

**BAYTON PARISH COUNCIL**  
**Cllrs D Burns, R Adams, T George**

**To Members of Bayton Parish Council**

You are duly required to attend **Annual Parish Council of Bayton Parish Council** to be held on  
**Tuesday 13 May 2025 in Clows Top Victory Hall 7.45 pm or following Annual Parish Meeting**

**Agenda**

1. **Apologies:** To receive apologies.
2. **Election of Chairman** – to elect new Chairman and to sign Declaration of Office.
3. **Election of Vice-Chairman**
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**

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7. **Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 18 March 2025 (attached)
8. **Finances:**
  - a. **Payments**
    - i. To present regular payments for the financial year 2025 – 2026 .
    - ii to present payments to be made as on list presented at meeting
    - iii Worcestershire CALC membership for 2025 – 2026.
    - iv Insurance Renewal Payment – due 1 June 2025
  - b. **Receipt** – To report receipts since last meeting.
  - c. **Bank Reconciliation** – To agree Bank Reconciliation for Current Account as at 30 April 2025
  - d. **Bank Mandate**
  - e. **Emails and Domain/Website** (.gov.uk) Digital and Data Compliance under JPA6

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**9. The Annual Governance and Accountability Return**

- i. **Certificate of Exemption** – to Agree for the Financial Year 2024 - 2025 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 2025** (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

**10. Asset Register review**

**11. Reserves Policy review**

**12. Appointment of Representatives to outside bodies**

- a. Bayton Parish Hall Committee
- b. Clows Top Victory Hall Committee
- c. Worcestershire County Association of Local Councils Meeting Executive (max 2 Cllrs).

**13. Policies for Review**

- a. Code of Conduct
- b. Standing Orders

**14. Lengthsman contract vacancy**

**15. Planning:**

- a. Plans circulated since last meeting
- b. Decisions received since last meeting –  
M/25/00166/HP Erection of a garden room at The Brambles, Hollywell Lane, Bayton.
- c. Plans for consideration

**16. Road report (including progress reports).**

- a. Drains
- b. Roads
- c. Any Other problems to report

**17. Local Issues**

- a. Flower Boxes
- B BT Box
- C Parish Seats

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

**19. Reports on Meetings attended by Clerk or Councillors**

**20. WMP contract renewal**

**21. Correspondence for Information:**

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

**22. 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.

**23. Proposed dates of the next meetings for the period July 2025 to May 2026**

**24. Meeting Closure.**

Signed *Lesley Jenkins*

Date 7 May 2025

Clerk to Bayton Parish Council

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