

BAYTON PARISH COUNCIL

Minutes of the VIDEO Parish Council Meeting of Bayton Parish Council held at 7.30pm on Tuesday 12th January 2021

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

1. **Apologies:** Apologies noted from Cllr Miles.
2. **Co-option of a Cllrs** – No applications received.
3. **Declaration of Interest:**
 - a. **Register of Interests** – Cllrs are reminded to keep their register up to date.
 - b. **Disclosable Pecuniary Interests** – Cllr Tonks item 19 Confidential Complaint.
The Clerk declared an interest in item 11 20/02057/PIP - Highbrae, Mamble Road, Clows Top due to living near the land, Clerk is not part of the decision making process but wished to declare the interest.
 - c. **Other Disclosable Interests** – See above.
4. **Dispensations** –
 - a. To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) –
Dispensations requested –Cllr Tonks requested a Dispensation to speak and vote on item 9 as above. It was agreed by all to grant the Dispensation until May 2023.
5. **Public Question Time** – No matters raised
6. **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 11.
7. **Minutes of Parish Council Meeting** held on 8th December 2020 were agreed by all, Clerk and Chairman to meet to sign document.
8. **Progress reports for information** –
 - a. **Seat Clows Top and Bench Coronation Corner** – It was agreed for Clerk to price these along with wooden Flower Boxes.
 - b. **Waste bins** – Cllr and Clerk looking into cost/design of signs to say bins have been provided by Bayton PC.
 - c. **Village Gates on B4202** – WCC not yet installed gates.
 - d. **Maintenance Contract work** – Removed old bin Beach Hay, no other work done due to weather.
 - g. **Church Lane, Bayton (car park end)** – WCC to resurface March 2021, Clerk to report blocked drain
 - h. **Hedge cutting at Severne Green** – Housing Association to cut on 13th January, Clerk notified residents not to park in that area.
 - i. **Church Car park surface**– Bayton Village Hall & Recreation Ground Committee advised they were going to clean the area and will look into further work in 2021. Cllr stated it did not seem to have been cleared of dead soggy leaves and there are puddles. Clerk to remind Hall to keep PC updated on their plans.
9. **Reports on Video Meetings attended by Clerk or Councillors:**
Cllr linked in – CALC Training 10th January – information circulated to all Cllrs
10. **Finances** –
 - a. **Payments made (circulated)** – Mrs S Burrows (see item 10e) = £144.71, Mr I Mapp (LM December) = £216.00
 - b. **To report receipts since last meeting** – WCC LM(July/August) = £360.00.
 - c. **Bank Reconciliation November/December 2020** (circulated) – It was agreed by all and will be signed by Cllr, Balance in cash book on 31st December 2020 = £24807.14.
 - d. **Data Protection Renewal Fee** - To report DD payment of £35.00 due 23rd January 2021
 - e. **Clerks Expenses 2019-2020** – It was agreed to pay £144.71 as circulated.
 - f. **Internal Auditor**-It was agreed to appoint DM Payroll at cost of £75.00.
 - g. **Computer Lessons** – It was agreed to discuss this at next meeting.
 - h. **Precept 2021-2022** (circulated)– It was agreed to increase the precept by £100.00 to £8550.00. Some money held in Reserves to be put into budget, to be discussed at future meetings.
At 8.05 due to internet issues the Chairman agreed to close the meeting for Clerk to resolve issues.
Meeting continued at 8.10pm, Cllr Lawrence could not log back in.

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11. Planning:

- a. **Plans circulated since last meeting** – None.
- b. **Decisions received since last meeting** –
20/01380/HP- Deeter Cottage 1 The Terrace, Clows Top – Demolition of garage and erection of two storey extension to front elevation. **Approved by MHDC**
20/0013/FULL (amended plans) – Land adjacent to Victory Hall, Tenbury Road, Clows Top – Erection of 5 new dwellings and resurfacing and regularisation of adjacent carpark. **Approved by WFDC.**
- c. **Plans for comment on tonight** –
20/02057/PIP – Highbrae, Mamble Road, Clows Top, Kidderminster DY14 9HX – Application for Permission in Principle for 9 dormer bungalows with access, parking and landscaping. It was agreed by all to comment on following – Affordable housing to be provided on site as per relevant policy. **Access** - two junctions on opposite side of A456, visibility due to corner, speed of traffic in 30mph not adhered to, appropriate landscaping. **Drainage** - from roofs and hard surfaces, sewerage. Footpath - on WCC maps but is not mentioned. Could developer fund signs and speed reduction initiatives. If access was incorporated into Highbrae access the PC would support the change.
20/01987/LB – Bank House, Bayton, Kidderminster DY14 9LQ – Structural repairs to timber framing in large living room, Labelled B on the plan drawing. It was agreed to support this application.
- d. **Outstanding issues** –
ENF/19/0085 - Sheds on land at Bayton Common - Enforcement busy, Clerk to ask for update.
ENF/19/0325- Scrap Metal Bayton Common – Enforcement to visit site as metal has not been removed.
ENF/20/0352 – Agricultural land being used as garden Bayton Common – Enforcement looking into this.

