

**BAYTON PARISH COUNCIL**  
**Chairman Cllr Christine Clarke, Richard Adams,**  
**Lester Miles, Steve Woodison, Robert Lawrence**

**To Members of Bayton Parish Council**

You are duly required to attend **Bayton Parish Council Meeting** to be held by video  
on **Tuesday 30<sup>th</sup> JUNE 2020** at 7.30pm

**Agenda**

1. **Apologies:** To receive apologies and to approve the reason for absence.
2. **Co-option** – to discuss applications received.
3. **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.
4. **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.
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.
6. **County Cllrs Report**  
**District Cllrs Reports**
7. **To review Councils Scheme of Delegation** (circulated) –  
Clerk suggests following wording be added - Due to COVID 19 Virus urgent decisions usually agreed at meetings to be agreed as follows - To be agreed by email with responses from majority of Cllrs if a meeting cannot be held for technical reasons or health reasons. This is to commence from 20th March 2020 until the Government advise normal meetings can be held.
8. **Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 10th March 2020 (attached).
9. **Progress reports** for information
  - a. **Waste bins** – update
  - b. **Seat Clows Top and Bench Coronation Corner** – update
  - c. **Village Gates** – B4202 and A456 Clows Top – update.
10. **Reports on Meetings attended by Clerk or Councillors:**  
**Clerk CALC Zoom meetings regarding Covid 19 and changes Government Regulations**
11. **Finances:**
  - a. To consider payments to be made as on list presented at meeting.
  - b. To report receipts since last meeting.
  - c. To agree Bank Reconciliation for Current Account – March and April/May 2020
  - d. **Asset Register** – To review.
  - e. **Certificate of Exemption from External Audit (circulated)** – To agree PC income and expenditure for 2019-2020 were both under £25000.00.
  - f. **Annual Governance Statement (circulated)** – To agree PC are addressing all issues.

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- g. **Internal Auditors Report** (circulated) – To discuss.
- h. **Annual Return/End of Year Accounts** (circulated) – To agree accounts for 2019-2020 and to agree for Chairman to sign all documents as circulated.
- 12. Planning:**
- a. Plans circulated since last meeting – See item 16.
- b. Decisions received since last meeting –
- 20/00300/HP - Perry Cottage, Bayton, DY14 9LL** – Erection of detached garage and workshop
- 20/00055/LB – Bayton Cottage, Bayton DY14 9LW** – Replacement of infill panels and repair of timbers to north and east elevations. Renovation and upgrade of porch.
- 19/01709/FUL - Church House, Bayton, Kidderminster DY14 9LP** – Conversion of a Dutch Barn into a Live Work unit comprising commercial storage, business office and a one bedroom residential unit.
- 20/00300/HP - Perry Cottage, Bayton, DY14 9LL** – Erection of detached garage and workshop
- 20/00488/HP Bank House, Bayton, DY14 9LQ** - Erect 10m long section of free standing 1m high metal estate fencing across part of site frontage.
- 20/00585/OL – Carton Farm, Clows Top DY14 9NW** – Upgrade 2 spans of existing 11KV overhead line from single phase to three phase (2 to 3 wires) in order to improve & upgrade the electricity supplies to Carton Farm.
- 20/00611/CAN – Garden Cottage, Bayton DY14 9LY** – Undertake works to one apple tree and one holly, as detailed on application form and in accompanying information.
- APP/J1860/W/19/3241761: The Workshop, DY14 9NF** – outcome of appeal.
- c. Plans for comment on tonight –
- 19/01909/HP (amended plans) – Hopton Cottage, Bayton DY14 9LY** – Erection of single storey side extension.
- 20/0013/FULL (amended plans) – Land adjacent to Victory Hall, Tenbury Road, Clows Top DY14 9HG** – Erection of 5 new dwellings and resurfacing and regularisation of adjacent carpark.
- d. Enforcement updates -
- ENF/19/0084 - Caravan on land Bayton Common**
- ENF/19/0085 - Sheds on land at Bayton Common**
- ENF/19/0325 - Scrap Metal Bayton Common**
- 13. To confirm matters agreed by email due to Covid 19 measures –**
- a. **Circulated by email 27th May 2020 for agreement**
- Insurance renewal details from 1st June 2020** – It was agreed to renew insurance with Hiscox at cost of £378.57, four quotations had been circulated.
- Worcestershire County Association of Local Councils subscription 2020-2021** – It was agreed to renew at total cost of £354.12.
- Internal Audit 2019-2020** – It was agreed to pay invoice of £75.00.
- LM Contract for 2020-2021 and Risk Assessment for LM work** – It was agreed to renew contract with Ian Mapp. Risk Assessment was agreed and is a new requirement that WCC have asked for.
- 14. Roads – to report matters of concern.**
- 15. Correspondence for Information:**
- COVID 19 updates from CALC, NALC, WCC, MHDC, Police
- WCC** - Mineral Local Plan - Call for sites
- WCC** - Budget Briefing meeting information
- South Worcestershire Development Plan** – Power Point Presentation - briefing for Town and Parish Councils) – Newsletter – Country Park Call for sites
- 16. Clerks report on Urgent Decisions since last meeting**
- Complaints received**
- 6<sup>th</sup> April** – Confidential Complaint
- 10<sup>th</sup> April** – Bayton Common – report of children on go kart on highway
- 10<sup>th</sup> April** – Bayton – report of household not adhering to social distancing
- 27<sup>th</sup> April** – Bayton Common – letter received regarding various planning issues

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**4<sup>th</sup> May** – Bayton – report of tree felling in Conservation Area

**4<sup>th</sup> May** – Clows Top – many complaints regarding re-installation of box that resembles speed camera

**9<sup>th</sup> June** – Beach Hay layby – fly tipping

**15<sup>th</sup> June** – Bayton Common – verbal report scrap metal front of house, complaints ongoing

**15<sup>th</sup> June** – Bayton Common – verbal report agricultural land being changed to garden

**25<sup>th</sup> June** – Bayton Common – report of dog fouling on verges

**Plans circulated by email and paper**

**15<sup>th</sup> April - 20/00300/HP - Perry Cottage, Bayton, DY14 9LL** – Erection of detached garage and workshop

**26<sup>th</sup> April – 20/00488/HP Bank House, Bayton, DY14 9LQ** - Erect 10m long section of free standing 1m high metal estate fencing across part of site frontage

**17. 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.

**18. Date of next meeting: - To be confirmed at a later date**

**19. Cllrs to agree to close meeting to the Public due to the confidential nature of the business to be discussed.**

**20. Maintenance Contractor** – to discuss offering Contract to preferred Contractor following interviews.

**21. Meeting Closed.**

Signed *Sue Burrows*

Date 25<sup>th</sup> June 2020

Clerk Sue Burrows