

CLAYTON PARISH COUNCIL

ANNUAL MEETING held at THE VILLAGE HALL, CLAYTON. THURSDAY 8Th MAY 2014 – 7PM

2014/147 PRESENT

Councillors: J Pitts (Chairman), C Thirkill, S Gudgeon, L. Leeming, D Delaney, R Spencer, C Kaushal- Bolland. M Hinchcliffe, I Hepton, S Parvez, A Cunningham

2014/148 IN ATTENDANCE

C. Hepton, Clerk
K Pickles, Responsible Finance Officer and 9 members of the public.

2014/149 ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF CLAYTON PARISH COUNCIL

Councillor Jean Pitts (Chairman) opened the meeting by welcoming everyone.

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

Nominee:
Cllr J Pitts

Proposed by:
Cllr I Hepton

Seconded by:
Cllr R Spencer

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

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

Nominee:
Cllr C Kaushal–Bolland

Proposed by:
Cllr L Leeming

Seconded by:
Cllr S Parvez

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

2014/150 DECLARATION OF ACCEPTANCE OF NEWLY APPOINTED CHAIRMAN AND VICE CHAIRMAN

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

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

2014/151 ELECTION OF COMMITTEES AND WORKING GROUPS.

Planning Committee.

Cllrs Gudgeon, Hepton, Hinchcliffe, Thirkill were elected to the Planning Committee.

Proposed: Cllr Spencer
All in favour

Seconded: Cllr Delaney

Staffing Committee.

Cllrs Spencer, Hinchliffe, Delaney were elected to the staffing committee

Proposed: Cllr Hepton

Seconded: Cllr Gudgeon

All in favour

It was proposed that the social media and newsletter working group merge to form one group.

Social Media/Newsletter working group.

Cllrs Gudgeon, Kaushal-Bolland, Thirkill, Leeming were elected to the social media/newsletter working group.

Proposed: Cllr Hepton

Seconded: Cllr Spencer

All in favour

Allotments Association

Cllrs Delaney and Spencer were elected to the allotments association. This would also be voted on again for a third member at the meeting in July.

Proposed: Cllr Thirkill

Seconded: Cllr Hepton

All in favour.

2014/152

ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES.

a) Police Liaison Group --- Cllr Hepton elected.

Proposed: Cllr Leeming

Seconded: Cllr Gudgeon

All in favour

b) Clayton Urban Partnership –Cllr Thirkill

Proposed: Cllr Hepton

Seconded: Cllr Spencer

All in favour

c) Glenholme Allotments Association. – This would be brought up as an agenda item at the next meeting in July.

d) Parish Council Liaison. – Cllr Pitts elected.

Proposed: Cllr Kaushal-Bolland

Seconded: Cllr Hepton.

All in favour.

2014/153

APOLOGIES FOR ABSENCE

Cllr Rhodes – work commitments. Absence authorised.

2014/154

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 Hinchliffe declared an interest in item 16 – St Anthony’s Primary School.

2014/155

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

No items recorded.

2014/156

PREVIOUS PARISH COUNCIL MINUTES AND PROGRESS REPORT

Proposed: Cllr Spencer

Seconded: Cllr Parvez

All in favour

Resolved: That the presented minutes are signed by the Chairman as a true record of the meeting held on 20th March 2014.

2014/157 **CHAIRMAN'S REMARKS AND CORRESPONDENCE**

These would be taken up with the agenda items further in the meeting

2014/158 **PUBLIC CONSULTATION AND QUESTION TIME**

No questions raised.

2014/159 **ANNUAL ACCOUNTS AND AUDIT REPORT**

a) Annual Accounts for the year ended 31 March 2014

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

Resolved: That the accounts for the financial year ending 31 March 2014 were accepted and agreed.

b) Internal Audit Report 2013/14

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

Resolved: That the internal audit report for the year ended 31 March 2013 was accepted; David Horrocks would continue as internal auditor 2014/15.

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

Proposed: Cllr Kaushal-Bolland **Seconded:** Cllr Hinchliffe
Resolved: That the Annual Return was accepted and approved.

The Chairman and Financial Officer signed the Annual Return as required.

2014/160 **FINANCE**

a) List of Invoices and Cheques

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

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

b) Internal Control

Keith Pickles discussed the internal control and it was agreed that two members, Cllrs Kaushal-Bolland and Cllr Hinchliffe would review the accounting process on an annual basis.

Proposed: Cllr Delaney **Seconded:** Cllr Spencer
All in favour

2014/161 **STANDING ORDERS**

The council were updated on the new standing orders that were presented. No concerns raised.

