

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 8TH JANUARY 2016 AT 7.30PM
AT CLAYTON GREEN LIBRARY

PRESENT: Councillor A Cullens (Chairman)
Councillor J Cronshaw
Councillor S Fenn

IN ATTENDANCE: Mrs TD Morris (Clerk)

	ACTION
<p>16.01 APOLOGIES</p> <p>There were no apologies.</p> <p>Substitute Management Committee Member It was proposed that there should be a named substitute that would be able to attend if the meeting were not quorate.</p> <p>This would be raised at the next full parish council meeting.</p>	FPC
<p>16.02 DECLARATION OF INTEREST</p> <p>There was no declaration of interest.</p>	
<p>16.03 APPROVAL OF MINUTES DATED 28th SEPTEMBER 2015</p> <p>It was RESOLVED to approve the minutes of the meeting held on 28th September 2015 as correct record, which were duly signed by the Chairman.</p>	
<p>16.04 MATTERS ARISING</p> <p>Bowling Club Working Agreement It was noted that the Clerk had contacted the parish solicitors and had advised them of the renewal of the agreement in July 2016.</p>	

Councillor A Cullens reported that he had been making provisional revisions of the working agreement and would be meeting with the Chairman of the Bowling Club (Councillor E Whiteford) in order to gain an initial response regarding the revisions. Once the document was finalised the parish would then approach the leaseholder of the Ley Inn to record their view.

Protocol for the Release of Legal Documents/Papers

The committee were advised that the solicitors required a protocol for releasing official documents and to confirm the appointment of the new Clerk.

It was requested that the Clerk write a letter stating the change of clerk and that no legal papers and/or documents were to be released to any member of the public or council member without written authorisation from the Chairman and the Clerk.

Clerk

16.05 ANNUAL REVIEW OF STANDING ORDERS / POLICIES

It was noted that the Standing Orders and Code of Conduct should be reviewed on an annual basis.

It was agreed that this would be the initial focus of the Management Committee. The finalised documents would be tabled at the Annual General Meeting in May 2016.

MGT

Policies Development

The Clerk advised that she would provide the parish with a policies grid as soon as was practicable to advise on how to proceed with implementation timetable.

Clerk

16.06 REVIEW OF COMMITTEE STRUCTURE

The members considered the proposal to merge the Environment and Play and Leisure Committees as they had many overlapping priorities.

After due consideration, it was agreed to recommend that the two committees should merge, and its name, remit and membership would be revised at the Annual General Meeting in May 2016.

AGM

16.07 PARISH DEVELOPMENT PLAN

The members were informed that the Finance Committee had considered a provisional 5-year financial plan which would be the cornerstone of any future development plan.

It was requested that the Clerk provide the Management Committee with a copy of the 5 Year financial plan for their information.

Clerk

There was a discussion regarding the future plans for the parish council which included environmental development as well as more contact / support with the community.

16.08 PLANNING APPLICATIONS

Under delegated powers the Management Committee reviewed planning applications held during the Christmas break.

It was **RESOLVED** to make 'no comment' on the following applications:

- **15/01213/FULHH.** Erection of rear conservatory. 6 Hawthorne Close.
- **15/01131/FUL.** Conversion of garage to form habitable accommodation. 7 Grange Close.
- **15/01160/FUL.** Erection of detached building to accommodate office use and care facilities. Dalesview Partnership Back Lane.
- **15/01179/FUL.** Erection of first floor rear extension. 19 Pear Tree Road.
- **15/01178/FUL.** Proposed detached house and garage. Land at rear of 438 Preston Road.

It was **RESOLVED** to lodge an objection to this development as it was considered to be a green field plan an under protection as per the neighbourhood plan.

Clerk

16.09 CLERKS GOALS/TARGETS AND JOB EVALUATION

It was planned that goals/targets would be set for the next year at the Annual General Meeting in May 2016. The Clerk's targets would be set against the parish development plan.

Job Evaluation

The Chairman reported that he had liaised with the Clerk and reviewed, finalised and signed off the job evaluation document. The Clerk advised that she had received a reply from the evaluation committee which would report back on its findings in 6-8 weeks (February 2016).

Clerk

The Committee would be informed of any further correspondence in due course.

16.10 REQUEST FOR SCOUT LEADER TO ADDRESS THE FPC MEETING

The Clerk informed the members that she had received a request from the local scout leader to address the full parish council regarding voluntary work within the parish.

The councillors were happy to allow the scout leader to speak at the start of the full council meeting on Monday 18th January 2016.

Clerk

16.11 CONFIDENTIAL ITEMS

There were no items deemed confidential.

16.12 DATE OF NEXT MEETING

The next scheduled meeting was to be arranged at the next full council meeting.