

BAYTON PARISH COUNCIL

Minutes of the VIDEO Parish Council Meeting of Bayton Parish Council held at 7.30pm on Tuesday 8th December 2020

Present: Chairman Cllr Adams, Vice Chairman Cllr Lawrence, Cllr Kemp, Cllr Wakeford, Cllr Tonks

In Attendance: Clerk, County Cllr Ken Pollock, Dist Cllr Douglas Godwin, two Members of the Public

1. **Chairman** – It was agreed by all Cllr Adams be Chairman. It was agreed by all the Declaration of Acceptance of Chairman to be signed in Clerks presence after meeting date.
2. **Vice Chairman** – It was agreed by all Cllr Lawrence be Vice Chairman.
3. **Apologies:** Apologies noted from Cllr Miles.
4. **Co-option of a Cllrs** – Applications received from Jane Kemp, Richard Wakeford, Paul Tonks and Bob Lawrence. It was agreed by all to co-opt the four residents onto the PC. It was agreed by all the Declarations of Acceptance of Office be signed in Clerks presence after meeting.
5. **Declaration of Interest:**
 - a. **Register of Interests** – Cllrs are reminded to keep their register up to date. New Cllrs have been given Register to complete for return to MHDC within 28 days.
 - b. **Disclosable Pecuniary Interests** – Chairman Planning - item 13c – 20/01719/FUL - Audoll Cottage, Bayton.
 - c. **Other Disclosable Interests** – Chairman, see above.
6. **Dispensations** –
 - a. To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – **Dispensations requested** – None
7. **Public Question Time** – See notes at end of minutes.
8. **County Cllr Report** – See notes at end of minutes. Cllr left meeting after giving his report
District Cllr Report – See notes at end of minutes. Cllr left meeting after item 12.
9. **Minutes of Parish Council Meeting** held on 30th June 2020 were agreed by all, Clerk and Chairman to meet to sign document. Cllrs wished it to be noted the majority of Cllrs were not present at the June meeting.
10. **Progress reports for information** –
 - a. **Waste bins** – Sited at Bayton Common and Beach Hay laybys. Cllr suggested signs be purchased to say they have been provided by Bayton PC, agenda item for next meeting. Remains of old bin to be removed.
 - b. **Village Gates on B4202** – WCC have agreed to install gates Cleobury side of Clows Top. Mamble PC have agreed to purchase gates for A456 side of Clows Top.
 - c. **Cleobury Minibus Service** – Service has been funded by Mamble and Bayton PC. Clerk, Contractor and Mamble Clerk were concerned about lack of passengers. Both PCs agreed it was no longer viable to fund the service, the last journey was July. Clerk is looking at other services for residents, update at next meeting.
 - d. **Resignation of Cllrs** – Three Cllrs resigned in July for personal reasons, the PC was no longer quorate. MHDC have now elected four residents onto the PC, see item 4 of this agenda.
 - e. **Hedge cutting at Severne Green** – Housing Association (HA) have cut roadside hedge but not holly tree by noticeboard. Clerk is in contact with HA to get work done.
 - f. **Tree Branches on verges** – Owner of caravan site stated he would clear branches; some were removed but not all. Matter was reported to WCC and MHDC but no action has been taken.
 - g. **Beech Tree Coronation Corner** – Annual survey arranged by Clerk; report circulated no problems were found. It was agreed by all to pay invoice of £114.00. Copy of Insurance Certificate to be obtained for records.
11. **Reports on Video Meetings attended by Clerk or Councillors:**

Clerk - Data Protection - 1st October - company were selling a service, useful to know about.
Clerk – Electoral Review - 19th November – PC will be consulted in January 2021
12. **Finances** –
 - a. **Payments made (circulated)** – Adrian Hope Tree Services (See item 10g) = £114.00, Mrs S Burrows (McAfee subs 2020-2022, Microsoft update 2020-2021) = £179.98, Mrs S Burrows (Bayton Defib battery) =£160.00, Mr I Mapp (LM November) = £216.00, Mr C Bunn (Maintenance work (October/December) = £63.00.

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- b. **To report receipts since last meeting** – HMRC VAT Refund 2019-2020 = £1080.42, WCC LM(May/June) = £360.00, MHDC Precept = £4225.00
- c. **Bank Reconciliation June/July/August/September/October 2020** (circulated) – It was agreed by all and will be signed by Cllr, Balance in cash book on 31st October £26169.16.
- d. **Budget (circulated)** – It was agreed by all to set up a Covid 19 fund. Money left in budget for minibus to be used and money from Grant budget, total £1000.00. Policy for this to be written and agreed at next meeting.

