

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 **21st January 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: 12th January 2016

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, Local Government Act 1972 s100/100A ss2/Schedule 12A and 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 1st December 2015. 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 1st December 2015, 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 Clayton Horticultural Society for the grant awarded.
- A fabulous evening was had at the 'Carols around the Christmas Tree'. Over 150 people came out to sing and many of those joined us for mince pies and mulled wine in the Village Hall. Many thanks to the VH for accommodating us and Clayton Community Choir. Look to build on the success of this next year.
- The Christmas tree and lights were a great addition to the village this year.
- Business plan/local council award scheme – minute no 2015/361. The clerk has started to pull together the relevant documentation/policies.
- Following on from minute number 2015/346. The clerk wrote and posted over 100 letters across target areas within the village. The response was good and from that approx 6 snow teams could be created. Further details will be communicated at the meeting.

5. CHAIRMANS & VICE 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.

6. FINANCE

a) Budget, Precept and Council Tax 2016/17

The proposed budget, precept and council tax for 2016/17 and possible indicative budgets for the following two years are attached.

The RFO will present an outline of the above and will address particular notes of interest.

Recommended: That the Budget, Precept and Council tax for 2016/17 as laid out in the budget document be set as follows:

Net expenditure: £43,561

Use of reserves: £10,000

Precept: £33,561

Council tax based on band D: £14.37

Increase of £1.45 (11.2%)

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) Changes to external audit.

YLCA have advised that there is to be a change to the audit arrangements and that all parish councils would automatically be opted in to a 'Sector Led Body' regime. (Full details are attached). The council are asked to consider whether to opt out or continue with automatically opted into SLB.

7. NEW DEAL – Clayton library

The Council will be aware of the ongoing discussions around the 'New Deal' and what it will mean for Bradford Met, Parishes and local residents. Further on from this councillors will have received correspondence pertaining to the potential closure or community management of the library. Council are asked to consider this further prior to the meeting at City Library on 25th January. Supplementary information is attached. *(It should be noted that Parish Councils' have **no** specific power in law to run/operate a library. Community group/charitable organisation would have to be set up to do so).*

8. GOVERNANCE

The council needs to update and create policies which were currently not in place. They need approving and should all then be available on the website for downloading.

The financial regulations needed updating to confirm-

c) Financial Regulations – Full details are attached. Note the addition of clause 4.2

d) Document retention policy – Full details are attached for approval

e) Equal Opportunities policy – full details are attached for approval

f) Publication Scheme – still being worked on.

g) Complaints procedure – still being worked on

h) Health & Safety policy – Full details are attached for approval.

9. PARISH COUNCIL INSURANCE

The council's long term agreement will come to an end at this renewal in February. Attached are quotes from our current insurer Zurich along with other quotes for consideration.

10. PLANTING AT CLAYTON ROUNDABOUT

The council are reminded that Bradford Metropolitan council are no longer tending the

roundabout in the village. The council are asked to consider whether to leave as it is or to take on this themselves. Costings to be submitted prior to the meeting. Should the initiative be approved a sub-committee should be set up to plan, co-ordinate and follow this through. The committee should have delegated powers to spend up to amount agreed by the council in lieu of this initiative.

11. APPLICATION FOR GRANT AID

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.

CLAYTON BAPTIST CHURCH

A request has been made from the above organisation for a grant £2500 contribute towards improvements in the church. Full details are attached.

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. 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 Pitts
Cllr Cunningham

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

15. DATE OF NEXT MEETING

To confirm the date and time of the next meeting of Clayton Parish Council due to be held at Clayton Village Hall on 17th March 2016 at 7pm.