



Dawn Lacey Clerk & RFO
Claygate Parish Council
Claygate Village Hall
Church Road

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11th July 2024

YOU ARE HEREBY SUMMONED TO ATTEND

A meeting of the Claygate Parish Council will be held on Thursday 18th July at 8.30pm in the Main Village Hall, Claygate Village Hall

The meeting is open to the public and press. 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. Please note that the capacity of the hall is limited, and places will be allocated on a first come first served basis. Doors will open at 8.20pm.

Covid 19

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.

Dawn Lacey
Clerk & RFO

AGENDA

1. To accept apologies for absence.
2. To receive declarations of interest in items on the agenda.
3. To resolve on whether the Council will move into closed session to consider confidential staffing and other matters in accordance with the Public Bodies (admission to Meetings) Act 1950. Should this resolution be passed the public and press will be required to leave the meeting at this later stage. To move into closed session at Item 30. To review the probation period for the new Clerk and

RFO and make a decision as to whether probation is passed. To move out of closed session.

4. To answer any submitted questions from the public.
5. To confirm the minutes of the Parish Council Meeting held on Thursday 20th July 2024.
6. Review actioning of items from previous minutes and agree any further action required. **Appendix A**
7. To consider the standing agenda item of Torrington Lodge Car Park.
8. To agree the new signage for the Claygate Village Sign.
9. To agree the involvement of the Parish Council in taking forward the recommendations of Claygate The Way Forward.
10. In respect of the recommendations of Claygate The Wayford (CTWF), and in particular to consider:
 - Whether it should encourage the development of 1 and 2 bedroom housing units, including flats close to the village centre
 - Whether more use should be made of pavement areas by restaurants, cafes and pub to increase their sense of community
 - Whether a community garden can be funded by CPC
 - The possibility of setting up a 'This is Claygate' website, and its relationship with CPC's own website
 - The possibility of accessing the mailing list of the Claygate Village Association to keep Claygate residents informed of progress in implementation and recommendations.
11. To discuss the village market held on Sunday 30th June 2024, and to consider whether and how CPC should be involved in future developments.
12. To consider and if thought fit to agree the governance structure set out in **Appendix B**.
13. To note that the CPC bus stop will be moved to implement a crossing on Church Road by the recreation ground, and to move and properly re-instate the bus stop further north with tarmac and appropriate fixings to the ground.
14. To contact the Claygate Recreation Ground Trust (CRGT) regarding implementation of self-closing gates on the recreation ground in the centre as well as at the sides.

15. To review and sign the Reconciliation for April – June 2024 and all other Financial reports to June 2024 and receive the finance report including the expenditure for the balance of the year and decide any actions arising. **Appendix C**
16. To consider appointing a Councillor as a trustee to the CGRT , and to defer this consideration of appointing until January 2025.
17. To agree to extend the remit of the Communications Committee to include the Courier, the progress of implementation of CTWF recommendations and website.
18. To appoint additional Councillors to the Communications Committee.
19. To agree the timetable of publication of the Courier and arrangements for managing distribution.
20. To consider arrangements of Remembrance Sunday on November 10th and agree any action.
21. To agree who will put up the poppies, Remembrance Day soldiers and soldier biographies
22. To receive an update from the Planning Committee and agree any action arising.
23. To receive an update from the Environment, Highways and Transport Committee and agree any action arising. To discuss postponing the meeting to be held on Thursday 1st August to 8th August.
24. To receive nominations from Councillors for volunteers for the Claygate Lights.
25. To consider grant requests for the Claygate Lights and Christmas Tree on The Green.
26. To hear a report from the EBC's Overview and Scrutiny meeting held on 11th July
27. Matters for information purposes only.
28. In accordance with the Public Bodies (Admission to Meetings) Act 1960, to move into closed session.
29. To review the probation period for the Clerk and RFO and make a decision as to whether probation is passed.
30. To move out of closed session.

31. To confirm that the next meeting of the Claygate Parish Council is to be held on Thursday 15th August at 8.30pm.

MEETING: Parish Council Meeting
VENUE: Main Village Hall
DATE: Thursday 18th July 2024
TIME: 8.30pm

APPENDICES:

APPENDIX A: Actions from previous meeting
 To include updated Equality Policy

APPENDIX B: Proposed governance approach to CTWF

APPENDIX C: Finance Papers and Bank Statements