

**TO: ALL MEMBERS OF CLAYTON PARISH COUNCIL**

YOU ARE HEREBY SUMMONED to attend the Annual Meeting of Clayton Parish Council to be held at Clayton Village Hall on Thursday 20<sup>th</sup> May 2021 at 7:00pm, 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: 6<sup>th</sup> May 2021

Tel: 07812584615

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 ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF THE PARISH COUNCIL**

(Members are reminded that each Nominee should be proposed and seconded. Voting will be on a show of hands unless 2 or more Members request a ballot. In addition to normal voting rights, the retiring Chairman has a casting vote in the event of a tie)

- a) To elect a Chairman of Clayton Parish Council.
- b) To elect a Vice Chairman of Clayton Parish Council.

### **3 DECLARATION OF ACCEPTANCE OF OFFICE**

(Incorporating the undertaking to observe the Code of Conduct)

- a) To receive the Chairman's Declaration of Acceptance of Office, or if not received, to decide when it shall be received.
- b) To receive the Vice Chairman's Declaration of Acceptance of Office, or if not received, to decide when it shall be received.

### **4 PREVIOUS PARISH COUNCIL MINUTES AND PROGRESS REPORT, FOR INFORMATION ONLY, ON MATTERS ARISING FROM THE MINUTES WHICH ARE NOT INCLUDED ELSEWHERE ON THE AGENDA**

To receive the Minutes of Clayton Parish Council's meeting held on 18<sup>th</sup> & 29<sup>th</sup> March 2021. The Chairman and/or 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 meetings held on 18<sup>th</sup> & 29<sup>th</sup> March 2021 and that they are signed by the Chairman.

The clerk updated the council on the following:

- THORNABY PLAY AREA - The clerk has had the draft transfer reviewed by a solicitor. Further progress is being made to expedite the transfer. More info to follow in due course.

## 5 ADMISSION OF THE PUBLIC

(Public Bodies (Admission to Meetings) Act 1960, and 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.

## 6 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.

## 7 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 (copies of which wherever possible have been circulated to Members).

## 8 ELECTION OF COMMITTEES AND WORKING GROUPS.

(Members are reminded that each Nominee should be proposed and seconded. Voting will be on a show of hands unless 2 or more Members request a ballot. In addition to normal voting rights, the Chairman has a casting vote in the event of a tie). Please note: The Chairman of Parish Council has Ex Officio membership of all Committee's and Working Groups.

- a) To elect five Councillors to serve on the Planning Committee.
- b) To elect five Councillors to serve on the Staffing Committee.
- c) To elect five Councillors to serve on the Events Committee
- d) To elect five Councillors to serve on the Finance Committee
- e) To elect five Councillors to serve on the Allotments Committee.
- f) To elect one councillor to serve on the Library Oversight working group.

***Subject to standing order 4D.v. –***

***If councillors are unable to attend a committee meeting and provide 1 day's notice, an alternate can be appointed to the meeting to ensure the meeting is quorate.***

## 9 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES.

(Members are reminded that each Nominee should be proposed and seconded. Voting will be on a show of hands unless 2 or more Members request a ballot. In addition to normal voting rights, the Chairman has a casting vote)

- a) To elect an alternate for the Parish Council Liaison Group.
- b) To elect the representative for YLCA branch

## 10 COMMITTEE REPORTS

### a) PLANNING

- *Report from the Planning Chairman*

Cllr Thirkill will provide a report on planning matters since the last parish council meeting.

### b) STAFFING

- *Report from the Staffing Chairman*

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

### c) FINANCE

- *Report from the Finance Chairman*

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

- *Annual Accounts for the year ended 31 March 2021.*

The annual accounts for the year ending 31 March 2021 have been circulated previously.

**Recommended:** That the accounts for the financial year ending 31 March 2021 be accepted and agreed.

- *Internal Audit Report 2020/21*

The report from the internal auditor has been completed and is attached.

**Recommended:** That the internal audit report for the year ended 31 March 2021 be accepted, that David Horrocks be thanked for his work as internal auditor and that he be re-appointed for 2020/21.

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

Section 1 is the governance statement in which Members recognise their responsibility for the accounting statements and acknowledge that they have taken steps to ensure there is a sound system of internal control, including risk assessment.

Section 2 of the return is the accounting statement for the year. This is a summarised version of the accounts agreed above.

The annual internal audit report to the Council as certified for the external auditor.

**Recommended:** That the Annual Return for 2020/21 be accepted and approved.

- *List of Invoices and Cheques*

Details to be circulated to Members at the meeting.

**Recommended:** That the list of invoices paid and due for payment be accepted.

- *Asset Register*

Details of the council's assets are attached.

- *Chairmans allowance 2021/22*

Members are requested to approve the Chairman's allowance of £300 for the 2021/22 financial year.

d) EVENTS

- *Report from the Events Chairman*

CLlr Gudgeon will provide a report on events matters since the last parish council meeting.

f) ALLOTMENTS

- *Report from the Allotment Chairman*

CLlr Thackwray will provide a report on events matters since the last parish council meeting.

## 11. GOVERNANCE

a) STANDING ORDERS

To review the standing orders in line with NALC regulations and the current CPC practises. The proposed Standing Orders are attached.

