

CLAYTON PARISH COUNCIL

TO: ALL MEMBERS OF CLAYTON PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend a virtual Meeting of Clayton Parish Council to be held at **via Microsoft teams** on **21st January 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: 5th January 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. 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)

- a) To elect a Chairman of Clayton Parish Council.

3. DECLARATION OF ACCEPTANCE OF OFFICE

(Incorporating the undertaking to observe the Code of Conduct)

- a) To receive the Chairman's Declaration of Acceptance of Office, or if not received, to decide when it shall be received.

4. 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.

5. 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.

6. 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 19th November 2020. 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 19th November 2020, and that they are signed by the Chairman at a later date.

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

7. 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.

8. 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 four vacancies we have on the Parish Council.

We have received an application from Mr Paul Jowett (Details of which have been previously circulated prior to the meeting).

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.

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.

➤ Update signatories for signing cheques

One more member required to be added to the list of approved signatories for the signing of cheques.

➤ 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

➤ Budget, Precept and Council Tax 2021/22

Cllr Andrew will present the proposed budget, precept and council tax for 2021/22

Recommended: That the Budget, Precept and Council tax for 2021/22 as laid out in the budget document be set as follows:

Net expenditure: £ 87,740

Use of reserves: £15,000

Precept: £72,740

Council tax based on band D: £30.02

➤ Council insurance renewal

Two quotes have been received. Full details are attached.

d) EVENTS

➤ Report from the Chairman

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

10. ALLOTMENTS

Following on from the meeting in November members are asked to consider the following:-

- Dissolve Glenholme Allotment Association. There is little uptake from plot holders in terms of an active association.
- Set up a committee with delegated powers to oversee and support the office of the parish council. The terms of reference to include but not limited to formalising an appeals process, ensure the policies for the allotments are up to date, carrying out the inspections and agreeing the rental amounts. Draft terms of reference are attached.
- Elect 5 members to the Allotment committee.

11. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

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

Glenholme Allotments Association - Update from Cllr Thackwray. Final update should GAA be dissolved.

Parish council liaison meeting – Update from Cllr Vasey

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.

18th March 2021