

BAYTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Bayton Parish Council held in Bayton Church at 7.40pm at close of Annual Parish Meeting on Tuesday 10th May 2022

Present: Cllr Miles (Chair), Cllr Kemp (Vice Chair), Cllr Wakeford, Cllr Burns,
Cllr Adams, Cllrs Tonks, Cllr George

In Attendance: Clerk, One Member of the Public.

1. **Election of Chairman** – It was agreed by all Cllr Miles be elected, a Declaration of Acceptance of Office was signed
2. **Apologies:** None.
3. **Election of Vice Chairman** – It was agreed Cllr Kemp be elected.
4. **Declaration of Interest:**
 - a. **Register of Interests** – Cllr George confirmed he has completed his register and returned to MHDC.
 - b. **Disclosable Pecuniary Interests** – Cllr Tonks item 25 Confidential Complaint.
 - c. **Other Disclosable Interests** – See above.
5. **Dispensations** –
To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) –
 - a. **Dispensations requested** – Cllr Tonks was granted a Dispensation until May 2023 to speak and vote on item 25.
6. **Public Question Time** – No issues raised.
7. **County Cllr Report** – Report at end of minutes, apologies received.
District Cllr Report – Apologies received; no report given.
8. **Standing Orders** – Changes have been announced this week, to review at June meeting.
9. **Financial Regulations** – To be reviewed at June meeting due to online banking being considered.
10. **To consider Council's Scheme of Delegation** (circulated) – It was agreed to adopt as drafted, Covid paragraphs to remain in the document.
11. **To appoint Cllrs to the following:**
 - a. **Staff Working Party** – Details in files.
 - b. **Planning Working Party** – Details in files.
 - c. **Clerks Financial Support Group** – It was agreed this would involve all Cllrs at meetings, all information to be circulated to all Cllrs before meetings.
12. **To consider appointment of representatives to outside bodies:**
 - a. **Bayton Village Hall representative** – It was agreed by all Cllr Kemp be elected.
 - b. **Clows Top Village Hall** – It was agreed by all Cllr Tonks be elected.
 - c. **Worcestershire CALC Meeting Executive (2 Cllrs)** – It was agreed any Cllrs can attend if they wish, information is circulated by email.
13. **Minutes of Parish Council Meeting** held on 12th April 2022 were agreed by all and signed by Chairman.
14. **Progress reports for information** –
 - a. **Maintenance Contract work** – Coronation Corner tidy up, flowerboxes, seats to be oiled.
 - b. **Noticeboards Bayton Common** – Waiting for WCC to install.
 - c. **Siting of seat** – Waiting to meet with WCC.
 - d. **Teme Wheels** – Leaflets being given to interested residents by Clerk, service to start in June.
 - e. **A456 Safety Issues** – Police are looking into safety issues at Clows Top crossroads due to the building work.
 - f. **Footpath Gate Bayton** – Blacksmith to arrange installation this week.
15. **Reports on Meeting attended by Clerk or Councillors:** None
16. **Finances** –
 - a. **Payments made** – Impact China Ltd (see item 19a) = £557.28, Mrs S Burrows (see item 19b) = £63.47,

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£358.12, D M Payroll Services Ltd (see item 16j) = £80.00, Mrs S Burrows (Defib pads) = £47.94, Mrs J Kemp (see item 20) = £67.32, Arthur J Gallagher Insurance Broker Limited (see item 16f) = £707.58.

- b. **To report receipts since last meeting** – WCC LM January/February 2022 £330.00, MHDC Precept £4400.00.
- c. **Bank Reconciliation April 2022 (circulated)** – Balance agreed as £22688.50.
- d. **Worcestershire County Association of Local Councils (WCALC)** – CALC advised invoice incorrect awaiting new invoice.
- e. **Asset Register (circulated)** – It was agreed by all the register has all assets with adequate insurance cover.
- f. **Insurance** – Renewal details received today. It was agreed by all to circulate policy details and renew subject to the policy being acceptable to the PC. Total cost £707.58 with Hiscox through Broker.
- g. **Certificate of Exemption from External Audit (circulated)** – It was agreed by all PC income and expenditure for 2021-2022 are both under £25000.00.
- h. **Annual Governance Statement (circulated)** – It was agreed by all the matters are being adhered to.
- i. **Internal Auditors Report (circulated)** – Auditor found all accounts to be correct.
- j. **Annual Return/End of Year Accounts 2021-2022 (circulated)** – It was agreed by all for Chairman to sign all documents as circulated. A balance of £18601.27 is to be carried forward to 1st April 2022. Budget circulated and agreed, to be reviewed at June meeting.

