



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
2nd July 2021

NOTICE IS HEREBY GIVEN THAT

**A Meeting of Claygate Parish Council will be held
on Thursday 8th July 2021 at 7.30pm in the Main 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.

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 3rd June 2021.
4. To report on actioning of items from the Parish Council meeting on the 21st May 2021 and the Extraordinary Parish Council meeting on the 3rd June 2021 and agree any further action.
5. To note and welcome the Co-option Committee members to the Planning and Highways, Transport and Environment Committees.
6. 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.
7. 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 17th May 2021.
8. To receive and consider the adoption of updated Bullying & Harassment Policies, Freedom of Info Act and Complaints Procedure.
9. To confirm the remits of the Committees and Planning Process and Public Speaking Document and approve any amends.
10. To consider a grant application for £18,860 from Claygate Primary School for a canopy and surfacing for their new Nursery building.
11. To receive the Chairman's report and decide any action arising.

12. To receive the report from the Parish Clerk & RFO and decide any action arising.
13. To receive the financial report including expenditure for the balance of the year and decide any action arising.
14. To confirm arrangements for direct debits/standing orders 2021/22 to Nest, Microsoft Office 365, Vodafone, TalkTalk, Credit Card, Information Commissioners' Office and Castlewater.
15. To consider and approve the tender process for the Highway Garden Sites.
16. To agree the on-going process and responsibilities for the Courier.
17. To note the updated Covid-19 Risk assessment.
18. To agree the final wording for the Ken Huddart Memorial bench.
19. To note the Consultation on the Statement of Community Involvement (SCI) 2021 by Elmbridge Borough Council (closes 23rd July) and agree a response.
20. To note the 'Have your say about Green Spaces and Countryside Sites' Elmbridge Borough Council Consultation (closes 31st July) and agree a response.
21. To receive the report from the Planning Committee and decide any action arising in particular to Elmbridge Borough Council's Local Plan.
22. To receive the report from the Highways, Transport and Environment Committee and decide any action arising.
23. Matters for information purposes only.
24. Motion to exclude the Press and Public to discuss Staffing Matters.
25. Staffing matters in confidence

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

Website: www.claygateparishcouncil.gov.uk