

**BAYTON PARISH COUNCIL**  
**Chairman-Lester Miles, Vice Chairman-Kate Taylor, Glenice Carver,**  
**Christine Clarke, Bob Blount, Phil Salisbury, Tracey Rochelle**

**To Members of Bayton Parish Council**

You are duly required to attend **Bayton Annual Parish Council Meeting** to be held on  
**Tuesday 15<sup>th</sup> May 2012** in **Bayton Village Hall** at  
**7.30pm** or following closure of the Annual Parish Meeting

**Agenda**

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. **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).
5. **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.
6. **Standing Orders** - to consider Standing Orders.
7. **Financial Regulations** (circulated) – to consider reviewing as necessary.
8. **To note the Code of Conduct** – Cllrs should all have their own copies.
9. **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
10. **Council's Risk Assessment (circulated) and Insurance** – to review.
11. **To appoint volunteers to the following roles:**
  - b. Footpaths Officer
  - c. Tree Warden
12. **To consider appointment of representative to outside bodies:**
  - a. Bayton Village Hall Committee (1 Cllr).
  - b. Worcestershire CALC Meeting Executive (2 Cllrs).
13. **Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 17th April 2012. (attached).

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

**15. Progress reports** for information.

- a. Broadband.
- b. Cleobury Minibus funding.

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

**17. 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 12.
- d. The Parish Council needs to pass a resolution to spend money with its powers under Section 137 of the Local Government Act 1972. The Council agrees to incur the expenditure which, in the opinion of the Council, is in the interests of the electors and is commensurate with the expenditure:-  
To agree payment of bill for 150 Jubilee Mugs - Total bill £559.14.  
See also minute reference 17<sup>th</sup> April 2012 item 11 and 12 referring to this matter.
- e. To receive Internal Auditors Report and to agree payment.

**18. Planning:**

- a. Plans circulated since last meeting –
- b. Decisions received since last meeting –  
**12/00344/HOU – The Long Barn, Upper Bayton Farm, Bayton** – Internal and external alterations, proposed swimming pool, replacement sun lounge.
- c. Plans for comment on tonight – None.

**19. Road report:**

- a. Lengthsman –Monthly progress report.
- b. Any problems to report.
- c. Nineveh Road, Houghtons Pole Bridge – update.

**20. Correspondence for Information:**

A list of items will be available at the meeting.

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

**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. Date of next meeting: - TUESDAY 21st June 2012**

**24. Meeting Closed.**

Signed-----Date **9th May 2012**  
Clerk Sue Burrows