

BAYTON PARISH COUNCIL
Chairman Cllr Christine Clarke, Richard Adams,
Susan Sharp, Steve Woodison

To Members of Bayton Parish Council

You are duly required to attend **Bayton Annual Parish Council Meeting** to be held on
Tuesday 14th May 2019 in **VICTORY HALL,CLOWS TOP** at
8pm or following closure of the Annual Parish Meeting if later

Agenda

1. **Election of Chairman:** To elect new Chairman and sign Declaration of Office.
2. **Apologies:** To receive apologies and to approve the reason for absence.
3. **Co-option** – to discuss applications received.
4. **Election of Vice Chairman.**
5. **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.
6. **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.
7. **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.
8. **County Cllrs Report** – if not given at Parish Meeting.
District Cllrs Reports – if not given at Parish Meeting.
9. **Standing Orders** – to review.
10. **Financial Regulations** – to review.
11. **Data Protection** – to review.
12. **To consider the Council's Scheme of Delegation** and to adopt as drafted.
13. **To appoint Cllrs to the following:**
 - a. Staffing Working Party
 - b. Planning Working Party
 - c. Clerk's Finance Support Group
14. **Council's Risk Assessment (circulated)** – to review.
 - a. **Asset Register** – to review.
 - b. **Insurance** – to agree to review this by email before renewal date on 1st June 2019.

BAYTON PARISH COUNCIL
Chairman Cllr Christine Clarke, Richard Adams,
Susan Sharp, Steve Woodison

15. **To appoint volunteers to the following roles:**
 - a. Footpaths Officer
 - b. Tree Warden

16. **To consider appointment of representative to outside bodies:**
 - a. Bayton Village Hall Committee (1 Cllr)
 - b. Clows Top Village Hall Committee (1 Cllr)
 - c. Worcestershire CALC Meeting Executive (2 Cllrs)

17. **Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 9th April 2019 (attached).

18. **Progress reports** for information
 - a. Parking in Bayton Village – to discuss
 - b. Coronation Corner Wall extension – to discuss
 - c. Report of Tree felling in Clows Top - update

19. **Reports on Meetings attended by Clerk or Councillors:**

20. **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 - April 2019.
 - d. **Worcestershire County Association of Local Councils (WCALC)** – to agree to pay subs for 2019-20 = £327.75
 - e. **Certificate of Exemption from External Audit (circulated)** – To agree PC income and expenditure for 2018-19 are under £25000.00.
 - f. **Annual Governance Statement (circulated)** – To agree PC are addressing all issues.
 - g. **Internal Auditors Report** (circulated) – To discuss.
 - h. **Annual Return/End of Year Accounts** (circulated) – To agree accounts for 2018-19 and to agree for Chairman to sign all documents as circulated.

21. **Planning:**
 - a. Plans circulated since last meeting – **None.**
 - b. Decisions received since last meeting –
 - c. Plans for comment on tonight –
19/00560/CLE – Church House, Bayton DY14 9LP – The assembly/manufacture of motor vehicles and associated sale from a former barn/stables.
19/00641/HP- 3 The Leasowes, Bayton DY14 9NA – Erection of a conservatory.
 - d. **Planning query - 17/01663/AGR – Larches Wood At (Os 7015 7431) Clows Top – Prior notification for track improvements to supply access to the whole site for the purposes of agricultural and forestry.** Update.

22. **Road report:**
 - a. Lengthsman –Monthly progress report.
 - b. Any problems to report.
 - c. Beach Hay crossroads visibility splays – update.

23. **Grant Application from Ninevah Ridge Care Farm** (circulated) – to discuss.
24. **Website for Parish** – to discuss setting up a site, Cllr to report further details.

25. **Annual Parish Meeting** – to discuss issues that may arise from the meeting.

26. **Correspondence for Information:**

MHDC Planning Training session – 4th July – 5.30 – 7.30 at Malvern.
Police Commissioners survey – to complete by 11th August 2019
Police Commissioner – ‘We Don’t Buy Crime’ Smartwater project

BAYTON PARISH COUNCIL
Chairman Cllr Christine Clarke, Richard Adams,
Susan Sharp, Steve Woodison

27. Clerks report on Urgent Decisions since last meeting

6th May 2019 - Complaint regarding building of wall by highway, Bayton

28. 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.

29. Date of next meeting: - TUESDAY 11th June 2019 - 8pm – Bayton Village Hall

30. Meeting Closed.

Signed *Sue Burrows* Date **9th May 2019**
Clerk Sue Burrows