

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

**To Members of Bayton Parish Council**

You are duly summoned to attend  
**Parish Council Meeting of Bayton Parish Council to be held on**  
**Tuesday 9 July 2024 in BAYTON CHURCH at 7.30pm**

**Agenda**

1. **Apologies:** To receive apologies.
2. **Co-option of a Councillor** - To discuss any applications received.
3. **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.
4. **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.

---

**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 Councillor Report**  
**District Councillor Report**
6. **Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 9 May 2024 (attached)
7. **Financial Regulations 2024 - updated document to review and agree**
8. **Finances:**
  - a. **Bank Mandate**
  - b. **Payments**
    - i. To present list of regular payments (Clerks Salary; HMRC; ICO) for the year to 31 March 2025.
    - ii To consider payments to be made as on list presented at meeting including Clerks Expenses
  - c. **Receipt** - To report receipts since last meeting.
  - d. **Bank Reconciliation** - To agree Bank Reconciliation for Current Account as at 30 June 2024
  - e. **Budget review and report**
  - f. **Laptop purchase use of Reserve Budget**
9. **Documents / Policies for Review**
  - a. Standing Orders review
  - b. Code of Conduct review
10. **To consider appointment of Representatives to outside bodies**
  - a. Bayton Village Hall Representative (1 Cllr)
  - b. Clows Top Village Hall Representative (1 Cllr)

## BAYTON PARISH COUNCIL

Chair David Burns, Richard Adams, Tom George

c. Worcestershire CALC Meeting Executive (2 Cllrs)

### 11. Planning:

a. Plans circulated since last meeting - point 11c

b. Decisions received since last meeting -

M/24/00243/LB Glebe House - conversion of former Coach House (retrospective) Approved.

M/24/00118/HP Tillygarmond - Conversion, alterations, extension. Approved

c. Plans for consideration at Meeting

M/24/00656/HP 3 Clows Road, Bayton, DY14 9NB - Side and rear extensions to the dwelling, and rendering the exterior of the building

d. Enforcements

### 12. Road report:

a. Lengthsman -Monthly progress report and any issues to report

### 13. Progress Reports -

a. Milestone

b. Drains

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

### 15. WMP Parish Charters renewal - discuss points

### 16. Correspondence for Information:

CALC newsletter, WCC, RSN weekly and monthly bulletin; TAP; MHDC; WCC Highways.

### 17. Correspondence for discussion

a. Flooding signage in association with TAP and other Parish Councils - A443/A456

b. Overhanging branches/shrubs on Highway update

c. Damaged bollards and verge cutting WCC response

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

### 19. 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.

### 20. Dates for meetings: - to be confirmed

### 21. Meeting Closure.

Signed *Lesley Jenkins*

Clerk to Bayton Parish Council

Mobile: 07942 363070

Email: Baytonparishcouncil@gmail.com

Date 2 July 2024