

**BAYTON PARISH COUNCIL**  
**Richard Adams, Lester Miles, David Burns**

**To Members of Bayton Parish Council**

You are duly required to attend **Bayton Annual Parish Council Meeting** to be held on  
**Thursday 27<sup>th</sup> JULY 2023** in **BAYTON CHURCH** at **7.30pm**

**Agenda**

1. **Election of Chair:** To elect Chair and sign Declaration of Office.
2. **Co option of a Cllr** – To discuss any applications received.
3. **Apologies:** To receive apologies.
4. **Election of Vice Chair.**
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.
  - 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.
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**  
**District Cllrs Reports**
9. **Standing Orders** – to review.
10. **Financial Regulations** – to review.
11. **To consider the Council's Scheme of Delegation** (circulated) - to adopt as drafted.
12. **To appoint Cllrs to the following:**
  - a. Staffing Working Party
  - b. Planning Working Party
  - c. Clerk's Finance Support Group
13. **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)
14. **Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 25<sup>th</sup> April 2023 (attached)

**BAYTON PARISH COUNCIL**  
**Richard Adams, Lester Miles, David Burns**

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

**16. 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/May/June 2023.
- d. **Annual Return 2022-2023** – update.
- e. **Clerks Expenses 2022-2023** – to agree as circulated.
- f. **Budget for Flower Boxes** – to discuss.
- g. **Budget Review** – to discuss as circulated.

**17. Planning:**

- a. Plans circulated since last meeting – **See item 20.**
- b. Decisions received since last meeting –  
**M/23/00126/HP - Tansy Fields, Clows Top, Kidderminster, DY14 9NN - Side & rear single storey extensions**  
**Confirmation of Tree Preservation Order 703 (2023) - 1 Clows Top Road, Bayton**  
**M/23/00414/HP - The Reading Room, Bayton, Kidderminster, DY14 9LW -Erection of rear conservatory to dwelling and replacement outbuilding for incidental use.**
- c. Plans for comment on tonight –  
**M/23/00470/FUL – Land at (Os 7177 7453) Beach Hay Bayton – Creation of an access and installation of 1no. field gate.**  
**M/23/00866/HP - Snowdrop Cottage, 2 The Leasowes, Bayton, Kidderminster, DY14 9NA -Single Storey Rear Conservatory extension**
- d. **Appeal for information - M/23/00051/HP - APP/J1860/D/23/3320609 - The Old Post Office Bayton Kidderminster DY14 9LJ - Removal of two modern sash windows to first floor of rear elevation, reconfiguration of roof of single storey lean to extension to create balcony with glazed perimeter screen, insertion of glazed doors into extended window openings to access balcony.**

**18. Road report:**

- a. **Lengthsman** –Monthly progress report.
- b. Any problems to report.
- c. LM suggested work on FP for WCC – update.

**19. Correspondence for Information:**

CALC, NALC, WCC, MHDC, Police, South Worcestershire Development Plan, Police and Crime Commissioner.  
**MHDC - Election Notices for 22<sup>nd</sup> June and 3<sup>rd</sup> August**  
**Local Government Boundary Commission** – A consultation on division boundaries for Worcestershire – comments by 24<sup>th</sup> July 2023  
**Police and Crime Commissioner consultation** – comments by 14<sup>th</sup> August.

**20. Clerks report on Urgent Decisions since last meeting**

**Payments made – 15<sup>th</sup> May – Insurance premium, LM (April)**  
**30<sup>th</sup> May and 27<sup>th</sup> June - Clerks Salary**  
**6<sup>th</sup> July – Maintenance Contractor (February to June), HMRC Tax, LM (May/June)**

**21. 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.

**22. Date of next meeting:** - To be confirmed

**23. Meeting Closed.**

Signed *Sue Burrows*

Date 21<sup>st</sup> July 2023

Clerk