

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 **16th March 2017** 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: 5th March 2017

Tel: 0781 2584 615
E-mail: clerk@clayton-pc.gov.uk

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 19th January 2017. 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 19th January 2017, and that they are signed by the Chairman.

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

- We now have a new councillor. Mr Jason Smith who elected following the vacancy that was advertised.

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. COMMITTEE REPORTS

a) PLANNING

➤ Report from the chairman

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

b) STAFFING

➤ Report from the chairman

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

➤ Change to salary banding for the clerk.

The current SCP for the clerk is LC1 which applies to councils with an income of less than £25,000. The proposal is to move to SCP2 26-34 (progression dependant on performance). The committee agreed that the change in pay scale reflected the role and responsibilities of the clerk's employment. The committee can authorise increments within current pay scales but have no power to change to a different pay scale. Full council are therefore asked to consider these changes.

c) FINANCE

- **Report from the chairman**
Cllr Gudgeon will provide a report on finance matters since the last parish council meeting.
- **Christmas lights invoice.**
LDR have submitted their invoice for payment. Council are asked to approve payment. The budget was £3500. Actual cost is £3667.50 plus VAT. The council will note that there were 17 repairs carried out at a cost of £425.
- **Insurance renewal.**
Zurich Insurance have submitted their invoice for payment. Council are asked to approve payment. The budget was £870. Actual cost is £566.17 plus VAT
- **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 Pitts will provide a report on staffing matters since the last parish council meeting.

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

a) Mr Martin Dunne

A request for £450 has been received from Mr Dunne on behalf of Mayfield Cricket Club. The grant would be used to purchase a sit on mower. Full details are attached.

b) Clayton park development

Members will recall the previous application which was approved on 21st July 2016. Minute number 2016/305 but the due to a technicality the bid proved unsuccessful. Alex Dilger has been working since then on a revised bid. A one-off payment by way of a grant for £6000 has been requested. Members will note from the attached information that there will be on going costs. Full details are attached.

c) Clayton Community Association.

Members will recall the grant application approved last month. Minute no 2017/361 - £2800 which was awarded. The above organisation have resubmitted their bid due to a change in the estimates for the work. the 10% they need from a 3rd party organisation has increased. Full details are attached for members consideration.

8. CLAYTON DICKENSIAN MARKET

Members have been given a letter from the outgoing Chairman. Council are asked to consider the situation the Dickensian Market committee find themselves in and to decide if they want to get more involved.

9. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

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

10. 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 also from Members of the Parish Council.

11. TO NOTIFY THE CLERK ON MATTERS FOR INCLUSION ON THE NEXT MEETING'S AGENDA

12. 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 **18th May 2017 at 7pm** – this will be the Annual Meeting of the Parish Council.

- Planning & Events Committee Meeting – 3rd April 2017
- Staffing Committee Meeting – 16th March 2017
- Finance Committee Meeting – tba once end of year accounts are available.