

## 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 **25<sup>th</sup> November 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: 16<sup>th</sup> November 2021

Tel: 01274 813134  
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 16<sup>th</sup> September 2021. 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 16<sup>th</sup> September 2021, and that they are signed by the Chairman.**

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

#### **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. 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 budget year and, if deemed appropriate, to determine the amount of financial assistance to be contributed.

##### ➤ **Clayton Community Cinema**

A request for £500 has been received from the above organisation. The money would be used to put extra films in addition to normal schedule post covid to encourage a return to community cinema. Screening films that appeal to a smaller market but engaging the community such as older classic films, family film screenings and a world cinema film whilst maintaining safe space with reduced capacity.

➤ **Youth group**

A request for £840 has been received from the organisation above. The money would be used to the room hire at the village hall. Full details are attached.

**7. CHRISTMAS LIGHT SWITCH ON/EVENT GRANT**

We have been contacted by our ward officer Debbie Thornton, regarding the parish council being able to access a grant to help with 'Christmas light switch on/events' for the village. The clerk has liaised with Debbie and has explained the two initiatives which the council support i.e The Christmas lights dressed on our businesses and the Christmas Tree/Carols around the tree event. Do members wish for the clerk to complete the grant application which needs to be submitted by 29<sup>th</sup> November. Full details are attached.

**8. COW CLOSE FENCE**

The council has been contacted about works that are to be carried out on what locally is referred to 'Cow Close'. A fence is reportedly being erected on either side of this footpath. Members are asked to consider this proposal and agree on any measures. Full details are attached.

**9. WILD GARDEN**

Cllr Gudgeon asked that this be placed on the agenda. Consideration for a wildflower garden patch. Some information can be found here.

<https://www.edenproject.com/learn/eden-at-home/how-to-create-a-wildflower-meadow-in-your-garden>

**10. BRADORD CITY OF CULTURE BID**

Members are asked to consider sending a letter if support for Bradford's bid.

**11. COMMITTEE REPORTS/WORKING GROUPS**

**a) STAFFING**

➤ **Report from the chairman**

Cllr Findlay 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 Findlay will provide a report on finance matters since the last parish council 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

➤ **CCTV**

This item was passed to the Finance committee from the meeting in September. Minute no 2021/097. There were conditions attached to the installation that the clerk would like the full council to discuss. Also, could the council re-look at the quotes as in retrospect the quote with the ring door bell and security light in addition to the cameras would be more favourable. Full details are attached.

**d) ALLOTMENTS**

➤ **Report from the Chairman**

Cllr Thackwray will provide a report on allotment matters since the last parish council meeting.

➤ **Election of members to the committee**

The committee is short of members and would be looking to elect a minimum of 2 more councillors to this committee.

- **To review the quotes for the maintenance of the communal areas at the allotments.**  
Quotes attached for the upkeep of the communal areas.
- **Appeals process**  
To review the appeals process. Members are asked to approve the appeals process as attached.
- **Appeal against plot termination**  
To receive a request to have an appeal upheld. Full details are attached.

#### **e) EVENTS**

- **Report from the Chairman**  
Cllr Houldsworth will provide a report on event matters since the last parish council meeting.
- **Carols around the tree**  
In order for the event to take place could members see where they could help in order to deliver this event which takes place on Saturday 18<sup>th</sup> December 2021.

#### **e) LIBRARY OVERSIGHT**

- Report from the chairman  
Cllr Thackwray will provide a report on library matters since the last parish council meeting.

#### **12. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

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

**Parish council liaison meeting** – Update from Cllr Thackwray

#### **13. 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.

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

#### **15. DATE OF NEXT MEETINGS**

To confirm the date and time of the next meeting.

The next full meeting of Clayton Parish Council is  
on Thursday **20<sup>th</sup> January 2022 at the Village Hall**