

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 **via Microsoft Teams** on **18th March 2021 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: 1st March 2021

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 21st January 2021. 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 21st January 2021, and that they are signed by the Chairman.

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

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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. TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT CANDIDATES TO FILL THE EXISTING VACANCIES.

To decide by co-option to fill one of the three vacancies we have on the Parish Council.

We have received an application from Mrs Ruthie Houldsworth (Details of which have been previously circulated prior to the meeting).

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.

- 1st Clayton Guides

A request for £ has been received from Mr Nicola Corrigan on behalf of the above organisation. The funding request is to cover rental costs for their accommodation which they have had unfortunately been unable to use and also for the Census payments that each member of the Girl Guiding Association, leaders and girls and young women, are required to pay to continue to be members of this association. Full details are attached.

8. LITTER/GRAFFITI

The council have been contacted by a member of the public regarding the amount of litter and fly tipping around the village. Along with graffiti. There has also been concerns regarding the disposal of waste around the Barratts development.

9. 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.

- **Annual salary review**

The staffing committee have discussed the annual reviews for both clerk and assistant clerk. They have proposed that members approve the annual salary increments set out in their contracts (subject to satisfactory performance) for the clerk and assistant clerk.

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 Andrew 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

d) EVENTS

- **Report from the Chairman**

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

e) ALLOTMENTS

- **Allocation policy**

Members are asked to formally ratify the document approved at the allotment committee meeting.

- **Terms of Reference**

Members are asked to formally ratify the document approved at the allotment committee meeting.

- **Schedule and Rules**

Members are asked to formally ratify the document approved at the allotment committee meeting.

10. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

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

Parish council liaison meeting – Update from Cllr Thackwray

11. ANNUAL MEETING AND PARISH MEETING

Members are asked to decide whether to hold the Parish meeting on the same date as the Annual meeting which is to be held on Thursday 20th May 2021.

12. 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.

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

14. DATE OF NEXT MEETINGS

To confirm the date and time of the next meeting.

The next full meeting of Clayton Parish Council –

Annual meeting of the Parish Council on Thursday **20th May 2020 at 7pm** in the Village Hall.