

21st December 2023

YOU ARE HEREBY SUMMONED TO ATTEND

A Meeting of Claygate Parish Council will be held on Thursday 11th January 2024 at 8.30pm in the Small 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. 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.

Kate Biggs

Kate Biggs
Clerk & Responsible Financial Officer

AGENDA

1. To accept Apologies for Absence.
2. To receive Declarations of Interest in items on the Agenda.
3. To receive the resignation of Parish Council Chair Cllr Grose (Appendix 1) and to appoint a new Parish Council Chair.
4. To receive the resignation of Cllr Twells (Appendix 2)
5. To confirm the minutes of the Claygate Parish Council (CPC) Meetings
 - 5.1 Minutes from the 6th July 2023 Parish Council meeting
 - 5.2 Minutes from the 2nd November 2023 CPC Extraordinary meeting
 - 5.3 Minutes from the 16th November 2023 Parish Council meeting
6. To review and update open actions remaining from previous CPC Meetings.
 - 6.1 Claygate Village Sign
 - 6.2 Kings Coronation memorial bench
 - 6.3 Young advisor to the Council

7. To review current meeting Standing Orders
 - 7.1 To Inform Councillors as to the Current Method of Producing CPC Minutes and Agree Appropriate Actions (Appendix 3)
 - 7.2 To review and confirm the voting process for CPC decisions taking place in meetings. (Appendix 4)
8. To receive a report from monitoring office Victoria Statham regarding the breach of conduct hearing held on Wednesday 15th November 2023. (Appendices 5,6 & 7)

To consider the MOTION.

“Councillors Bray, Collon, Freeborn and Herbert to move that this Council, noting that the Audit and Standards Committee of Elmbridge Borough Council have found that Councillors Grose and Swift bullied the former Clerk of the Parish Council, and further noting that the Chair of Elmbridge Liberal Democrats, in suspending both Councillors from the party, urged them to relinquish their official positions within the Council, welcomes the resignation of Councillor Grose from the chairmanship of the Council and the vice-chairmanship of the Planning Committee, and welcomes the resignation of Councillor Swift from the chairmanship of the Planning Committee.”

9. To receive an update on liaison with Surrey County Council (SCC).
 - 9.1 To receive a report from Cllr Sugden detailing:
 - HGS Sites taken over by SCC
 - Overhanging trees
 - Potholes
 - Car parking at travellers site including trees being cut down without planning permission
 - Traffic calming measures on the route into Claygate from Hook
10. To receive an update regarding liaison with Elmbridge Borough Council (EBC) including a summary of the meeting held on 11th January 2024.
11. To receive an update on the rewording of the CPC Village Statement. (Appendix 8)
12. To receive Grant applications made since the 16th November 2023
 - 12.1 Pearmain Apple Trees application (Appendix 9)
13. To review the membership of SALC, NALC and SLCC. (Appendix 10)
14. To receive the Finance Report including expenditure for the balance of the year and decide action arising.
 - 14.1 To agree and sign the November month end accounts. (Appendix 11)
 - 14.2 To review and agree Budget v Actuals to month end October 23. (Appendices 12, 13 and 14)
 - 14.3 To receive the year end forecast report (Appendix 15)
 - 14.4 To review and agree the CPC Budget and Precept for the Fiscal year 2024/5. (Appendix 16)
15. To review and agree large operating cost expenditure received since last CPC meeting on the 16th November 2023.
 - 15.1 Remembrance Day marshalling costs. (Appendix 17)
 - 15.2 Zurich Public Liability Insurance (Appendix 18)
 - 15.3 Cancellation of the SAGE Payroll software and the move to Surrey Community Action Payroll contract (Appendix 19)
 - 15.4 Confirmation of the Parish Clerk salary for the duration of her employment (Appendix 20)
 - 15.5 Confirmation of the Parish Council new phone and addition to assets register. (Appendix 21)

- 15.6 Confirmation of the Parish Council Office Equipment and addition to assets register.
(Appendix 22)
- 16 To receive an update from the Planning Committee and agree any action arising.
- 17 To receive an update from the Environment, Highways and Transportation and Committee and agree any action arising.
17.1 To review and agree the Tender for the HGS sites. (Appendix 23)
- 18 To receive an update from the Staffing Committee and agree any action arising.
- 19 To receive an update from the Communications working party and agree any action arising.
- 20 Matters for information purposes only.
- 21 To confirm that the next meeting of the Claygate Parish Council is to be held on Thursday 1st February 2024 at 8.30pm in the Small Hall, Claygate Village Hall.

MEETING: Claygate Parish Council
VENUE: Small Hall, Claygate Village Hall, Church Road, Claygate, Surrey KT10 0JP
DATE: Thursday 11th January 2024
TIME: 8.30pm

Claygate Parish Council Meeting 11th January 2024

MINUTES

- a. Minutes from the 6th July 2023 Parish Council meeting
- b. Minutes from the 2nd November 2023 CPC Extraordinary meeting
- c. Minutes from the 16th November 2023 Parish Council meeting

APPENDICES

CPC 110124 Agenda item 3 App 1 - Sue Grose resignation

CPC 110124 Agenda item 4 App 2 - Bob Twells resignation

CPC 110124 Agenda item 7.1 App 3 – Current rules regarding Minutes

CPC 110124 Agenda item 7.2 App 4 –Rules detailing how votes are to be conducted

CPC 110124 Agenda item 8 App 5 - Printed minutes 15112023 0930 Audit and Standards Sub-Committee Hearings Panel

CPC 110124 Agenda item 8 App 6 - Decisions 15112023 0930 Audit and Standards Sub-Committee Hearings Panel

CPC 110124 Agenda item 8 App 7 - Decision of Hearing Panel Letter

CPC 110124 Agenda item 11 App 8 - Village Design Statement

CPC 110124 Agenda item 12.1 App 9 - COPSE October 2023 - Community Climate and Nature Grant Application Form

CPC 110124 Agenda item 13 App 10 - 2024-Membership-Flyer-Digital

CPC 110124 Agenda item 14.1 App 11 - November Accounts

CPC 110124 Agenda item 14.2 App 12 - Summary Receipts and Payments

CPC 110124 Agenda item 14.2 App 13 – Cashbook

CPC 110124 Agenda item 14.2 App 14 - Monthly Receipts and Payments

CPC 110124 Agenda item 14.3 App 15 - Accounts Summary - 31 December 2023

CPC 110124 Agenda item 14.4 App 16 - 2024 Budget and Precept setting with Precepts % increases

CPC 110124 Agenda item 15.1 App 17 - Remembrance Day Marshall invoice

CPC 110124 Agenda item 15.2 App 18 - Zurich Public Liability Insurance invoice

CPC 110124 Agenda item 15.3 App 19 - Surrey Community Action Letter of Engagement

CPC 110124 Agenda item 15.4 App 20 - Kate Biggs Temporary pay slip

CPC 110124 Agenda item 15.5 App 21 - Parish Phone

CPC 110124 Agenda item 15.6 App 22 - Clerk Office Equipment

CPC 110124 Agenda item 17.1 App 23 - HGS Tender Process 2024

CPC 110124 Agenda item 17.1 App 24 - Claygate Ward Map HGS Sites Marked

CPC 110124 Agenda item 17.1 App 25 - HGS Specification Tender Document 2024

CPC 110124 Agenda item 17.1 App 26 - HGS Tender Letter 2024

CPC Meeting 11 January 2024 Agenda – Final