

**CLAYTON PARISH COUNCIL**  
**PARISH COUNCIL MEETING**  
**THE VILLAGE HALL, CLAYTON.**  
**THURSDAY 19th January 2017 – 7PM**

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**2017/350      PRESENT**

Councillors: C.Kaushal-Bolland (Chairman), J Vasey, J Pearson, Cunningham, Brar, Gudgeon. Thirkill and Hepton

**2017/351      IN ATTENDANCE**

C. Hepton, Clerk  
7 members of the public.

**2017/352      APOLOGIES FOR ABSENCE**

Cllr Pitts - absence approved.

**2017/353      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.

Cllr Hepton. Item 5 – Clerks contract.

Cllr Thirkill. Item 10 – grant aid.

**2017/354      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 6B (2017/357) to be held in closed session

**2017/355      PREVIOUS PARISH COUNCIL MINUTES AND PROGRESS REPORT**

**Proposed:** Cllr Hepton

**Seconded:** Cllr Pearson

All in favour

**Resolved:** That the presented minutes are signed by the Chairman as a true record of the meeting held on 17<sup>th</sup> November 2016.

**2017/356      CHAIRMANS REMARKS AND CORRESPONDENCE**

The Chairman delivered the following report:-

There was no police liaison meeting this evening as PC Bates has been moved to another dept. We wish him well in his new role. He provided a summary reported prior to the meeting:

- Speeding and road traffic offences need looking at. I know Cllr Thirkill is arranging a follow-up with Highways and Engineers.
- We also had Operation Steerside (at Traffic operation) in Clayton on Tuesday and I was out in a Traffic car myself. We seized some vehicles so hopefully some people would have seen this and our presence.
- There was an increase in some types of burglary as mentioned last time but these were down border of Scholemoor and Thornton rather than centre of Clayton village. Extra patrols (mainly PCSOs) were targeted and again hopefully people noticed the big increase in hi-viz jackets.

- ASB is always being looked at with interventions often from partners as the first line of engagement. I believe ASB has decreased in Clayton.
- There is also a CAP event for young people in the Village Hall following the Youth Council on Monday evening if you could please publicise this.

With all my time spent on the library of late I have not been able to give much attention to the Youth Council or School Achievers Awards. I am hoping to be able to update the council at our next meeting in March with further developments.

We have had two further resignations from Cllr Hillyard on medical grounds and Cllr Pemberton. As it stands we have four vacancies. One which can be filled by co-option, one which has been advertised and a petition from ten electors has been received at Electoral Services at City Hall. Two will be formally advertised once the relevant paperwork has been submitted to our clerk. The vacancy which received the petition will now be displayed and nominations can be received up to Friday 27<sup>th</sup> January at 4pm. Should there be no nominations then we will be able to fill the vacancy by co-option. If one nomination is received and therefore is uncontested then assuming they are eligible they will be elected to the parish council. In the case where more than one person is nominated then we must hold a bye-election. In this case the election would take place just as any other election. Costs are not confirmed but would be significant. The cost for the poll cards alone stands at £800. There would then be costs for the election itself.

2017/357

## COMMITTEE REPORTS

### a) PLANNING

#### ➤ **Report from the chairman**

Cllr Thirkill delivered the report on planning matters that had occurred since the last parish council meeting.

#### ➤ **Election of further members to the Planning committee**

**Nominated:** Cllr Pearson

**Proposed:** Cllr Hepton

**Seconded:** Cllr Gudgeon

**All in favour**

### b) STAFFING

#### ➤ **Report from the chairman**

Cllr Vasey delivered the report on staffing matters that had occurred since the last parish council meeting.

#### ➤ **Election of further members to the Staffing committee**

**Nominated:** Cllr Brar

**Proposed:** Cllr Gudgeon

**Seconded:** Cllr Vasey

**All in favour**

*At this point the clerk and the public left the room to allow for consideration of the next 2 items.  
Cllr Kaushal-Bolland would take the minutes.*

#### ➤ **Clerk's contract**

- Fuel allowance – – The clerk's contract currently does not allow for any travel expenses within the parish to be paid. Following discussion with Councillors it was agreed that 45p/mile should be claimable in-line with YLCA guidelines.

**Proposed:** Cllr Thirkill

**Seconded:** Cllr Vasey

**All in favour**

**Resolved:** That paid staff of the Parish Council should be permitted to claim upto 45p/mile for business travel subject to ensuring that driver insurance is provided for travel whilst undertaking

official business. Also that the Staffing Committee should oversee a new contract for the Clerk to reflect latest HR regulations and the provision of travel mileage.

- Office rent – The clerk receives £13.50/week for using her home as an office (this was originally based on working 10 hours a week clerk now is employed for 18). This is to cover heating, lighting, telephone etc. The committee had no official recommendation to work from and as such the allowance payable is set by each individual council. A proposal of £24.30 was suggested which took into account the additional hours worked.

**Proposed:** Cllr Pearson

**Seconded:** Cllr Cunningham

**All in favour**

**Resolved:** That the office rent for the Clerk should be increased to £24.30/week.

- Assistant Clerk / Volunteer Co-ordinator Role  
Cllr Kaushal-Bolland proposed that with the extra workload for the Clerk along with developments with the library that more support was needed. 10-12 hours would allow the Asst Clerk to co-ordinate the library volunteers and provide cover for the clerk when on annual leave and administrative support for the clerk and Chairman.

**Proposed:** Cllr Kaushal-Bolland

**Seconded:** Cllr Pearson

**All in favour**

**Resolved:** That a new role of Asst Clerk / Volunteer Co-ordinator should be created.

### c) **FINANCE**

➤ **Report from the chairman**

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

➤ **Budget, Precept and Council Tax 2017/18**

The clerk took the council through the proposed budget.

