

CLAYTON PARISH COUNCIL

ANNUAL MEETING held at THE VILLAGE HALL, CLAYTON.

THURSDAY 20th May 2021 - 7PM

Minutes - draft

2021/043

PRESENT

Councillors: J Thackwray (Chairman), J Pitts, C Thirkill, I Findlay, F Ilyas, J Andrew, G Shutt, S. Gudgeon, R Houldsworth, R Player & P Jowett

2021/044

IN ATTENDANCE

C. Hepton, Clerk
H. Rankin, Asst clerk
4 members of the public.

2021/045

APOLOGIES FOR ABSENCE

Cllr Vasey – apologies approved.

2021/046

ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF CLAYTON PARISH COUNCIL

Councillor Thackwray (Chairman) opened the meeting by welcoming everyone.

a) The following nomination for Chairman of the Parish Council was received: -

Nominee:	Proposed by:	Seconded by:
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Cllr J Thackwray	Cllr Pitts	Cllr Ilyas
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All in favour

Resolved: That Cllr Thackwray be appointed Chairman of Clayton Parish Council with immediate effect.

b) Nomination for Vice Chairman of the Parish Council

Nominee:	Proposed by:	Seconded by:
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Cllr F Ilyas	Cllr Player	Cllr Shutt
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All in favour

Resolved: That Cllr Ilyas be appointed Vice Chairman of Clayton Parish Council with immediate effect.

2021/047

DECLARATION OF ACCEPTANCE OF NEWLY APPOINTED CHAIRMAN

Cllr Thackwray and Cllr Ilyas both signed the Declaration of Acceptance of Office of Chairman/vice chairman witnessed by the clerk, in the presence of the Parish Council.

2021/048

PREVIOUS PARISH COUNCIL MINUTES AND PROGRESS REPORT

Proposed: Cllr Jowett

Seconded: Cllr Houldsworth

All in favour

Resolved: That the presented minutes are signed by the Chairman as a true record of the meeting held on 18th & 29th March 2021.

2021/049

ADMISSION OF THE PUBLIC

(Public Bodies (Admission to Meetings) Act 1960, Local Government Act 1972 s100/100a)

No items recorded.

2021/050

DISCLOSURES OF INTEREST

(Members Code of Conduct)

To receive disclosures of interests from Members on matters to be considered at the meeting as detailed in the Parish Council Code of Conduct adopted at the Parish Council meeting on 15 November 2012.

No items recorded.

2021/051

CHAIRMANS REMARKS AND CORRESPONDENCE

Cllr Thackwray delivered the following comments –

Welcome everyone and it's good to see you all in person for a change and not virtually!

As I am sure you are aware, for quite a long time we have not been able to hold any of our meetings in person due to Covid-19 and safety. Recently, proceedings for a court declaration that virtual meetings could continue beyond May 6th were held at the High Courts, but very disappointingly the High Courts judged those remote meetings can no longer be held. This has caused concerns by Parish Councils and a great deal of extra work. I do not intend to go into this anymore but just to say that this is 'work in progress' legally.

Since our last meeting, our work has continued, and we have held our Parish Council and committee meetings virtually and hopefully you will have seen the reports from each committee chairperson, any questions relating to these can be asked when we get to that part of the agenda.

I am sure you will agree that 2020 was a very unusual year, but now we, hopefully are heading in the right direction and restrictions will continue to be lifted. I not only want to thank all councillors for their service over 2020 and into 2021 but I really want to thank all the residents of Clayton for complying with the restrictions, which have been very difficult for everyone. This compliance has helped the numbers to be greatly reduced and are currently 0 – 2 which is fantastic so well-done Claytonians!

Quite a few people attended Remembrance Day in Victoria Park all complying with social distancing and Cllr Vasey laid a wreath on behalf of the Parish Council.

I know I have thanked this person before, and she needs no introduction to you all, but I feel she needs another big thank you for all she does for Clayton especially litter picking, Cllr Thirkill...Thank you to you and all your litter pickers!

We also want to hear from you, the Clayton Community, if there is anything you would like us to do, any ideas, organise events etc. When the time is right and restrictions are eased, please let either me or the clerk know your ideas. But please be constructive with your comments and sensible with your ideas.

