

BAYTON PARISH COUNCIL

Minutes of the Parish Council Meeting of Bayton Parish Council held in Bayton Church at 7.30pm on Tuesday 11th October 2022

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

In Attendance: Clerk

1. **Apologies:** None.
2. **Death of Her Majesty Queen Elizabeth II on 8th September 2022 –**
The September PC meeting was cancelled as a sign of respect.
Bayton Church Bells rang during the official period of mourning and on the day of the funeral.
About fifty residents attended the ‘Moment of Reflection’ held on 18th September in Clows Top and Bayton,
the ‘Proclamation of the Kings Accession’ was read out ending with God Save the King being sung.
The Queen was laid to rest on 19th September.
3. **Declaration of Interest:**
 - a. **Register of Interests** – Cllrs reminded to keep their registers up to date.
 - b. **Disclosable Pecuniary Interests** – Chair item 11c - M/22/01240/HP -Church Cottage, Bayton due to living near the property.
 - c. **Other Disclosable Interests** – None declared.
 - d. **Cllrs own Computers/Tablets/Phones** – Cllrs confirmed own devices are password protected, have antivirus software installed and automatic updates set for their systems as per agreed policies.
4. **Dispensations –**
To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) –
 - a. **Dispensations requested** – None requested.
5. **Public Question Time** – No issues raised.
6. **County Cllr Report** – Apologies received; report circulated.
District Cllr Report – Apologies received; no report received.
7. **Minutes of Parish Council Meeting** held on 12th July 2022 were agreed by all and signed by Chairman.
8. **Progress reports for information –**
 - a. **Maintenance Contract work** – No invoice submitted.
 - b. **Noticeboard Bayton Common** – Now installed by WCC.
 - c. **Teme Wheels** – Service running, numbers low.
 - d. **Smartwater project** – It was agreed by all due to the lack of responses from residents this would not be taken forward. Mamble PC did not wish join with Bayton PC on the project.
 - e. **Dog Mess** – MHDC will visit Church Lane to monitor situation.
 - f. **Coronation Corner Wall** – Clerk and Cllr met with Housing Association in August. They agreed to look at improving area by BT pole. Flag Pole was brought to their attention as it is not on PC asset register, no details of who installed it in minutes. Seat and Noticeboard sited on Housing Association land needs a letter from Housing Association for clarity, PC will insure/maintain them. Awaiting update from Housing Association.
9. **Reports on Meeting attended by Clerk or Councillors:**
Clows Top Village Hall and Bayton Village Hall Meetings – Cllrs attended; reports given.
10. **Finances –**
 - a. **Payments made** – Forest & Garden Machinery (fourth payment) = £420.00, Wel Medical Ltd (Defib battery Bayton Common) = £192.00, HMRC (Tax August-September 2022) = £2.20, Mrs S Burrows (Clerks Salary cheque dated 17th October) = £254.12. See also item 20.
 - b. **To report receipts since last meeting** – Mamble Parish Council purchase of seat (no vat included) = £543.00, MHDC Precept = £4400.00, WCC LM June/July 2022 = £280.50.
 - c. **Bank Reconciliation July/August/September 2022 (circulated)** – Balance agreed as £23266.84.
 - d. **Bank Mandate** – Clerk added as signatory to enable setup of payments, Bank to action.
 - e. **Banking Policy (circulated)** – Cllr queried why Cllrs cannot setup payments. Clerk to query with CALC.

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- f. **Budget Review and to discuss Budget for 2022-2023** – It was agreed by all to increase plants budget to £150.00 and for Cllr to purchase flowers/compost for boxes with balance of £71.24.
Budget for 2023-2024 to include memorial for Queen Elizabeth II and mugs for King Charles III Coronation.

