

## 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 **29<sup>th</sup> July 2021** 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: 22<sup>nd</sup> July 2021

Tel: 01274 813134  
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 28<sup>th</sup> June 2021. 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 28<sup>th</sup> June 2021, and that they are signed by the Chairman.

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

- AGAR has been submitted to the external auditor.
- Hanging baskets are displayed
- The SAR has been finalised and presented to the data subject.
- Following on from the last meeting minute no 2021/059, Cllr Ilyas and the clerk had looked into quotes for the legal paperwork to be drawn up. One quote had been received by a commercial conveyancing firm for approx. £600 plus vat. Further quote/s would be required. More information to be supplied.

#### **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. PARLIMENTARY BOUNDARY CHANGES**

Cllr Ilyas has received information about the proposed parliamentary boundary changes under review 2023. He would be interested to hear the views of other councillors and feed that back to the commission, especially as we are the only Ward to have been swapped with Great Horton. We've gone from Bradford West to Bradford South while no other wards in the entirety of Bradford have shifted, at all.  
Deadline for the us as Parish Council to comment is 2nd of August

The links with more information can be found below.

<https://boundarycommissionforengland.independent.gov.uk/>

<https://www.bcereviews.org.uk/>

## **7. SPEED INDICATION DEVICES (SID)**

The clerk has received correspondence from Bradford Council given us the opportunity to purchase (via the Highway Authority (HA)) one or more Speed Indication Devices (SIDs). Parish/Town Councils will be able to undertake deployment of the SID(s) subject to meeting certain criteria regarding health and safety etc, or can enter into a contract with the HA whereby, for an annual fee, the HA will carry out SID deployment. (full details are attached).

## **8. WEBSITE**

Members will be aware that the current website is having technical issues. Staff are having trouble uploading new pages/posts etc. Members are asked to consider what to do to solve this issue.

## **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.
- **TERMS OF REFERENCE (T of R)**  
Members are asked to formally ratify the T o R for the staffing committee.

### **b) PLANNING**

- **Report from the chairman**  
Cllr Thirkill will report on planning matters since the last parish council meeting
- **TERMS OF REFERENCE (T of R)**  
Members are asked to formally ratify the T o R for the planning committee.

### **c) FINANCE**

- **Report from the chairman**  
Cllr Findlay will provide a report on finance matters since the last parish council meeting.
- **TERMS OF REFERENCE (T of R)**  
Members are asked to formally ratify the T o R for the finance committee.
- **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) ALLOTMENTS**

- **Report from the Chairman**  
Cllr Thackwray will provide a report on allotment matters since the last parish council meeting.

### **e) LIBRARY OVERSIGHT**

- Report from the chairman

## **10. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

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

**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 is  
on Thursday **16<sup>th</sup> September 2021 at the Village Hall**