

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 September 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: 9th September 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 18th July 2019. 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 18th July 2019, and that they are signed by the Chairman.

The clerk informed the council on the matters arising following the last council 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. 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.
- **Election of members**
Cllr Thackway has asked to be elected to this ctte

b) PLANNING

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

- **Election of members**
Cllr Thackwray & Cllr Player has asked to be elected to this ctte

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
- **Election of members**
Cllr Thackwray & Cllr Jowett has asked to be elected to this ctte
- **External audit report**
The clerk has received written notification that the end of year accounts for 2018/19 have been approved by PFK Littlejohn.

d) **EVENTS**

- **Report from the Chairman**
Cllr Gudgeon will provide a report on staffing matters since the last parish council meeting. Members asked if a letter of thanks could be sent to John Summer's Butchers as they are about to close for retirement.
- **Election of members**
Cllr Thackwray, Cllr Jowett & Cllr Player has asked to be elected to this ctte

e) **BUSINESS PLANNING WORKING GROUP**

- **Report from the Chairman**
Cllr Pitts will provide a report on business planning since the last parish council meeting.
- **Election of members**
Cllr Thackwray, Cllr Jowett & Cllr Player has asked to be elected to this working group

7. **ALLOTMENTS**

- To review the quotes for numbering plaques for the individual plots. Full details are attached.
- To review the quotes for the clearance of the spoil at the allotments along with cutting back and tidying up of the communal areas. Full details are attached.
- To review the quotes for a new noticeboard. Full details are attached.

8. **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

Parish council liaison meeting - Update from Cllr Vasey

9. **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.

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

11. DATE OF NEXT MEETINGS

To confirm the date and time of the next meeting.

21st November 2019

16th January 2020

19th March 2020

21st May 2020

Committee meetings –

- Planning, Events, Staffing & Finance–7th October
- Business planning - tba