

CLAYTON PARISH COUNCIL

ANNUAL MEETING held at THE VILLAGE HALL, CLAYTON. THURSDAY 21st MAY 2015 – 7PM

2015/259 **PRESENT**

Councillors: J Pitts (Chairman), C Thirkill, R Spencer, C Kaushal- Bolland, S Parvez, A Cunningham, J Vasey

2015/260 **IN ATTENDANCE**

C. Hepton, Clerk
14 members of the public.

2015/261 **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: -

Nominee:
Cllr J Pitts

Proposed by:
Cllr C Kaushal-Bolland

Seconded by:
Cllr C Thirkill

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

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

Nominee:
Cllr C Kaushal-Bolland

Proposed by:
Cllr Spencer

Seconded by:
Cllr C Thirkill

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

2015/262 **DECLARATION OF ACCEPTANCE OF NEWLY APPOINTED CHAIRMAN AND VICE CHAIRMAN**

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

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

2015/263 **ELECTION OF COMMITTEES AND WORKING GROUPS.**

Planning Committee.

Cllrs Thirkill, Vasey, Spencer were elected to the Planning Committee. Cllr Thirkill would again chair said committee.

Proposed: Cllr Pitts
All in favour

Seconded: Cllr Parvez

Staffing Committee.

Cllrs Kaushal-Bolland, Spencer were elected to the staffing committee

Proposed: Cllr Parvez

Seconded: Cllr Vasey

All in favour

Social Media/Newsletter working group.

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

Proposed: Cllr Spencer

Seconded: Cllr Cunningham

All in favour

Allotments Association

This item will be voted on at the next meeting.

2015/264

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 Pitts elected.

Proposed: Cllr Vasey

Seconded: Cllr Thirkill

2015/265

APOLOGIES FOR ABSENCE

Cllr Hepton. Absence authorised.

2015/266

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.

Clerk informed the council that there are new forms which need to be completed and returned by 3rd June 2015.

2015/267

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 to be held in closed session

2015/268

PREVIOUS PARISH COUNCIL MINUTES AND PROGRESS REPORT

Proposed: Cllr Spencer

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 19th March 2015.

2015/269

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 Vena Hillyard, Ms Hillyard was asked to answer some questions in respect to her co-option application.

Proposed: Cllr Kaushal-Bolland

Seconded: Cllr Thirkill

All in favour.

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

2015/270 **CHAIRMAN'S REMARKS AND CORRESPONDENCE**

Cllr Pitts delivered the following report:

I have now met with David Cansfield of Bradford Parks regarding the possibility of siting a Christmas Tree in Victoria Park. We decided that there did not appear to be a space to incorporate even a small tree. David suggested we plant a tree in the grounds of the library and the assistant Trees and Woodland Manager has visited the library grounds and thinks it would be possible to put the tree in the garden providing there are no underground services disturbance and Bfd Met libraries agree. The costings will more or less be as quoted i.e installation cost of the tree and 15 sets of lights/dismantling it. This would amount to approx. £2365 thereafter and then an annual cost of approx.£1300 and provision of repair/replacement of any broken lights etc.

2015/271 **PUBLIC CONSULTATION AND QUESTION TIME**

Protracted discussion took place regarding the possible Christmas tree. Cllr Pitts provided a report of the potential cost which were quite high. Cllr Pitts had met with David Cansfield – Parks dept. location was up for debate in that some felt the park was the best location, some the Village Hall some the library. Cllr Pitts would meet with David again for further talks.

The state of repair of the library was discussed. Health and safety issues were raised in regards to the roof. This would appear on the next agenda for further discussion.

Cricket club had suffered recently from some anti-social behaviour. The members from the cricket club was disappointed with the response from the police. Cllr Thirkill urged anyone witnessing anything to call 101 and create a 'hotspot'.

Richard Hilton updated the council on the cleanliness of the streets in the village. He was part of a team that helped to keep Clayton tidy. The council thanked Richard for his hardwork.

2015/272 **ANNUAL ACCOUNTS AND AUDIT REPORT**

a) Annual Accounts for the year ended 31 March 2015

Proposed: Cllr Thirkill

Seconded: Cllr Spencer

All in favour

Resolved: That the accounts for the financial year ending 31 March 2015 were accepted and agreed.

b) Internal Audit Report 2014/15

Proposed: Cllr Vasey

Seconded: Cllr Spencer

All in favour

Resolved: That the internal audit report for the year ended 31 March 2015 was accepted; David Horrocks would continue as internal auditor 2015/16.

