

# 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 **21<sup>st</sup> July 2016** 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: 5<sup>th</sup> July 2016

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

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## **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 21<sup>st</sup> May 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 21<sup>st</sup> May 2016, and that they are signed by the Chairman.**

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

- After much organising the hanging baskets were now in situ
- The Queen's 90<sup>th</sup> celebrations were a huge success despite the rather inclement weather.
- The chairman attended the Battle of the Somme service.
- Clerk has written to Bradford Council with full details of the grit bin sites. More info to follow nearer the time.
- A letter of resignation has been received from Richard Hilton and Nigel Saunders. Clerk has written to him confirming receipt and to thank him for his efforts. Bradford Council have also been informed.

### **5. TO RECEIVE WRITTEN APPLICATION FOR THE OFFICER OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE TO FILL THE EXISTING VACANCY/VACANCIES**

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

We have received one application from Mr Robert Pemberton. (Details of which have been previously circulated prior to the meeting).

## **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. FINANCE**

### **a) 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**

### **b) Chairman's Allowance 2016/17**

Members are requested to approve the Chairman's allowance of £300 for the 2016/17 financial year.

**Recommended: That the Chairman's allowance of £300 for 2016/17 be approved.**

## **8. COMMITTEES/WORKING GROUPS/OUTSIDE BODIES**

### **a) PLANNING**

#### **i) Elect another member to the planning committee.**

The council need at least 2 more members to be elected to this committee

#### **ii) Terms of reference**

Terms of reference circulated at the meeting for approval

#### **iii) Report from the chairman**

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

### **b) STAFFING**

#### **i) Elect another member to the staffing committee.**

The council need 1 more members to be elected to this committee

#### **ii) Terms of reference**

Terms of reference circulated at the meeting for approval

#### **iii) Report from the chairman**

Retiring Chairman Cllr Saunders provided a report on staffing matters (which Cllr Kaushal-Bolland will deliver) since the last parish council meeting

### **c) FINANCE**

#### **i) Elect another member to the finance committee.**

The council need 1 more members to be elected to this committee

#### **ii) Report from the chairman**

As the committee has yet to meet no Chairman has been elected.

### **d) ALLOTMENTS ASSOCIATION**

#### **i) Elect another member to the working group**

The council require 3 members to be elected to the working group

## **e) JUNE EVENT WORKING GROUP**

### **i) Feedback and Lessons Learned**

Cllr Pitts will feedback to the Council the outcome of the Picnic in the Park event held in June 2016.

### **ii) Re-naming of the Event Working Group**

This working group was set up at the Annual Meeting in May. It has been suggested that this group be changed to an 'Events Committee'. We have a number of events throughout the year and would be sensible to have under one heading. Also as a committee the said group would have delegated powers to act for the council. Terms of reference to be set and approved. A budget for these events to be discussed and approved. Current elected members are: Cllr Thirkill, Cllr Pitts and the clerk. One more councillor at least to be elected.

## **f) GLENHOLME ALLOTMENTS ASSOCIATION**

### **i) To elect a representative to the outside body.**

## **9. GOVERNANCE STRUCTURE**

Following the appointment of official positions and associated Committees, Working Groups and Outside Bodies a Governance Structure is circulated to members to clearly illustrate the accountability and reporting lines of communication.

## **10. POLICIES & PROCEDURES**

Council is asked to comment of the policies and procedures document. This is an important lengthy document that brings the council up to date on all governance matters.

## **11. STANDING ORDERS**

The council were asked to review some of the wording. Minute no 2016/275. This has now been reviewed. Full details are attached.

## **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) PC DAVE BATES ON BEHALF OF CAP/WEST YORKSHIRE NEIGHBOURHOOD POLICING TEAM**

A request for £240 has been received from the above person. The grant would be used to pay for room hire charge for meetings of the Clayton Community Action Project. Full details are attached.

### **b) ANDREW WATERMAN ON BEHALF OF CLAYTON DICKENSIAN MARKET.**

A request for £1200 has been received from the above person for help towards supporting this year's event. Full details are attached.

### **c) CLAYTON COMMUNITY ASSOCIATION**

A request for £3714 has been received from the above organisation for replacement flooring to the main entrance and hallway. Full details are attached.

## **13. CLAYTON PARK DEVELOPMENT BY WREN**

Clayton's current ward councillors in conjunction with Alex Dilger have been working on a project adjacent to Thornaby Road/Terrington Crest for a brand new play area. The council would need to contribute £6500 towards this as part of the funding agreement – the land would then be a community asset of Clayton Parish Council. Council is asked to discuss and decide if this project is something they would like to be part of. Full details are attached.

## **14. COUNCILLOR TRAINING PROGRAMME**

Following the election/co-option of Councillors it is expected that accredited training programmes are attended to ensure the roles and responsibilities of Councillors is understood. It is proposed that a weekend training session is undertaken for the Parish Council by YLCA accredited trainers. Members are asked to agree a mutually convenient date and approve funding accordingly. Full

details are attached.

#### **15. CLAYTON PARISH COUNCIL NOTICE BOARD**

Following the erection of the Parish Council sign on the Village Hall, it was agreed that an internal notice board should be provided to signpost people to parish councillors/services. The council is requested to approve the funding for the erection of an internal notice board. Full details are attached.

#### **16. ROUNDABOUT SIGNAGE**

Following the maintenance of the Town End roundabout it was proposed that signage should be effected to clearly illustrate that Clayton Parish Council are responsible for the roundabout maintenance. Quotations and details are attached.

#### **17. CLAYTON YOUTH COUNCIL**

A proposal is put forward for the establishment of a Clayton Youth Council. This will become a formal committee of the Parish Council and work in conjunction with Bradford Youth Services to advise the Parish Council on youth issues. Details attached.

#### **18. SCHOOL ACHIEVERS AWARD**

A proposal is put forward for the development of a School Achievers Award. This should be considered for co-curricular activities that prepare and reward our young children with the key attributes and values of good citizenship. Full details attached.

#### **19. CLAYTON IN BLOOM**

Judging will take place on Monday 18<sup>th</sup> July. The council are asked to approve the prize money. £25 for 1<sup>st</sup> place, £15 for runner-up and £5 for commended gardens. £195 will be awarded in total. A budget of £300 has been set aside. Some of which will be spent on a cream tea served in the Village Hall for the awards presentation on 6<sup>th</sup> August.

#### **20. 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

#### **21. 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.

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

#### **23. DATE OF NEXT MEETINGS**

To confirm the date and time of the next meeting of full Clayton Parish Council. The council are asked to approve the rescheduling of the next meeting which was originally to be held on **15<sup>th</sup> September at 7pm**. 22<sup>nd</sup> September will be the revised.

**Planning Committee Meeting – 1<sup>st</sup> August 2016, 5<sup>th</sup> September 2016, 6.30pm**  
**Staffing Committee Meeting – 30<sup>th</sup> August 2016, 6.30pm**  
**Finance Committee Meeting – October 2016 (Date to be confirmed)**