

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 **19th January 2017** 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: 5th January 2017

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 17th November 2016. 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 17th November 2016, and that they are signed by the Chairman.

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

- A letter of thanks has been received from 16th Clayton Diehard Scout group for the grant that was awarded. They have now purchased the new mini bus and the cheque has been released.
- A letter of invitation has been received from the Clayton Dickensian Market committee inviting members to the presentation evening on Saturday 11th February at 8pm at Clayton Conservative club.
- A letter has been received from Keighley Town council inviting members to their annual civic dinner. Full details available from the clerk if you are interested.

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

a) PLANNING

- **Report from the chairman of the Planning Committee**
Cllr Thirkill will report on planning matters since the last parish council meeting
- **Election of further members to the Planning committee**

b) STAFFING

- **Report from the chairman of the Staffing Committee**
Cllr Vasey will provide a report on staffing matters since the last parish council meeting

- **Election of further members to the Staffing committee**

- **Clerk's contract**
 - Fuel allowance – The clerk's contract does not allow for any travel expenses within the parish to be paid. The committee felt that this needed reviewing given that some councilors live outside of the parish. As the committee has no monetary delegated powers this item is for full council to consider? The recommendation from YLCA is 45p/mile which allows for a non-taxable payment.
 - The clerk receives £13.50/week for using her home as an office (this was originally based on working 10 hours a week clerk now is employed for 18). This is to cover heating, lighting, telephone etc. The committee had no official recommendation to work from and as such the allowance payable is set by each individual council. A proposal of £24.30 was suggested which took into account the additional hours worked. As the committee has no monetary delegated powers this item is for full council to consider?
 - Clerk hours/assistant clerk
With more services potentially being devolved from Bradford Council the committee were asked to look at forward planning and to consider the impact of this on the clerk's hours. Cllr Kaushal-Bolland proposed that the committee look to recruit an assistant to the clerk. The increase in the volume of work the committee suggested an additional 10-12 hours. Full council are asked to consider this request accordingly.

c) FINANCE

- **Report from the chairman of the Finance Committee**
Cllr Gudgeon will provide a report on finance matters since the last parish council meeting.

- **Budget, Precept and Council Tax 2017/18**

Cllr Gudgeon will present the proposed budget, precept and council tax for 2017/18 and possible indicative budgets for the following two years.

Recommended: That the Budget, Precept and Council tax for 2017/18 as laid out in the budget document be set as follows:

Net expenditure: £50,321
Use of reserves: £10,000

Precept: £40,321
Council tax based on band D: £16.98
Increase of £2.61 (18.1%)

- **Invoices paid and due for 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

- **Monitoring Statement**
The RFO will present the current financial situation to the council. Details to be circulated at the meeting.

- **Election of further members to the Finance committee**

d) EVENTS

- **Report from the Chairman of the Events Committee**
In Cllr Pitts absence Cllr Thirkill will provide a report on staffing matters since the last parish council meeting.

- **Election of further members to the Events committee**

➤ **Future events**

The events committee are asking council to think about events for this coming year. What would council like to see the events committee organise? Suggestions to be put forward.

7. CLAYTON LIBRARY

➤ **Library update**

Cllr Kaushal-Bolland will provide an update on the library situation and propose a way forward for the continuation of library services in Clayton.

➤ **Establishment of a working group – Library Oversight Group**

Cllr Kaushal-Bolland will present a governance structure of how Clayton library services will be managed from April 2017. It is proposed that a Library Oversight Group will be established to oversee the strategic direction and management of local library services. It is proposed that the Chairman of the Parish Council plus one other elected councillor become members of the Library oversight Group.

8. DEFIBRILATOR

To discuss the viability of obtaining a Defibrillator for the Village and most importantly where could this be sited safely without the chance of possible vandalism?

9. YOUTH COUNCIL

In preparation of the Youth Council, Cllr Kaushal-Bolland is requesting the sum of £100 to facilitate an introduction/induction evening with potential Youth Council members. The funds will be used to purchase food and refreshments.

10. 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 Community Association**

A request for £2800 has been received from the above group. The grant would be used to help fund the project cost for a full central heating system and hardwood flooring. Full details are attached.

11. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

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

Parish Council Liaison Meeting update
Glenholme Allotments Association

Cllr Kaushal-Bolland
Cllr Cunningham

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 also 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 of full Clayton Parish Council. The next meeting will be on Thursday **17th March 2017 at 7pm.**

- Planning & Events Committee Meeting – tba
- Staffing Committee Meeting – 24TH January 2017 at 6.30pm
- Finance Committee Meeting – tba

