

# BAYTON PARISH COUNCIL DRAFT

## Minutes of the Annual Parish Council Meeting of Bayton Parish Council held in Bayton Village Hall at 8.20pm on Tuesday 18<sup>th</sup> May 2010

**Present:** Cllr Gray (Chairman), Cllr Miles (Vice Chairman),  
Cllr Christie, Cllr Burns, Cllr Carver, Cllr Clarke, Cllr Taylor

**In Attendance:** Clerk, 5 Members of the Public.

1. **Election of Chairman:** It was agreed by all that Cllr Gray should continue as Chairman. The Declaration of Office was signed.
2. **Apologies:** None.
3. **Election of Vice Chairman:** It was agreed by all Cllr Miles be elected for this position.
4. **Declaration of Interest:**
  - a. **Register of Interests** – No new forms requested.
  - b. **Personal Interests** – Cllr Christie- Land by Village Hall (item 15b) due to being on Village Hall Committee.
  - c. **Prejudicial Interests** – Cllr Christie - item (15b) as above.
5. **Public Question Time** – see notes at end of minutes.
6. **Standing Orders** – there has been a new document published and changes have been made. Clerk to look at before next meeting. Cllr have had changes by email.
7. **Financial Regulations** (circulated) – It was agreed by all Clause 3 (3.4) of Regulations be changed to £100.00. This is the amount of money Clerk can spend between meetings in consultation with Chairman.
8. **To note the Code of Conduct** – Cllrs should all have their own copies and note the contents regularly. Interests to be declared by Cllrs, it is not responsibility of the Clerk.
9. **To consider the Council's Scheme of Delegation** (circulated) and to appoint members to the following:
  - a. Staffing Working Party – Chairman. Vice Chairman, Cllr Taylor  
LM Working Party – Cllr Taylor. Cllr Christie  
Grievance/Disciplinary Committee– Vice Chairman, Cllr Clarke, Cllr Carver  
Appeal Grievance/Disciplinary Committee – Chairman, Cllrs Burns, Cllr Taylor
  - b. Planning Working Party – Chairman, Vice Chairman and one other living near to the application.
  - c. Clerk's Finance Support Group – Cllr Burns, Cllr Taylor.
10. **Council's Risk Assessment (circulated) and Insurance** – document circulated. Trees/bins to be checked for next meeting and document to be signed. Clerk has contacted insurers and gained a reduction in premiums. No changes to policy needed.
11. **To appoint volunteers to the following roles:**
  - a. Footpaths Officer – Clerk to continue.
  - b. Tree Warden – Clerk to continue.
12. **To consider appointment of representative to outside bodies:**
  - a. Bayton Village Hall Committee – Cllr Christie agreed to remain on the Committee. Clerk to formally notify Village Hall Committee.
  - b. Worcestershire CALC Meeting Executive (2 Cllrs). Any Cllr can go if they wish.
13. **Minutes of Meeting** held on 20<sup>th</sup> April 2010 were agreed by all and signed by Chairman.
14. **District Cllrs report** – None.  
**County Cllrs report** – attended APM.

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### 15. Progress reports for information:

- a. **Housing Needs Survey** – Housing Needs Enabler and Planning Officer not yet contacted Clerk following tour of village. Clerk to contact them for next meeting.
- b. **Village Hall** –
  - **Grant Paperwork** – Now received from Village Hall Committee referring to DoorStep Green Grant given in September 2009 for Recreation Ground. Clause 3 in this document refers to an 80 year interest by DoorStep Green which should be adhered to. Copy of document in files.
  - **Footpath surface by hall/school** –and
  - **Responsibilities of this Parish Council when holding land as Custodian Trustees** – Legal advice from NALC Solicitor obtained by Clerk.  
Legal advice stated PC is not responsible for the land/footpath as they do not Manage it. Cllr Christie disputed this fact and felt more advice should be sought. After further discussion it was proposed and agreed by the majority Clerk write to the Village Hall Committee to recommend they seek legal advice should it be thought to be necessary. PC position is very clear in legal advice already received.
- c. **Mowing Footpath by B4202** – Clerk had spoken to contractor and he is cutting verge this week and will return contract with copy of his insurance.
- d. **LEADER Grant** – Coronation Corner – Consultation Document sent out with APM paperwork to every household, only 2 returned and one offer of help received. It was felt without the backing of the electors only minor improvements could be made with or without grant funding. Interested parties to look into this and report back to PC.
- e. **Youth Club** – Meeting held with youth worker, local volunteers needed to oversee the project. Youth worker to arrange meeting with youths in Bayton. Clerk to circulate date.
- f. **Parish Improvements** – no suggestions were received from the electors despite a paper asking for suggestions being given to every household as per item (d) above

