

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 **17th January 2019** 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: 1st January 2019

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 8th November 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 8th November 2018, and that they are signed by the Chairman.

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

- Thanks have been received from Clayton Village Hall for the grant which was awarded at the last 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. 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.

➤ **Clayton Women's Institute**

A request for £450 has been received from the above organisation. The grant would be used to cover the cost of the installation of the two WI funded defibrillators. Full details are attached.

8. DEFIBRILLATOR

Cllr Vasey/the clerk will provide an update following on from the last meeting with any actions now required. Training/information evening to be arranged and also the printing of promotional material.

9. 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

➤ **Elect further member to the events committee**

Cllr Green would like to be elected on to the planning committee

c) FINANCE

➤ **Report from the chairman**

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

➤ **Elect further member to the finance committee**

To elect at least one more member to the finance committee

➤ **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

➤ **Budget, Precept and Council Tax 2019/20**

Cllr Andrew will present the proposed budget, precept and council tax for 2019/20.

Recommended: That the Budget, Precept and Council tax for 2019/20 as laid out in the budget document be set as follows:

Net expenditure: £66,974

Use of reserves: £6,500

Precept: £60,474

Council tax based on band D: £25.12

Increase of £2.47 (10.94%)

d) EVENTS

➤ **Report from the Chairman**

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

➤ **Local contractor**

To consider use of a local contractor by the parish council for the purpose of erecting, delivering & maintaining the baskets in the village and other miscellaneous jobs

e) BUSINESS PLANNING WORKING GROUP

➤ Report from the Chairman

CLlr Pitts will provide a report on business planning since the last parish council meeting.

11. 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

12. 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.

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

14. 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 **21st March 2019 at 7pm** in the Village Hall

- Planning & Events – 28th January 2019
- Staffing, Finance & Business planning - 4th February 2019