

**NOTICE IS HEREBY GIVEN THAT**

**A Meeting of Claygate Parish Council will be held Thursday 18<sup>th</sup> November at 7.30pm in the Treetops room at Claygate Cricket Pavillon.**

The meeting is open to the public and press. All attendees must notify the Clerk that they would like to attend by 11am on the day of the meeting. Attendees are advised that facemasks are voluntary, that hands should be sanitised on entry and exit and appropriate social distancing should be adopted within government guidelines whilst on site. If attendees have a high temperature, new continuous cough or a loss or change to their sense of smell or taste within 24hrs prior to the meeting you should not attend. A quarter of an hour has been reserved for members of the public to address the Council, for three minutes each, on any subject relevant to the agenda. In order to address the meeting, they must contact the Parish Clerk before 11am on the day of the meeting who will allocate a slot. All meetings will operate to our Privacy Policy which can be found at [www.claygateparishcouncil.gov.uk](http://www.claygateparishcouncil.gov.uk).

*S Harman*

Sally Harman,  
Parish Clerk & Responsible Financial Officer

**AGENDA**

1. To accept apologies for absence.
2. To receive declarations of interest in items on the agenda.
3. To confirm the minutes of Parish Council meeting held on the 23<sup>rd</sup> September 2021.
4. To report on the actioning of items from previous meetings and decide any action arising.
5. To review and agree the Covid-19 Protocol for physical Parish Council meetings going forward.
6. To receive the Chairman's report and decide any action arising.
7. To receive the report from the Parish Clerk and decide any action arising.
8. To receive the finance report including expenditure for the balance of the year and decide action arising.
9. To discuss a provisional budget for 2022/23 and agree the sign-off process and next steps to finalise.
10. To approve the Highway Gardens Sites Contract for November 2021- November 2024.
11. To consider a CIL grant application from Capelfield Surgery for £3025 ex VAT to improve safe patient access to the practice.
12. To consider a residents suggestion that Claygate Parish Council or Elmbridge Borough Council license the Greenbelt plot behind Claygate House which is currently mentioned in a Notice of landowner deposits under section 31(6) of the Highways Act 1980 and section 15A(1) of the Commons Act 2006.
13. To note the payment of £360 inc VAT to the CVA for the provision of a Christmas Tree on The Green from the Christmas Lights Event budget.
14. To note the payment of £578.10 inc VAT for Marshalls for Remembrance Day Parade from the Public Projects Budget.
15. To consider and approve a request from the CVA to revarnish the Parade sign.
16. To receive and consider the adoption of a revised Freedom of Information Policy and Publication Scheme.

17. To consider an amend to the Standing orders 15a to clarify minute taking if the Clerk is not available.
18. To receive an update on the CVHA from Cllr Swift.
19. To discuss options for the Queens Platinum Jubilee on the 2<sup>nd</sup> June 2022 and agree any action required.
20. To receive the report from the Planning Committee and decide any action arising.
21. To receive the report from the Highways, Transport and Environment Committee.
22. To receive an update on Communications and agree responsibilities and process for the Courier going forth.
23. Matters for information purposes only.

**To confirm that the next meeting of the Claygate Parish Council is planned to be held on  
13<sup>th</sup> January 2021 at 7.30 pm**

**Website: [www.claygateparishcouncil.gov.uk](http://www.claygateparishcouncil.gov.uk)**