

# Claxton Parish Council

## Agenda

**Date:** Tuesday 20<sup>th</sup> January 2026

**Time:** 7:30pm

**Place:** Claxton Village Hall

Councillors are hereby summoned to this Parish Council Meeting of Claxton Parish Council. Members of the Press and the Public are invited to attend and address the Council during the public participation session. The law does not permit members of the public and the press to take part in the debates.

*Charlotte Rust*, Parish Clerk & RFO – [clerk@claxton-pc.gov.uk](mailto:clerk@claxton-pc.gov.uk)

1. Welcome from the Chair.
2. To receive and approve apologies for absence.
3. To receive any declarations of interest from Members & consider requests for dispensation.
4. To approve the minutes of the Parish Council meeting held on Tuesday 25<sup>th</sup> November 2025.
5. Adjournment for Public Participation (15 minutes allowed for).
6. **Matters arising from November's meeting, including Clerk's report.**
7. **Reports from:**
  - 7.1 District Councillor, Councillor Thomson.
  - 7.2 County Councillor, Councillor Mason-Billig.
  - 7.3 Biodiversity, Councillor Wallis-Garcia.
  - 7.4 Traffic and SAM2, Councillor Harwood.
8. To receive an update of the play area project.
9. To discuss Community Orchard/Garden Licence.
10. To consider the Grant Application from the Churchwarden for St Andrew's.
11. **Internal Control Check:**
  - 11.1 July – September 2025; Councillor Harwood to lead.
12. **Policies:**
  - 12.1 Biodiversity – update on action plan, audit of Claxton and any new records if applicable.
  - 12.2 Complaints Policy.
  - 12.3 Data Request Access Assessment and SAR request.
13. **Planning:** None at time of publication.
14. **Finance:**
  - 14.1 To approve budget for 2026/2027.
  - 14.2 To receive the Bank reconciliation and Statement of Accounts as of 20<sup>th</sup> January 2026.
  - 14.3 To note any receipts and approve payments as detailed in January's payment schedule.
15. **Correspondence:**
16. To receive updates from individual Council Members (for information only).
17. To receive any items for inclusion on the next agenda (for information only).
18. To confirm date and time of the next Parish Council Meeting as Tuesday 17<sup>th</sup> March 2026 in Claxton Village Hall.