

# BAYTON PARISH COUNCIL

Chairman Richard Adams, Vice Chairman Bob Lawrence, Lester Miles  
Jane Kemp, Richard Wakeford, Paul Tonks

## To Members of Bayton Parish Council

You are duly required to attend **Bayton Parish Council Meeting** to be held by VIDEO  
on **Tuesday 12<sup>th</sup> JANUARY 2021** at 7.30pm  
Agenda

1. **Apologies:** To note apologies
2. **Co-option** – to discuss applications received.
  
3. **Declarations of Interest:**
  - a. **Register of Interests:** Cllrs are reminded to complete a new Register of Interests form.
  - b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - c. To declare any Other Disclosable Interests in items on the agenda and their nature.  
Cllrs who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
  
4. **Dispensations** – to agree that Dispensations received from Cllrs be discussed and agreed by the full Council at start of meetings.
  - a. To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – written requests to be with the clerk at least 4 clear days prior to a meeting.
  
5. **The meeting will be adjourned for Public Question Time**  
The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting: brief notes will be appended to the minutes as an aide memoir.
  
6. **County Cllrs Report**  
**District Cllrs Reports**
  
7. **Minutes:** To consider adoption of the minutes of the last video meeting of the Council held on 8<sup>th</sup> December 2020 (attached).
  
8. **Progress reports** for information
  - a. **Seat Clows Top and Bench Coronation Corner** – to discuss purchase.
  - b. **Waste bins** – update regarding signs for bins.
  - c. **Village Gates** – B4202 and A456 Clows Top – update.
  - d. **Maintenance Contract work** – update
  - g. **Church Lane, Bayton (car park end)** – update
  - h. **Hedge cutting at Severne Green** – update.
  - i. **Church Car park surface**– Response from Bayton Village Hall & Recreation Ground Committee.
  
9. **Reports on Meetings attended by Clerk or Councillors:**
  
10. **Finances:**
  - a. To consider payments to be made as on list presented at meeting
  - b. To report receipts since last meeting
  - c. To agree Bank Reconciliation for Current Account – December 2020
  - d. **Data Protection Renewal Fee** - To report DD payment of £35.00 due 23<sup>rd</sup> January 2021
  - e. **Clerks Expenses 2019-2020** – To agree to pay £144.71 as circulated.
  - f. **Internal Auditor**-To agree to appoint at cost of £75.00.
  - g. **Computer Lessons** - To discuss budgeting for this project.
  - h. **Precept 2021-2022** – to agree precept, information circulated.

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11. **Planning:**
  - a. Plans circulated since last meeting – None
  - b. **Decisions received since last meeting –**  
**20/01380/HP- Deeter Cottage 1 The Terrace, Clows Top** – Demolition of garage and erection of two storey extension to front elevation.  
**20/0013/FULL (amended plans)** – Land adjacent to Victory Hall, Tenbury Road, Clows Top – Erection of 5 new dwellings and resurfacing and regularisation of adjacent carpark.
  - c. **Plans for comment on tonight –**  
**20/02057/PIP – Highbrae, Mamble Road, Clows Top, Kidderminster DY14 9HX – Application for Permission in Principle for 9 dormer bungalows with access, parking and landscaping**  
**20/01987/LB – Bank House, Bayton, Kidderminster DY14 9LQ – Structural repairs to timber framing in large living room, Labelled B on the plan drawing.**
  - d. **Enforcement updates -**  
ENF/19/0085 - Sheds on land at Bayton Common  
ENF/19/0325 - Scrap Metal Bayton Common  
ENF/20/0352 – Agricultural land being used as garden Bayton Common
12. **Roads –**
  - a. **Lengthsman** –Monthly progress report and Contract Renewal from 1<sup>st</sup> April 2021.
  - b. Any problems to report.
  - c. **Beach Hay crossroads visibility splays** – update.
  - d. **B4202 Bayton Common** - Branch resting on BT Line.
  - e. **B4202 Bayton Common** – WCC update regarding water on road.
13. **GDPR - to agree to adopt following Policies as circulated –**  
Bring Your Own Device (BYOD) Policy, Removable Storage Devices Policy, Information Technology Policy, Data Retention and Disposal Policy, Retention Table as reviewed by Clerk January 2021, Data Handling Profile, Data Audit Schedule as reviewed by Clerk January 2021, Data Audit Questionnaire as reviewed by Clerk January 2021
14. **Cllrs own Computers/Tablets/Phones** – Cllrs to confirm own devices are password protected, have antivirus software installed and automatic updates set for their systems. Please refer to relevant Policies as circulated.
15. **Cllrs email address** – Cllrs to consider setting up dedicated email address for PC correspondence
16. **Managing Unreasonable/Vexatious Complaints** – To agree to adopt Policy as circulated
17. **Covid 19 funding** – To agree to adopt Policy as circulated.
18. **Risk Assessment (circulated)** – to review and agree as circulated.
19. **Confidential Complaint** – update.
20. **Correspondence for Information:**  
COVID 19 updates from CALC, NALC, WCC, MHDC, Police, South Worcestershire Development Plan  
**WCC** -Minerals and Waste Monitoring Report, **WCC** – Broadband updates  
**MHDC** -Bird flu outbreak, **MHDC** – Video Planning Training – Urban Design – 2<sup>nd</sup> March at 6pm
21. **Clerks report on Urgent Decisions since last meeting**
22. **Councillors reports and items for the next agenda.**  
Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
23. **Date of next VIDEO meeting: - Tuesday 9<sup>th</sup> February 2021 at 7.30pm**

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24. Cllrs to agree to close the meeting to Public and Press due to the confidential nature of the business to be discussed
25. Staff Meeting held on 11<sup>th</sup> January 2021 - To report on meeting.
26. Meeting Closed.

Signed *Sue Burrows*      Date 7<sup>th</sup> January 2021

**Clerk Sue Burrows**