paper which she had agreed to do at the previous meeting of the Council on 17th November 2022, the more she had considered the issues, the more she had come to realise the complexity and importance of the matters involved. After discussion, it was suggested that this matter might best be deferred for consideration by the new Council in May.

It was **unanimously agreed** that consideration of issues of communication, including the Courier, should be postponed to a meeting of the new Council in May 2023.

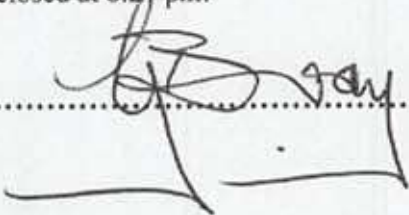
AP80 Clerk to add to Annual meeting agenda in May.

127/22 Matters for information purposes only.

None.

To confirm that the next meeting of the Claygate Parish Council is planned to be held on
Thursday 9th March 2023 at 7.30 pm

Meeting closed at 8.27 pm.

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

Date..........

9/3/23.

Appendix A

CLERKS REPORT

ACTION POINTS FROM 17th NOVEMBER MEETING

AP51 Clerk to focus on finding original artist and if she can't she would approach the artist who did the CRGT Pavilion painting. Local artist has been identified. Discuss under Item 17 **DONE**

AP53 Clerk to offer grit bins to SCC. Emailed and no response as yet. Chasing **IN PROGRESS**

AP56 Clerk to liaise with EBC's Head of Electoral services and action a timetable for 2023 Elections and circulate to Cllrs and amend Village meeting if required. Discuss under Item 18. **DONE**

AP57 Clerk to update Dignity at Work policy on website, book appropriate training and sign Civility and Respect pledge on NALC website. NALC Training course on hold for time being. Clerk has circulated link to other options provided by Breakthrough Communications. Cover under item 15. **DONE**

AP60 Clerk to upload final minutes from 28th September CPC meeting to website. **DONE**

AP61 Clerk to investigate alternative Banks. Cover under Item 16. **DONE**

AP62 Clerk to reply to the resident who requested Hanging Baskets in Common Road/Causeway declining their request. **DONE**

AP63 Cllr Grose to write Courier Consultation article and circulate to Cllrs.

AP64 Clerk to action insurance payment to Zurich. **DONE**

P65 Clerk to action backdated NALC Clerk payment and amend salary going forth. **DONE**

AP66 Clerk to add Church Road Bus Stop to next HT&E Agenda. **DONE**

AP67 Clerk to add the King's Coronation to Jan CPC agenda. **DONE**

AP68 Clerk to add Proposed Torrington Lodge Car park and HT&E Remit review to next HT&E Committee meeting agenda. **DONE**

MEETING PREPERATION & MINUTE WRITE UP

- 1st Dec Planning Committee Preparation and Minutes
- 8th Dec HT&E Committee Preparation and Minutes
- 5th Jan Planning Committee Preparation and Minutes
- 12th Jan CPC Preparation

FINANCE

- Bank reconciliations
- Invoices paid & logged onto accounting software.
- Backdated Payroll amends actioned on SAGE & Nest.
- Payroll actioned on SAGE & Nest
- Refinement of 23/24 Budget proposal.
- Preparation for 23/24 Financial Year Closedown.

EVENTS

- Annual Village Meeting 2/3/23
- May Elections 23/24 Planning.
- Claygate Clean Up Day -> Awaiting confirmation from Scouts that 13/5 works for them.

COMMUNICATIONS INCLUDING WEBSITE & SOCIAL

- Continuing to post regular updates on Facebook when possible. The page is continuing to grow. 337 followers v 200 target.
- Courier Feb planning and articles.

OTHER

- Insurance renewal finalised
- Starsurfer Plaque chasing.

- Signed up Government's Domain Detectify Surface Monitoring. This service checks your .gov.uk and any other domains you may use for any vulnerabilities, which will then alert you about.
- Attended SALC Clerk Forum 6th December -> Cyberattacks, Elections, Precept averaging a 10-11% increase.

