

**BAYTON PARISH COUNCIL**  
**Vice Chair David Burns, Richard Adams, Tom George**

**To Members of Bayton Parish Council**

You are duly required to attend  
**Annual Parish Council Meeting of Bayton Parish Council** to be held on  
**Thursday 9 May 2024 in BAYTON CHURCH at 7.30pm**

**Agenda**

1. **Election of Chairman** - to elect new Chairman and to sign Declaration of Office.
2. **Election of Vice-Chairman**
3. **Apologies:** To receive apologies.
4. **Co-option of a Councillor** - To discuss any applications received.
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.

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**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.

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7. **County Councillor Report**  
**District Councillor Report**
8. **Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 20 March 2024 (attached)
9. **Finances:**
  - a. **The Annual Governance and Accountability Return**
    - i. **Certificate of Exemption** - to Agree for the Financial Year 2023 - 2024 the PC income and expenditure both fall under £25,000
    - ii **To review the Internal Audit Report** (circulated) - discuss, agree and the payment of the IE invoice
    - iii **Annual Governance statement** (circulated) - to agree PC adherence to requirements and sign
    - iv **Annual Accounting Statement return/End of year Accounts 2024** (circulated) - to agree the accounts and Chairman to sign relevant papers
    - v. **Notice of Period of the Exercise of Public Rights** (circulated) - to agree dates
  - b. **Asset Register review**
  - c. **Reserves Policy review**
  - d. **Payments**
    - i. To consider payments to be made as on list presented at meeting.
    - ii Clerks Salary & HMRC payments
    - iii Worcestershire CALC membership for 2024 - 2025.

## BAYTON PARISH COUNCIL

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iv Insurance Renewal Payment - due 1 June 2024

- e. **Receipt** - To report receipts since last meeting.
- f. **Bank Reconciliation** - To agree Bank Reconciliation for Current Account as at 30 April 2024
- g. **Bank Mandate**
- h. **Lengthsman** contract rate

### 10. Planning:

- a. Plans circulated since last meeting -  
M/24/00243/LB Glebe House - conversion of former Coach House (retrospective); M/24/00378/PIP Land At  
(Os 7117 7200)Clows Top Permission in principle for 3 self build homes
- b. Decisions received since last meeting - none
- c. Plans for consideration - none
- d. Enforcements

### 11. Road report:

- a. Lengthsman -Monthly progress report.
- b. Any problems to report.

### 12. Progress Reports -

- a. Drains
- b. Village White Gates for Bayton
- c. Milestone

### 13. Reports on Meetings attended by Clerk or Councillors

### 14. WMP contract renewal

### 15. Correspondence for Information:

CALC, , WCC, RSN weekly and monthly bulletin; SCC.

### 16. Clerks report on Urgent Decisions since last meeting

### 17. 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.

### 18. Date of next meeting: - to be confirmed

### 19. Meeting Closure.

Signed *Lesley Jenkins*

Date 2 May 2024

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