

BAYTON PARISH COUNCIL
Chairman Lester Miles, Richard Adams, Jane Kemp,
Richard Wakeford, Paul Tonks, David Burns, Tom George

To Members of Bayton Parish Council

You are duly required to attend **Bayton Annual Parish Council Meeting** to be held on
Tuesday 10th May 2022 in **BAYTON CHURCH** at 7.40pm or
following closure of the Annual Parish Meeting if later

Agenda

1. **Election of Chairman:** To elect Chairman and sign Declaration of Office.
2. **Apologies:** To receive apologies.
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. **County Cllrs Report** – if not given at Parish Meeting.
District Cllrs Reports – if not given at Parish Meeting.
8. **Standing Orders** – to review.
9. **Financial Regulations** – to review.
10. **To consider the Council's Scheme of Delegation** (circulated) - to adopt as drafted.
11. **To appoint Cllrs to the following:**
 - a. Staffing Working Party
 - b. Planning Working Party
 - c. Clerk's Finance Support Group
12. **To consider appointment of representative to outside bodies:**
 - a. Bayton Village Hall Representative (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 10th April 2022 (attached).
14. **Progress reports** for information
 - a. **Maintenance Contract work** – update.
 - b. **Noticeboard Bayton Common** – update.
 - c. **Siting of Seat** – update.

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- d. Teme Wheels -update.
 - e. A456 Safety issues Clows Top crossroads – update.
 - f. Footpath Gate Bayton – update.
15. Reports on Meetings attended by Clerk or Councillors:
16. 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 - April 2022.
 - d. **Worcestershire County Association of Local Councils (WCALC)** – to agree to pay subs for 2022-2023 = £347.17 as circulated.
 - e. **Internal Audit Review** – to agree as circulated
 - f. **Asset Register** – To review.
 - g. **Insurance** – to agree to review by email before renewal date on 1st June 2022 as no details known to date.
 - h. **Certificate of Exemption from External Audit (circulated)** – To agree PC income and expenditure for 2021-2022 are both under £25000.00.
 - i. **Annual Governance Statement (circulated)** – To agree PC are addressing all issues.
 - j. **Internal Auditors Report (circulated)** – To discuss and agree payment of £75.00.
 - k. **Annual Return/End of Year Accounts (circulated)** – To agree accounts for 2021-2022 and to agree for Chairman to sign all documents as circulated.
17. Planning:
- a. Plans circulated since last meeting – **None**.
 - b. Decisions received since last meeting – **None**.
 - c. Plans for comment on tonight –
M/22/00377/LB - Bank House, Bayton, Kidderminster, DY14 9LQ - Replace a number of single glazed, timber windows at Bank House and also the replacement and redesign of the three dormers on the rear elevation of the building. 7no. windows will be replaced in total.
18. Road report:
- a. Lengthsman –Monthly progress report.
 - b. Any problems to report.
19. To agree that the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.
- a. To agree to purchase 108 personalized Platinum Jubilee Mugs as agreed by email for Bayton Parish children at a cost of ££464.40 (exc vat)
 - b. To agree to purchase 108 Platinum Jubilee mug boxes at a cost of £52.89 (exc vat) as agreed by email.
20. **Purchase of flowers/compost for flower boxes and Coronation Corner** – to agree to purchase as per details circulated by Cllr.
21. **Annual Parish Meeting** – to discuss issues that may arise from the meeting.
22. **Smartwater project** – to discuss.
23. **Cllrs volunteer time outside meetings** – to discuss.
24. **Diversity Policy** – to discuss.
25. **Confidential Complaint** –
- a. **Working Party Meetings** – to report back to PC.
26. **Correspondence for Information:**
CALC, NALC, WCC, MHDC, Police, South Worcestershire Development Plan, Police and Crime Commissioner.
Cleobury's Greener Living Event - 7th May 2022
West Mids Community Flood Resilience - calendar of FREE training
Parish and Town Councillor Conference - 17 May 6-8pm

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27. Clerks report on Urgent Decisions since last meeting

27th April - Residents' concerns regarding neighbours trees being a danger to their property.

28th April – Dist Cllr advised potential Breach of Planning Permission in Parish.

30th April – Residents' concerns regarding noise from biking event near Bayton.

28. 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.

29. Date of next meeting: - TUESDAY 14th June 2022 – 7.30pm – Bayton Church

30. Meeting Closed.

Signed *Sue Burrows* Date **5th May 2022**

Clerk **Sue Burrows**