BAYTON PARISH COUNCIL

Chairman Cllr Clarke, Glenice Carver, Lester Miles, Jane Williams, Richard Adams, Freddie Kemp

To Members of Bayton Parish Council

You are duly required to attend **Bayton Annual** <u>Parish Council</u> Meeting to be held on Tuesday 8th May 2018 in Bayton Village Hall at

7.30pm or following closure of the Annual Parish Meeting if later

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. Co option to discuss applications received.
- 4. Election of Vice Chairman.

5. 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.
- 6. 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.

7. 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.

- 8. County/District Cllrs Reports if not given at Parish Meeting.
- 9. Standing Orders to review.
- 10. Financial Regulations to review.

11. To consider the Council's Scheme of Delegation and to adopt as drafted.

12. To appoint Cllrs to the following:

- **a.** Staffing Working Party
- b. Planning Working Party
- c. Clerk's Finance Support Group
- 13. Council's Risk Assessment (circulated) to review.
- **a. Insurance** to agree to review this by email before renewal date on 1st June 2018.

14. To appoint volunteers to the following roles:

- b. Footpaths Officer
- c. Tree Warden
- 15. 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).

BAYTON PARISH COUNCIL Chairman Cllr Clarke, Glenice Carver, Lester Miles, Jane Williams, Richard Adams, Freddie Kemp

- **16. Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 10th April 2018(attached).
- 17. Progress reports for information
- a. Slow signs for Parish update.
- b. Leasowes, Bayton update following felling of trees/hedgerow in Conservation Area.

18. Reports on Meetings attended by Clerk or Councillors:

19. 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 2018.
- d. Worcestershire County Association of Local Councils (WCALC) to agree to pay subs for 18-19 = £311.58.
- e. Internal Audit Review (circulated) to agree all matters are being adhered to.

20. Planning:

- a. Plans circulated since last meeting None.
- b. Decisions received since last meeting –
 18/00196/FUL– Common Farm, Clows Top DY14 9NY Temporary use of land for the siting of a timber cabin for occupation by a rural worker.
 18/00072/FUL Associated Ref: 18/00073/LB Norsgroves End Farm, Bayton DY14 9LX Change of use of Traditional Stone, Timber and Brick Farm Building to Residential.
- Plans for comment on tonight 18/00500/OUT – Land at (os 7120 7198) Clows Top – Erection of one dwelling with all matters reserved expect for access.
- d. Planning query 17/01663/AGR Larches Wood At (Os 7015 7431) Clows Top Prior notification for track improvements to supply access to the whole site for the purposes of agricultural and forestry. Complaint from resident regarding creation of new access onto B4202.
- 21. Road report:
- a. Lengthsman Monthly progress report.
- b. Any problems to report.
- e. Clows Top Road repairs/drains update on when works will commence.
- 22. Annual Parish Meeting to discuss issues that may arise from the meeting.
- 23. Data Protection Law changes to discuss drafting a policy due to changes in law.
- 24. WW1 Celebrations 10th June 2018 to discuss granting funds for event.
- **25.** Correspondence for Information: A list of items will be available at the meeting.
- 26. Clerks report on Urgent Decisions since last meeting.

27. 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.

- 28. Date of next meeting: TUESDAY 12th June 2018 7.30pm
- 29. Meeting Closed.

Signed Sue Burrows Date 2nd May 2018 Clerk Sue Burrows