Appendix B

03/01/2023

Claygate Parish Council

09.21

Balance Sheet as at 31st December 2022

31st March 2022

31st March 2023

1,723	Current Assets		
55	VAT Control A/c	1,410	
51,952	Petty Cash	55	
28,640	Cambridge	41,928	
	Unity Trust	30,349	
82,371		73,743	
	Total Assets		73,743
402	Current Liabilities		
	Accruals	0	
402		0	
	Total Assets Less Current Liabilities		73,743
	Represented By		
33,562	General Reserves	45,286	
7,850	EMR Election Fund	7,850	
2,192	EMR CIL 20/21	0	
20,787	EMR CIL 21/22	20,606	
14,500	EMR Grant Emmanuel Hall 21/22	0	
3,077	EMR Hanging Baskets 22/23	0	
81,969		73,743	

The above statement represents fairly the financial position of the authority as at 31st December 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Appendix C

Date: 03/01/2023		Claygate Parish Council				Page 1	
Time: 09:43		Cashbook 1				User: SH	
		Unity Trust					
		Payments made between 01/11/2022 and 31/12/2022					
		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 Centre</u>	<u>£ Amount Transaction Details</u>
02/11/2022	Claygate Village Association	BACS	500.00			1304 103	500.00 CVA Xmas Lights Stage Grant
02/11/2022	Kompan Ltd	BACS	5,753.42		958.90	1306 103	2,192.00 Starsurfer Playground Gift
						347	-2,192.00 Starsurfer Playground Gift
						6000 103	2,192.00 Starsurfer Playground Gift
						1306 103	181.00 Starsurfer Playground Gift
						348	-181.00 Starsurfer Playground Gift
						6000 103	181.00 Starsurfer Playground Gift
						1401 104	2,421.52 Starsurfer Playground Gift
15/11/2022	Road Traffic Solutions Ltd	BACS	620.70		103.45	1401 104	517.25 Remembrance Day Marshalls
15/11/2022	Vodafone	DD	11.00		1.83	1110 101	9.17 Clerk Mobile
17/11/2022	Paul Garden Services	BACS	280.00			3102 301	280.00 October HGS Maintenance
17/11/2022	Claygate Village Hall Assoc.	BACS	26.00			1106 101	26.00 Oct Hall Hire
21/11/2022	Zurich Municipal	BACS	457.92			1115 101	457.92 Zurich Municipal
21/11/2022	Zurich Municipal	BACS	61.75			1115 101	61.75 Insurance Renewal
21/11/2022	Sage	BACS	421.20		70.20	1120 101	351.00 SAGE Annual Subscription
22/11/2022	ICO Data Protection	DD	35.00			1139 101	35.00 ICO Date Protection Fee 22/23
24/11/2022	Unity Credit Card	CC	86.24			250	86.24 Monthly Credit Card payment
24/11/2022	Lloyds Bank	DD	3.00			1132 101	3.00 Credit Card Monthly Fee
28/11/2022	Sally Harman	BACS	994.90			1101 101	994.90 Clerk Salary November
28/11/2022	HMR & C	BACS	270.19			1101 101	270.19 P32 November
28/11/2022	Nest Pension	DD	49.59			1137 101	49.59 Clerk Pension November
29/11/2022	Nest Pension	DD	36.72			1137 101	36.72 Clerk Backdated Pension Incr
06/12/2022	Sally Harman	BACS	394.12			1101 101	394.12 Clerk Backdated Salary Incr
06/12/2022	HMR & C	BACS	243.30			1101 101	243.30 P32 Backdate Salary Inc
06/12/2022	Claygate Village Hall Assoc.	BACS	26.00			1106 101	26.00 Hall hire
13/12/2022	Paul Garden Services	BACS	270.00			3102 301	270.00 November HGS Maintenance
14/12/2022	Vodafone	DD	11.00		1.83	1110 101	9.17 Clerk Mobile Dec
28/12/2022	HMR & C	BACS	300.09			1101 101	300.09 P32 December
28/12/2022	Sally Harman	BACS	1,036.92			1101 101	1,036.92 Clerk Salary December
28/12/2022	Unity Credit Card	CC Dec	245.84			250	245.84 Credit Card Monthly
Subtotal Carried Forward:			12,134.90	0.00	1,136.21		10,752.85

