

## 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 **18<sup>th</sup> January 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: 3<sup>rd</sup> January 2018

Tel: 0781 2584 615  
E-mail: clerk@clayton-pc.gov.uk

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### **AGENDA**

#### **1. ELECTION OF 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)

#### **2. APOLOGIES FOR ABSENCE**

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

#### **3. 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.

#### **4. 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.

#### **5. 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 16<sup>th</sup> November 2017. 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 16<sup>th</sup> November 2017, and that they are signed by the Chairman.

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

- **Make Clayton Safe Action Group - Crossing Patrol**

An email has been received via Cllr Vasey from School Crossing Patrol service, we **do meet** the criteria, and Bradford Council, having updated a crossing at another school to traffic lights and their patrol retiring **will fund** the patrol at Clayton St John CE Primary School. Applicants should apply via the Bradford council website (vacancy 106434, the closing date is the 29th January), or request a pack from the school crossing patrol service.

#### **6. 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 (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.

## **7. COMMITTEE REPORTS/WORKING GROUPS**

### **a) PLANNING**

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

### **b) STAFFING**

- **Report from the chairman**  
Cllr Pitts will provide a report on staffing 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.

- **Budget, Precept and Council Tax 2018/19**

Cllr Pitts will present the proposed budget, precept and council tax for 2018/19

**Recommended: That the Budget, Precept and Council tax for 2018/19 as laid out in the budget document be set as follows:**

Net expenditure: £64,511  
Use of reserves: £10,000

Precept: £54,511  
Council tax based on band D: £22.56  
Increase of £5.59 (32.9%)

- **Christmas Lights**  
LDR have submitted their invoice for payment. Council are asked to approve payment. The budget was £3500. Actual cost is £3565.00 plus VAT. The council will note that of that there were 22 rope repairs carried out at a cost of £550.
- **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

### **d) EVENTS**

- **Report from the Chairman**  
Cllr Cunningham will provide a report on staffing matters since the last parish council meeting.

- **Dickensian Market.**  
To review this year's market and discuss the council's involvement for future events.

**Insurance and Marketing budget**

Minute no 2017/421 – council agreed £1000 for marketing and insurance purpose. The current spend is £776. An invoice for £500 was received before Christmas for the programmes. This has been settled by the Dickensian Market treasurer. Members are asked to consider whether to reimburse them for the full amount of £500 or part payment of £224 which is the budgeted amount of £1000.

**The Committee going forward**

The events committee would like all members to consider the most effective way of moving forward with initiatives planned over the coming year. Currently most events are picked up by the clerk and the members of said committee. This is proving something of a strain on resources and manpower.

## **8. DEFIBRILATOR**

Cllr Vasey will provide an update following on from the last meeting. Members are asked to consider the options.

## **9. YOUTH COUNCIL**

As the numbers have dropped over the winter months the youth team have been in touch to see what members thoughts are as to moving this forward or what other plans they may have.

## **10. 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 Chairman

## **11. 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.

## **12. TO NOTIFY THE CLERK ON MATTERS FOR INCLUSION ON THE NEXT MEETING'S AGENDA**

## **13. 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 **15<sup>th</sup> March 2018 at 7pm** in the Village Hall

- Planning meeting – 5<sup>th</sup> February 2018 at 6.30pm in the library office
- Finance, Events and Staffing Committee Meeting – tba