

CLAYTON PARISH COUNCIL

ANNUAL MEETING held at THE VILLAGE HALL, CLAYTON.

THURSDAY 18th MAY 2017– 7PM

DRAFT – SUBJECT TO AMENDMENT

2017/380 PRESENT

Councillors: C Kaushal- Bolland (Chairman), J Pitts, J Vasey, J Smith, S Brar, J Pearson, A Cunningham, S. Gudgeon

2017/381 IN ATTENDANCE

C. Hepton, Clerk
H. Rankin, Asst clerk
14 members of the public.

2017/382 APOLOGIES FOR ABSENCE

Cllr Hepton and Thirkill. Absence authorised.

Proposed: Cllr Kaushal-Bolland Seconded: Cllr Pearson
All in favour

2017/383 ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF CLAYTON PARISH COUNCIL

Councillor Christopher Kaushal-Bolland (Chairman) opened the meeting by welcoming everyone.

- a) The following nomination for Chairman of the Parish Council was received: -

<u>Nominee:</u>	<u>Proposed by:</u>	<u>Seconded by:</u>
Cllr C Kaushal-Bolland	Cllr Brar	Cllr Pitts

All in favour

Resolved: That Cllr C Kaushal-Bolland be appointed Chairman of Clayton Parish Council with immediate effect.

- b) The following nomination for Vice Chairman of the Parish Council was received:-

<u>Nominee:</u>	<u>Proposed by:</u>	<u>Seconded by:</u>
Cllr J Vasey	Cllr Smith	Cllr Gudgeon

All in favour

Resolved: That Cllr J Vasey be appointed Vice Chairman of Clayton Parish Council with immediate effect.

2017/384 DECLARATION OF ACCEPTANCE OF NEWLY APPOINTED CHAIRMAN AND VICE CHAIRMAN

Cllr Kaushal-Bolland signed the Declaration of Acceptance of Office of Chairman, witnessed by the clerk, in the presence of the Parish Council.

Cllr Vasey signed the Declaration of Acceptance of Office of Vice Chairman witnessed by the clerk, in the presence of the Parish Council.

2016/385 PREVIOUS PARISH COUNCIL MINUTES AND PROGRESS REPORT

Proposed: Cllr Pearson
All in favour

Seconded: Cllr Cunningham

Resolved: That the presented minutes are signed by the Chairman as a true record of the meeting held on 16th March 2017.

Cllr Pitts confirmed cheque had been received for minute no 2017/374

2017/386

CHAIRMAN'S REMARKS AND CORRESPONDENCE

It's a pleasure to be re-elected and an honour to serve as Chairman for another year.

Thank you to everyone who has contributed in one way or another over the past 12-months – it certainly has been a busy year with a number of events and projects, to mention a few:

- Clayton in Bloom
- Picnic in the Park;
- Carols around the tree
- Thornaby Drive park development;
- Establishment of the Youth Council;
- Changes to Clayton library management;
- Appointment of our Asst Clerk / Volunteer Co-ordinator;

Simultaneously, we have incorporated a new Governance Structure and way of working with formal Committees for Events, Planning, Staffing and Finance each with their own Chairman and a number of Working Groups.

As this is the beginning of a new financial year all previous membership of these groups has now ceased and we will appoint to these committee's and working groups again a little later in the agenda.

Thank you to everybody who managed to attend the Annual Parish Meeting last week which was attended by 30 members of the public and we received presentations from Clayton 16th Diehards Scout Group, the Youth Council and Clayton Community Association. It really makes all our efforts worthwhile to know that Grant Aid applications go to fantastic causes that have such a positive effect on many people of all ages.

The minutes of the meeting will be published early next week.

Youth Council

Our Youth Council are working on a proposal to bring to the next Council meeting and I look forward to receiving them on 20th July 2017.

In other news and correspondence...

