

CLAYTON PARISH COUNCIL

ANNUAL MEETING held at THE VILLAGE HALL, CLAYTON. THURSDAY 19th MAY 2016– 7PM

2016/401 PRESENT

Councillors: J Pitts (Chairman), C Thirkill, R Spencer, C Kaushal- Bolland, J Vasey, V. Hillyard, C.Kaushal-Bolland, N. Saunders, R.Hilton

2016/261 IN ATTENDANCE

C. Hepton, Clerk
12 members of the public.

2016/262 ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF CLAYTON PARISH COUNCIL

Councillor Jean Pitts (Chairman) opened the meeting by welcoming everyone.

- a) The following nomination for Chairman of the Parish Council was received: -

<u>Nominee:</u>	<u>Proposed by:</u>	<u>Seconded by:</u>
Cllr C Kaushal-Bolland	Cllr J Vasey	Cllr N Saunders

Resolved: That Cllr C Kaushal-Bolland be appointed Chairman of Clayton Parish Council with immediate effect.

- b) The following nomination for Vice Chairman of the Parish Council was received:-

<u>Nominee:</u>	<u>Proposed by:</u>	<u>Seconded by:</u>
Cllr J Vasey	Cllr Thirkill	Cllr Saunders

Resolved: That Cllr J Vasey be appointed Vice Chairman of Clayton Parish Council with immediate effect.

2016/263 DECLARATION OF ACCEPTANCE OF NEWLY APPOINTED CHAIRMAN AND VICE CHAIRMAN

Cllr Kaushal-Bolland signed the Declaration of Acceptance of Office of Chairman, witnessed by the clerk, in the presence of the Parish Council.

Cllr Vasey signed the Declaration of Acceptance of Office of Vice Chairman witnessed by the clerk, in the presence of the Parish Council.

2016/264 ELECTION OF COMMITTEES AND WORKING GROUPS.

Planning Committee.

Cllrs Thirkill, Hilton, Pitts and Spencer were elected to the Planning Committee. This item would be added to the next meeting's agenda for further election of members.

Proposed: Cllr Hillyard **Seconded:** Cllr Saunders
All in favour

Staffing Committee.

Cllrs Saunders, Pitts, Hillyard and Kaushal-Bolland were elected to the staffing committee

Proposed: Cllr Hilton **Seconded:** Cllr Spencer
All in favour

Social Media/Newsletter working group.

Cllrs Kaushal-Bolland, Vasey and the clerk were elected to the social media/newsletter working group.

Proposed: Cllr Pitts

Seconded: Cllr Saunders

All in favour

Allotments Association

Cllrs Hilton and Saunders were elected to the allotments working group. This item would be added to the next meeting's agenda for further election of members.

Proposed: Cllr Pitts

Seconded: Cllr Hillyard

All in favour

June event

Cllrs Hilton, Pitts and Thirkill and the clerk were elected to the June event working group.

Proposed: Cllr Vasey

Seconded: Cllr Hillyard

All in favour

Business planning

Cllrs Kaushal-Bolland, Pitts and Vasey were elected to the business planning working group

Proposed: Cllr Saunders

Seconded: Cllr Thirkill

All in favour

2016/265

ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES.

- a) Police Liaison Group – This item will be voted on at the next meeting
- b) Glenholme Allotments Association. – This would be brought up as an agenda item at the next meeting
- c) Parish Council Liaison. – Cllr Kaushal-Bolland with Cllr Vasey acting as deputy.

Proposed: Cllr Spencer

Seconded: Cllr Pitts

All in favour

2016/266

APOLOGIES FOR ABSENCE

Cllr Hepton, Cunningham and Parvez. Absence authorised.

2016/267

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.

No disclosures of interest were received.

2016/268

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

Item 9 (2016/271) to be held in closed session

2016/270

PREVIOUS PARISH COUNCIL MINUTES AND PROGRESS REPORT

Resolution: Minute error 2016/382 – Cllr's Parvez and Hillyard were in attendance. Grant aid to read 2016/391

Proposed: Cllr Saunders

Seconded: Cllr Vasey

All in favour

Resolved: That the presented minutes are signed by the Chairman as a true record of the meeting held on 17th March 2016.