11. Planning:

- a. Plans circulated since last meeting – **See item 20.**
- b. **Decisions received since last meeting –**
M/22/00599/FUL- Culverness Cottage, Clows Top, Kidderminster DY14 9NU – Change of use of land from agricultural to residential, extension of existing garage and the erection of an annex. **Approved by MHDC.**
Appeal - 21/01416/GPDQ - APP/J1860/W/21/3284438 Glebe House, Bayton Kidderminster – Notification of Prior Approval for the proposed change of use of an Agricultural Building to a dwelling house. **Appeal Refused.**
Appeal - 20/02024/HP - APP/J1860/D/21/3278289 Stone Cottage, Bayton, Kidderminster - Bi-fold driveway gates (Retrospective). **Appeal Allowed.**
M/22/00869/LB - Lynbury, Bayton, Kidderminster, DY14 9LJ - Remove existing clay tile roof, insert membrane, reroof using clay tiles and ridge tiles to match. **Approved by MHDC.**
M/22/00981/FUL - Common Farm, Clows Top, Kidderminster, DY14 9NY - Proposal to make existing polytunnel 21.3m X 9.1m a permanent fixture, which will be used as a general-purpose store, accommodate livestock in conjunction with the existing agricultural holding. **Approved by MHDC.**
- c. **Plans for comment on tonight –**
M/22/01240/HP -Church Cottage, Bayton, Kidderminster, DY14 9LP - Single storey rear extension to provide additional bedroom and garden room. It was agreed by all to support with no comments. Chair declared an interest and did not vote on this item.
M/22/01203/HP - 3 Clows Top Road, Bayton, Kidderminster, DY14 9NB - Erection of single storey extensions with associated alterations. It was agreed by all to support with no comments.

12. Road report

- a. **Lengthsman** – Work progressing.
- b. **Problems to report** – None.
- c. **Grit for Winter 2022-2023** – Clerk has checked, there is plenty of grit held at Care Farm from last year.

13. **Memorial Service Coronation Corner 4th November** – Clerk has contacted people who attended last year, wreaths and wooden crosses ordered. MP will attend. Risk Assessment to be updated. Cllr stated Bayton Village Hall will be open for refreshments after the event.

14. BT Boxes –

- a. **To discuss replacing electric lights, quotes circulated** – It was agreed by all to offer work to contractor N Williams at a cost of £417.00 subject to site of qualifications and insurance. If he cannot provide details work to be offered to C Holford subject to site of qualification/insurance.
- b. **To discuss condition of exterior paintwork** – Doors need attention. Agreed Maintenance Contractor to be asked. All boxes need metal work redone next year.

15. **Slow down stickers for wheelie bins** -Hollywell Lane had asked for signs, Clerk had found some to pass on.

16. **Appointment of External Auditor 2022/23-2026/27** – It was agreed by all to remain with Central External Auditors as recommend by PC advisors.

17. **Diversity/Equality/Inclusive Policy** – Cllr to update at future date.

18. **GDPR Policies** – Clerk had circulated Audit Review to Cllrs. It was felt no changes need to be made.

19. Correspondence for information –

CALC, NALC, WCC, MHDC, Police, South Worcestershire Development Plan, Police and Crime Commissioner.

Police - Introductory Letter from Superintendent Rebecca Love

WCC - Adoption of the Worcestershire Minerals Local Plan 2018-2036

Heritage Open Days September 2022

Worcs Wildlife Trust - Presentation given to CALC area meeting

MHDC Chairman- Invite to Skittle Evening - Friday 7th October -Kempsey

MHDC- Update on Housing Land Supply position

MHDC - Cost of living support for pensioners in Malvern Hills District

MHDC - Local Government Boundary Review final recommendations

National Moment of Reflection - 8pm SUNDAY 21st September 2022

Nottingham University Student - Research on rural energy consumption

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20. Clerks report on Urgent Decisions since last meeting –

Payments made –

25th July £254.12, 22nd August £253.92, 26th September £254.12. – Mrs S Burrows Clerks Salary.

3rd August £280.50, 26th September £189.75 – Mr D Nunn LM

3rd August £52.20, 26th September £67.50 - Mr C Bunn Maintenance Contractor.

26th September £59.99 – Mrs S Burrows Microsoft subs.

14th September – Defibrillators returned to manufacturer for update - returned to Parish 16th September.

Plans circulated

20th September – M/22/00981/FUL- Common Farm Clows Top Kidderminster DY14 9NY - Proposal to make existing polytunnel 21.3m X 9.1m a permanent fixture, which will be used as a general purpose store, accommodate livestock in conjunction with the existing agricultural holding.

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

Agenda items – Banking Policy, Bank Mandate, Coronation Corner, Internal Auditor appointment, Risk Assessment, Civility and Respect project, Mowing/LM/Maintenance Contracts, Election 2023, Budget.

22. Date of next Meeting – 8th NOVEMBER 2022 at 7.30pm Bayton Church.

Clerk to book meeting dates for 2023 and circulate.

23. Meeting Closed 8.45pm.

Signed-----
Chair

Date 8th November 2022