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. It was agreed by all to make no comment.

18. Road report

- a. **Lengthsman** – Work progressing well, awaiting Timesheet for April.
- b. **Problems to report** – Potholes Bayton village.

19. It was agreed by all 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. (Invoices circulated)

- a. It was agreed by all to purchase 108 personalized Platinum Jubilee Mugs as agreed by email for Bayton Parish children at a cost of ££464.40 (exc vat)
- b. It was agreed by all to purchase 108 Platinum Jubilee mug boxes at a cost of £52.89 (exc vat) as agreed by email.

20. Annual Parish Meeting – No matters were raised. Clerk to ask advisors if it is necessary for Chair to call this meeting as few residents attend. To be on June agenda.

21. Purchase of flowers/compost for flower boxes and Coronation Corner – Cllr Kemp had purchased bedding plants that were on offer, receipts presented to meeting. It was agreed by all to pay Cllr £62.32, Cllr was thanked for buying plants. It was agreed by all to purchase seven bags of compost from Clows Top Shop, total cost £25.00.

22. Smartwater project – It was agreed by all to circulate information to residents and ask the Police to come to a meeting to give further details.

23. Cllrs volunteer time outside meetings – It was agreed all Cllrs are very busy, there is no legal requirement to do volunteer work outside meetings.

24. Diversity Policy – A Policy for Equality and Diversity is in place for employees. After much discussion it was agreed by the majority to look to adopting a Policy to cover all work of the PC.

25. Confidential Complaint

- a. **Working Party Meetings** – It was agreed by all to follow the legal advice given which is to remove the item from the agenda. If further correspondence is received the matter can be re-opened.

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

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Parish and Town Councillor Conference - 17 May 6-8pm

27. Clerks report on Urgent Decisions since last meeting –

27th April - Residents' concerns regarding neighbours trees being a danger to their property – Dist Cllr has passed to MHDC.

28th April – Dist Cllr advised potential Breach of Planning Permission in Parish – Dist Cllr passed to Enforcement Officer.

30th April – Residents' concerns regarding noise from biking event near Bayton – Dist Cllr advised fourteen events can be held, resident advised to contact Environmental Services if they feel noise is unacceptable.

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

Agenda items – Risk Assessment, GDPR policies, Coronation Corner Wall, Grant Policy, Reserves Policy.

29. Date of next Meeting – 14th June 2022

30. Meeting Closed 8.51pm.

Signed-----
Chairman

Date 14th June 2022

County Councillors Report

Ukraine Refugees - WCC is working closely with the Department for Levelling Up, Housing and Communities, and with local partners, to co-ordinate actions regarding our response to the Ukraine refugee crisis. WCC has agreed with the six Worcestershire District Councils, to co-ordinate our response as "One Worcestershire", to ensure a joint approach is undertaken. At the moment the best way to provide humanitarian help for the people of Ukraine is through financial donations to organisations with a presence in the region. This is considered a more effective way to support those in need, rather than physical donations, given the complexities and time it can take to physically transport supplies. Together with this Report, I am forwarding a list of agencies supporting Ukraine, should anyone wish to contact them. Over 2,000 families have offered their homes to Ukrainian families in Worcestershire. 700 guests have arrived so far and are being hosted by 289 families. 228 guests in Wychavon, followed by Malvern Hills, Worcester City, Bromsgrove, Wyre Forest and Redditch. Host families offer their home for a minimum of 6 months and a maximum of 12 months, though this may be extended if necessary.

Worcestershire Health and Wellbeing strategy consultation 2022 – 2032 - has been launched. Good mental health and wellbeing may mean different things to different people. Your thoughts and feelings are welcomed, to help WCC shape the future of health and wellbeing over the next ten years. The consultation survey is open to everyone and will help build up a picture of what Wellbeing means to people of all ages across the county. More details can be found at: www.worcestershire.gov.uk/HWBStrategy2022

Bus Service Improvement Plan (BSIP) - WCC have been unsuccessful in their (BSIP) submission to the government. It is also extremely disappointing to hear that First Bus have announced they intend to significantly cut services in Worcestershire. The details are yet to be finalised but this will have a detrimental impact on residents. WCC is now considering its future policy with regards to bus services in Worcestershire.

Ambulance Service - waiting times remain a major concern in the county. Ambulances often continue to wait for several hours to discharge their patients at the Worcester Royal Hospital, due to patient delays from progressing from the Emergency Department onto wards.

David Chambers, County Councillor, Tenbury Division.