

CLAYTON PARISH COUNCIL

MEETING AT THE VILLAGE HALL, CLAYTON.

THURSDAY 17<sup>th</sup> MAY 2018 – 7PM

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MINUTES

- 2018/034**      **PRESENT**  
Councillors: J Vasey (Chairman), J Pitts, M Upton, A Cunningham,  
S. Gudgeon, I Hepton, C Thirkill, J Andrew & J Smith
- 2018/035**      **IN ATTENDANCE**  
C. Hepton, Clerk  
H. Rankin, Asst clerk  
7 members of the public.
- 2018/036**      **APOLOGIES FOR ABSENCE**  
Cllr Pearson – absence approved  
Proposed: Cllr Vasey                      Seconded: Cllr Hepton  
All in favour
- 2018/037**      **ELECTION OF A CHAIRMAN**  
**Nominated:** Cllr Vasey  
**Proposed:** Cllr Andrew                      **Seconded:** Cllr Pitts  
**All in favour**  
**Resolved:** Cllr Vasey be elected as Chairman  
As there were no nominations for Vice-chair this would be deferred to the next meeting.
- 2018/038**      **DECLARATION OF OFFICE**  
Cllr Vasey duly signed the declaration of office.
- 2018/039**      **PREVIOUS PARISH COUNCIL MINUTES AND PROGRESS REPORT**  
Minute no 2018/016 – attendance. Cllr Cunningham was recorded twice  
**Proposed:** Cllr Andrew                      **Seconded:** Cllr Hepton  
All in favour  
  
**Resolved:** That the presented minutes are signed by the Chairman as a true record of the meeting held on 15<sup>th</sup> March 2018.
- 2018/040**      **ADMISSION OF THE PUBLIC**  
(Public Bodies (Admission to Meetings) Act 1960, Local Government Act 1972 s100/100a  
Ss2/Schedule 12A and Clayton Parish Council Standing Order No.67  
  
None were recorded
- 2018/041**      **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.  
  
None were recorded



- b) To elect the representative for the Glenholme Allotments Association.  
Nominated: Cllr Cunningham  
**Proposed:** Cllr Gudgeon                      **Seconded:** Cllr Hepton  
All in favour
- c) To confirm election of Chairman as representative for the Parish Council Liaison Group  
Nominated: Cllr Pitts  
**Proposed:** Cllr Andrew                      **Seconded:** Cllr Gudgeon  
All in favour

**2018/045                      STANDARDS COMMITTEE NOMINATION**

At the last Parish council liaison meeting councils were asked if they had anyone interested in being the representative for the 'Standards Committee'. Cllr Pitts is happy to be nominated and was duly elected as confirmed by Kathryn Jones.

Nominated: Cllr Pitts

**Proposed:** Cllr Vasey                      **Seconded:** Cllr Andrew  
All in favour

**2018/046                      COMMITTEE REPORTS/WORKING GROUPS**

**A) Planning**

- Report from the Planning Chairman

Cllr Thirkill updated the council. Ground work has commenced on the Westminster Ave development. No decision had been made on the land by Leaventhorpe Lane.

**Staffing**

- Report from the Staffing Chairman

Cllr Pitts update the council on the activity of the committee since the last meeting. more detailed information would be dealt with in the meeting.

**C) Finance**

- Report from the Finance Chairman

Cllr Pitts confirmed that the full accounts and annual return had been reviewed at the last Finance committee meeting

- Annual Accounts for the year ended 31 March 2018

The annual accounts for the year ending 31 March 2018 have been circulated previously.

The clerk went through the year end accounts. No concerns raised

**Proposed:** Cllr Gudgeon                      **Seconded:** Cllr Andrew  
All in favour

**Resolved:** That the accounts for the financial year ending 31 March 2018 were accepted and agreed.

- Internal Audit Report 2017/18

The report from the internal auditor had been completed with no concerns raised

**Proposed:** Cllr Hepton

**Seconded:** Cllr Gudgeon

All in favour

**Resolved:** That the internal audit report for the year ended 31 March 2018 was accepted, that David Horrocks be thanked for his work as internal auditor and that he be re-appointed for 2018/19.

- Audit Commission Annual Return (External Audit – Littlejohn - Return)

Section 1 was the governance statement in which Members recognise their responsibility for the accounting statements and acknowledge that they have taken steps to ensure there is a sound system of internal control, including risk assessment.

Section 2 of the return was the accounting statement for the year. This is a summarised version of the accounts agreed above.

The annual internal audit report to the Council as certified for the external auditor.

