claygate
PARISH COUNCIL
caring for Claygate Village

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7th March**2024**

Minutes of the CPC Meeting held on Thursday 29th February at 8.30pm in the Small Village Hall, Church Road, Claygate

Present:	Chair of the Committee:	Cllr Holt
Committee Members Council:	Cllr Bray, Cllr Collon, Cllr Moon, Cllr, Cllr Freeborn and Cllr Herbert	
In attendance:	Jonathan Stokes plus 6 members of the Public	

AGENDA

1. **To agree who will clerk the meeting.**

   Dawn Lacey to Clerk the meeting: Proposed by Cllr Holt and Seconded by Cllr Bray. Carried unanimously.

2. **To accept apologies for absence.**

   None

3. **To receive declarations of interest in items on the agenda.**

   Cllr Moon declared an interest in items 29 and 30 and will leave the room at that time.

4. **To receive questions from the public.**

Cllr Holt suggested that we add this agenda item early on the agenda so any questions from the public could be dealt with at the beginning of the meeting.

4:1 Vanessa Relleen from the Tree Wardens asked a question about whether the council can arrange for cuttings to be taken away from the Firs following some work they will do on the trees and overhanging bushes

ACTION: Cllr Holt to discuss the date with Vanessa and contact Ian Burrows at EBC to arrange this

4:2 Gavin Wilson asked why the draft Minutes were not on the website prior to today's meeting

Cllr Holt explained that we are with an interim assistant to the Chair at the moment and that we aim to get back to normal as soon as possible.

4:3 A question was raised about why Claygate residents pay more Council Tax than other boroughs due to having a Parish Council.

Cllr Bray explained that the CPC is there for the residents and making sure they come first. Cllr Bray mentioned the work we had done on M&S regarding Torrington Lodge, he also discussed the work we are doing on the Community Centre. In addition, he referred to a later agenda item where we would discuss Claygate as a District or a Local Centre. Cllr Holt reiterated that we are not just about hanging baskets and troughs. We deal with serious and strategic matters as Cllr Bray had already mentioned.

5. **Pursuant to section 1(2) of Public Bodies (Admission to Meetings) Act 1960 the Council were asked to resolve that, because of the sensitive nature of the business to be transacted under Agenda item 31, To consider the recommendation from Staffing Committee to approve an updated Employment Contract, Hours and Pay for the new Clerk and item 32 To agree an adjusted budget for assistance with Agendas, Minutes and Accountancy Reconciliation - that the public and members of the press would be asked to leave the meeting during the consideration of this item due to confidential nature of the item.**

   Cllr Holt explained that in line with this above item we will move into closed session for items 31 and 32.

6. **To confirm the minutes of the Parish Council Meeting held on 1st February 2024**

   No comments - Agreed and Signed and Dated by Cllr Holt

7. **Review actioning of items from previous minutes and agree any further action required**

   None

8. **To review the outstanding actions list and update.**

   None

9. **To consider the standing agenda item of Torrington Lodge.**

   Cllr Collon went into detail about the Elmbridge draft local plan and a letter he had written to address concerns regarding the classification of Claygate as a District:
   Appendix One: Attached
   Cllr's agreed to send then letter to EBC and to notify by 11/3/24
   To email Adam Chalmers – ACTION Cllr Holt
   It was agreed for Cllr Holt to also send this to Steve Wells – ACTION Cllr Holt

10. **To consider a Staffing update on hiring.**

    Cllr Collon confirmed that a new Clerk had been advertised for on the CPC Website and on SALC and noticeboards – there are currently two applications which they feel are very strong.

11. **To agree way forward with young adviser to the council.**

    Cllr Holt had written to SALC about a Young Advisor for the Council, and she had been approached by a Young Lady who is interested. It was agreed to hold off inviting her to attend a meeting until the 4 vacant Cllr places had been filled. In the meantime, an Agenda should be sent to her, and a discussion had each month to see if she comes back with any comments or questions.

    ACTION – Cllr Holt to send Agenda to Young Person and liaise.

12. **To approve 24/25 Hanging Basket order with EBC for 30 hanging baskets and summer & winter troughs for £3514.30 + VAT**

Approved. Proposed by Cllr Holt and Seconded by Cllr Herbert
Voted by Cllr Bray and Cllr Collon
Cllr Moon and Cllr Freeborn abstained.

13. To decide on which contractor to proceed with for maintenance of garden sites following the tender process.

After a discussion on the garden maintenance, it was agreed to employ Paul Quinnen
Proposed by Cllr Holt Seconded by Cllr Herbert
Voted by Cllr Bray, Cllr Collon and Cllr Freeborn
Cllr Moon abstained.

14. To discuss the Annual Village Meeting on 11th April 2024, who will chair and agree the agenda and speakers.

Cllr Holt will be absent from this meeting, so it was agreed for Cllr Moon to Chair
Discussions to be held on:

1 Community Cup
2 New applicants for Councillors to be given the opportunity to address the meeting.
3 The individual Chairs of the Committee to address the meeting.
4 It was agreed to ask Steve Wells to provide an update on progress with the CVA consultation.
5 It was agreed that we would also ask PC Hallam and the PCSO to come and talk at the meeting.
6 ACTION: A Draft Agenda to be produced by Cllr Holt and participants invited and it to be circulated prior to next meeting
7 ACTION: Assistant to the Chair to send details of PC Hallam

15. To confirm the process and timings for the Brian Rhodes Cup 2024 and how we will invite nominations.

The Courier has a piece about this asking for Nominations: This needs to be actioned by 28/3/24 meeting and the Courier was amended to allow for submission up to 27th March.
The Vote will be in Closed session.