### 16. Reports on Meeting attended by Clerk or Councillors:

**Village Hall** - 13<sup>th</sup> May. Minutes of March meeting circulated. Consultation on Play Area being done within village. Concerns were raised by PC members regarding noisy equipment being placed close to houses. Planning permission may be needed. Cllr Christie will inform Committee of concerns. AGM 24<sup>th</sup> June.

**Youth Meeting 6<sup>th</sup> May Martley** – Clerk and Cllr see (15e) above.

### 17. Finances –

- a. **Payments made** – LCR subs = £13.50, Hollands Coaches 11 weeks = £152.30, WCALC New Standing Orders = £15.00, Internal Audit = £50.00, MHDC = £65.98 (see item d below), Mamble PC 50% SCC grant for minibus = £125.00, Bayton School Photocopy APM = £23.70, AON Insurance 10/11 = £257.96.
- b. **Payments received** – WCC LM March 10 = £135.00, SCC minibus funding £250.00, MHDC 1<sup>st</sup> Precept = £3325.00. Interest = 48p.
- c. **Bank Reconciliation** – Signed for April 10. Balance agreed as Current Account = £4718.52, Investment Account £5662.49.
- d. **Business Rate Relief Clows Top PO**- To consider supporting this business as per information circulated. It was agreed by all to support the business for the following reasons - The business is of benefit to the local community and it is reasonable for the parish to support it financially – 50% Discretionary relief will be awarded. A payment of £65.98 will be forwarded to MHDC.
- e. **To receive Internal Auditors Report** – One clerical error found – balances not affected.
- f. **To sign papers for External Auditor including Annual Governance Statement** – All paperwork signed, statements had been circulated and all agreed they are being adhered to. Audit being advertised for public to view if they wish.

### 18. Planning:

- a. Plans circulated since last meeting – **None**.
- b. Decisions received since last meeting – **None**.
- c. Plans for comment on tonight – **None**.

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**19. Road report**

- a. **Lengthsman** – General drain clearance to be maintained.
- b. **Problems to report** – Speed of traffic - B4202 Badgers Walk - Clerk to action.
- c. **Update on outstanding queries** –
  - HGV sign for Bayton Roads from B4202 – being looked into. Lorry stuck on Ninevah Lane – complaint sent to WCC.
  - Clows Top crossroads signage – new signs now up.

**20. Correspondence for information** –

Emails circulated, list attached. Only one Cllr not on email list but is in contact with Clerk by email.

**21. Clerks report on Urgent Decisions since last meeting** –

- Landowner at Colliers Hill has attended to tree branch.
- In consultation with Chairman a letter was sent to Village Hall Committee see item (15b) above.

**22. Councillors' reports and items for the next agenda.** Cllr raised concerns regarding speeding on B4202 by Badgers Walk (also raised at APM). Clerk to make enquiries regarding SLOW sign being put on road. Agenda items June - Cllr contact details and Clerks responsibilities.

**23. Date of next meeting: TUESDAY 15<sup>th</sup> June 2010**

**24. Meeting Closed 9.45pm.**

Signed-----  
Chairman

**Date 15<sup>th</sup> June 2010**

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A query was raised regarding having Public Question Time at the end of meetings as well as at the beginning. This was raised last year and was an agenda item in July, September and October 09. As no public came to these meetings or made any written comments on the matter the PC agreed to adhere to Best Practice Guides and not alter the agenda.

There was a strongly-worded intervention from a member of the public who felt there was a problem with Bayton PC as the Clerk, as an unelected person, makes independent decisions. At this point the Chairman asked the member of the public to stop speaking as it is improper to discuss the work of an employee in an open meeting. The Clerk denied his accusation as all decisions are made at PC meetings. The member of the public stated that if he could not discuss the matter further he would leave the meeting. At this point he left.

The Chairman again stated she would not allow the integrity and work of the Clerk to be discussed in an open meeting.

A query regarding contact details was raised. It was felt by one elector that Cllrs are not approachable. The Chairman stated that this question had been discussed by Cllrs who felt they did not want personal contact details posted on a website or noticeboard. The PC is happy to investigate other options.