Date: 03/01/2023

Claygate Parish Council

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Time: 09:43

Cashbook 1

User: SH

Unity Trust

Payments made between 01/11/2022 and 31/12/2022

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>
									Transfer
28/12/2022	Nest Pension	DD	54.18			1137	101	54.18	Clerk Pension December
28/12/2022	Lloyds Bank	DD	3.00			1132	101	3.00	Credit Card Monthly Fee
31/12/2022	Unity Bank	DD	18.00			1132	101	18.00	Unity Bank Charges
31/12/2022	Unity Trust Bank	DD	18.00			1132	101	18.00	Unity Bank Charges
31/12/2022	Unity Bank	DD	-18.00			1132	101	-18.00	Unity Bank Charges
Total Payments:			12,210.08	0.00	1,136.21			11,073.87	

Date: 03/01/2023

Claygate Parish Council

Page 1

Time: 09:42

Cashbook 3

User: SH

Unity Credit Card

Payments made between 01/11/2022 and 31/12/2022

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>
15/11/2022	Microsoft	CC	33.84		5.64	1139	101	28.20	Office 365
15/11/2022	Viking Direct	CC	52.40		8.73	1105	101	43.67	Office Supplies
01/12/2022	SLCC	CC	187.00			1120	101	187.00	SLCC Membership Fee
13/12/2022	Surrey County Council	CC	25.00			2105	201	25.00	Highway Tree Request to SCC
14/12/2022	Microsoft	CC	33.84		5.64	1139	101	28.20	Office 365 Sub
Total Payments:			332.08	0.00	20.01			312.07	

Appendix D

03/01/2023

Claygate Parish Council

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09:27

Detailed Income & Expenditure by Budget Heading 31/12/2022

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	50,445	50,445	0			100.0%	
1177 Precept grant	2,800	2,760	(40)			101.4%	
1190 Interest Received	0	187	187			0.0%	
General Expenditure :- Income	53,245	53,392	147			99.7%	0
1101 Salaries and Ers Ni	12,136	14,040	1,904		1,904	86.4%	
1102 Accomodation	0	216	216		216	0.0%	
1103 Training	300	600	300		300	50.0%	
1105 Office Supplies	146	450	304		304	32.4%	
1106 Half Hire	471	1,000	529		529	47.1%	
1110 Telephone	208	550	342		342	37.9%	
1112 Audit	400	315	(85)		(85)	127.0%	
1115 Insurance	604	575	(29)		(29)	105.1%	
1120 Subscriptions	3,176	3,264	88		88	97.3%	
1128 Equipment	289	150	(139)		(139)	192.9%	
1130 Misc Admin Expenses	714	822	108		108	86.8%	
1132 Bank Charges	106	120	14		14	88.0%	
1136 Chairmans Allowance	0	100	100		100	0.0%	
1137 Pension	488	555	67		67	87.9%	
1138 Election expenses	9,703	0	(9,703)		(9,703)	0.0%	
1139 GDPR Compliance	269	426	137		137	67.8%	
General Expenditure :- Indirect Expenditure	29,031	23,183	(5,848)	0	(5,848)	125.2%	0
Net Income over Expenditure	24,214	30,209	5,995				
103 Other Grants							
1302 Youth	15,500	1,000	(14,500)		(14,500)	1550.0%	14,500
1304 Christmas lights event	500	500	0		0	100.0%	
1306 Other Grants	2,373	3,000	627		627	79.1%	2,373
1308 Community Climate/Nature Grant	0	1,300	1,300		1,300	0.0%	
Other Grants :- Indirect Expenditure	18,373	5,800	(12,573)	0	(12,573)	316.8%	16,873
Net Expenditure	(18,373)	(5,800)	12,573				
6000 plus Transfer from EMR	16,873						
Movement to/(from) Gen Reserve	(1,500)						

