

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 **20th July 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: 4th July 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 18th May 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 18th May 2017, and that they are signed by the Chairman.

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

- Cheque for the grant aid application minute no 2017/393 has now been released.
- Work on the new play area near the Friendship Centre has begun and should hopefully be completed by the start of the school holidays.
- Members will recall awarding 61st Bradford Scouts £475 following a grant application. Minute no 2016/383. Unfortunately plans have been put on hold for the new Explorer Unit for the time being hence the cheque has been returned to the Parish Council.

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. GRANT APPLICATIONS

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) Clayton Youth Council

A request for 500 has been received from Clayton Youth Council. The grant would be used to sustain the needs of the Youth council by way of purchasing arts materials, games and other ongoing costs. Full details are attached.

b) Clayton Youth Council on behalf of Bradford Youth Services

A request has been made from the above group for a grant of £680. As the village hall requires rent to continue functioning they are looking to the council to help support the deficit of £680. Full details attached.

7. TO RECEIVE AN UPDATE FROM NICOLE STOTT, WARD OFFICER FOR CLAYTON AND FAIRWEATHER GREEN WARD

8. COMMITTEE REPORTS/WORKING GROUPS

a) PLANNING

- **Report from the chairman**
Cllr Boyle will report on planning matters since the last parish council meeting
- **Election of member/s**
Cllr Hepton and Thirkill would like to be nominated to serve on the planning committee
- **Terms of Reference**
Members are asked to review and approve the committee's Terms of Reference.

b) STAFFING

- **Report from the chairman**
Cllr Pitts will provide a report on staffing matters since the last parish council meeting
- **Terms of Reference**
Members are asked to review and approve the committee's Terms of Reference.

c) FINANCE

- **Report from the chairman**
Cllr Pitts will provide a report on finance matters since the last parish council meeting.
- **Election of member**
To elect one Councillor to serve on the Finance Committee
- **Terms of Reference**
Members are asked to review and approve the committee's Terms of Reference.
- **Financial Regulations**
Members are asked to review and approve the Financial regulations.
- **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
- **Chairman's Allowance 2017/18**
Members are requested to approve the Chairman's allowance of £300 for the 2017/18 financial year.

Recommended: That the Chairman's allowance of £300 for 2017/18 be approved.

d) EVENTS

- **Report from the Chairman**
Cllr Cunningham will provide a report on staffing matters since the last parish council meeting.
- **Election of member/s**
Cllr Hepton and Thirkill would like to be nominated to serve on the planning committee
- **Terms of Reference**
Members are asked to review and approve the committee's Terms of Reference.
- **Clayton in Bloom**

The events committee voted and the motion was passed that councillors and their families could enter the garden competition. Members are asked to consider whether they can accept the garden vouchers.

➤ **Clayton Dickensian Market**

Discussions have taken place with the Dickensian Committee about registration with the Charities Commission. As the Dickensian Market is now a Parish Council event it may be necessary to appoint the Parish Council as the sole Charity Trustee. This would ensure any funds allocated to the Dickensian Market, including Grant applications, are fully transparent.

e) ALLOTMENTS ASSOCIATION WORKING GROUP

➤ **Election of member/s**

To elect two Councillors to serve on the Allotments working group. To liaise with Allotments Association and report to the council on day to day decisions.

f) YOUTH COUNCIL WORKING GROUP

➤ **Election of member/s**

To elect one councillor plus Chairman to serve on the Youth Council working group.

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 Cunningham

➤ **Election of member/s**

Minute no 2017/390 council needs to elect a deputy for the Glenholme Allotments Association.

Parish council liaison meeting – Update from Cllr Kaushal-Bolland

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 also 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 of full Clayton Parish Council. The next meeting will be on Thursday **21st September 2017 at 7pm** in the Village Hall

- Planning, Events & Finance Committee Meeting – 7th August 2017. 6.30pm onward at Clayton Library
- Staffing Committee Meeting – tbc