

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 **19th March 2020** 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: 7th March 2020

Tel: 01274 813134
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 16th January 2020. 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 16th January 2020, and that they are signed by the Chairman.

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

5. 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 (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. 2040 VISION

The Parish council welcomes Debbie Thornton, ward officer from Bradford Council. She will give a short introduction about the project she is carrying out with 3 key questions.

- What do you love about where you live?
- What do you want Bradford and your neighbourhood to be like in 20 years time
- What part can you play in making things happen?

7. CLAYTON LIBRARY

Member are asked to formally approve the one-year extension deal that Bradford libraries have offered. (Full details are attached)

8. THE GREAT NORTHERN RAILWAY TRAIL DEVELOPMENT GROUP

The Parish council welcomes Mr McQuillan from 'The Great Northern Railway Trail Development Group' to present a report on their work.

8. 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 COMMUNITY CINEMA

A request for £500 has been received on behalf of Clayton Community Cinema. The grant would be used to help pay for extra screenings over the summer/autumn months. Full details are attached.

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.
- **Annual salary review**
The staffing committee have discussed the annual reviews for both clerk and assistant clerk. They have proposed that members approve the annual salary increments set out in their contracts (subject to satisfactory performance) for the clerk and assistant clerk.
- **Changes to working hours/working days**
The staffing committee recommend the clerk's working days align with the asst clerk (Monday, Tuesday & Thursday) and that the asst clerk hours increase to 24/week. The proposal is that the asst clerk would work from home for a few hours (flexible) to allow protected working time to assist the clerk.

b) PLANNING

- **Report from the chairman**
Cllr Thirkill will report on planning matters since the last parish council meeting

c) FINANCE

- **Report from the chairman**
Cllr Andrew will provide a report on finance matters since the last parish council meeting.
- **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 Gudgeon will provide a report on staffing matters since the last parish council meeting.
- **Hanging baskets**
Members are asked to consider the quote (prices same as last year)
- **Roundabout planting**
Members are asked to consider the quote attached from Bradford Work. (prices same as last year)

10. TREES

Item carried forward from the last meeting. To investigate land available for tree planting and seek appropriate permissions from the land over. Any further updates.

11. GAS PARK SQUARE

Members are asked to consider the report from Cllr Jowett and Player following a recent viewing of the area.

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 Jowett/Cllr Thackwray & the members of the working group.

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.

21st May 2020

16th July 2020

17th September 2020

19th November 2020

Committee meetings –

- Planning, Events, Finance – 6th April 2020