

## 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 **27<sup>th</sup> September 2018** 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: 20 September 2018

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 19<sup>th</sup> July 2018. 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 19<sup>th</sup> July 2018, 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. ELECT A VICE – CHAIRMAN/SIGN OFFICE OF DECLARATION FOLLOWING APPOINTMENT.**

This item was deferred from the last meeting. Nominations are welcome to fill this post.

#### **7. TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICER OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE TO FILL THE EXISTING VACANCY.**

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

We have received one application for these posts. Mr Peter Green. (Details of which have been previously circulated prior to the meeting).

## **8. 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.

#### ➤ **Mayfield Cricket Club**

A request for £985 has been received from the above organisation. The grant would be used to help repair a wall on the clubhouse and go towards purchasing a generator. Full details are attached.

#### ➤ **Clayton Baptist Church**

A request for £498 has been received from the above organisation. The grant would be used to help fund the new sander for the smoke alarm. Full details are attached.

#### ➤ **Youth Toller Café**

A request for £495 has been received from the above organisation. The grant would be used to help fund forthcoming youth screenings by Clayton Community cinema. Full details are attached.

## **9. ALLOTMENT APPEAL**

Ms Inga Georgita has asked members to consider an appeal for her to vacate her plot following a termination letter. Full details are attached.

## **10. DEFIBRILLATOR**

Cllr Vasey will provide an update following on from the last meeting with any actions now required.

- As part of our funding application we were awarded £400 from Lottery Awards for All to hold 2 training sessions at the village hall. Members are asked to approve this spend for the organisation of the events.
- £3447 was budgeted for the 3 units. The package cost actually amounts to £3540 an extra £93 which is to cover the delivery. Clerk emailed members regarding this but full ratification is required at this meeting.

## **11. STANDING ORDERS**

Attached are revised standing orders which members need to approve and adopt. Full details are attached.

## **12. DAFFODILS ON THE GRASS VERGES**

Cllr Thirkill has requested that this item be on the agenda. Complaints have been received regarding the length of time it has taken to cut them back which has left the verges very untidy at the time. Council are asked to discuss the time scales which appear to differ from other areas within the district.

## **13. 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.

#### ➤ **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 Gudgeon will provide a report on staffing matters since the last parish council meeting.
- **Task list for events**  
A task list has been prepared for the events that the committee have planned. Members are asked to put their name next to parts that they will take charge of. List to be circulated at the meeting but will be emailed out in advance also.
- **Christmas Tree/lights**  
The quote for the tree for this year is attached. Members are asked to consider the quote.

#### **e) BUSINESS PLANNING WORKING GROUP**

- **Report from the Chairman**  
Cllr Vasey will provide a report on business planning since the last parish council meeting.
- **Elect more members to the business planning working group**  
Members are asked to consider joining the working group

#### **14. 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 Vasey

#### **15. 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.

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

#### **17. 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 **15<sup>th</sup> November 2018 at 7pm** in the Village Hall

- Planning and Events meeting – 1<sup>st</sup> October 2018
- Business planning – tbc
- Finance – 1<sup>st</sup> October
- Staffing Committee Meeting – 3<sup>rd</sup> December 2018