

CLAYTON PARISH COUNCIL

TO: ALL MEMBERS OF CLAYTON PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend a Meeting of Clayton Parish Council to be held at **Clayton Village Hall** on **15th March 2018** at **7pm**, 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: 7th March 2018

Tel: 0781 2584 615
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. 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.

3. ADMISSION OF THE PUBLIC

(Public Bodies (Admission to Meetings) Act 1960,
(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.

4. PREVIOUS PARISH COUNCIL MINUTES AND PROGRESS REPORT, FOR INFORMATION ONLY, ON MATTERS ARISING FROM THE MINUTES WHICH ARE NOT INCLUDED ON THE AGENDA (Papers previously circulated to Members)

To receive the Minutes of Clayton Parish Council's meeting held on 18th January 2018. The Chairman/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 meeting held on 18th January 2018, and that they are signed by the Chairman.

The clerk informed the council on the matters arising following the last council meeting:

- o Neighbourhood plan - Cllr Smith asked for further information on Neighbourhood plan. Cllr Vasey is in the process of obtaining more information and so item will be deferred to the next meeting.
- o Traffic/road safety - Item to be deferred to the next meeting once more information becomes available.

5. CHAIRMAN'S 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 (a summary and copies of which wherever possible have been circulated to Members previously) for information, and, if deemed appropriate, for consideration and resolution by the Council.

6. COMMITTEE REPORTS/WORKING GROUPS

a) STAFFING

➤ Report from the chairman

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

- **To receive written application for the officer of parish councillor and to consider co-option of a candidate to fill the existing vacancy/vacancies**

To decide by co-option to fill one of the four vacancies we have on the Parish Council. We have received one application from Mr Michael Upton. (Details of which have been previously circulated prior to the meeting).

- **Annual salary review**
Members are asked to review the annual salary increments for the clerk and assistant clerk following their reviews.

b) PLANNING

- **Report from the chairman**
Cllr Thirkill will report on planning matters since the last parish council meeting

c) FINANCE

- **Report from the chairman**
Cllr Pitts will provide a report on finance matters since the last parish council meeting.
- **Invoices paid and due for payment.**
Members will note that most payments are now being made by bank transfer. The Chairman of the parish council and that of the finance committee are the 2 notifiable members who are advised prior to payment.
Details to be circulated to Members at the Meeting.
Recommended: That the list of invoices and cheques paid and due for payment be approved and signed by the Chairman
- **New accounting software**
The 2018/19 budget was approved at the meeting in January minute no 2018/010. £300 was allocated for a new accounts package. The clerk is currently investigating the merits of 2 suppliers. Members are asked to formally approve a move away from an Excel based system to a dedicated accounting software and also increase the budget by an extra £100 which would be a one off extra cost for initial training

d) EVENTS

- **Report from the Chairman**
Cllr Cunningham will provide a report on staffing matters since the last parish council meeting.
- **Budget for Event expenses.**
Members are asked to approve these nominal budgets for events that are planned for this year.
£300 – primary school short story competition
£150 – thank you tea for the library volunteers
£115 – Best Hanging basket/window box (changed the format of the garden competition. £300 had previously been budgeted for this event).
Total - £565 of which £300 had already been budgeted for therefore an extra £265 is requested.
Also, that the budget items are delegated to events committee to allocate funds within their listed events as the committee see appropriate so that the committee does not need to come back to full council to vire funds between Short story and the volunteers for example?
- **Task list for events**
A task list has been prepared for the events that the committee have planned. Members are asked to put their name next to parts that they will take charge of.
- **Roundabout planting**
We have a contract with Bradford Works who maintain the roundabout flower beds. An invoice has been received from them however they had planted up an extra time to what we had agreed. In other words, we have had three planting visits and not two as budgeted. The extra amount is £356 plus VAT. Members are asked to consider this extra payment and going forward would they want to see them visit two or three times a year.
- **Dickensian Market.**
Following on from the last meeting minute no 2018/ 010 members are asked to decide on the council's involvement for future events.

7. 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 budget year and, if deemed appropriate, to determine the amount of financial assistance to be contributed.

Clayton Community Association

A request for £3500 has been received from the above organisation. The grant would be used to help fund a brand new central heating system. Full details are attached.

St. John's toddler group

A request for £500 has been received from the Ms Kehoe and Cranston on behalf of the above organisation. The grant would be used to help fund the start of a toddler group. Full details are attached.

St. John's Parish Church

A request for £1950 has been received from Rev Vaughan Pollard on behalf of the above organisation. The grant would be used to help pay for new signage and shelving in the community rooms. Full details are attached.

Clayton Community Cinema

A request for £1366 has been received from Mr Andrew Waterman on behalf of the above organisation. The grant would be used to help pay for licensing fees and other associated costs. Full details are attached.

8. DEFIBRILLATOR

Cllr Vasey will provide an update following on from the last meeting.

9. YOUTH COUNCIL

Members requested that this item be put on the agenda for suggestions of initiatives that the youth council can get involved with.

10. ANNUAL MEETING/PARISH MEETING

Members are asked to consider the dates and plan for the meetings in May.

11. GENERAL DATA PROTECTION REGULATION (GDPR)

Members have already received information regarding GDPR. More details will follow but members are urged to read the document. At the next PC meeting in May more governance and procedural information will be released.

12. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

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

Glenholme Allotments Association - Update from Cllr Cunningham

Parish council liaison meeting – Update from Cllr Vasey

13. 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 from Members of the Parish Council.

14. TO NOTIFY THE CLERK ON MATTERS FOR INCLUSION ON THE NEXT MEETING'S AGENDA

15. DATE OF NEXT MEETINGS

To confirm the date and time of the next meeting of full Clayton Parish Council. The next meeting will be on Thursday **17th May 2018 at 7pm** in the Village Hall

- Planning and Events meeting – 3rd April 2018
- Finance and Staffing Committee Meeting – tba