

TO: ALL MEMBERS OF CLAYTON PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend the Annual Meeting of Clayton Parish Council to be held at Clayton Village Hall on Thursday 17th May 2018 at 7:00pm, for the purpose of transacting the following business.

Members of the Press and Public are invited to attend and may address the Council when tabled at the invitation of the Chairman.

C.Hepton

Claire Hepton

Clerk to Clayton Parish Council

Date: 5th May 2018

Tel: 07812584615

E-mail: clerk@clayton-pc.gov.uk

AGENDA

1 APOLOGIES FOR ABSENCE

To receive and consider the acceptance and approval of Apologies for Absence notified by Members.

2 ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF THE PARISH COUNCIL

(Members are reminded that each Nominee should be proposed and seconded. Voting will be on a show of hands unless 2 or more Members request a ballot. In addition to normal voting rights, the retiring Chairman has a casting vote in the event of a tie)

- a) To elect a Chairman of Clayton Parish Council.
- b) To elect a Vice Chairman of Clayton Parish Council.

3 DECLARATION OF ACCEPTANCE OF OFFICE

(Incorporating the undertaking to observe the Code of Conduct)

- a) To receive the Chairman's Declaration of Acceptance of Office, or if not received, to decide when it shall be received.
- b) To receive the Vice Chairman's Declaration of Acceptance of Office, or if not received, to decide when it shall be received.

4 PREVIOUS PARISH COUNCIL MINUTES AND PROGRESS REPORT, FOR INFORMATION ONLY, ON MATTERS ARISING FROM THE MINUTES WHICH ARE NOT INCLUDED ELSEWHERE ON THE AGENDA

To receive the Minutes of Clayton Parish Council's meeting held on 15th March 2018. The Chairman and/or Parish Clerk will detail any progress made on Matters arising from the Minutes.

Recommended: That the presented minutes are accepted as a correct record of Clayton Parish Council's meetings held on 15th March 2018 and that they are signed by the Chairman.

The clerk updated the council on the following:

- Grant application has been sent to Lottery Awards for All for the defibrillators.
- Minute no 2018/025 – St. Johns Toddler group. Following correspondence with the Methodist Church the chairs and tables were believed to have taken by the previous leader and could not be located. Clerk has since ordered the equipment which will remain the property of CPC but will be used by the toddler group.

5 ADMISSION OF THE PUBLIC

(Public Bodies (Admission to Meetings) Act 1960, and Clayton Parish Council Standing Order No.67

To determine if any of the tabled items to be discussed require to be held in closed session.

6 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.

A Member must register with the Monitoring Officer any change to interests or new interests in Appendix A and B within 28 days of becoming aware of it.

A Member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a “sensitive interest”.

A sensitive interest is one which, if disclosed on a public register, could lead the Member or a person connected with the Member to be subject to violence or intimidation.

7 CHAIRMANS REMARKS AND CORRESPONDENCE

The Chairman will outline other issues relating to activities undertaken since the last meeting and prior to the current meeting and notable correspondence received (copies of which wherever possible have been circulated to Members).

8 ELECTION OF COMMITTEES AND WORKING GROUPS.

(Members are reminded that each Nominee should be proposed and seconded. Voting will be on a show of hands unless 2 or more Members request a ballot. In addition to normal voting rights, the Chairman has a casting vote in the event of a tie). Please note: The Chairman of Parish Council has Ex Officio membership of all Committee’s and Working Groups.

- a) To elect five Councillors to serve on the Planning Committee.
- b) To elect five Councillors to serve on the Staffing Committee.
- c) To elect five Councillors to serve on the Events Committee
- d) To elect five Councillors to serve on the Finance Committee
- e) To elect two Councillors to serve on the Allotments working group. To liaise with Allotments Association and report to the council on day to day decisions.

- f) To elect a minimum of three Councillors plus Chairman to serve on the Business Planning working group.
- g) To elect one councillor plus Chairman to serve on the Library Oversight working group.

9 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES.

(Members are reminded that each Nominee should be proposed and seconded. Voting will be on a show of hands unless 2 or more Members request a ballot. In addition to normal voting rights, the Chairman has a casting vote)

- a) To elect the representative and deputy for the Police Liaison Group.
- b) To elect the representative and deputy for the Glenholme Allotments Association.
- c) To confirm election of Chairman as representative for the Parish Council Liaison Group.

10 COMMITTEE REPORTS

a) PLANNING

- Report from the Planning Chairman

Cllr Thirkill will report on planning matters since the last parish council meeting

b) STAFFING

- Report from the Staffing Chairman

Cllr Pitts will provide a report on staffing matters since the last parish council meeting

c) FINANCE

- Report from the Finance Chairman

Cllr Pitts will provide a report on finance matters since the last parish council meeting.

Annual Accounts for the year ended 31 March 2018

The annual accounts for the year ending 31 March 2018 have been circulated previously.

