

1<sup>st</sup> July 2022

**NOTICE IS HEREBY GIVEN THAT**

**A Meeting of Claygate Parish Council will be held Thursday 7<sup>th</sup> July 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. 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](http://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, 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 agree the process for both draft and final meeting minute publication.
4. To confirm the minutes of the Annual Parish Council meeting held on 24<sup>th</sup> May 2022.
5. To confirm the minutes of the Highways, Transport and Environment meeting held on the 13<sup>th</sup> April 2022.
6. To approve the appointment of Cllr Marques to the Highways, Transport and Environment Committee.
7. To note and welcome the Co-option Committee members to the Planning and Highways, Transport and Environment Committees.
8. To report on the actioning of items from previous Council meetings and agree any further action.
9. To receive training by Elmbridge Borough Council's Monitoring Officer on the Local Government Association Model Councillor Code of Conduct 2020 as last revised on 17<sup>th</sup> May 2021.
10. To consider and approve the establishment of a Staffing Committee with appropriate Terms of Reference.
11. To receive the Chairman's Report including updates from Surrey Association of Local Councils (SALC) Chairs' Forum of 22<sup>nd</sup> June, EBC's Local Green Space meeting held on the 30<sup>th</sup> June 2022, Operation London Bridge and "The County Deal" and discuss any matters arising.
12. To receive the report from the Parish Clerk & Responsible Financial Officer and decide any action arising.
13. To confirm arrangements for Direct Debits/Standing Orders 2022/23 to Nest, Microsoft Office 365, Vodafone, Talk Talk, Credit Card, Information Commissioners' Office and Castlewater.
14. To approve a CIL application from the Highways, Transport and Environment Committee for £2,373 towards a piece of Playground equipment to go to Elmbridge Borough Council for the Claygate Recreation Ground Playground as a gift to mark the Queens Platinum Jubilee and agree to fund the remaining £2,372 payment from the Public Projects budget.
15. To agree a new Working at Home Allowance for the Clerk of £26 pm as per the Government's April 2020 recommendation to be back dated to April 2022.
16. To receive the finance report from the Clerk including expenditure for the balance of the year and decide action arising.
17. To consider a proposed revision of the Planning Remit and Public Speaking and Guidance document in light of clarification of Elmbridge Borough Council Planning rules prepared by Michael Collon.
18. To receive an update from the Planning Committee including agreement of the process for signing off on Draft Local Plan Representations produced by Philippa Jarvis, Planning Consultant.

19. To receive an update on the status of the Parish Council's maintenance of its 13 Highway Garden Sites and agree the next steps from the 1<sup>st</sup> September 2022 when Elmbridge Borough Council's maintenance agreement with the Parish Council ends.
20. To receive an update from the Highways, Transportation and Environment Committee including receiving notice of a consultation on the proposed extension of the Ultra Low Emission Zone from the 29<sup>th</sup> August 2023 (closes 29<sup>th</sup> July 2022) and agree a response.
21. To confirm the Parish Council plans for the Claygate Flower show on the 9<sup>th</sup> July 2022.
22. To discuss arrangements for Remembrance Sunday on the 13<sup>th</sup> November 2022.
23. Communications, to include a proposal by Cllr Swift & Cllr Grose with regards to the approval process of external Parish Council publications.
24. To consider a request by Cllr Bray to move the next meeting of the full Parish Council from Thursday September 22<sup>nd</sup> 2022 to Thursday September 29<sup>th</sup> 2022.
25. Matters for information purposes only.

**To confirm that the next meeting of the Claygate Parish Council is planned to be held on Thursday 22<sup>nd</sup> September 2022 at 7.30 pm**

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