A new Highways protocol will contain 3 steps to ensure consistent effective management and communication:

1. Outline internal discussions with ward members to obtain a local view;
2. Consultation with police, fire and Local Councils;
3. Plans shared publicly

I propose that when such plans come into force that these form part of our Planning Committee Agenda for consideration. simon.dvali@bradford.gov.uk.

Winter Gritting

With a number of cuts to front-line service I have received notification that a number of changes will be made to priority routes for winter gritting. I have made our views clear that key roads into and out

of Clayton, as well as Clayton Centre must remain a priority. I am meeting with the Highways Group Manager on Monday to discuss further. dave.mazurke@bradford.gov.uk

Service Devolution

Concern was once again raised over double taxation, where services are taken over in some areas by Local Councils but continue to be run by Bradford in other areas. It has been highlighted that this is a short-term issue and come 2020 when Bradford Council's funding reductions are fully implemented, this will no longer be an issue.

As such it has been suggested by some Local Councils, that where they can Local Councils should commence discussions on taking over services likely to be withdrawn, so that come 2020 they are in a stronger position to deliver them. It was deemed to be easier to continue running a service than to pick it up once it had stopped. To my knowledge this isn't a local issue for Clayton although we need to review this over the coming months.

The Council's team dealing with Community Asset Transfer are dealing with almost 100 requests currently. Additional resource has been brought in to support them, however requests do need to be prioritised and all cannot be dealt with at one time. Patience and understanding is therefore going to be needed as they work their way through the requests.

Library

There has been a smooth transition to the new management of Clayton Library. We are immensely indebted to the volunteers that have engaged with us since the beginning of April but we do need more people to come forward to ensure there is adequate cover over the summer period due to holidays. I would also like to publicly thank Helen for making an immediate positive impact.

2017/387

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

Item 8 to be held in closed session

2017/388

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.

No disclosures of interest were received.

2017/389

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

The public left the meeting.

Applications were received from Mr Andrew, Mr Boyle and Mr Dharni. The 3 candidates each in turn took questions from members.

Proposed: Cllr Kaushal-Bolland

Seconded: Cllr Pitts

All in favour.

Resolved: That Mr Andrew, Mr Boyle and Mr Dharni be co-opted to the Parish Council

The candidates took their seat at the council and will have their declaration of office witnessed by the clerk following the meeting.

2017/390

ELECTION OF COMMITTEES AND WORKING GROUPS.

Planning Committee.

Cllrs Gudgeon, Pearson, Brar, Boyle and Pitts were elected to the Planning Committee.

Proposed: Cllr Vasey

Seconded: Cllr Cunningham

All in favour

Staffing Committee.

Cllrs Brar, Pitts, Vasey and Smith were elected to the staffing committee.

Proposed: Cllr Gudgeon
All in favour

Seconded: Cllr Boyle

Events Committee.

Cllrs Gudgeon, Pitts, Cunningham, Pearson and Boyle were elected to the events committee.

Proposed: Cllr Brar
All in favour

Seconded: Cllr Vasey

Finance Committee

Cllrs Dharni, Pitts, Boyle and Andrew were elected to the finance committee.

Proposed: Cllr Cunningham
All in favour

Seconded: Cllr Brar

Allotments Association

This item to be added on to the next meeting agenda as insufficient candidates.

Business planning

Cllrs Brar, Dharni, Vasey, Smith and Andrew were elected to the business planning working group

Proposed: Cllr Pitts
All in favour

Seconded: Cllr Gudgeon

Youth Council

This item to be added on to the next meeting agenda as insufficient candidates.

Library oversight

Cllrs Kaushal-Bolland and Brar were elected to the library oversight working group

Proposed: Cllr Boyle
All in favour

Seconded: Cllr Pearson

2017/391

ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES.

- a) Police Liaison Group – Cllr Boyle, Dharni and Vasey

Proposed: Cllr Boyle
All in favour

Seconded: Cllr Pearson

- b) Glenholme Allotments Association. – Cllr Cunningham. Item would be carried forward to next meeting for a deputy.