13. Planning:

- a. **Plans circulated since last meeting** – See item 20.
- b. **Decisions received since last meeting** –
 - 19/01909/HP (amended plans) – **Hopton Cottage, Bayton DY14 9LY** – Erection of single storey side extension. **Approved by MHDC.**
 - 20/00796/CLPU – **Woodchester, Beach Hay DY14 9NF** – Lawful Development Certificate for the proposed siting of a caravan within domestic curtilage. **Approved by MHDC.**
 - 20/00933/CU Associated Ref:20/00934/LB – **Glebe House, Bayton, Kidderminster DT14 9LS** – Conversion of former Coach Houses into single residential dwelling. **Approved by MHDC.**
 - 20/00942/FUL – **The Workshop, Beach Hay, Bayton DY14 9NF** – Demolition of existing workshop and replacement with a 2 bed single dwelling. **Refused by MHDC.**
 - 20/01073/HP – **Carton Cottage, Clows Top DY14 9NP** – Construction of single storey flat roofed rear extension with lantern rooflight to provide garden room linked to existing living room and kitchen. **Approved by MHDC.**
 - 20/01162/NMA – **Perry Cottage, Kidderminster DY14 9LL** – Non-Material Amendment 20/00300/HP to slightly raise ridge height to allow for 38 degree pitch. **Approved by MHDC.**
 - 20/00967/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. **Refused by MHDC.**
 - 20/01157/FUL – **Woodchester, Beach Hay, Bayton DY14 9NF** – Proposed subdivision of existing residential unit. **Refused by MHDC.**
 - 20/01156/FUL – **Woodchester, Beach Hay, Bayton DY14 9NF** – Proposed development of Live/Work Unit. **Refused by MHDC.**
- c. **Plans for comment on tonight** –
 - Chairman left the meeting, Vice Chairman Chaired the meeting.**
 - 20/01719/FUL - **Audoll Cottage, Bayton, Kidderminster DY14 9LL** – **Demolition of an existing timber garage/store and replacement with a 2 bay detached garage/store.** It was agreed by all to make a comment on drainage due to clay soil and area of roof. A Cllr queried roof height but looked at plans and felt it was acceptable. It was agreed by all no comments to be made regarding roof height.
 - Chairman returned to the meeting** - he confirmed roof height was slightly higher than old garage.
- d. **Outstanding issues** –
 - ENF/19/0084 - **Caravan on land Bayton Common** – Caravan has now been removed.
 - ENF/19/0325 - **Scrap Metal Bayton Common** – Enforcement Notice was sent to resident by MHDC, scrap metal is still in the garden. Clerk in contact with Enforcement Officer.

14. Road report

- a. Lengthsman –Monthly progress report.
- b. Any problems to report –
 - Church Car Park** - Cllrs asked Clerk to contact Village Hall Committee to see what could be done to improve the surface.
 - B4202 – Branch hanging over road on BT line** - been reported to WCC who are contacting landowner, Clerk to contact landowner to speed up process.
- c. Update -
 - Carton Farm water on road** – Clerk met onsite with WCC who agreed to survey the area. Drains have been found, Clerk waiting for further update from WCC.
 - Church Lane, Bayton (car park end)** – WCC confirmed road will be resurfaced this year.
- d. **BAYTON TO MAMBLE ROAD CLOSURE 10TH DECEMBER 2020 FOR TWO DAYS**

15. **Management of Unreasonable Behaviour Policy (circulated)** – Clerk is drafting policy for next meeting.

16. **Website Accessibility Regulations from September 2020** – Published documents need to be accessible to visually impaired. CALC looking to train Clerks, WCC website is compliant.

17. **Maintenance Contractor** – Update on work undertaken given. It was agreed by all to extend contract to 31st March 2021.