**Proposed:** Cllr Gudgeon

**Seconded:** Cllr Hepton

All in favour

**Resolved:** That the Annual Return for 2017/18 was accepted and approved.

- Yorkshire Local Councils Association (YLCA)

For information only members are informed that membership of the YLCA for this year's subscription is £965.00.

- List of Invoices and Cheques

**Proposed:** Cllr Andrew

**Seconded:** Cllr Pitts

All in favour

**Resolved:** That the list of invoices paid and due for payment be accepted.

- Chairmans allowance 2018/19

Members approved the Chairman's allowance of £300 for the 2018/19 financial year.

**Proposed:** Cllr Pitts

**Seconded:** Cllr Andrew

All in favour

**Resolved:** That the allowance be approved.

#### **d) Events**

- Report from the Events Chairman

Cllr Cunningham provided a report on events matters since the last parish council meeting. It was suggested that Margaret Dalgety be approached to see if she would be interested in being a judge for the Short story competition.

- Task list for events

Asst clerk to update and distribute

**2018/047**

**WORK PLAN FOR THE BUSINESS PLANNING WORKING GROUP**

To require the Business Planning Working Group to:

1. To liaise with the Youth Service to decide how best to work with Youth groups within the Parish and provide proposals to the full council at the **July 2018 meeting**.
2. To liaise with Bradford Council, to make proposals for the delivery of street cleaning / litter bin collections within the Parish in advance of significant service changes from the district council in April 2019 and provide costed proposals to the full council (to include taking no action) at the **September 2018 meeting**.
3. Elect a member(s) to lead on developing a proposal and timeline for the creation of Neighbourhood Plan for the village to be returned to the full council for their consideration at the **November 2018 meeting**. (This is not to create a neighbourhood plan, but to provide a structure for how we would create one including likely timescales and sources of finance / likely costs).
4. Elect a member to act as a 'Snow coordinator' and liaise with Bradford Council regarding gritting routes, to propose new locations for grit-bins and the development of grit-teams to report on their work at the **November 2018 meeting**.
5. To liaise with Bradford Council, and other bodies as appropriate, to decide upon appropriate speed reduction work to local roads, e.g. 20mph zones and make proposals to the full council and provide an (interim) update at the **November 2018 meeting**.

**Proposed:** Cllr Andrew

**Seconded:** Cllr Hepton

All in favour

**Resolved:** That the above items be picked up by the Business Planning working group.

**2018/048**

**GRANT AID**

- Clayton Dickensian Market

A request for £1200 has been received on behalf of Clayton Dickensian Market. The grant would be used to purchase the insurance and marketing related costs.

**Proposed:** Cllr Vasey

**Seconded:** Cllr Andrew

All in favour

**Resolved:** That £1200 be awarded to Clayton Dickensian Market

**2018/049**

**CHANGES TO LIBRARY HOURS/ASST CLERK**

Following consultation with Bradford libraries, Library oversight group and the staffing committee a questionnaire was completed to survey potential changes to the opening hours of the library which impacts on the working week of the clerk. Members fully supported these changes.

**Proposed:** Cllr Hepton

**Seconded:** Cllr Gudgeon

All in favour

**Resolved:** That the change to the assistant clerk's are approved.

**2018/050**

**GENERAL DATA PROTECTION REGULATION (GDPR)**

The clerk gave a summary of the new legislation. All members have already received information emailed by the clerk. Members must make sure they are fully up to speed with details.

**2018/051**      **REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

Parish Council Liaison Meeting - Cllr Vasey updated members on the changes to street cleaning that would be in force next year.

Glenholme Allotments Association – Cllr Cunningham updated the council. 2 vacant plots but would be filled asap. 6 local residents on the waiting list and 6 from outside of the parish.

**2018/052**      **ALLOTMENTS ASSOCIATION 2017/18**

**Proposed:** Cllr Pitts  
All in favour

**Seconded:** Cllr Hepton

**Resolved:** That the end of year balance (£222.76) is carried forward to 18/19 for use by the Allotments Association.

**2018/053**      **PUBLIC CONSULTATION AND QUESTION TIME**

Clerk to ensure all meeting and events dates are on the electronic calendar.

**2018/054**      **TO NOTIFY THE CLERK ON MATTERS FOR INCLUSION ON THE NEXT MEETING'S AGENDA**

Grit bins – this will be covered by Business planning  
Remembrance Sunday Wreath

**2018/055**      **DATES OF MEETINGS – 2018**

19th July 2018  
20th September 2018  
15th November 2018

The meeting closed at 8.52pm