

BAYTON PARISH COUNCIL
Chairman Bob Blount, Vice Chairman Kate Taylor, Glenice Carver,
Christine Clarke, Lester Miles, Tony Edwards

To Members of Bayton Parish Council

You are duly required to attend **Bayton Annual Parish Council Meeting** to be held on
Tuesday 10th May 2016 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:** 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.
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 review.
8. **Financial Regulations** – to review.
9. **To consider the Council's Scheme of Delegation** and to appoint Cllrs to the following:
 - a. Staffing Working Party
 - b. Planning Working Party
 - c. Clerk's Finance Support Group
10. **Council's Risk Assessment (circulated)** – to review.
 - a. **Insurance** – to consider renewal from June 2015.
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. Clows Top Village Hall Committee (1 Cllr).
 - c. Worcestershire CALC Meeting Executive (2 Cllrs).
13. **Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 12th April 2016 (attached).

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14. **Progress reports** for information.
 - a. **Defibrillator for Bayton Common/Training** – update.
 - b. **Vacancy for a Cllr** - update

 15. **Reports on Meetings attended by Clerk or Councillors:**
MHDC Conference – 18th April, Bayton Village Hall 16th March - Clows Top Village Hall AGM 28th April.

 16. **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 Account - April 2016.
 - d. **Worcestershire County Association of Local Councils (WCALC)** – to agree to pay subs for 16-17 - £272.27.
 - e. **Internal Auditors Report** – to discuss and agree payment.
 - f. **Annual Governance Statement** (circulated) - To agree Council are adhering to the requirements.
 - g. **Annual Return/End of Year Accounts** (circulated) - To agree accounts and sign Annual Return for 2015-16.

 17. **Planning:**
 - a. Plans circulated since last meeting – None
 - b. Decisions received since last meeting – None
 - c. Plans for comment on tonight – None
 - c. **1 The Leasowes, Bayton** – update regarding Enforcement action.
 - c. **Hopton Cottage, Bayton** – update regarding Enforcement action.

 18. **Road report:**
 - a. Lengthsman –Monthly progress report.
 - b. Any problems to report.
 - c. **Meadow Farm, Nineveh, Norgroves End and Clows Top Roads** – update.
 - d. **Bayton hedgerow complaint** – update.

 19. **Correspondence for Information:**
A list of items will be available at the meeting.

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

 21. **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.

 22. **Date of next meeting: - TUESDAY 7th June 2016 - 7.30pm**

 23. **Meeting Closed.**
- Signed-----*Sue Burrows*-----Date 5th May 2016
Clerk Sue Burrows