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- 18. Confidential Complaints** – It was agreed by all to hold a Staff Meeting on 11th January 2021 to discuss the issues raised in the letter. Clerk to give details of County Association to Cllr so advice can be obtained.
Staff Working Party Video Meeting on 12th July 2020 at 3pm – It was noted Cllrs held a meeting.
- 19. Correspondence for information** – Email correspondence circulated - CALC Training dates.
COVID 19 updates from CALC, NALC, WCC, MHDC, Police
WCC -Minerals and Waste Monitoring Report 2016 and 2017
WCC – Broadband updates
South Worcestershire Development Plan – Town and Parish Councils Newsletter
South Worcester Councils – Responses to Changes to current Planning System Consultation
WCC - Invitation for Parish/Town Councils to attend the Worcestershire Community Rail Partnership 1st Anniversary On-line Event 6 November 2020
MHDC -Standard Housing Methodology Consultation
MHDC Housing Strategy and Enabling Team
MHDC Rural Lettings Policy – comments by 2nd November 2020
Police and Crime Commissioners Surveys – completed and returned
MHDC Boundary Commission Review – video meeting `19th November – Clerk linked in
- 20. Clerks report on Urgent Decisions since last meeting –**
Payments made –
1st September – Hollands Coaches = (final payment)= £193.00, Mr C Bunn (maintenance work) = £140.00
10th October – Mr C Bunn (maintenance work) = £56.00, Mr I Mapp (LM July/August) = £432.00, Forest & Garden Machinery (fourth payment) = £414.00.
1st November – Mr I Mapp (LM September) = £216.00, Mrs S Burrows (oil for benches) = £69.36.
30th November – Mr I Mapp (LM October) = £216.00.
29th September – Concerns regarding groundworks in **Bayton Conservation Area (Church Lane)** – MHDC were aware of the work and had no concerns.
Plans circulated by email and paper on 15th July 2020
20/00933/CU Associated Ref:20/00934/LB – Glebe House, Bayton, Kidderminster DT14 9LS – Conversion of former Coach Houses into single residential dwelling. It was agreed to support the application.
Plans received July to September 2020 when PC were not quorate
20/00699/LB – Norgroves End Farm, U95602, Bayton DY14 9LX – Conversion to form one dwelling.
20/00698/CU – Norgroves End Farm, U95602, Bayton DY14 9LX – Change of use to form one dwelling.
20/00942/FUL – **The Workshop, Beach Hay, Bayton DY14 9NF** – Demolition of existing workshop and replacement with a 2 bed single dwelling.
20/01073/HP – **Carton Cottage, Clows Top DY14 9NP** – Construction of single storey flat roofed rear extension with lantern rooflight to provide garden room linked to existing living room and kitchen.
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20/00796CLPU – **Woodchester, Beach Hay, Bayton DY14 9NF** – Lawful Development Certificate for the proposed siting of a caravan within domestic curtilage.
20/00611/CAN – **Garden Cottage C2096 Bayton DY149LY** – Undertake works to one apple tree and one holly tree as detailed on application form
20/03180/FUL - **Deeter Cottage 1 The Terrace, Clows Top, Kidderminster DY14 9PA** – Demolition of garage and erection of two storey extension to front elevation
The Clerk sent comments on above applications to say ‘PC not quorate so no comments could be made’.
Beech Tree Coronation Corner – Yearly survey arranged, see item 10j.
- 21. Councillors’ reports and items for the next agenda.**
Agenda items – Vacancy on PC, Waste bins, Seats/Noticeboards, Tenbury Transport Trust, Computer Training, Policies on GDPR, Management of Unreasonable Behaviour and Covid 19 Grant funding.
- 22. Date of next Video Meeting – 12th JANUARY 2021 at 7.30pm**
- 23. Meeting Closed 9.20pm.**

Signed----- Date **January 2021**
Chairman

Issues raised by Cllrs to County Cllr

Nightingale Hospitals – Why were they not used to clear backlog of operations etc. It was thought to be lack of

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staff.

WCC Here to Help - Concerns raised about this service during first Covid lockdown, County Cllr to be put in direct contact with Cllr concerned.

Broadband - Concerns raised regarding Openreach not fixing BB problem for two weeks,. County Cllr to be put in contact with the Cllr concerned.

Dist Cllrs Report

MHDC - Budget is on target, audit passed, no concerns. MHDC purchased land to plant trees, help environment.

Nightingale Hospitals – He is aware that NHS have staff on standby if are needed.

MHDC Sourcing Green Supplies -more expensive and not viable in most cases.

Apprentice Grants – available from MHDC for clothing, tools etc.

Ward Grant Budget – Cllr has money for small projects.

