

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 **30th September 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: 12th September 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 20th July 2017. 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 20TH July, and that they are signed by the Chairman.

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

Grant applications

- Minute number 2017/405. Both applicants have received the money awarded at the last meeting.
- Minute number 2017/375 – Clayton Community Association requested £3270.84 – actual amount paid was £3261.20.
- It is with regret that we have to report that Cllr Boyle has resigned from the council on medical grounds. The council wish him well for the future and thank him for all his efforts. Bradford Council have been advised accordingly.

5. 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. QUEENSBURY TUNNEL GROUP

Clayton Parish Council, recognising the transport, health, tourism and environmental benefits supports the proposal to reopen the Queensbury Tunnel for pedestrians and cyclists and directs the clerk to issue a letter of support to the Queensbury Tunnel group. There will be a short presentation by Dr McWilliams. Members are asked to consider this proposal.

7. COMMITTEE REPORTS/WORKING GROUPS

a) PLANNING

➤ **Report from the chairman**

Cllr Kaushal-Bolland will report on planning matters since the last parish council meeting

b) STAFFING

➤ **Report from the chairman**

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

➤ **Changes to the working hours of the clerk and assistant clerk**

Paper to be circulated at the meeting.

c) FINANCE

➤ **Report from the chairman**

Cllr Pitts will provide a report on finance matters since the last parish council meeting.

➤ **Annual Return 2016/17**

The external annual return report from PFK Littlejohns has been approved.

➤ **Monitoring statement**

The monitoring statement will be circulated at the 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 Cunningham will provide a report on staffing matters since the last parish council meeting.

➤ **Remembrance Sunday Wreath**

Members are asked to consider if they would like to purchase a wreath as in previous years. Cost of the wreath is £50.

➤ **Dickensian Market.**

As the Parish Council has agreed to working in conjunction with the Dickensian Market committee members are asked to consider what help they could provide both leading up to the event and on the day.

Santa's Grotto

Members are asked to consider funding the Santa's grotto at the Dickensian Market. £500 would be used for decorating the grotto, the presents and any other associated costs.

Insurance and Marketing.

Members are asked to consider paying for the insurance and marketing. £1000 would be used to pay for the market's insurance and marketing materials i.e programme etc.

8. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

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

Glenholme Allotments Association - Update from Cllr Cunningham

Parish council liaison meeting – Update from Cllr Kaushal-Bolland

9. 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.

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

11. 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 **23rd November 2017 at 7pm** in the Village Hall

- Planning & Events Meeting – 2nd October 2017. 6.30pm onwards at Clayton Library
- Staffing & Finance Committee Meeting – tbc