



caring for Claygate Village

Sally Harman  
Parish Clerk & Responsible Financial Officer  
Claygate Parish Council  
Claygate Village Hall  
Church Road  
Claygate  
Surrey, KT10 0JP  
Tel. No.: 01372 467000  
Email: [clerk@claygateparishcouncil.gov.uk](mailto:clerk@claygateparishcouncil.gov.uk)  
19th July 2021

NOTICE IS HEREBY GIVEN THAT

**An Extraordinary Meeting of Claygate Parish Council will be held  
on 26th July 2021 at 7.30pm in the Small Hall at the Village Hall.**

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 must wear facemasks, sanitise their hands on entry and exit and adopt appropriate social distancing 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 the Extraordinary Parish Council meeting held on 3<sup>rd</sup> June 2021 and the Parish Council meeting held on the 8<sup>th</sup> July 2021.
4. To report on actioning of items from the Parish Council meeting on the 21<sup>st</sup> May 2021, the Extraordinary Parish Council meeting on the 3<sup>rd</sup> June 2021 and the Parish Council Meeting on the 8<sup>th</sup> July 2021 and agree any further action.
5. To agree the protocol for physical Parish Council meetings going forward following the relaxation of Government Covid-19 social distancing rules on the 19<sup>th</sup> July 2021.
6. To note the updated Covid-19 Risk assessment and agree any amends required.
7. To receive and consider a special motion by Cllr Sugden and Cllr Collon to make 3 amendments to the current Standing Orders of Claygate Parish Council.
8. To receive and consider a motion by Cllr Sugden that Claygate Parish Council, in place of its current Code of Conduct, should adopt pages 3 to 14 of the Local Government Association Model Councillor Code of Conduct 2020 as last revised on 17<sup>th</sup> May 2021.
9. To confirm the remits of the Committees and Planning Process and Public Speaking Document and approve any amends.
10. To receive the Chairman's report and decide any action arising.
11. To receive the report from the Parish Clerk & RFO and decide any action arising.
12. To receive the financial report including expenditure for the balance of the year and decide any action arising.

13. To approve the process for releasing a draft EBC Local Plan Holding Statement when needed.
14. To note and agree a response process to Surrey Transport Plan 2022-2032 Consultation draft (closes 24<sup>th</sup> October).
15. To note the 'Have your say about Green Spaces and Countryside Sites' Elmbridge Borough Council Consultation (closes 31st July) and agree a response.
16. Matters for information purposes only.
17. Motion to exclude the Press and Public to discuss Staffing Matters.
18. Staffing matters in confidence

**To confirm that the next meeting of the Claygate Parish Council is planned to be held on  
Thursday 23<sup>rd</sup> September 2021 in the Village Hall (Small Hall) at 7.30 pm**

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