

2<sup>nd</sup> September 2016

NOTICE IS HEREBY GIVEN THAT

**A Meeting of Claygate Parish Council will be held in the Small Village Hall  
on Thursday 8th September 2016 at 7.30pm.**



Zak Keshavjee  
Parish Clerk and Proper Officer

The meeting is open to the public. 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, prior arrangements must be made with the Parish Clerk and Proper Officer, who will allocate a slot in order of application. Please note that the Parish Clerk and Proper Officer and at least one councillor will be available 15 minutes prior to all meetings for visits from residents to answer any general questions.

### 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 7<sup>th</sup> July 2016
4. To report on the actioning of items from previous minutes of the Parish Council and agree any further action.
5. To receive the Chairman's report and decide any action arising
6. To receive the report from the Parish Clerk & Proper Officer and decide any action arising.
7. To receive the finance report and decide action arising.
8. To review the plan for expenditure for the balance of the year; including future projects and funding and agree any action. **Resolutions 1 and 2**
9. To discuss arrangements for Remembrance Sunday, November 13<sup>th</sup> 2016 and agree any necessary action. **Resolution 3**
10. To note the minutes of the Planning Committee and agree any necessary action. **Resolution 4**
11. To note the minutes of the Highways & Transportation Committee and agree any necessary action.
12. To note the minutes of the Environment and Leisure Committee and agree any necessary action.
13. To receive a report from the Communications Working Party including status on the website and agree any necessary action. **Resolution 5**
14. Matters for information purposes only.
15. Motion to exclude the Press and Public to discuss the HGS contract and staffing matters.
16. HGS contract in confidence. **Resolution 6**
17. Staffing matters in confidence. **Resolution 7.**

**To confirm that the next meeting of the Claygate Parish Council will be held on 3rd November 2016 at  
7.30 pm in the Small Village Hall**

2<sup>nd</sup> September 2016

**PARISH COUNCIL MEETING 8<sup>th</sup> SEPTEMBER 2016**

**RESOLUTIONS**

**RESOLUTION 1**

It is **RESOLVED** that the Council agree an increase in the annual storage fee to the Claygate Village Hall Association (CVHA), from £52 pa to £100 pa, effective from the 1<sup>st</sup> January 2017. This reflects the increased, dedicated storage provision now being provided at the Village Hall for Parish Council filing cabinets, documents and the new planning printer provided to the Council free by EBC.

Proposed: Mark Sugden

**RESOLUTION 2**

It is **RESOLVED** that the Council agree an expenditure of up to £150 to enable Mulberry & Co. accountants to undertake a review of the Parish Council accounts for the 1H 2016/17 financial year. This is to ensure that the Council is in compliance with revised transparency legislation and Financial Governance reporting.

Proposed: John Bamford

**RESOLUTION 3**

It is **RESOLVED** that the Council agree an expenditure of up to £75, as a one off payment (above and beyond our annual premium) to our insurance company, Zurich. This is to cover public liability insurance for the Remembrance Sunday Parade and Outdoor Service at the War Memorial, on 13<sup>th</sup> November, 2016.

Proposed: Mark Sugden

**RESOLUTION 4**

It is **RESOLVED** that a recommendation from the Planning Committee be agreed and that it be granted up to £2,000 from Council reserves for legal costs for Wellers Hedleys solicitors. This is to enable the solicitors to undertake a detailed land registry search to establish ownership of and determine all restrictive covenants on each parcel of land on what is commonly known as the 40 Acre Field, formerly part of Barwell Farm and that the Clerk is authorised to sign the solicitors letter of instruction.

Proposed: Mark Sugden

**RESOLUTION 5**

It is **RESOLVED** that the Chairman of the Communications Working Party can authorise direct with e-mango our website supplier, 2 hourly increments, at £25 per hour for the cost of uploading documents and tweets to the Parish Council website without further approval from this Council so long as the total annual cost are within the total Communications Working Party budget. This is to enable immediate updating of agendas and minutes and social media communication.

Proposed: Mark Sugden

**IN CONFIDENCE: HGS CONTRACT AND STAFFING MATTERS**

**RESOLUTION 6**

It is **RESOLVED** that after tender the contract for the maintenance of the Highways Garden Sites is awarded for 3 years, from 1<sup>st</sup> November 2016, to the supplier recommended and agreed by the Environment and Leisure Committee on 18<sup>th</sup> August, 2016.

Proposed: Bill Chilcott

**RESOLUTION 7**

It is **RESOLVED** that this Council approve the National Association of Local Government (NALC) agreed increase for 2016/2017, for the Clerk. The increase to be backdated to 1<sup>st</sup> April, 2016.

Proposed: Bernadette Pearce