12. Road report

- a. **Lengthsman** – It was agreed to advertise the Contract from 1st April to ensure transparency and best use of public funds.
- b. Any problems to report – Blocked drains Church Lane and centre of Bayton, Clerk to report.
- c. **Beach Hay crossroads visibility splays** – Clerk waiting for WCC to reply to request for visit.
- d. **B4202 Bayton Common** – Problem reported to BT, landowner is aware of the issue.
- e. **B4202 Bayton Common** – Awaiting WCC update, drains have been surveyed, the road is dry.

13. GDPR - to agree to adopt following Policies as circulated –

Bring Your Own Device (BYOD) Policy, Removable Storage Devices Policy, Information Technology Policy, Data Retention and Disposal Policy, Retention Table as reviewed by Clerk January 2021, Data Handling Profile, Data Audit Schedule as reviewed by Clerk January 2021, Data Audit Questionnaire as reviewed by Clerk January 2021
It was agreed by all to adopt the Policies, they had been approved by CALC and MHDC Legal.

14. **Cllrs own Computers/Tablets/Phones** – Cllrs to confirm own devices are password protected, have antivirus software installed and automatic updates set for their systems. Please refer to relevant Policies as circulated. All Cllrs confirmed their devices are compliant.

15. **Cllrs email address** – Cllrs were advised to consider setting up dedicated email address for PC but it was not a legal requirement.

16. **Managing Unreasonable/Vexatious Complaints** – It was agreed by all to consider this at next meeting.

At 8.45 due to internet issues the Chairman agreed to close the meeting for Clerk to resolve issues. Meeting continued at 8.50pm, Cllr Lawrence could not log back in.

17. **Covid 19 funding** – It was agreed by all to put this on February agenda, Clerk to see what Community Transport is available that residents are using for medical appointment or will use when Covid restrictions are lifted. It was agreed to look at organising a Party when Covid restrictions are lifted.

18. **Risk Assessment (circulated)** – The document was shared on screen, it was agreed all risks are covered, Chairman to sign.

19. **Confidential Complaint** – CALC advise obtained and circulated, the Clerk was asked to note in minutes how a Working Party and a Working Committee function as per advise obtained. CALC advised the PC Delegation Scheme allows the PC to form either group.

Working Party - can be held anytime, anywhere, findings need to go to a full PC meeting for whole of PC to decide on action to be taken. PC Meetings to be updated as matters progress.

Working Committee – must hold formal meetings which must be advertised, must hold meetings in public place, must be open to the Public. Can make decisions and report their decisions back to full PC meeting.

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It was agreed by all to set up a Staff Working Party to look into the matter.

It was agreed Cllr Kemp, Cllr Tonks and Cllr Wakeford form the Working Party and the following matters were also agreed by all present -

Working Party Chair to hold all minutes of the meetings and to obtain further advise from CALC and legal expert if it is felt necessary.

Necessary papers can be signed by Chair (after circulation to all Cllrs and Clerk) if required provided the PC will not be put to any undue expense.

Working Party to report back to next PC meeting.

Terms of Reference to be drafted by Clerk and circulated for next meeting.

20. Correspondence for information – Email correspondence circulated - CALC Training dates.

COVID 19 updates from CALC, NALC, WCC, MHDC, Police

WCC -Minerals and Waste Monitoring Report,

WCC – Broadband updates

MHDC -Bird flu outbreak,

MHDC – Video Planning Training – Urban Design – 2nd March at 6pm

21. Clerks report on Urgent Decisions since last meeting – None.

22. Councillors' reports and items for the next agenda.

Agenda items – Vacancy on PC, Waste bin signs, Seats/Noticeboards/Flower containers, Working Party report, Covid 19 Policy, Terms of Reference.

23. Date of next Video Meeting – 9th FEBRUARY 2021 at 7.30pm

24. Cllrs agreed to close the meeting to Public and Press due to the confidential nature of the business to be discussed.

25. Staff Meeting held on 11th January 2021 – See item 19 above, there was no confidential matters to discuss.

26. Meeting Closed 9.05pm.

Signed----- Date **9th February 2021**
Chairman

Dist Cllrs Report

Many reports being made to Enforcement regarding new gateways to field and households being created.

Planning Permission is required for this type of work and Highways will be consulted as part of the process.

Finances at MHDC - are sound and it is anticipated a 2% increase on Council Tax, this is still to be approved by Full Council. This will ensure services can be maintained going forward.

Bus Services – support has been given, passenger numbers 90% down pre Covid. Passenger numbers during third lockdown higher than first lockdown.

Foodbank – Support amounting to £15000.00 been given for Christmas, food parcels and hampers provided.

Malvern Splash – Pool now being filled, will be ready to open in February subject to Covid restrictions.

Green Agenda – Residents being asked not to use some poisons for vermin – low income households being given a subsidy to control vermin.