If you don't mind, I would just like to take this opportunity to say something about dementia, this is not a natural part of ageing and there are many different types of dementia. People need support and currently in Clayton there really isn't any and so I have taken the lead in helping to organise a Dementia Friendly Clayton Initiative. The Parish Council are not involved with this, but we do have their support and with the help from Cowgill Surgery and Hollyns we have sent letters out to the carers of those that have been diagnosed with dementia asking for expressions of interest in joining this initiative. I must say that we have had a good response and 12 people expressed an interest, therefore this initiative will proceed. We hope to offer support by holding meetings, memory cafes, events etc in fact I have recently received a small grant to help with the costs of venue hire, refreshments, stationery and so on.

You may wonder why I am telling you all this well, it's so you are aware but more importantly, if you or anyone you know who lives in Clayton are affected with/by dementia even if you or they have not been diagnosed yet then please get in touch with me and I will be more than happy to let you know more about the initiative. My contact details can be got from the clerk.

Tonight's meeting is, I expect going to be long, copious amounts of documents to read, to understand and finally, I just would like to reiterate one thing to all councillors, please do not forget, you have a statutory requirement to attend meetings and you must send in your apologies if you are unable to attend.

One final set of thanks has to go to Helen our assistant clerk for all the work she does for the Parish Council and the tremendous work she does at the library and a final big thank you to Claire, our clerk who keeps us all on the right track, especially me and has a lot of patience when I have my 'thick head' on, we really appreciate all the work you do. Thank you!

2021/052

ELECTION OF COMMITTEES AND WORKING GROUPS.

a) Planning Committee.

Cllrs Gudgeon, Thirkill, Houldsworth, Findlay Player, Shutt & Pitts were elected to the Planning Committee.

Proposed: Cllr Ilyas
All in favour

Seconded: Cllr Jowett

b) Staffing Committee.

Cllrs Pitts, Andrew, Ilyas, Jowett & Findlay were elected to the staffing committee.

Proposed: Cllr Thirkill
All in favour

Seconded: Cllr Player

c) Events Committee.

Cllrs Pitts, Thirkill, Houldsworth, Jowett & Player were elected to the events committee.

Proposed: Cllr Findlay
All in favour

Seconded: Cllr Shutt

d) Finance Committee

Cllrs Andrew, Pitts, Findlay, Jowett & Houldsworth were elected to the finance committee.

Proposed: Cllr Thirkill
All in favour

Seconded: Cllr Player

e) Allotments Committee

Cllrs Shutt, Ilyas, Player & Jowett were elected to the finance committee.

Proposed: Cllr Gudgeon
All in favour

Seconded: Cllr Pitts

f) Library oversight

Cllrs Gudgeon was elected to the library oversight working group.

Proposed: Cllr Thirkill
All in favour

Seconded: Cllr Player

2021/053

ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES.

a) Parish Council Liaison. –

Cllr Pitts would be acting as deputy.

Proposed: Cllr Ilyas
All in favour

Seconded: Cllr Gudgeon

b) To elect the representative for YLCA branch

Cllr Thackwray would be act as rep to the YLCA branch meeting.

Proposed: Cllr Ilyas
All in favour

Seconded: Cllr Pitts

2021/054

COMMITTEE REPORTS

a) PLANNING

Report from the Planning Chairman

Cllr Thirkill provided a report on planning matters since the last parish council meeting. no objections had been submitted to any of the applications.

b) STAFFING

Report from the Staffing Chairman

Cllr Pitts confirmed that the staffing committee hadn't met since the last meeting.

c) FINANCE

Report from the Finance Chairman

Cllr Andrew provided a report on finance matters since the last parish council meeting.

- Annual Accounts for the year ended 31 March 2021.

The annual accounts for the year ending 31 March 2021 have been circulated previously.

Proposed: Cllr Pitts
All in favour

Seconded: Cllr Gudgeon

Resolved: That the accounts for the financial year ending 31 March 2021 are accepted and agreed and that the Chairman and Financial Officer to sign the annual return following the meeting.

- Internal Audit Report 2020/21

The report from the internal auditor has been completed and is attached with no issues reported.

Proposed: Cllr Player
All in favour

Seconded: Cllr Thirkill

Resolved: That the internal audit report for the year ended 31 March 2021 was accepted, that David Horrocks be thanked for his work as internal auditor and that he be re-appointed for 2020/21.

- Audit Commission Annual Return (External Audit – Littlejohn - Return)

Proposed: Cllr Shutt
All in favour

Seconded: Cllr Thirkill

Resolved: That the Annual Return for 2020/21 be accepted and approved.