Net expenditure: £50,321

Use of reserves: £10,000

Precept: £40,321

Council tax based on band D: £16.98

Increase of £2.61 (18.1%)

**Proposed:** Cllr Kaushal-Bolland

**Seconded:** Cllr Hepton

All in favour

**Resolved:** That the Budget, Precept and Council tax for 2017/18 as laid out in the budget document is approved.

➤ **List of Invoices and Cheques**

**Proposed:** Cllr Vasey

**Seconded:** Cllr Pearson

All in favour

**Resolved:** That the list of invoices and cheques were approved and signed by the Chairman.

➤ **Monitoring Statement**

The RFO presented the current financial situation to the council.

**Proposed:** Cllr Gudgeon

**Seconded:** Cllr Vasey

All in favour

**Resolved:** That the monitoring statement is approved

➤ **Election of further members to the Finance committee**

**Nominated:** Cllr Vasey

**Proposed:** Cllr Thirkill

**Seconded:** Cllr Hepton

**All in favour**

### d) **EVENTS**

➤ **Report from the Chairman**

In Cllr Pitts absence Cllr Thirkill provided the report on from the Events Committee that had

occurred since the last parish council meeting.

➤ **Election of further members to the Events committee**

**Nominated:** Cllr Cunningham

**Proposed:** Cllr Gudgeon

**Seconded:** Cllr Hepton

**All in favour**

➤ **Future events**

The Events Committee asked that council consider future events. Suggestions to be sent to anyone on the committee for consideration or brought to the next meeting in March. Council also commented that it would be helpful to find out what the public wanted. Cllr Kaushal-Bolland would also discuss this at the Youth Council meeting.

**2017/358**

**CLAYTON LIBRARY**

➤ **Library update**

Cllr Kaushal-Bolland provided an update on the library situation and asked to be allowed to continue talks with the various bodies involved. Future updates would be provided to full Council at the next meeting.

**Proposed:** Cllr Kaushal-Bolland

**Seconded:** Cllr Brar

All in favour.

**Resolved:** That the chairman be allowed to continue talks with the various bodies involved.

➤ **Establishment of a working group – Library Oversight Group**

Cllr Kaushal-Bolland presented a governance structure of how Clayton library services will be managed from April 2017. It was proposed that a Library Oversight Group should be established to oversee the strategic direction and management of local library services. It was proposed that the Chairman of the Parish Council plus one other councillor become members of the Library oversight Group.

**Nominated:** Cllr Brar

**Proposed:** Cllr Thirkill

**Seconded:** Cllr Vasey

All in favour

**Resolved:** That the Library Oversight Group is established and that the Chairman plus one councillor (Cllr Sujit Brar) is elected.

➤ **Library Refurbishment – Office facilities**

Cllr Kaushal-Bolland presented a paper on the proposed developments to construct an office within the Library. Discussions on the designated space had been approved in principle with Mandy Webb at Bradford Council. The estimated cost provided by Bradford Council is £6,000 plus VAT including a contingency of 20%.

**Proposed:** Cllr Kaushal-Bolland

**Seconded:** Cllr Thirkill

All in favour

**Resolved:** That the designated space is developed to create a multi-purpose use office space and that £6,000 is allocated to this development from the 2016/17 Transitional budget.

**2017/359**

**DEFIBRILATOR**

The council discussed the viability of obtaining a Defibrillator for the Village. Cllr Kaushal-Bolland asked if the Events Committee would review this? Cllr Cunningham would take the lead on this and report at the next meeting of the Events committee.

**2017/360**

**YOUTH COUNCIL**

Cllr Kaushal-Bolland requested the sum of £100 to facilitate an introduction/induction evening with potential Youth Council members. The funds will be used to purchase food and refreshments.

**Proposed:** Cllr Kaushal-Bolland

**Seconded:** Cllr Brar

**All in favour**

**Resolved:** That £100 be allocated for food and refreshments.

**2017/361**

**GRANT AID**

a) **CLAYTON COMMUNITY ASSOCIATION**

A request for £2800 was received from the above group. The group were applying for a grant for a full central heating system upgrade. They were applying to Biffa and a condition is that they need a 3<sup>rd</sup> party to contribute. The grant would not be required until April 2017 but would be ring fenced from the 2016/17 financial year.

**Proposed:** Cllr Hepton

**Seconded:** Cllr Gudgeon

All in favour

**Resolved:** That Clayton Parish Council fully support the Biffa application from CCA and that a sum of £2800 be awarded to Clayton Community Association.

**2017/362**      **PUBLIC CONSULTATION AND QUESTION TIME**

No questions were raised.

**2017/363**      **REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

**Parish Council Liaison Meeting** - Cllr Vasey attended in the absence of the Chairman. The meeting took place at the Steeton Hub. Ian Day was in attendance and concerns were raised from other parish councils on the budget setting at Bradford Council. Their timescales didn't correlate with that of the meetings of some Parish Councils.

**Glenholme Allotments Association** – Cllr Cunningham updated the council on the waiting list situation. Currently no one is on the waiting list. Invoices have been sent out for 2017 with a number paid up already.

**2017/364**      **TO NOTIFY THE CLERK ON MATTERS FOR INCLUSION ON THE NEXT AGENDA**

Cllr Gudgeon would bring a paper on dementia friendly services for the village.

**2017/365**      **DATES OF MEETINGS – 2016/17**

Next meeting is 16<sup>th</sup> March 2017

16 March 2017

18 May 2017

20 July 2017

21 September 2017

16 November 2017

***The meeting closed at 8.55pm***