

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 **22nd September 2016** 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 2016

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 21st July 2016. 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 21st July 2016, and that they are signed by the Chairman.

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

- Clayton in Bloom – was a great success. All entrants have now received their certificate and voucher.
- Grit bins – clerk has been informed that the current plan (subject to highways) will be to deliver the bins
- The annual report from the external auditors – Littlejohns with no issues/concerns raised. These documents are available for inspection via the clerk.

5. TO RECEIVE WRITTEN APPLICATION FOR THE OFFICER OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE TO FILL THE EXISTING VACANCY/VACANCIES

To decide by co-option to fill the three vacancies we have on the Parish Council.

We have received one application from Mrs Jill Pearson. (Details of which have been previously circulated prior to the meeting).

6. 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.

7. FINANCE

a) Invoices paid and due for 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

8. COMMITTEES/WORKING GROUPS/OUTSIDE BODIES

a) PLANNING

i) Report from the chairman

Cllr Thirkill will report on planning matters since the last parish council meeting

b) STAFFING

i) Report from the chairman

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

c) FINANCE

i) Terms of reference

Terms of reference circulated at the meeting for approval

ii) Financial Regulations

Financial regulations circulated at the meeting for approval.

iii) Report from the chairman

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

d) EVENTS

i) Report from the Chairman

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

e) POLICE LIAISON REPRESENTATIVE

i) To elect a representative to Police Liaison and a deputy in case of absence.

9. 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 financial year and, if deemed appropriate, to determine the amount of financial assistance to be contributed.

a) CLAYTON VICTORIA PARK BOWLING CLUB

A request for £965 has been received from the above group. The grant would be used to pay for a new lawn mower, a storage container and roller for the bowling green. Full details are attached.

10. YORKSHIRE WATER – ALLOTMENTS

A bill has been received from Yorkshire Water for £735.82. The water meter hadn't been read since 2012 and so the bills were being estimated. Council are asked to decide whether to pay in full or arrange a payment plan. Cllr Cunningham will be reading the meter on a quarterly basis and providing the clerk with this information for her to submit to Yorkshire Water.

11. HOLLY PARK BENCHES

Following the last meeting council are asked for suggestions as to what to do with the benches that are no longer required by Holly Park

12. SECURE STORAGE IN THE VILLAGE HALL

Council are asked to approve the parish council's own storage facility in the village hall. The village hall committee have agreed to let the parish council store items free of charge. The clerk needs to store securely files that need to be archived. The number of boxes currently in her own property has increased considerably. The village hall have installed some racking already and this would be what we'd be looking at. Cllr Thirkill to provide costings for racking and the door needs to be repaired and some security locks fitted.

13. ROUNDABOUT SIGNAGE

At the last meeting minute no 2016/308 - £200 was set aside for the whole work (£160 was the cost of the signs). One quote for fitting the roundabout sign is £400. Council are asked to consider this or possible alternatives.

14. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

To receive reports from Representatives to the following Outside Bodies, if applicable:

Parish Council Liaison Meeting update
Glenholme Allotments Association

Cllr Kaushal-Bolland
Cllr Cunningham

15. 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.

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

17. 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 **17th November at 7pm.**

- Planning & Events Committee Meeting – 3rd October, 7th November, 5th December 2016, 6.30pm
- Staffing Committee Meeting – 5th December 2016, 7.30pm
- Finance Committee Meeting – (Date to be confirmed)