

# BAYTON PARISH COUNCIL

Chairman Lester Miles, Vice Chair Jane Kemp, Richard Adams,  
Richard Wakeford, Paul Tonks, David Burns, Tom George

## To Members of Bayton Parish Council

You are summoned to attend **Bayton Parish Council Meeting** to be held on  
**Tuesday 25<sup>th</sup> APRIL 2023** in **BAYTON CHURCH** at **7.40pm**  
**or at close of Annual Parish Meeting if later**

### Agenda

1. **Apologies:** To receive apologies.
2. **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.
  - d. **Cllrs own Computers/Tablets/Phones** – Cllrs to confirm own devices are password protected, have antivirus software installed and automatic updates set for their systems as per agreed policies.
3. **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.
4. **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.
5. **County Cllrs Report**  
**District Cllrs Report**
6. **Minutes:** To consider adoption of the minutes of the meeting of the Council held on 25<sup>th</sup> April 2023 (attached).
7. **Progress reports** for information
  - a. **Coronation Corner** -update.
  - b. **May 2023 Elections** – update.
  - c. **Coronation Mugs** – update.
8. **Reports on Meetings attended by Clerk or Councillors:**
9. **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 – March 2023 as circulated.
  - d. **Payments from 8<sup>th</sup> May 2023** – to agree one retiring Cllr on bank mandate can sign urgent cheques with one elected Cllr whilst PC are not quorate.
  - e. **Worcestershire County Association of Local Councils (WCALC)** – to agree to pay subs for 2023-2024 = £392.19 as circulated.
  - f. **Reserves Policy** – to agree as circulated.
  - g. **Asset Register** – To agree as circulated.

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- h. Insurance due 1<sup>st</sup> June 2023** – to agree 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)** – To agree PC income and expenditure for 2022-2023 are both under £25000.00.
  - j. Annual Governance Statement (circulated)** – To agree PC are addressing all issues.
  - k. Internal Auditors Report (circulated)** – To discuss and agree payment of £100.00.
  - l. Annual Return/End of Year Accounts (circulated)** – To agree accounts for 2022-2023 and to agree for Chairman to sign all documents as circulated.
  - m. To review Budget for 2023-2024 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.**
  - c. Plans for comment on tonight –**  
**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.**
  - d. Enforcement queries in Parish – update.**
- 11. Road report:**
- a. Lengthsman** –Monthly progress report.
  - b. Problems to report.**
- 12. Scheme of Delegation** – to review due to PC not being quorate from 8<sup>th</sup> May 2023.
- 13. Annual Parish Meeting** – to discuss issues raised.
- 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**
- 16. 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.
- 17. Date of next meeting: - TO BE CONFIRMED**
- 18. Meeting Closed.**

Signed *Sue Burrows* Date 20<sup>th</sup> April 2023  
Clerk Sue Burrows