Detailed Income & Expenditure by Budget Heading 31/12/2022

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Public Projects</u>							
1401 Public Projects	2,939	3,000	61		61	98.0%	
Public Projects > Indirect Expenditure	<u>2,939</u>	<u>3,000</u>	<u>61</u>	<u>0</u>	<u>61</u>	<u>98.0%</u>	<u>0</u>
Net Expenditure	<u>(2,939)</u>	<u>(3,000)</u>	<u>(61)</u>				
<u>601 Communications</u>							
6101 Printing & Design	2,790	4,925	2,135		2,135	56.7%	
6102 Website	205	819	614		614	25.0%	
6105 Publicity	121	300	179		179	40.2%	
Communications > Indirect Expenditure	<u>3,116</u>	<u>6,044</u>	<u>2,928</u>	<u>0</u>	<u>2,928</u>	<u>51.6%</u>	<u>0</u>
Net Expenditure	<u>(3,116)</u>	<u>(6,044)</u>	<u>(2,928)</u>				
General Administration > Income	53,245	53,392	147			99.7%	
Expenditure	53,458	38,027	(15,431)	0	(15,431)	140.6%	
plus Transfer from EMR	<u>16,873</u>						
Movement to/(from) Gen Reserve	<u>16,660</u>						
<u>Highways</u>							
<u>201 Highways</u>							
2102 Footpaths	0	250	250		250	0.0%	
2104 Grit bins & winter wardens	0	100	100		100	0.0%	
2105 Highway Trees	289	500	211		211	57.6%	
2107 Bus shelter	0	250	250		250	0.0%	
2110 Bridleways	0	1,500	1,500		1,500	0.0%	
Highways > Indirect Expenditure	<u>289</u>	<u>2,600</u>	<u>2,311</u>	<u>0</u>	<u>2,311</u>	<u>11.1%</u>	<u>0</u>
Net Expenditure	<u>(289)</u>	<u>(2,600)</u>	<u>(2,311)</u>				
Highways > Income	0	0	0			0.0%	
Expenditure	<u>289</u>	<u>2,600</u>	<u>2,311</u>	<u>0</u>	<u>2,311</u>	<u>11.1%</u>	
<u>Environment</u>							
<u>301 Environment</u>							
3103 HGS -grant EBC	1,384	4,151	2,767			33.3%	
Environment > Income	<u>1,384</u>	<u>4,151</u>	<u>2,767</u>			<u>33.3%</u>	<u>0</u>
3101 General Environment	32	500	468		468	6.4%	
3102 HGS maintenance	3,553	7,300	3,747		3,747	48.7%	

Detailed Income & Expenditure by Budget Heading 31/12/2022

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3104 HGS Projects	180	1,000	820		820	18.0%	
3106 Hanging Baskets	3,077	3,616	539		539	85.1%	3,077
Environment > Indirect Expenditure	6,843	12,416	5,573	0	5,573	55.1%	3,077
Net Income over Expenditure	(5,459)	(8,265)	(2,806)				
6000 plus Transfer from EMR	3,077						
Movement to/(from) Gen Reserve	(2,382)						
Environment > Income	1,384	4,151	2,767			33.3%	
Expenditure	6,843	12,416	5,573	0	5,573	55.1%	
plus Transfer from EMR	3,077						
Movement to/(from) Gen Reserve	(2,382)						
Planning							
401 Planning							
4102 Planning documents	2,265	4,500	2,235		2,235	50.3%	
Planning > Indirect Expenditure	2,265	4,500	2,235	0	2,235	50.3%	0
Net Expenditure	(2,265)	(4,500)	(2,235)				
Planning > Income	0	0	0			0.0%	
Expenditure	2,265	4,500	2,235	0	2,235	50.3%	
Grand Totals:- Income	54,629	57,543	2,914			94.9%	
Expenditure	62,855	57,543	(5,312)	0	(5,312)	109.2%	
Net Income over Expenditure	(8,226)	0	8,226				
plus Transfer from EMR	19,950						
Movement to/(from) Gen Reserve	11,724						