- List of Invoices and Cheque

Details were circulated to Members at the Meeting.

Proposed: Cllr Gudgeon

Seconded: Cllr Pitts

All in favour

Resolved: That the list of invoices paid and due for payment be accepted.

- Asset register

The asset was produced for information only.

- Chairman's allowance

Proposed: Cllr Gudgeon

Seconded: Cllr Pitts

All in favour

Resolved: That the chairman's allowance be accepted for 2021/22

d) EVENTS

Report from the Events Chairman

Cllr Gudgeon confirmed that no events had taken place.

2021/055

GOVERNANCE

a) STANDING ORDERS

The standing orders in line with NALC regulations and the current CPC practises were reviewed.

Proposed: Cllr Ilyas

Seconded: Cllr Shutt

All in favour

Resolved: That the standing orders are accepted.

b) FINANCIAL REGULATIONS

The financial regulations in line with NALC regulations and the current CPC practises were reviewed.

Proposed: Cllr Gudgeon

Seconded: Cllr Player

All in favour

Resolved: That the financial regulations are accepted.

c) POLICIES AND PROCEDURE'S DOCUMENT

The revised policy document was reviewed.

Proposed: Cllr Ilyas

Seconded: Cllr Thirkill

All in favour

Resolved: That the policies and procedures document is accepted.

d) RISK ASSESSMENT

Proposed: Cllr Findlay

Seconded: Cllr Thirkill

All in favour

Resolved: That the risk assessment is accepted.

e) **CODE OF CONDUCT**

Proposed: Cllr Findlay

Seconded: Cllr Shutt

All in favour

Resolved: That the code of conduct document is accepted.

2021/056 **STREET ANGELS/PATROLS**

Cllr Jowett explained that he was concerned about the ASB of some youths within the village. The council would not create any sort of 'group' to police this but would possibly look to support an external organisation by way of supplying hi-vis vests etc. (local govt Act 1997 s31). Cllr Houldsworth had been involved with setting up 'Friends of Westwood Park' which was still going well. All members agreed that it could **not** be any sort of vigilante type group, it should liaise with the youth services and Cllr Thirkill was still looking into setting up a 'Friends of Victoria Park' group. This could tie in with that. More work would need to be done.

2021/057 **SOCIAL MEDIA**

Members were reminded of the policy and encouraged to have different social media presences and to be mindful of what the policy rules are at all times.

2021/058 **HANGING BASKETS**

Proposed: Cllr Gudgeon

Seconded: Cllr Player

All in favour

Resolved: That the 6 baskets are to be filled by NEET.

2021/059 **GAS PARK SQUARE/CLAYTON FOOTPATHS**

FOOTPATHS - Mr Baurch updated the council that the paths in the village were not on the definitive list and in some cases landowners had made using the paths very difficult. Members fully supported the use and protection of all out footpaths and that the chair would correspond with Alex Ross-Shaw and Dave Ruse at Bradford Council.

Proposed: Cllr Thirkill

Seconded: Cllr Gudgeon

All in favour

Resolved: That the chair write to Alex Ross- Shaw and Dave Ruse with the council's full support to Mr Baruch and the footpath group.

GAS PARK SQUARE – Mr Baruch updated members that Patchetts had now agreed to donate the land. All members agreed that should they agree to it that the park should be for the whole community and as such would be best transferred to the Parish Council for the village – they in turn would be responsible for the park. More information to be gathered for the next meeting. Members agreed that the planning committee should be tasked with this going forward and the report in to full council.

Proposed: Cllr Thirkill

Seconded: Cllr Pitts

All in favour

Resolved: that the clerk look into the costs to insure the small park and also the associated costs of the legal work involved for drawing up the documents. This information to be given to the planning committee.

2021/060 **REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

Parish council liaison meeting update – nothing to report.

2021/061 **ALLOTMENTS ASSOCIATION 2020/21**

The accounts were now closed as the Allotment Association had now folded. The skip day was a great success and would hopefully be repeated later in the year.

2021/062 **PUBLIC CONSULTATION AND QUESTION TIME**

Drain/leak at the allotment – this was still ongoing and would be chased up.

Website/minutes – this was managed internally and needed to be updated.

2021/063 **DATES OF MEETINGS – 2021/22**

15th July 2021
16th September 2021
18th November 2021
20th January 2021
17th March 2022
19th May 2022

The meeting closed at 8.30pm