

TO: ALL MEMBERS OF CLAYTON PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend the Meeting of Clayton Parish Council to be held at Clayton Village Hall on **Thursday 15th January 2026** at 7:00pm, 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.

Claire Hepton
Clerk to Clayton Parish Council

Tel: 01274 813134
E-mail: clerk@clayton-pc.gov.uk

C L Hepton

Date: 7th January 2026

AGENDA

1 APOLOGIES FOR ABSENCE

To receive and consider the acceptance and approval of Apologies for Absence notified by Members.

2 ADMISSION OF THE PUBLIC

(Public Bodies (Admission to Meetings) Act 1960, and 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.

3 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 19th May 2022.

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.

4 PREVIOUS PARISH COUNCIL MINUTES AND PROGRESS REPORT, FOR INFORMATION ONLY, ON MATTERS ARISING FROM THE MINUTES WHICH ARE NOT INCLUDED ELSEWHERE ON THE AGENDA

To receive the Minutes of Clayton Parish Council's meeting held on 20th November 2025. The Chairman and/or 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 meetings held on 20th November 2025 and that they are signed by the Chairman.

5 CHAIRMANS 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 (copies of which wherever possible have been circulated to Members).

6 COMMITTEE REPORTS

a) PLANNING

- *Report from the Planning Chairman*

Cllr Thirkill to provide an update.

- Election to the committee

Cllr Douglas would like to be elected on to the committee.

b) STAFFING

- *Report from the staffing Chairman*

Cllr Houldsworth will provide an update

c) FINANCE

- *Report from the Finance Chairman*

Cllr Ilyas will provide an update

- Election to the committee

Cllr Douglas would like to be elected on to the committee.

- Budget, Precept and Council Tax 2026/27

Cllr Ilyas will present the proposed budget, precept and council tax for 2026/27

Recommended: That the Budget, Precept and Council tax for 2026/27 as laid out in the budget document be set as follows:

Net expenditure: £98,867

Use of reserves: £10,000

Precept: £88,867

Council tax based on band D: £34.34

- *List of Invoices and Cheques*

Details to be circulated to Members at the meeting.

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

d) ALLOTMENTS

- *Report from the Finance Chairman*

Cllr Ilyas will provide an update

- Election to the committee

Cllr Douglas would like to be elected on to the committee.

7 CLAYTON ROUNDABOUT

To approve the quote for the annual maintenance of the roundabout and allotment.

8 INSURANCE

Our Parish Council insurance is due at £716.50

9 SOCIAL MEDIA

Item deferred from last meeting and for discussion.

10 REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

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

- a) Parish Council Liaison Meeting update
- b) Library oversight group

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;
- To receive suggestions of items for inclusion on the agenda of the next Parish Council meeting from the Public and also from members of the Parish Council.

12 TO NOTIFY THE CLERK ON MATTERS FOR INCLUSION ON THE NEXT MEETING'S AGENDA

13 DATES OF NEXT MEETING

The date of the next meeting of Clayton Parish Council is 19th March 2026 at Clayton Village Hall