

BAYTON PARISH COUNCIL
Chairman-Daphne Gray, Vice Chairman-Lester Miles, Glenice Carver,
Christine Clarke, Kate Taylor

To Members of Bayton Parish Council

You are duly required to attend **Bayton Annual Parish Council Meeting** to be held on
Tuesday 17th May 2011 in **Bayton Village Hall** at
7.30pm or following closure of the Annual Parish Meeting

Agenda

**Before the meeting can commence all elected Councillors will need to
sign a Declaration of Office.**

1. **Election of Chairman:** To elect new Chairman and sign Declaration of Office.
2. **Apologies:** To receive apologies and to approve the reason for absence.
3. **Election of Vice Chairman.**
4. **To co opt new Members onto the Parish Council** - to consider any applications received.
5. **Declarations of Interest:**
 - a. **Register of Interests:** Councillors are reminded of the need to complete their register of interests.
 - b. To declare any **Personal** interests in items on the agenda and their nature.
 - c. To declare any **Prejudicial** Interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items).
6. **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. A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during Public Question Time subject to the Councillor leaving the room in the event of an exchange on the issue between the public and the Council during this period.
7. **Standing Orders** - to consider new Standing Orders and review as necessary.
8. **Financial Regulations** (circulated) – to consider reviewing as necessary.
9. **To note the Code of Conduct** – Cllrs should all have their own copies.
10. **To consider the Council's Scheme of Delegation** (circulated) and to appoint members to the following:
 - a. Staffing Working Party
 - b. Planning Working Party
 - c. Clerk's Finance Support Group
11. **Council's Risk Assessment (circulated) and Insurance** – to review.
12. **To appoint volunteers to the following roles:**
 - b. Footpaths Officer
 - c. Tree Warden
13. **To consider appointment of representative to outside bodies:**
 - a. Bayton Village Hall Committee (1 Cllr).
 - b. Worcestershire CALC Meeting Executive (2 Cllrs).

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14. **Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 19th April 2011. (attached).

15. **District/County Councillors reports** for information.

16. **Progress reports** for information.

a. **Tree Work** – update.

b. **Coronation Corner** – 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. Bank Reconciliation for Current and Investment Accounts - April 11.

d. To receive Internal Auditors Report and to agree payment.

19. **Mowing of Recreation Ground** – to discuss taking on the mowing contract for this land in full agreement with the Village Hall Committee.

20. **Planning:**

a. Plans circulated since last meeting – See item 23.

b. Decisions received since last meeting – None.

c. Plans for comment on tonight – None.

21. **Road report:**

a. Lengthsman –Monthly progress report.

b. Any problems to report.

22. **Correspondence for Information:**

A list of items will be available at the meeting.

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

Complaints received regarding barbed wire fencing by Mamble to Bayton road. WCC to advise.

11/00510/HOU – Wheelwrights Patch, Bayton – Two storey extension on north elevation single storey on south and porch on east - new plans circulated.

11/00459/HOU – Beech Hay, Clows Top – Proposed two storey extension - new plans circulated.

24. **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.

25. **Date of next meeting: - TUESDAY 21st June 11 (to be confirmed)**

26. **Meeting Closed.**

Signed-----Date **11th May 2011**

Clerk Sue Burrows