

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

**To Members of Bayton Parish Council**

You are duly required to attend **Bayton Annual Parish Council Meeting** to  
be held on **Tuesday 13<sup>th</sup> May 2014** 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 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.
  
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 new copy published 2014.
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 2014.
  
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. Clows Top Village Hall Committee (1 Cllr).
  - c. 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 8th April 2014. (attached).
15. **County Councillors reports** for information.
16. **Progress reports** for information.
  - a. **New noticeboards Coronation Corner and Clows Top** – update.
  - b. **Tree survey** – to consider report given.
17. **Reports on Meetings attended by Clerk or Councillors:**  
WCC Conference 29<sup>th</sup> April.
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 2014.
  - d. **Worcestershire County Association of Local Councils (WCALC)** – to agree to pay subs for 14-15 - £216.72.
  - e. **Clerks Expenses 2013-14** (circulated) – to agree to pay £394.74.
  - f. **Clerks Training for Certificate in Local Council Administration (CiLCA)** – to agree to pay 50% costs of registration (£75.00) and 50% of training meetings with CALC (£200 approx).
  - g. **Internal Auditors Report 2013-14** - to consider any issues raised.
19. **Planning:**
  - a. Plans circulated since last meeting – None
  - b. Decisions received since last meeting – None
  - c. Plans for comment on tonight – None
20. **Road report:**
  - a. Lengthsman –Monthly progress report.
  - b. Any problems to report.
  - c. Nineveh Road, Houghtons Pole Bridge – update.
  - d. Meadow Farm water problem – update.
  - e. B4202 Carton Farm – water update.
21. **Clows Top Post Office Business Rate Relief application** (circulated) – to consider supporting this application with a grant of £76.82.
22. **Defibrillator** – to update and agree budget so BT boxes can be used to house machines.
23. **BT Box Bayton Common** – to agree budget so box can be used as information point.
24. **Correspondence for Information:**  
A list of items will be available at the meeting.
25. **Clerks report on Urgent Decisions since last meeting.**
26. **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.
27. **Date of next meeting: - TUESDAY 10th June 2014 7.30pm**
28. **Meeting Closed.**

Signed-----Date 7th May 2014

Clerk Sue Burrows