

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 17th November 2022** 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

Date: 9th November 2022

Tel: 01274 813134

E-mail: clerk@clayton-pc.gov.uk

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 8th August 2022. 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 8th August 2022 and that they are signed by the Chairman.

5 ELECTION OF A VICE CHAIRMAN

To elect a Vice Chairman of Clayton Parish Council.

6 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).

7 CASUAL VACANCY

Following an application for co-option the staffing committee have invited Ms Smith to the full parish council so that they can review her application.

8 COMMITTEE REPORTS

a) PLANNING

- *Election of member to the planning committee*

Cllr Thirkill and Cllr Senior have asked to be elected on to this committee.

- *Report from the Planning Chairman*

Nothing to report as the committee are yet to meet.

b) STAFFING

- *Report from the Staffing Chairman*

Cllr Houldsworth will provide an update.

- To formally approve movement through pay scale for clerk and asst clerk
- Review of staffing roles and responsibilities.

c) FINANCE

- *Report from the Finance Chairman*

Cllr Andrew will provide an update

- Smaller Audit Authority Appointments (SAAA)

All councils are automatically opted in to the SAAA for 5 years. Member councils must be given the opportunity to 'opt out'. This decision must not be taken lightly, and councils must consider this carefully.

An opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;

- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;

- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

Recommended: That the parish council continue with the arrangement to 'opt in' as in previous years.

- *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 Allotment Chairman*

Cllr Thackwray will provide a report on allotment matters since the last parish council meeting.

- Allotment management software (Scribe)
The committee agreed to purchase the software for all admin for allotments. Members are asked to formally approve at a cost of £288/year plus a one off set up cost of £147.

9 NEW MODEL COUNCILLOR-OFFICER PROTOCOL

Members are asked to formally approve the new protocols. Full details are attached.

10 PROTOCOLS FOR DEATH OF SENIOR ROYAL

Whilst there is a legal framework in place members are asked to consider the councils own response.

11 WREATH

Clerk purchased a wreath for Remembrance Sunday. Members are asked to retrospectively approve £50 for a civic wreath for laying at Remembrance Sunday.

12 THORNABY PARK

Following on from minute no 2022/074. Cllr Thackwray and Houldsworth will update the council on their meeting with Bradford Council. Members are asked to and debate the next steps.

13 CHRISTMAS EVENTS

Following on from the meeting in July further discussions to be held around the plans for Christmas.

- Clerk will provide costings for the Christmas tree and install/removal of tree
- Christmas lights – clerk to provide an update
- Carols around the tree

14 CHANGES TO PROPOSED AREA WIDE TRAFFIC REGULATION ORDER 2022/23

The council has received 2 proposed changes to waiting times for discussion. Full details are attached.

15 WEBSITE

Cllr Houldsworth has offered to help with the website content/management when the clerk is absent i.e annual leave or when her resources are stretched.

16 PRECEPT MATTERS

Keighley Town Council are asking for support to a re-draft of the policy on how large payments are made to some of the bigger councils. Cllr Thackwray will provide more information.

17 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

18 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.

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

20 DATES OF NEXT MEETING

The date of the next meeting of Clayton Parish Council is 19th January 2023 at Clayton Village Hall