4 OPTIONS TO CONSIDER

		21/22 Act	22/23 Budget	Actuals 1st Apr- 31st Nov 2022	Proposed Budget 2024
Opening Balance		34,327		33,582	
INCOME	Net Precept	49,073	59,445	59,445	59,274
	Precept Grant	2,760	2,760	2,800	2800
	Interest	297	187	0	314
	HQS Grant	4,181	4,181	1,364	0
	FOI Request refund		0	0	0
	TOTAL INCOME	56,191	67,543	64,829	63,488
	General Reserves Transfer				
CIL		25,787	0	0	0
GENERAL EXPENDITURE	Salaries & ERSNI	15,704	14,040	10,789	18862
	Accommodation	218	216	0	321
	Training	440	600	300	738
	Office Supplies	203	450	148	200
	Hall Hire & Storage	1,064	1,000	445	850
	Telephone	477	550	199	140
	Audit	300	315	400	420
	Insurance	426	575	604	786
	Subscriptions	3,118	3,264	2,989	3289
	Equipment	3,063	150	289	300
	Mac. Admin.	513	622	714	1055
	Interim admin costs	0	0	0	0
	Bank Charges	121	120	103	170
	Chairman's Allowance	25	100	0	0
	Pension	817	555	433	670
	GDPR Compliance	373	425	291	335
	Gen Expenditure TOTAL	27,890	23,183	17,682	26,142
	Election expenses	0	0	9,703	10673
	Gen Expenditure TOTAL including Election Expenses	27,890	23,183	27,385	36,815
	S137 Grants	0	0	0	0
	Other grants				
	Youth	0	1,000	15,500	1000
	Xmas Lights Event	360	500	500	500
	Climate Improvement	0	1,300	0	1000
	Other Grants	61,071	3,000	2,373	1000
	sub total	61,431	5,800	18,373	3,500
	Publics Projects	3,167	3,000	2,939	2500
	sub total ex income	3,167	3,000	2,939	2500
	Highways				
	Footpath Maintenance	0	250	0	0
	Highway Trees	75	500	264	500
	Bus Shelter & Bench Mice	0	250	0	250
	Bridleways	0	1,500	0	1000
	Grit Bin	0	100	0	0
	sub total ex income	75	2,600	264	1,750
	Environment				
	General	0	500	32	0
	Highway Gardens Sites	7,102	7,300	3,283	3383
	HQS Projects	1,180	1,000	190	250
	Hanging Baskets	0	3,618	3,077	3342
	sub total	8,282	12,418	6,572	6,975
	Planning				
	General	0	4,500	2,285	3000
	sub total	0	4,500	2,285	3,000
	Staffing	0	2,800	0	2000
	Communications				
	Printing & Design	3,899	4,905	2,790	3900
	Website	500	819	205	650
	Other Pubs. & Publicity	101	300	121	240
	sub total	4,500	6,044	3,116	4,790
	Spend from EMR	0	0		
	TOTAL Expenditure	104,595	87,543	86,914	61,338
	Transfer to and from Reserves	-21,160			
	MONIES FROM ERM				7850
	MONIES FROM GENERAL RESERVES				
	INCOME-EXPENDITURE GAP				0
Net Precept+Grant		51,833	63,205	63,245	63,174
Band D equiv properties		3,495	3,565	3565	3500
Band D rate		14.33	14.92	14.94	14.94
EPC Grant		2,790	2,790	2,800	2800
Net precept		49,073	59,445	59,445	59,274
Net Band D rate		14.15	14.15	14.15	14.15