County Cllrs Report

Corona Virus effects - Your meeting comes a little after the end of the latest national lockdown and the resumption of the 3 tier system, where Worcestershire now finds itself in tier 2. This may be unsatisfactory in some ways, but we are grateful that the country is divided into counties, rather than regions. That said, splitting it into district councils would have been even better...

You could spend the whole evening discussing whether this scheme is wise and justified, but it would essentially be ineffective. We have to do as instructed, and trust that this is brought about by the highest motives of wishing our society to be free of this scourge as quickly and painlessly as possible.

The County Council is doing its best to provide help and grants to deserving cases, through the Here2Help website. *Please visit there for more information on what is available.*

We are keen to encourage people to stay local and shop local. It is easy to resort to buying everything online and that might be convenient but also helps big multi-national organisations. We also need to support local shops that might otherwise go out of business permanently.

Hence, we are making moves to assist setting up local click and collect services for those businesses, so we can continue to patronise our small local shops, rather than the big multinationals. The government has suggested it should be possible to find a way for pubs to serve visitors as if they have an off-licence, even if it means ordering in advance and turning up with your own containers for beer and wine.

What happens after this tier system is anyone's guess, so keep in touch with what is being recommended. Let us hope the plans for enjoying Christmas work in the way intended.

County matters - There was a full council meeting a month ago, which was held on zoom, but also live webcast as normal. A number of members of the public expressed concern about our progress on cutting our carbon output, and there was discussion on the zero carbon report from Cabinet.

A notice of motion praised the importance for the economy and tourism of the county's rivers and canals, while another wanted more time for motions, as some of the opposition thought the time spent on Conservative motions was disproportionate. That motion was lost.

At the Cabinet meeting a week later, I presented a report that seeks to commission consultants to investigate whether we can start a "Wheels to Work" scheme encouraging people to hire bikes and e-bikes from the county to get to work, where bus services are inadequate. The latter certainly applies to the Bayton area. If the report is positive, we may be able to create such a service, to help those without access to a car to get to and from work more easily.

I have last week replied to a letter from the MHDC leader, Cllr Sarah Rouse, to thank her for her support for the idea and indicate that, if adopted, it will apply to the whole county and hence there will not be a pilot scheme in your district area.

At the scrutiny meeting of the environment and economy panel four weeks ago, a number of members of the public were concerned about our plans for promoting active travel, i.e. walking and cycling. While the discussion was not detailed, it is worth looking at the agenda of the meeting on the WCC website to see the extent of the efforts we are making to encourage walking and cycling across the county.

While there may be limitations of funding, the intention is to assist those who choose to walk and cycle wherever possible. That said, there has been a lot of publicity about ill thought out schemes being introduced quickly, often without consultation, and after extensive protests, some of these have been withdrawn. So far, the county has not got caught in that trap.

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The Environment Agency will start its local consultation on the plans to erect flood barriers in and around Tenbury, to prevent any further flooding. This year many premises and homes were badly affected, and the EA is keen to know of local ideas for how this can be prevented in future. I trust all involved will do their best to contribute. You can take part in the consultation by visiting the virtual room on the EA website, which gives you details of all the aspects of the programme, and the opportunity to contribute thoughts and ideas.

Local Matters - I am aware of the efforts of your clerk to seek priority for your highway works that are outstanding. I cannot promise dates, but believe you have a strong case and hope they can be done soon. I trust you will continue to let me know of any local matters that require my attention. We aim to continue working flat out on keeping the highways in good condition, as well as seeing broadband expanded across the county. Any difficulties on this and other matters should be reported to me, if not in the first instance, but certainly if you do not receive satisfaction.

The recently published results of the viewpoint survey show that traffic congestion is one of the most important problems for residents and we need to re-emphasise that we are spending a lot of capital sums of seeking to improve our road system.

You will not need reminding that the coronavirus situation has played havoc with the state's finances, nationally and locally. We will aim to keep our council tax as low as possible but recognise the need to respond to the changed needs and priorities at this difficult time. Your opinions on the situation would be welcome, either expressed at the meeting or in writing at any time.

Remembrance Day - It was a privilege to lay a wreath on behalf of the County Council during the attenuated service held outside St Mary's church earlier last month. While this was a lesser event than normal, it was certainly worthwhile, remembering all those from Tenbury and the surrounding district who fell in the many wars over the last century. I am very grateful to the British Legion and all the church elders for enabling this simple ceremony to take place. **We will remember them!**

Cllr Ken Pollock

DRAFT