Proposed: Cllr Thirkill **Seconded:** Cllr Hinchliffe
All in favour

Resolved: That the Standing Orders be accepted.

2014/162 **FINANCIAL REGULATIONS**

The council were updated on the new financial regulations. The RFO explained that there was more detail provided. The main addition was the facility to use bank transfer as a means of payment. Whilst CPC wasn't currently looking at this to replace payment by cheque, it did lay out the rules surrounding such methods.

Proposed: Cllr Hepton **Seconded:** Cllr Hinchliffe
All in favour

Resolved: That the financial regulations be accepted.

2014/163

RISK ASSESSMENT

The council were updated on the new risk assessment. The RFO explained that currently there were no high risk processes at CPC.

Proposed: Cllr Delaney

Seconded: Cllr Parvez

All in favour

Resolved: That the Risk Assessment report be accepted.

2014/164

APPLICATIONS FOR GRANT AID

a) **Clayton Cricket Club**

A request was made from the above organisation for a grant of £2100 to repair and lay a disabled access to the pavilion.

Proposed: Cllr Cunningham

Seconded: Cllr Parvez

All in favour

Resolved: That in principal £2100 is awarded to the cricket club. The cricket club are to investigate whether any of the quotes included VAT. The cricket club would liaise with the clerk once final quotes had been received and they had met with their members.

b) **St. Anthony's Primary School**

A request had been made from the above organisation for a grant of £495.

Proposed: Cllr Delaney

Seconded: Cllr Thirkill

All in favour

Resolved: That £495 be awarded to St. Anthony's Primary School

2014/165

YORKSHIRE LOCAL COUNCILS ASSOCIATION (YLCA)

Proposed: Cllr Kaushal-Bolland

Seconded: Cllr Thirkill

All in favour

Resolved: That the ongoing Membership of the Yorkshire Local Councils Association at the subscription fee of £846.00 was accepted.

2014/166

REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

Police Liaison - Cllr Kaushal-Bolland was unable to attend said meeting. Cllr Pitts stood in on his behalf and reported the following:

- Burglary down 38%
- Theft from cars up 8%
- RS news now has CCTV installed.
- An ASBO was issued to a local individual
- Warning of an increase in theft from sheds and garages.

Parish Council Liaison Meeting - Cllr Pitts had no further updates

Clayton Urban Partnership update - Cllr Thirkill had no further updates

Glenholme Allotments Association - Cllr Cunningham reported that there are still 3 owners yet to pay.

2014/167

ALLOTMENTS ASSOCIATION 2014/15

a) **Proposed:** Cllr Hinchliffe

Seconded: Cllr Spencer

All in favour

****Resolved:** That £200.00 from the 2014/15 Allotments budget be awarded to the Allotments Association in order to allow them to purchase items and materials during the current financial year and that a report of the spending is brought to the May 2015 meeting of the Parish Council.

b) Allotments Association rules.

The clerk will update the council at the next meeting.

2014/168

CLAYTON LIBRARY

Cllr Thirkill and Cllr Pitts have met with Belinda Gaynor regarding the procedure to enable the council to obtain the library as a community asset. Further meetings and investigations to follow.

Proposed: Cllr Gudgeon

Seconded: Cllr Thirkill

All in favour

Resolved: That the council would proceed with enquiries to enable the library to become a community asset.

2014/169

WW1 COMMEMORATION

Clayton History group have plans in place to hold a display in St. John's church with memorabilia etc. The community choir along with Clayton CE Primary School would hold a concert in said church on 17th July (New CPC meeting date TBA). A plaque for the poppy bed was also suggested.

Cllr Delaney and Cllr Spencer would form a working group to ensure that plans come together before the next meeting for the commemoration of WW1.

Proposed: Cllr Hepton

Seconded: Cllr Spencer

All in favour

Resolved: The £1000 is awarded to the working group and for them to decide how best the money will be spent for the commemoration.

2014/170

CLAYTON IN BLOOM

It was decided that Cllr Pitts, Cunningham and the clerk would meet to arrange this. Promotional posters to be prepared and passed to Cllr Gudgeon for upload to the website.

2014/171

HANGING BASKETS.

Proposed: Cllr Spencer

Seconded: Cllr Hepton

All in favour

Resolved: That 14 hanging baskets be purchased for the businesses as per the list.

2014/172

DATES OF MEETINGS – 2014/15

All dates approved with the exception of 17th July. This was changed to 24th July to allow the council to be able to attend the WW1 event.

Proposed: Cllr Delaney

Seconded: Cllr Hepton

All in favour

24 July 2014
18 September 2014
20 November 2014
15 January 2015
19 March 2015
14 May 2015
16 July 2015

The meeting closed at 9.00pm