**Recommended:** That the Standing Orders be accepted.

b) FINANCIAL REGULATIONS

To review the financial regulations in line with NALC regulations and the current CPC practises.

**Recommended:** That the financial regulations be accepted.

c) POLICIES AND PROCEDURE'S DOCUMENT

To review the council's policies and procedures. Updated to reflect GDPR legislation.

**Recommended:** That the financial regulations be accepted.

d) RISK ASSESSMENT

The latest Risk Assessment report is attached. Members are asked to consider the report and suggest additions/amendments needed.

**Recommended:** That the Risk Assessment report be accepted.

e) CODE OF CONDUCT

An updated 'Code of Conduct' document is attached. Members are asked to make sure that they have read and accepted the new policy.

**Recommended:** That the Risk Assessment report be accepted

## **12. STREET ANGELS/PATROLS**

Cllr Jowett has asked for this item to be added to the agenda. In brief, not to have something too formal with the need for CBS checks etc, but just more on the lines of adults showing a presence with the council maybe being able to interact with the kids/ youth but also being eyes on the streets in the evenings, which seems to be when most things happen. How it would be reported etc would be to be decided, but nothing too formal whilst being maybe approved by the Police.

## **13. SOCIAL MEDIA**

For clarity members are asked to refer back to the Councils' social media policy.

Parish councillors are responsible for what they post. Councillors are strongly advised to have separate council and personal email addresses and all Parish Council business must be undertaken using the official clayton-pc.gov.uk email account.

- a) When participating in any online communication;
  - i. Be responsible and respectful; be direct, informative, brief and transparent.
  - ii. Always disclose your identity and affiliation to the Parish Council. Never make false or misleading statements.
  - iii. Parish Councillors should not present themselves in a way that might cause embarrassment. All Parish Councillors need to be mindful of the information they post on sites and make sure personal opinions are not published as being that of the Council or bring the Council into disrepute or is contrary to the Council's Code of Conduct or any other Policies.
  - iv. Keep the tone of your comments respectful and informative, never condescending or "loud." Use sentence case format, not capital letters, or write in red to emphasis points.
  - v. Refrain from posting controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age or religion or belief should not be published on any social media site.
  - vi. Avoid personal attacks, online fights and hostile communications.
  - vii. Never use an individual's name unless you have written permission to do so.
  - viii. Permission to publish photographs or videos on social media sites should be sought from the persons or organisations in the video or photograph before being uploaded.
- b) Respect the privacy of other councillors and residents.
- c) Do not post any information or conduct any online activity that may violate laws or regulations, see below libel and copyright.
- d) Residents and Councillors should note that not all communication requires a response.
  - i. There will not be immediate responses to communications as they may be discussed by the Parish Council and any official responses will be agreed by the Parish Council.
  - ii. The Parish Clerk and the moderators will be responsible for all final published responses.
  - iii. If a matter needs further consideration it may be raised at either the open forum or as a full agenda item for consideration by a quorum of Councillors. Again the 'poster' shall be informed via the page or direct message that this is the case.
  - iv. If the moderator feels unable to answer a post for example of a contentious nature this shall be referred to the Parish clerk. The 'poster' will informed by way of response to this fact and also be invited to correspond with the Parish Clerk directly.

## **14. BASKETS**

Members are asked to approve the purchase of 6 refills for the hanging baskets from Northcliffe at £180.

## 15. GAS PARK SQUARE/CLAYTON FOOTPATHS

There are 2 items that Mr Baruch would like to discuss.

**Clayton Footpaths** – this was discussed at the last Planning ctte meeting. Currently the paths are not on definitive list. All members agreed that the footpaths around the village were important to the community. Mr Brauch will expand further. In the meantime, the clerk has emailed Dave Ruse outlining the Planning ctte’s support to Mr Baruch and documents his response below.

“Bradford Council chose to exclude the urban area of Bradford when the Original Definitive Map and Statement was produced, we therefore only have records of paths we believe to be public in the urban area. These routes are protected as public footpaths and bridleways by the Public Rights of Way Section and have been for many years.

We are in the process of legally recording these routes on the current Definitive Map, we have started off with pilot areas within the urban area and I am currently working on producing a Definitive Map Modification Order for a collection of paths south of Thornton Road, Thornton. Once this is completed, we will move on to the next area until all the patches of the urban area are legally recorded on the Definitive Map”.

**Gas Park Square** – Mr Baruch will update members on the progress and seek to progress this on further. Details to be provided at the meeting.

## 16. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

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

- a) Parish Council Liaison Meeting update

## 17. ALLOTMENTS ASSOCIATION 202/21

The 2020/21 funding was spent on the following:-

	£
Balance brought forward 1 April 2020	222.76
Grant received from Parish Council	0
Less	
Expenditure for year 1st April 2020 to 31st March 2021 (skip hire)	222.76
Balance at 31 March 2021 (accounts closed)	0

Glenholme allotment association was dissolved at the last meeting – minute no 2021/027

## 18. 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;

- 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.

#### **19. DATES OF MEETINGS – 2021/22**

To approve the dates and times of meetings of Clayton Parish Council from July 2021.

15<sup>th</sup> July 2021

16<sup>th</sup> September 2021

18<sup>th</sup> November 2021

20<sup>th</sup> January 2022

17<sup>th</sup> March 2022

19<sup>th</sup> May 2022