Waste Teams – Working through Covid, recycling rates going up. Income from ash generated by black waste has increased due to metals extracted from the ash and an increase in amount of ash produced by the process.

Planning Enforcement – Team are working with other Districts to support one another due to increase in cases.

Q - Cllrs queries – What Covid support is MHDC giving and can PC give any support.

A - Covid Support – Mental Health Support Groups in place, support and advise being given to the vaccination centres being set up but this is led by NHS. Dist Cllr not aware of any specific support PCs could give at this time.

Q - Rural Buses – Why are smaller buses not used due to reduction in passenger numbers.

A - Bus companies have limited supply of small buses; they are trying to keep services going but financially not very profitable with low number of passengers.

Q - Recycling Centres – Is there a nearer one than Kidderminster or Tenbury

A - MHDC have looked to site bottle banks but not found a site that is safe for lorries to deliver and collect.

MHDC do clear fly-tipping away quickly once they are made aware of an issue.

Ward Grant Budget – Cllr has money for small projects and happy to support project on this agenda.

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Q – Cllrs Queries - Covid – How is Worcestershire coping with vaccine rollout.

A – The County is ready to vaccinate if supply of vaccine consistent.

Q - Hospitals – We hear Birmingham Hospital is all Covid patients, is WRH likely to go this way, Cllr was aware of local residents having appointments cancelled.

A – County Cllr not aware of any issues, WRH still has capacity in ICU, he had been in a meeting this morning and no concerns were raised regarding this point.

County Cllrs Report

Corona Virus effects - No doubt like everyone else, you are seeking to adjust to the third lockdown that started last week. The new variant of the coronavirus has clearly caused revision of most of the plans across the country as to how to react to the infection, and this latest lockdown needs to be taken very seriously. The watchword is to stay at home, if at all possible. Some people will need to work away from home, and we are grateful for all their efforts to bring us services, food, newspapers and all sorts of deliveries for goods bought online. You will all realise that for every one person you see in those contexts there are as many as 20 to 100 others working behind the scenes, seeking to keep our lives as stable as possible. There is hope in the distribution of vaccines and these will go to the most vulnerable first. While this is being organised by the NHS and not local councils, we are aware that there are anomalies in the ordering of vulnerable people. It would appear that the local surgeries will be administering the vaccines and in consequence some will seem to be doing better than their neighbours. In all these considerations, it is crucial to follow the national guidance and recognise the rapidly changing situation, which means that government advice and orders appear to change without reason or much notice. It would be foolish to imagine this is happening through incompetence or carelessness.

County matters - At last month's Cabinet meeting, Marcus Hart presented the details of the schools funding settlement. It is important to note that he refuted the requests by three members of the public who asked that the County should ensure there was teaching about climate change in the county's schools.

We only pass on the Dedicated Schools Grants, the DSG, and do not intervene in deciding how schools should spend their allocation. It would be inappropriate for the county to seek to dictate to schools on matters of curriculum of this nature. Naturally this applies as much to the current situation with all schools closed as it does in normal times.

You may have seen the comments from Cllr Peter McDonald, claiming that more laptops should be made available to disadvantaged children. My colleague, Cllr Marcus Hart, has challenged this strongly, giving details of the variety of provision for such children to assist in home schooling.

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

The budget for 2021/22 was discussed at the Cabinet meeting last Thursday. The 56 pages of the agenda can be read on-line and you can listen to the webcast.

We hope to be able to balance the budget, despite the difficult financial situation we are in, bearing in mind some £9.5 million being made available in special one-off grants from the government. The Cabinet are proposing a 1.5% increase in basic Council Tax, plus a 1% surcharge for Adult Social Services. This is below the maximum we are permitted to raise but is in anticipation of continuing financial constraints in the coming years. There will be a council meeting on Thursday, the 14th January, where there will be a full discussion of the performance of the Council in annual reports from the Leader, Simon Geraghty, and the Chief executive, Paul Robinson. This will include reference to the budgetary situation as well as all the activities of the council over the last year. It may not include as much attention to the current concern about the climate, as desired by the five public participants at last Thursday's Cabinet meeting, as written up in Monday's Worcester News.

We are grateful for the Chancellor's help in getting money to our business community, in order to keep these businesses afloat during this difficult period and also to help those who may want to start or expand their enterprises. The County's Here2Help Business programme is the channel for some of this assistance, with the help of the district councils as well.

Local Matters - Please take the chance to look at the Environment Agency website, to see what is planned to protect Tenbury from flooding. You may take part in the consultation this month, to seek to ensure the best possible solutions are found to the problems the town faces. The provisional budget also includes a capital sum

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to help control flooding in Bewdley. If you have any local concerns, please let Hannah Davies know in the first instance, but let me know if the response seems inadequate. Apart from all of the above, much of which is rather negative, I would like to wish you all a very Happy and Prosperous New Year. Better times lie ahead...

Cllr Ken Pollock

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