Recommended: That the accounts for the financial year ending 31 March 2018 be accepted and agreed.

- Internal Audit Report 2017/18

The report from the internal auditor has been completed and is attached.

Recommended: That the internal audit report for the year ended 31 March 2018 be accepted, that David Horrocks be thanked for his work as internal auditor and that he be re-appointed for 2019/20.

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

Section 1 is the governance statement in which Members recognise their responsibility for the accounting statements and acknowledge that they have taken steps to ensure there is a sound system of internal control, including risk assessment.

Section 2 of the return is the accounting statement for the year. This is a summarised version of the accounts agreed above.

The annual internal audit report to the Council as certified for the external auditor.

Recommended: That the Annual Return for 2017/18 be accepted and approved.

- Yorkshire Local Councils Association (YLCA)

Members are informed that membership of the YLCA for this year's subscription is £965.00.

- List of Invoices and Cheques

Details to be circulated to Members at the Meeting

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

- Chairmans allowance 2018/19

Members are requested to approve the Chairman's allowance of £300 for the 2017/18 financial year.

d) EVENTS

- Report from the Events Chairman

Cllr Cunningham will provide a report on events matters since the last parish council meeting.

- Taks list

Members are asked to sign up to sign up for the forthcoming events.

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WORK PLAN FOR THE BUSINESS PLANNING WORKING GROUP

To require the Business Planning Working Group to:

1. To liaise with the Youth Service to decide how best to work with Youth groups within the Parish and provide proposals to the full council at the **July 2018 meeting**.
2. To liaise with Bradford Council, to make proposals for the delivery of street cleaning / litter bin collections within the Parish in advance of significant service changes from the district council in April 2019 and provide costed proposals to the full council (to include taking no action) at the **September 2018 meeting**.
3. Elect a member(s) to lead on developing a proposal and timeline for the creation of Neighbourhood Plan for the village to be returned to the full council for their consideration at the **November 2018 meeting**. (This is not to create a

neighbourhood plan, but to provide a structure for how we would create one including likely timescales and sources of finance / likely costs).

4. Elect a member to act as a 'Snow coordinator' and liaise with Bradford Council regarding gritting routes, to propose new locations for grit-bins and the development of grit-teams to report on their work at the **November 2018 meeting**.
5. To liaise with Bradford Council, and other bodies as appropriate, to decide upon appropriate speed reduction work to local roads, e.g. 20mph zones and make proposals to the full council and provide an (interim) update at the **November 2018 meeting**.

12 GRANT AID

Applications

Members are asked to consider the following applications for grant aid from organisations based in the Parish subject to the provisions of the policy for administering grants in the current financial year and, if deemed appropriate, to determine the amount of financial assistance to be contributed.

a) CLAYTON DICKENSIAN MARKET

A request for £1200 has been received on behalf of 1st Clayton Guides. The grant would be used to purchase the insurance and marketing related costs. Full details are attached.

13 CHANGES TO LIBRARY HOURS/ASST CLERK

Following consultation with Bradford libraries, Library oversight group and the staffing committee a questionnaire was completed to survey potential changes to the opening hours of the library which impacts on the working week of the clerk. The hours have been agreed in principal subject to ratification by full council. Full details are attached.

14 GDPR

Members will recall from the last meeting the document that was circulated for reading. Full details are attached.

15 STANDARDS COMMITTEE NOMINATION

At the last Parish council liaison meeting councils were asked if they had anyone interested in being the representative for the 'Standards Committee'. Cllr Pitts is happy to continue if members agree? More than 2 candidates were nominated within our area so a vote is being held.

16 REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

To receive reports from Representatives to the following Outside Bodies, if applicable:

- a) Police Liaison updates
- b) Parish Council Liaison Meeting update
- c) Glenholme Allotments Association

17 ALLOTMENTS ASSOCIATION 2017/18

The 2017/18 funding was spent on the following:

	£
Balance brought forward 1 April 2017	272.76
Grant received from Parish Council	0.00
	272.76
Less	
Expenditure for year 1st April 2017 to 31st March 2018	
New combination lock	45.70
Chairmans expenses	4.30
	50.00
Balance as at 31 March 2018	222.76

Recommended: That the end of year balance (£222.76) is carried forward to 18/19 for use by the Allotments Association.

18 PUBLIC CONSULTATION AND QUESTION TIME

To receive questions/comments from the public on:

- ☐ any matter which is tabled for discussion on the Agenda;
- ☐ any other matter of public interest which is within the responsibilities of the Parish Council;
- ☐ and to receive suggestions of items for inclusion on the Agenda of the next Parish Council meeting from the Public and also from members of the Parish Council.

19 DATES OF MEETINGS – 2018/19

To approve the dates and times of meetings of Clayton Parish Council which are due to be held at Clayton Village Hall from July 2018.

19th July 2018

20th September 2018

15th November 2018

17th January 2019

21st March 2019

16th May 2019