2016/271

TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICER OF PARISH COUNCILLOR AND TO CO-OPT A

CANDIDATE TO FILL THE EXISTING VACANCY/VACANCIES

The public left the meeting.

Application was received from Ms Sharon Gudgeon. Ms Gudgeon was asked to answer some questions in respect to her co-option application.

Proposed: Cllr Hilton

Seconded: Cllr Pitts

All in favour.

Ms Gudgeon took her seat at the council after signing the declaration of office.

2016/272

CHAIRMAN'S REMARKS AND CORRESPONDENCE

Cllr Kaushal-Bolland reported as follows: He thanked Cllr Pitts for all her hard work throughout her chairmanship. He confirmed that Cllr Michelle Swallow had been re-elected as district councillor in the recent local elections. Cllr Susan Hinchcliffe was elected as Bradford Executive leader for Bradford Metropolitan Council and questioned if this would lead to any significant changes in the strategic direction to meet the previously outlined budget and review of front-line service. Cllr Kaushal-Bolland reported that he would be looking at the Parish Council's committee/working group's structures and governance to ensure they were robust and transparent. An email from central government regarding local councils having more power to appeal planning decisions was received. Whilst they did not uphold Parish Council's objections to planning decisions, they did highlight that Parish Councils already have sufficient forms of engagement to express concerns without the need for a final veto. Such forms of engagement include the shared vision and development of a Neighbourhood plan for Clayton. Cllr Kaushal-Bolland also reminded all councillors, that haven't done so already to provide a picture and brief biography for use on the website.

2016/273

ANNUAL ACCOUNTS AND AUDIT REPORT

a) Annual Accounts for the year ended 31 March 2016

Proposed: Cllr Spencer

Seconded: Cllr Pitts

All in favour

Resolved: That the accounts for the financial year ending 31 March 2016 were accepted and agreed.

b) Internal Audit Report 2015/16

Proposed: Cllr Saunders

Seconded: Cllr Vasey

All in favour

Resolved: That the internal audit report for the year ended 31 March 2016 was accepted; David Horrocks would be asked if he would be happy to continue as internal auditor for 2016/17.

c) Audit Commission Annual Return (External Audit – Littlejohn - Return)

Proposed: Cllr Pitts

Seconded: Cllr Gudgeon

Resolved: That the Annual Return was accepted and approved.

The Chairman and Financial Officer signed the Annual Return as required.

2016/274

FINANCE

a) List of Invoices and Cheques

Proposed: Cllr Spencer

Seconded: Cllr Vasey

All in favour

Resolved: That the list of invoices and cheques were approved and signed by the Chairman.

b) Internal Control

The clerk discussed the internal control and it was agreed that three members, Cllrs Kaushal-Bolland, Cllr Hillyard and Cllr Gudgeon would be required to review the accounting process on a quarterly basis.

Proposed: Cllr Saunders

Seconded: Cllr Hilton

All in favour

2016/275

STANDING ORDERS

Cllr Kaushal-Bolland asked the council to look at some of the terminology/wording was appropriate for some of the committees/groups we had. Councillors to feedback prior to the next meeting.

Proposed: Cllr Thirkill

Seconded: Cllr Gudgeon

All in favour

Resolved: That the Standing Orders be reviewed at the next meeting.

2016/276

FINANCIAL REGULATIONS

Clerk highlighted that some delays in payments can occur when paying Bradford Council invoices. Payment timescales sometimes meant that these payments were not always on time. Annual leave and the difficulty in sometimes getting cheques signed was an issue. Clerk to look in to setting up direct debit for these payments providing that two councillor signatories were added to any direct debit mandate and stored on file for reference.

Proposed: Cllr Thirkill

Seconded: Cllr Pitts

All in favour

Resolved: That the financial regulations be accepted.

2016/277

RISK ASSESSMENT

The RFO explained that currently there were no high risk processes at CPC.

Proposed: Cllr Saunders

Seconded: Cllr Gudgeon

All in favour

Resolved: That the Risk Assessment report be accepted.