16. To consider the quote for the Parade Sign and approve / not approve expenditure on the sign.

To approve ~~the Digital replica of the Image displayed at Treetops by Richard Knight~~ purchase of digital replicas of the current village sign on vinyl sheets by Richard Knight. Costing approx. £30 - £40.
We are waiting to hear when he may be free to do this for us.
The erection of it could cause problems so we may require assistance from EBC for a quote for this.
ACTION – Cllr Bray to contact Ian Burrows

Proposed by Cllr Holt. Seconded by Cllr Moon
All in favour

17. To note the plans for the 2024 election, an introduction to new councillors meeting on the evening of 9th May 2024 and agree any actions arising.

There will be a potential election depending on if there are more than 4 candidates. If there are less than 4, they will be elected. Official notice already received for 2/5/24 closing date.

18. To sign the Civility and Respect Pledge.

Cllr Holt stated that she takes this particular pledge very seriously and signed and dated the Pledge. This will be added to the CPC Website
ACTION: Cllr Holt

19. To receive an update on progress with the Courier and see the draft.

The Courier has already gone to print, and was reviewed by Cllr Holt, Cllr Bray and Cllr Collon. Cllr Herbert commented that all members of the Committee should have seen and approved the courier. This was noted for future. It was agreed to employ a company at approx. £300 to deliver the Courier this time. Thanks were noted to Peter Whitehead for all his hard work.

20. To receive the Chairman's report and decide on any actions arising.

Cllr Holt commented that things had been quite busy with working on the Courier and also currently dealing with the Clerk email address and responding to any questions or concerns. Cllr Holt that the December and January Bank Reconciliations had been completed and most of February also. February to be reported at the next meeting. ACTION Cllr Holt. Cllr Holt had also addressed issues with both the Cambridge Bank account signatories and Unity signatories and had ensured that all invoices were actioned and paid. There had also been training for both her and Dawn Lacey on Scribe. In addition, Cllr Holt had investigated our record keeping for audit and year end and the records around invoices were in good shape.

21. To review and sign the Reconciliation for December 2023 and January 2024

Cllr Holt signed and approved the December Reconciliation
ACTION: Cllr Holt to supply Cllr Freeborn with the Bank Statement for January 2024

22. To receive the finance report including expenditure for the balance of the year and decide on any actions arising.

Appendix 3, a Transactions Report and Reconciliation for January was circulated. Full suite of reports to be completed for the next March meeting.

Cllr Freeborn was asked to approve the January Reconciliation – he has requested the Bank Statement before he completed this.

ACTION: Cllr Holt

23. To confirm arrangements and timing for mock internal audit with Simon White.

It was agreed that the audit should take place in March., Cllr Holt to contact Simon White regarding this.
Proposed by Cllr Holt. Seconded by Cllr Moon
All in favour

24. Note the timetable for the 23/24 Year End Accounts Close Down and Internal and External Audit.

Appendix 4 was circulated and discussed: No questions currently.

25. To consider updated risk assessment for Claygate Clean Up Days.

Appendix 5: Updated risk assessment was circulated. EBC had questioned the BBQ for these events.

Cllr Moon suggested adding Hand Washing and also for the Checking of Food temperature.

ACTION: Cllr Holt

26. To note the plan and who will cover off what activities for Clean Up Day on 4th May 2024.

All as before with exception to the rubbish being collected at the end.
ACTION: Cllr Holt to contact EBC to do this

27. To confirm the Parish Council Plans for Claygate Flower Show in July 2024.

It was agreed that we would take the same format and approach as we had in 2022. It was asked that Cllr's be available to speak to the residents of Claygate during the time of the show.
Request made to have the same plot as last year.
ACTION: Cllr Herbert to contact Catherine Ramsey regarding this
ACTION: Clerk material will be required

28. Remove Diane and Alan Leakey as coop tees to the council Environment Committee.

This was proposed by Cllr Moon and Seconded by Cllr Holt
Unanimously agreed.

29. To move into closed session.

Closed session started at 9.55pm

CLLR Moon left the meeting at 10pm

30. To consider the recommendation from Staffing Committee to approve an updated Employment Contract, Hours and Pay for the new Clerk.

A discussion was held on the Pension for the Clerk and queried the split of employer to employee contributions.
ACTION: Cllr Holt to contact Community Action to check this

31. To agree an adjusted budget of £900 pcm for assistance with Agendas, Minutes and Accountancy Reconciliation

Currently allocated £450 for Minutes, Agenda's and assistance with accounting for the month of February. An increase to £900 for the month of March was requested due to extended responsibilities which is still well below the budgeted figure.

Proposed by Cllr Holt. Seconded by Cllr Collon
Unanimously agreed.

32. To move out of closed session.

Moved out of closed session at 10.10pm

33. Matters For Information Purposes

It was mentioned by Cllr Holt that we had left this item off the agenda, however she had one item worth discussing. She mentioned that EBC had made available Grants for Remembrance and Martialling. She suggested that we should apply for one. ACTION: Cllr Holt to apply for a grant to EBC.

34. To confirm the date and time of the next meeting.

Date of the next meeting 8.30pm Thursday 28th March 2024, Treetops Pavillion, Recreation Ground, Church Road, Claygate

MEETING:	Claygate Parish Council
VENUE:	Small Hall, Claygate Village Hall, Church Road, Claygate, Surrey KT10 0JP
DATE:	Thursday 29th February 2024
TIME:	8.30pm

DE Holt

Signed:

28/3/24

Date: