

2nd March 2023

NOTICE IS HEREBY GIVEN THAT

A Meeting of Claygate Parish Council will be held Thursday 9th March at 7.30pm in the Treetops Room at Claygate Cricket Pavilion.

The meeting is open to the public and press. If attendees have any of the main symptoms of Covid-19 and/or have tested positive to Covid prior to the meeting you should not attend. Please refer to www.gov.uk for full guidelines. 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, we would appreciate you contacting 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.

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 Parish Council meeting held on 12th January 2023.
4. To confirm the minutes of the Staffing Committee held on the 1st March 2023.
5. To thank formally sitting Parish Councillors for their service over the last 4 years ahead of the 4th May 2023 Parish Council Elections.
6. To consider a CIL application from Claygate Primary School for £2,965 towards a canopy for the main entrance of the swimming pool building.
7. To consider a Grant application from Claygate Village Association for £500 towards plants and compost for the Foley Road/Coverts Road Beds.
8. To consider a Community Climate and Nature Grant application from the Claygate Village Hall Association for £1,300 towards insulation for Claygate Village Hall.
9. To receive the Chairman's report and decide any action arising.
10. To receive the report from the Parish Clerk including the actioning of items from previous Council meetings and decide any action arising.
11. To receive the Finance Report including expenditure for the balance of the year and decide action arising.
12. To note the timetable for 22/23 Year End Accounts Close Down and Internal and External Audit.
13. To agree the bank signatory process for the Parish Council post the 4th May 2023 Elections.
14. To note the role of the current Chair in the Annual May Meeting when a new Council is formed.
15. To consider a move from Rialtas Accounting Software and Support to Scribe Accounting Software and Support.
16. To consider a Silver level Annual service by AED Expert for the Defibrillator outside of the Hare and Hounds pub for £178 inc VAT.
17. To consider the Parish Council's response to EBC's Consultation on the introduction of Public Space Protection Orders on Council owned land (closes 20th March 2023).
18. To consider the Parish Council's response to EBC's Consultation on the Vision for Esher town centre (closes 31st March 2023)
19. To consider the Parish Council's response to EBC's Community Services Review regarding the Claygate Centre, Elm Road.

20. To consider the Parish Council's response to Surrey County Council's Consultation on new council divisions and division boundaries (closes 8th May 2023)
21. To consider updated Risk Assessments for the Highway Garden Sites, Holding Public meetings and Claygate Clean Up Day.
22. To consider a Letter of Thanks to a resident for his work in Aston Road.
23. To note the Parish Council plan for Claygate Clean Up Day on the 13th May 2023.
24. To note the Claygate Recreation Ground Trust plans for the Kings Coronation.
25. To confirm the Parish Council plans for the Claygate Flower show on the 8th July 2023.
26. To consider a Twinning request from Santeny, France.
27. To receive an update from the Planning Committee and agree any action arising.
28. To receive an update from the Highways, Transportation and Environment Committee and agree any action arising.
29. To resolve on whether the Council will move into closed session to consider confidential staffing matters in accordance with the Public Bodies (admission to Meetings) Act 1960. Should this resolution be passed the public and press will be required to leave the meeting at this stage.
30. To consider the recommendation from the Staffing Committee to approve an updated Employment Contract for the Parish Clerk and Responsible Financial Officer.
31. To consider the recommendation from the Staffing Committee to adopt a new Sickness at Work Policy and confirm the weeks for Council Sick Pay.
32. To confirm the key objectives for the Parish Clerk and Responsible Financial Officer for the next 12 months
33. To move out of closed session.
34. Communications
35. Matters for information purposes only.

To confirm that the next meeting of the Claygate Parish Council is the Annual Parish Council meeting planned to be held on Thursday 18th May 2023 at 7.30 pm

Website: www.claygateparishcouncil.gov.uk