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

Proposed: Cllr Vasey

Seconded: Cllr Spencer

Resolved: That the Annual Return was accepted and approved.

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

2015/273 **FINANCE**

a) List of Invoices and Cheques

Proposed: Cllr Thirkill

Seconded: Cllr Spencer

All in favour

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

b) Internal Control

Claire Hepton discussed the internal control and it was agreed that two members, Cllrs Kaushal-Bolland and Cllr Hillyard would review the accounting process on an annual basis.

Proposed: Cllr Spencer
All in favour

Seconded: Cllr Thirkill

2015/274

STANDING ORDERS

No concerns raised.

Proposed: Cllr Spencer
All in favour

Seconded: Cllr Thirkill

Resolved: That the Standing Orders be accepted.

2015/275

FINANCIAL REGULATIONS

No concerns raised.

Proposed: Cllr Cunningham
All in favour

Seconded: Cllr Vasey

Resolved: That the financial regulations be accepted.

2015/276

RISK ASSESSMENT

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

Proposed: Cllr Thirkill
All in favour

Seconded: Cllr Parvez

Resolved: That the Risk Assessment report be accepted.

2015/277

CLAYTON IN BLOOM 2015

It was agreed that the judging would take place slightly earlier than last year. Keith Pickles had agreed to judge again and Gerry Drapier was to be approached to ask to help with that too. The results would be held in a separate event to that of the Horticultural Society. This would be on 8th August at the Village Hall and it would be a community event with refreshments and involvement from local businesses who would be approached. Clerk to liaise with Cllr Thirkill and Pitts. More information to follow at the next meeting.

Proposed: Cllr C.Kaushal-Bolland
All in favour

Seconded: Cllr Parvez

2015/278

HANGING BASKETS.

Proposed: Cllr Parvez
All in favour

Seconded: Cllr Spencer

Resolved: That 14 hanging baskets be purchased.

2015/279

CLERKS CONTRACTED HOURS

Cllr Kaushal-Bolland explained to the council how the clerk's role had developed since her employment. The clerk was taking on the role of Responsible Finance Officer along with managing the website. It was proposed to increase her hours to 18 – an extra 6/week.

Proposed: Cllr Kaushal-Bolland
All in favour

Seconded: Cllr Thirkill

Resolved: The clerk's hours would increase to 18 from 1st June 2015.

2015/280

GRIT BINS/ SNOW CLEARING

Cllr Thirkill asked the council to consider having grit bins available to those residents who would appreciate them in the bad weather and were prepared to help clear "Their" roads. The bins would be paid for by CPC and Cllr Thirkill would liaise with Bradford Council to see if they would donate the grit.

Proposed: Cllr Kaushal-Bolland

Seconded: Cllr Spencer

All in favour

2015/281 **POLICE ATTENDANCE AT A COUNCIL MEETING**

It was proposed that the police attend on the same evening as the council meeting and have 30 mins before the council meeting starts. It would enable a 2-way discussion.

Proposed: Cllr Kaushal-Bolland

Seconded: Cllr Thirkill

All in favour

2014/282 **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 £826.00 was accepted.

2015/283 **NEW COUNCILLORS INTRODUCTORY COURSE**

All councillors that have not been on a course should have a look through the available dates provided by YLCA and then get in touch with the clerk.

2015/284 **REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

Police Liaison - No update as Cllr Hepton was away.

Parish Council Liaison Meeting - Cllr Pitts updated the council on the "New Deal" workshop that she and the clerk attended. This would be an ongoing for Bradford Council and parishes in the district.

Glenholme Allotments Association - Cllr Cunningham reported that there had been no recent reports of vandalism. An apple tree had been cut down with no explanation. Cllr Thirkill, Pitts and the clerk would inspect the allotments with Cllr Cunningham to check the status of them.

2015/285 **ALLOTMENTS ASSOCIATION 2014/15**

No concerns raised regarding the accounts for 2014/15. Cllr Thirkill pointed out a typo error in that the balance at 31st March 2014 should have read 2015.

Proposed: Cllr Thirkill

Seconded: Cllr Spencer

All in favour

2014/286 **DATES OF MEETINGS – 2015/16**

16 July 2015
17 September 2015
19 November 2015
21 January 2016
17 March 2016
19 May 2016
21 July 2016

The meeting closed at 9.00pm