2016/278

CLAYTON IN BLOOM 2016

It was agreed that the judging would take place slightly later than last year. Cllr Saunders had agreed to judge again and Bradford Parks would be invited to send a judge. If that wasn't possible Cllr Gudgeon would be happy to help. The results would be held in a separate event similar to last year's very popular afternoon. Clerk to coordinate with Cllr Thirkill and Pitts. More information to follow at the next meeting. A budget of £300 has already been set aside for this.

Proposed: Cllr Pitts

Seconded: Cllr Saunders

All in favour

2016/279

QUEEN'S 90TH BIRTHDAY CELEBRATION

Cllr Thirkill and Pitts updated the council on the plans so far. Bouncy castle, face painting, WI café and produce plus lots more. Mainly centered around a family picnic in the park. Clerk to liaise with Cllr Thirkill and Cllr Pitts to bring all parts together. Volunteers to help set up on the day would be very welcomed. £1200 had been set aside for this event.

2016/280

HANGING BASKETS.

The clerk updated the council on the situation with the hanging baskets. As this was one of the services no longer provided by the council there was some difficulties with the removal and installation of said baskets. Having liaised with Zurich our insurance company they agreed to insure volunteers provided they were suitably trained for the job and a risk assessment was carried out. Cllr Hilton and Cllr Saunders both agreed to volunteer for this. Of the quotes that were received Northcliffe Nurseries were awarded the contract.

Proposed: Cllr Kaushal-Bolland

Seconded: Cllr Hillyard

All in favour

2016/281

GRIT BINS

The clerk updated the council that the bins are ready and available although Bradford Council advised that they deliver them at the start of October. The sand tends to get very wet if they left out throughout summer. Council agreed to wait until October.

Proposed: Cllr Thirkill

Seconded: Cllr Gudgeon

All in favour

2016/282

YORKSHIRE LOCAL COUNCILS ASSOCIATION (YLCA)

Proposed: Cllr Kaushal-Bolland

Seconded: Cllr Thirkill

All in favour

Resolved: That the ongoing Membership of the Yorkshire Local Councils Association at the subscription fee of £873.00 was accepted.

2016/283 **BATTLE OF THE SOMME COMMEMORATION**

It was proposed that light refreshments are made available in the Village Hall after the commemoration service. A budget of £120 was approved. Clerk to write to Mr Smith.

Proposed: Cllr Kaushal-Bolland

Seconded: Cllr Hilton

All in favour

2016/284 **SIGN FOR THE ROUNDABOUT**

Cllr Kaushal-Bolland updated the council that he was dealing with this and hoped to have something for the next meeting.

2016/285 **REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

Police Liaison – Clerk delivered the update provided by PC Bates. The Community Action Project was something that the council thought they may like to get more involved in. The police did not have the funding to provide a base for the groups to meet. Item to be on the next agenda for consideration.

Parish Council Liaison Meeting - Cllr Kaushal-Bolland updated the council. The ‘New Deal’ was again discussed. There was more interest in councils looking to adopt some services. Bradford Council have launched an initiative called ‘People can make a difference’, further information is available on the Bradford Council website. Cllr Pitts was elected to the Parish Council Liaison Standard’s Committee. Emergency Planning were in attendance at the last Liaison meeting, following the recent floods it is strongly recommended that Disaster Recovery/Contingency Plans are put in place.

Glenholme Allotments Association – Clerk delivered the update. Currently no waiting list. Warning letters have been issued. One person was evicted following this.

2016/286 **ALLOTMENTS ASSOCIATION 2014/15**

No concerns raised regarding the accounts for 2015/16.

Proposed: Cllr Thirkill

Seconded: Cllr Spencer

All in favour

2016/287 **SOUTH PENNINE BRANCH MEETING**

Clerk hoping to attend. Cllr Kaushal-Bolland to check his availability.

2016/288 **PUBLIC CONSULTATION AND QUESTION TIME**

Some early discussion was had regarding WiFi for the village. More info to follow.

Bradford Council are preparing a new Local Plan for the district. This shows areas possibly targeted as development sights. Please go on line and make your comments. You have up until 19th July.

2016/289 **DATES OF MEETINGS – 2016/17**

21 July 2016

15 September 2016

17 November 2016

19 January 2017

16 March 2017

18 May 2017

20 July 2017

The meeting closed at 9.00pm