

**BAYTON PARISH COUNCIL**  
**Chairman Richard Adams, Vice Chairman Bob Lawrence**  
**Jane Kemp, Lester Miles, Richard Wakeford, Paul Tonks**

**To Members of Bayton Parish Council**

You are duly required to attend **Bayton Annual Parish Council Meeting** to be held on  
**Tuesday 11<sup>th</sup> May 2021** in **BAYTON CHURCH**  
following closure of the Annual Parish Meeting

**Agenda**

1. **Election of Chairman:** To elect Chairman and sign Declaration of Office.
2. **Apologies:** To receive apologies.
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 discuss reviewing documents.
12. **To consider the Council's Scheme of Delegation** (circulated) - 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. **To consider appointment of representative to outside bodies:**
  - a. Bayton Village Hall Representative (1 Cllr)
  - b. Clows Top Village Hall Committee (1 Cllr)
  - c. Worcestershire CALC Meeting Executive (2 Cllrs)
15. **Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 27<sup>th</sup> April 2021 (attached).

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16. **Progress reports** for information
  - a. **Maintenance Contract work** – update.
  - b. **Noticeboards** – update.
  - c. **Seat Clows Top/Bayton** – update
  - d. **Flower Boxes for Parish** – update.
  - e. **Bayton Village Hall Management Committee joint meeting** – to confirm date.
  - f. **Footpath Maintenance** – update.
17. **Reports on Meetings attended by Clerk or Councillors:**
18. **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 2021.
  - d. **Worcestershire County Association of Local Councils (WCALC)** – to agree to pay subs for 2021-2022 = £358.12.
  - e. **Asset Register** – To review.
  - f. **Insurance** – to agree to review by email before renewal date on 1<sup>st</sup> June 2021 as not details known to date.
  - g. **Certificate of Exemption from External Audit (circulated)** – To agree PC income and expenditure for 2020-2021 are under £25000.00.
  - h. **Annual Governance Statement (circulated)** – To agree PC are addressing all issues.
  - i. **Internal Auditors Report (circulated)** – To discuss and agree payment of £75.00.
  - j. **Annual Return/End of Year Accounts (circulated)** – To agree accounts for 2020-2021 and to agree for Chairman to sign all documents as circulated.
19. **Planning:**
  - a. Plans circulated since last meeting – **None**.
  - b. Decisions received since last meeting – **None**.
  - c. Plans for comment on tonight – **None**.
  - d. **ENF/2/0352** – Agricultural land being used as a garden Bayton Common – update.
  - e. **ENF/19/0325** – Scrap metal Bayton Common – update.
20. **Road report:**
  - a. **Lengthsman** –Monthly progress report.
  - b. Any problems to report.
  - c. Beach Hay crossroads visibility splays – update.
21. **Memorial** – to discuss any comments made at APM and consultation/siting/budget.
22. **Teme Wheels** – Funding for minibus – to discuss supporting.
23. **Bayton cum Mamble WI** – to consider grant request.
24. **Annual Parish Meeting** – to discuss issues that may arise from the meeting.
25. **Confidential Complaint** –
  - a. **Working Party Meetings** – to report back to PC.
26. **Correspondence for Information:**

COVID 19 updates from CALC, NALC, WCC, MHDC, Police, South Worcestershire Development Plan, Police and Crime Commissioner.
27. **Clerks report on Urgent Decisions since last meeting**
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.

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29. **Date of next meeting: - TUESDAY 11th June 2021 – 7.30pm – Venue to be agreed**
30. **Cllrs to agree to close the meeting to Public and Press due to the confidential nature of the business to be discussed.**
31. **Staffing Matters - To discuss any issues that may be confidential.**
32. **Meeting Closed.**

Signed *Sue Burrows*                      Date **6th May 2021**  
Clerk Sue Burrows