Proposed: Cllr Kaushal-Bolland
All in favour

Seconded: Cllr Pitts

- c) Parish Council Liaison. – Chairman would be the representative with Cllr Vasey acting as deputy.

Proposed: Cllr Gudgeon
All in favour

Seconded: Cllr Smith

2017/392

COMMITTEE REPORTS

a) PLANNING

Report from the Planning Chairman

In the absence of Cllr Thirkill Cllr Kaushal-Bolland provided a report on planning matters since the last parish council meeting

b) STAFFING

Report from the Staffing Chairman

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

c) FINANCE

Report from the Finance Chairman

Cllr Gudgeon provided a report on finance matters since the last parish council meeting.

Annual Accounts for the year ended 31 March 2017

The annual accounts for the year ending 31 March 2017 have been circulated previously.

Proposed: Cllr Pitts

Seconded: Cllr Gudgeon

All in favour

Resolved: That the accounts for the financial year ending 31 March 2017 are accepted and agreed. The Chairman and Financial Officer to sign the annual return following the meeting.

Internal Audit Report 2016/17

The report from the internal auditor has been completed and is attached with no issues reported.

Proposed: Cllr Brar

Seconded: Cllr Vasey

All in favour

Resolved: That the internal audit report for the year ended 31 March 2017 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)

Proposed: Cllr Brar

Seconded: Cllr Gudgeon

All in favour

Resolved: That the Annual Return for 2016/17 be accepted and approved.

Yorkshire Local Councils Association (YLCA)

Members are informed that membership of the YLCA for this year's subscription is £945.00.

Proposed: Cllr Pitts

Seconded: Cllr Gudgeon

All in favour

List of Invoices and Cheque

Details were circulated to Members at the Meeting.

Proposed: Cllr Gudgeon

Seconded: Cllr Pearson

All in favour

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

Telephone line and broadband for the office in the Library.

Cllr Kaushal-Bolland presented a paper outlining this item. Was recommended that the security codes are changed frequently.

Proposed: Cllr Kaushal-Bolland

Seconded: Cllr Boyle

All in favour

Resolved: That the telephone line and broadband be installed.

EVENTS

Report from the Events Chairman

Cllr Pitts provided a report on events matters since the last parish council meeting.

2017/393

GRANT AID

a) **Ms Nicola Corrigan**

A request for £1550 has been received from Ms Corrigan on behalf of 1st Clayton Guides. The grant would be used to purchase equipment and fund excursions/day trips/camping.

Proposed: Cllr Kaushal-Bolland

Seconded: Cllr Pitts

All in favour

Resolved: That £1550 is awarded to 1st Clayton Guides.

2017/394 **REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

Police Liaison – No report

Parish Council Liaison Meeting - Cllr Kaushal-Bolland had previously updated the council in his chairman's remarks

Glenholme Allotments Association – Cllr Cunningham had liaised with PC Lord regarding theft of stone flags. An allotment watch to be set up by West Yorkshire Police.

2017/395 **ALLOTMENTS ASSOCIATION 2016/17**

No concerns raised regarding the accounts for 2016/17. Was agreed that the balance of £272.76 be carried forward to next year.

Proposed: Cllr Kaushal-Bolland

Seconded: Cllr Pearson

All in favour

2017/396 **PUBLIC CONSULTATION AND QUESTION TIME**

It was asked whether we could install CCTV cameras to help prevent anti-social behaviour and theft for example. Not something that the Parish Council had considered. Possible a conversation with PC Lord.

Speeding – it has been noted that there has been an increase in the number speeding vehicles on Pasture Lane and Clayton Lane.

Parking restrictions – concerns over people parking on yellow lines within the village. The Village Hall has its own 'Parking Plan' for users of its building.

Defibrillator – an update was required. The events committee had been looking at it. More information to follow.

2016/289 **DATES OF MEETINGS – 2017/18**

20th July 2017
14th September 2017
16th November 2017
18th January 2018
15th March 2018
17th May 2018

The meeting closed at 9pm