

4th January 2018

NOTICE IS HEREBY GIVEN THAT

**A Meeting of Claygate Parish Council will be held in the Small Village Hall,
Claygate Village Hall, Church Road, Claygate
on Thursday 11th January 2018 at 7.30pm.**

Shirley Round,
Parish Clerk & RFO

The meeting is open to the public. 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, prior arrangements must be made with the Parish Clerk and Proper Officer, who will allocate a slot in order of application. Please note that the Parish Clerk and Proper Officer and at least one councillor will be available 15 minutes prior to all meetings for visits from residents to answer any general questions.

AGENDA

1. To accept apologies for absence.
2. To receive declarations of interest in items on the agenda.
3. To confirm the minutes of the Parish Council meeting held on 16th November 2017
4. To report on the actioning of items from previous minutes and agree any further action.
5. To receive the Chairman's report and decide any action arising.
6. To receive the report from the Interim Administrator & Proper Officer and decide any action arising.
7. To receive the finance report and decide action arising.
8. To review the plan for expenditure for the balance of the year; including future projects and funding and agree any action.
9. To discuss the 2018/19 budget and set the precept for 2018/19. **Resolutions 1 & 2.**
10. To note the minutes of the Planning Committee and agree any necessary action.
11. To note the minutes of the Highways & Transportation Committee and agree any necessary action.
12. To note the minutes of the Environment and Leisure Committee and agree any necessary action.
- Resolution 3**
13. To receive a report from the Communications Working Party and agree any necessary action.
14. To discuss 2019 local secondary school places for children at Claygate Primary School and agree action
- Resolution 4**
15. To adopt the Surrey Association of Local Councils' Freedom of Information Model Policy to include the current Freedom of Information New Model Publication Scheme 2008 already adopted. **Resolution 5**
16. To replace the Parish Council's current Health & Safety Policy with the SALC Health & Safety Model Policy. **Resolution 6**
17. To replace the Parish Council's current Document Retention & Disposal Scheme with the SALC Model Document Retention Policy. **Resolution 7**
18. To discuss the provision of a community defibrillator and agree action.
19. Matters for information purposes only.

**To confirm that the next meeting of the Claygate Parish Council will be held on
Thursday 8th March 2018 at 7.30 pm in the Small Village Hall**

PARISH COUNCIL MEETING 11th JANUARY 2018

RESOLUTIONS

RESOLUTION 1

It is **RESOLVED** that this Council levy a precept of either £48,860 (if the Band D equivalent tax base for 2018/19 is confirmed by EBC as 3,453 dwellings) or £48,888 (if the Band D equivalent tax base for 2018/19 is confirmed by EBC as 3,455 dwellings) for the financial year 2018/19, holding the Band D rate at £14.15, flat to 2017/18.

Proposed: Mark Sugden

RESOLUTION 2

It is **RESOLVED** that this Council approves a budget of £51,380 (excluding anticipated interest of £125) for the financial year 2018/19. This to be funded by a precept of £48,860 (based on an assumed Band D equivalent tax base of 3,453 dwellings for 2018/19), and a discretionary Council tax support grant from Elmbridge Borough Council of £2,520.

Proposed: Mark Sugden

RESOLUTION 3

It is **RESOLVED** that the following shall be added to the remit of the E&L Committee:

In cases where it is discovered that unauthorised work is being done on land that is open to the public, to advise the person doing the work against doing it, because of the possible risks; if the work is nevertheless done, and is apparently beneficial to the public, to make arrangements so that the benefit is maintained, subject to the agreement of the relevant authorities; if it is apparently harmful to the public, to ensure that the work is stopped.

Proposed by: Bill Chilcott

RESOLUTION 4

It is **RESOLVED** that this Council submit responses to both the current Hinchley Wood Secondary School and Esher High School consultations on admissions for 2019, expressing our grave concern about the anticipated shortage of local secondary school places and the likely adverse effect on children at Claygate Primary School and request that they each take a bulge class for 2019.

Proposed by: Mark Sugden

RESOLUTION 5

It is **RESOLVED** that this Council adopt the Surrey Association of Local Councils' Freedom of Information Model Policy to include the current Freedom of Information New Model Publication Scheme 2008 already adopted.

Proposed: Mark Sugden

RESOLUTION 6

It is **RESOLVED** that this Council replace its current Health & Safety Policy with the SALC Health & Safety Model Policy.

Proposed: Mark Sugden

RESOLUTION 7

It is **RESOLVED** that this Council replace its current Document Retention Scheme with the SALC Model Document Retention Policy.