

## 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 **21<sup>st</sup> March 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: 1<sup>st</sup> March 2019

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

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### **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 12<sup>th</sup> February 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 12<sup>th</sup> February 2019, and that they are signed by the Chairman.**

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

- The Parish council insurance has been renewed.
- The defibrillator training was a great success.
- Clayton Park - Steady progress is now being made with completion of the CAT transfer due.

#### **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 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 £1022 has been received from Mr Andrew Waterman on behalf of the above organisation. The grant would be used to fund the upgrade of the sound system. Full details are attached.

## **7. ALLOTMENTS**

Following on from minute 2018/105 – the clerk has reviewed the Allotment agreement and all other forms or communication that is sent to the plot holder. Members are asked to approve these documents. In addition, it is proposed that the new charges as set out below are approved. In particular, the water charges for the allotments do not cover the current annual bill. Current charges are as follows –

£30 for a full plot plus £10 water  
£20 for a ½ plot plus £5 water

For those that qualify for a discount i.e a pensioner etc they pay  
£15 for a full plot plus £10 water  
£7.50 for a ½ plot plus £5 water

New proposed charges  
£35 for a full plot plus £20 water  
£25 for a ½ plot plus £10 water

For those that qualify for a discount i.e a pensioner etc they pay  
£20 for a full plot plus £20 water  
£12.50 for a ½ plot plus £10 water

## **8. 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.

### **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.
- **Roundabout planting**  
Members are asked to consider the quote attached from Bradford Works.

#### **e) BUSINESS PLANNING WORKING GROUP**

➤ **Report from the Chairman**

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

#### **f) ALLOTMENT WORKING GROUP**

- Elect one member to the allotment working group

#### **g. LIBRARY OVERSIGHT GROUP**

- Members will find the end of year report attached.

#### **9. 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

#### **10 ELECTIONS/END OF TERM OF OFFICE**

- Full details regarding the upcoming elections and processes involved are attached.
- Any councillor not intending to stand for re-election may make a short statement.
- To record the councils' thanks to the clerk and assistant clerk for their work supporting the Parish Council during the 2015-2019 term.

#### **11. 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.

#### **12. TO NOTIFY THE CLERK ON MATTERS FOR INCLUSION ON THE NEXT MEETING'S AGENDA**

#### **13. DATE OF NEXT MEETINGS**

To confirm the date and time of the next meeting.

The next full meeting of Clayton Parish Council –

Annual meeting of the Parish Council on Thursday **16<sup>th</sup> May 2019 at 7pm** in the Village Hall.

The Annual Parish meeting (one which only the electorate can attend) will take place on **Thursday 16<sup>th</sup> May 2019 at 6pm** in the village hall.

Committee meetings –

- Planning & Events – 1<sup>st</sup> April 2019
- Staffing, Finance & Business planning - tba