

# BAYTON PARISH COUNCIL

## Minutes of the Parish Council Meeting of Bayton Parish Council held in Bayton Church at 7.40pm on Tuesday 25<sup>th</sup> April 2023

**Present:** Cllr Miles (Chair), Cllr Tonks, Cllr Adams, Cllr Wakeford, Cllr George

**In Attendance:** Clerk. No members of Public

1. **Apologies:** Noted from Cllr Kemp, Cllr Burns.
2. **Declaration of Interest:**
  - a. **Register of Interests** – Cllrs reminded to keep their registers up to date.
  - b. **Disclosable Pecuniary Interests** – Chair item 10c -M/23/00414/HP – due to being property owner.
  - c. **Other Disclosable Interests** – Chair see above.
  - d. **Cllrs own Computers/Tablets/Phones** – Cllrs confirmed own devices are password protected, have antivirus software installed and automatic updates set for their systems as per agreed policies.
3. **Dispensations** –  
To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) –
  - a. **Dispensations requested** – None requested.
4. **Public Question Time** – No issues raised.
5. **County Cllr Report** – Apologies received, report at end of minutes.  
**District Cllr Report** – Apologies received.
6. **Minutes of Parish Council Meeting** held on 11<sup>th</sup> April 2023 were agreed by all and signed by Chairman.
7. **Progress reports for information** –
  - a. **Coronation Corner** – Clerk still waiting for Housing Association response.
  - b. **May 2023 Elections (circulated)** – MHDC have called election for 22<sup>nd</sup> June, further details to follow.
  - c. **Coronations Mugs** – Church have thanked PC for giving them the spare mugs to raise funds for the Church.
8. **Reports on Meeting attended by Clerk or Councillors:** Clerk – 24<sup>th</sup> April – Clows Top Village Hall AGM.
9. **Finances** –
  - a. **Payments made** – DM Payroll Services Ltd (see item 9k) = £100.00, Worcestershire CALC (see item 9e) = £392.19, Forest & Garden Machinery (Severne Green mowing first payment) = £480.00, Mrs S Burrows (Clerks Salary, cheque dated 2<sup>nd</sup> May when payment due) = £263.32.
  - b. **To report receipts since last meeting** – WCC LM January = £214.50, February = £107.25.
  - c. **Bank Reconciliation March** – Balance agreed £21075.38 as circulated.
  - d. **Payments from 8<sup>th</sup> May 2023** – It was agreed by all that one retiring Cllr on bank mandate is to sign urgent cheques with one elected Cllr whilst PC are not quorate from 8<sup>th</sup> May 2023..
  - e. **Worcestershire County Association of Local Councils (WCALC)** – It was agreed by all to pay subs for 2023-2024 = £392.19 as circulated.
  - f. **Reserves Policy** – It was agreed by all as circulated.
  - g. **Asset Register** – It was agreed by all as circulated.
  - h. **Insurance due 1<sup>st</sup> June 2023** – It was agreed by all for Clerk to pay premium when due, details to be circulated to the two elected Cllrs and retiring Cllr on bank mandate.
  - i. **Certificate of Exemption from External Audit (circulated)** – It was agreed by all PC income and expenditure for 2022-2023 are both under £25,000.00.
  - j. **Annual Governance Statement (circulated)** – It was agreed by all that all matters are being adhered to.
  - k. **Internal Auditors Report (circulated)** – No issues raised. It was agreed by all to pay invoice £100.00.
  - l. **Annual Return/End of Year Accounts 2022-2023 (circulated)** – Accounts agreed by all, Chair signed documents. Balance at 31<sup>st</sup> March 2023 = £21075.38.
  - m. **To review Budget for 2023-2024** – it was agreed by all to approve budget as circulated.
10. **Planning:**
  - a. Plans circulated since last meeting – **None.**
  - b. **Decisions received since last meeting** –  
**M/23/00286/CAN - New Tree Preservation Order 703 (2023) - 1 Clows Top Road, Bayton.**

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- c. **Plans for comment on tonight –**  
The Chair left the room – Cllr Adams Chaired the meeting for this item.  
M/23/00414/HP – The Reading Room, Bayton, Kidderminster DY14 9LW – Erection of conservatory to the rear of dwelling and detached single storey residential annex, following demolition of an existing outbuilding. It was agreed by all to support the application.  
The Chair returned to the room and Chaired the remainder of the meeting.
  - d. **Breach of Planning Permissions in Parish** – MHDC are continuing to look at ongoing issues.
- 11. Road report**
- a. **Lengthsman** – Work continuing, blocked drains reported.
  - b. **Problems to report** – Pothole B4202 by BT Box, Clows Top has been reported.
- 12. Scheme of Delegation** – It was agreed by all to adopt as circulated.
- 13. Annual Parish Meeting** – No matters to discuss.
- 14. Correspondence for information** –  
CALC, NALC, WCC, MHDC, Police, South Worcestershire Development Plan, Police and Crime Commissioner.
- 15. Clerks report on Urgent Decisions since last meeting** – None.
- 16. Councillors' reports and items for the next agenda.**  
**Agenda items** – Speed signs, Mobile Phone for PC, email for PC.
- 17. Date of next Meeting** – **TO BE CONFIRMED.**
- 18. Meeting Closed 7.59pm.**

Signed----- Date 27<sup>th</sup> July 2023  
Chair

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## County Councillors Report

A short report this month:

1. There have been a number of senior staff changes at the County Council.
  - a. Hazel Best has been appointed the new Monitoring Officer. This is the council's senior legal officer.
  - b. Lisa McNally has been appointed the new Director of Public Health.
  - c. Phil Rooke has been appointed the new Chief Finance Officer.
2. Paul Walker has been appointed as the new Chairman of the Worcestershire LEP (Local Enterprise Partnership). The government has launched a consultation on the future of LEPs. It is expected that the Worcestershire LEP will continue for the next two years prior to any changes which may take place.
3. Matthew Hopkins the Chief Executive of the NHS Acute Trust (which includes the Worcester Royal Hospital) has resigned to take up a new position.
4. The Boundary Commission proposals for changes to Division boundaries and Councillor numbers within Worcestershire County Council is to take place between May and July. Any changes will come into effect at the elections in May 2025.
5. The Bus Service Review in Worcestershire continues and will include the possible increase in the use of Community Transport.  
A second review is also taking place regarding Home to School Transport which currently costs the County Council £25million each year.

**David Chambers**  
**County Councillor, Tenbury Division.**