

BAYTON PARISH COUNCIL
Chairman-Lester Miles, Vice Chairman-Bob Blount, Glenice Carver,
Christine Clarke, Kate Taylor, 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 14th May 2013 in Bayton Village Hall at
8.00pm 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 update their Register of Interests.
 - 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.

5. **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.
 - b. Request received from Cllr Salisbury for item 21 due to being on Village Hall Committee. Cllr wishes to speak and vote on this item and future requests until May 2015.

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.

7. **Standing Orders** - to consider Standing Orders.
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)** – to review.
 - a. **Insurance Renewal** – to consider renewal from June 2013.

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).

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- b. Clows Top Village Hall Committee (1 Cllr).
 - c. Worcestershire CALC Meeting Executive (2 Cllrs).
- 14. Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 9th April 2013. (attached).
- 15. District/County Councillors reports** for information.
- 16. Progress reports** for information.
- a. Broadband.
- 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 13.
 - d. To agree to pay subscription for WCALC for 13-14 at cost of £216.72.
 - e. To agree to amend box on page 2 of Audit regarding minute reference due to clerical error.
 - f. To receive Internal Auditors Report and to agree payment.
- 19. Planning:**
- a. Plans circulated since last meeting –
 - b. Decisions received since last meeting –
Plans – 13/00248/HOU – Sheafhouse, Bayton – Demolition of single storey extension and construction of single storey extension, porch to front elevation and minor alterations.
 - c. Plans for comment on tonight –
13/00454/TCN – The Sheaf House, Bayton – Fell one yew tree.
- 20. Road report:**
- a. Lengthsman –Monthly progress report.
 - b. Any problems to report.
 - c. Nineveh Road, Houghtons Pole Bridge – update.
 - d. Milestone – update.
 - e. Meadow Farm water problem – update.
 - f. B4202 Carton Farm – water and road surface – update.
- 21. Recreation Ground, Bayton -** To consider request from Bayton Village Hall Committee for grant towards mowing costs for 2013-14.
- 22. Noticeboard Coronation Corner –** to agree to fund new noticeboard at cost of £350.00.
- 23. Correspondence for Information:**
A list of items will be available at the meeting.
- 24. Clerks report on Urgent Decisions since last meeting.**
- 25. 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.
- 26. Date of next meeting: - TUESDAY 11th June 2013**
- 27. Meeting Closed.**

Signed-----Date **8th May 2013**
Clerk Sue Burrows