	21/22 Actual	22/23 Budget	22/23 Apr- Sept Actuals	23/24 Budget
Subscriptions				
Surrey Ass Local Coun.	1,750	1,750	1,750	1,785
Nat.Ass.Local Councils	420	424	424	445
Society Local Clerks	171	175	0	184
Village Hall Assoc. Affiliation fee	10	10	0	10
Sage Payroll	319	296	0	310
RBS Annual Support and Maintenance	124	130	129	175
Office 365 Annual sub	324	409	324	340
ICO Annual Data Protection	35	40	0	37
Zoom	0	30	0	0
TOTAL	3,153	3,264	2,627	3,286

BRIAN RHODES
COMMUNITY CUP



Do you know someone that has made an outstanding contribution to Claygate in the last year? Nominations are now open for the Brian Rhodes Community Cup 2023.

- The nominator must live or work in Claygate.
- The nominator may nominate more than one person.
- The recipient must live or work in Claygate.
- Sitting Councillors are not eligible for nomination.
- The nomination should be made to the Clerk, explaining in no more than 50 words why, and how, the potential recipient has made an outstanding contribution to the community in Claygate in the past 12 months.
- Please ensure the nominee gives permission for their name to be publicised.

Please send any nominations to the
clerk@claygateparishcouncil.gov.uk by Friday 28th April.

Appendix G

ELECTION 2023 TIMETABLE

Clerk SALC Election Training	Thursday 26 th Jan
Parish Council Village Meeting:	Thursday 2 nd March
Purdah period begins:	24 March
	Advertising for candidates should cease after 24 March.
Nomination papers to EBC:	Available from 2 March and should be returned by 4pm on 4 April.
Thursday 4 th May:	Election
Friday 5 th May:	Results
Out-going Councillors leave office and newly elected Councillors take up office on 9 th May. They must sign their Declaration of Acceptance before the first meeting of the new Council. They cannot sit on the Council until they have done so.	
Meeting to sign declarations:	Wednesday 10 th May, 7.30pm.
	Ask for Agenda items from all Councillors
Send out agenda etc.	Thursday 11 th May
First Council meeting:	Thursday 18 th May

Appendix H

Claygate Parish Council

Draft response to consultation on the Kingston Draft Local Plan – Prepared by Michael Collon

Claygate Parish Council makes the following representations in response to the consultation on the draft Local Plan published by the Royal Borough of Kingston upon Thames. The Parish Council is grateful for the opportunity to submit its views.

Claygate Parish Council strongly endorses draft policy KN6 (page 142): “All proposals will be required to preserve or enhance the openness of the Green Belt and Metropolitan Open Land. Proposals resulting in potential harm to the openness of the Green Belt or and [sic] Metropolitan Open Land will be strongly resisted by the Council”.

The Parish Council is however concerned by the qualification which follows, stating that “Inappropriate developments within the Green Belt or and [sic] Metropolitan Open Land will not be permitted, *unless very special circumstances can be clearly demonstrated and that any potential harm resulting from the proposal is clearly outweighed by other considerations*”. [emphasis supplied] Green Belt land outside Elmbridge but adjoining Claygate is as much a concern of the Parish Council as Green Belt land within Elmbridge. The Parish Council repeats its often expressed view that there are no circumstances in which new development should be allowed on Green Belt land.

The Site Assessments Update published in July 2021 included three parcels of Green Belt land on the east of the A3 which were identified as potential building sites and which, if built on, could have a serious adverse effect on Claygate. They were promoted by the landowners as residential-led development, and all three were described as *available* for C3 housing, but *unsuitable* for C3 housing because they were part of the Green Belt. In response to that consultation, Claygate Parish Council strongly supported the view that these sites were unsuitable for residential development, or indeed any development.

The Parish Council is therefore glad to see that, unlike the Site Assessments Update, the draft Site Allocations in the draft Local Plan (fig 13.2, page 171) include only one site south or East of the A3, and that is Kingston Business Park, Fullers Way South, well away from Claygate. There are no sites proposed for development anywhere near Claygate, and in particular none on Hook Park and none to the east of the A3 in the area adjoining Ruxley Crescent. The Parish Council hopes that the final draft of the Local Plan will be unchanged in this respect.