

BAYTON PARISH COUNCIL

Minutes of the Monthly Parish Council Meeting of Bayton Parish Council held in Bayton Village Hall at 7.00pm on Tuesday 21st September 2010

Present: Cllr Gray (Chairman), Cllr Taylor, Cllr Clarke

In Attendance: Clerk, County Cllr and 5 Members of the Public.

1. **Apologies:** Cllr Carver – apologies were received and accepted. No apologies were received from 3 Cllrs. It was felt a reminder of the need for written apologies are sent to these Cllrs.
2. **Declaration of Interest:**
 - a. **Register of Interests** – No forms were requested.
 - b. **Personal Interests** – None.
 - c. **Prejudicial Interests** – None.
3. **Public Question Time** – see notes at end of minutes.
4. **Minutes of Meeting** held on 20th July 2010 were agreed by all and signed by Chairman.
5. **District Cllrs report** – Apologies given.
County Cllrs report – A brief report was given. A new Governor is needed for Bayton School. Changes to planning law.
6. **Progress reports** for information:
 - a. **Mowing Footpath by B4202** – Contractor advised he will cut verge at no cost to PC.
 - b. **Youth Club** – Youth Worker did not feel a need to attend this meeting. Clerk is working with the Youth Service to try to arrange for youths to attend events outside Parish.
7. **Reports on Meeting attended by Clerk or Councillors:**

WCC Conference - Probation Service gave a talk advised PC can use the service for some jobs. Clerk to look into this idea.
Visit to Recycling Centre at Worcester – Clerk and Cllr had a tour of Centre. Very clean and tidy. More visits may be arranged at a future date.
8. **Finances** –
 - a. **Payments made** - See item 17. No payments tonight.
 - b. **Payments received** – e.on telegraph poles = £23.22, LM May 10 = £190.00, Interest = 95p.
 - c. **Bank Reconciliation** – Signed for July and August 10. Balance agreed as Current Account = £2646.41, Investment Account £5664.39
 - d. **Precept for 2010-11** - Clerk advised Cllrs need to budget for election in May 11 and any future projects. Precept to be decided for January 2011.
 - e. **Clerk Computer** – Clerk had obtained details of leasing computer but costs were too high. It was agreed to give the Clerk a payment of £52.00 per annum plus any costs for repairs etc. Eastham PC had agreed this arrangement at their August meeting. Matter to be reviewed annually.
9. **Planning:**
 - a. Plans circulated since last meeting – **None**.
 - b. Decisions received since last meeting –
10/00503/LBC – 1 The Square, Bayton - **Approved**.
10/00545/HOU - 1 The Terrace, Clows Top - **Refused**.
10/00819/HOU – The Piggery, Upper Bayton Barns, Clows Top – **Refused**.
10/00741/CCO – Pool Barn Bayton – Application for approval of details reserved by condition – condition 3 of Planning Permission 10/00399/FUL. **Approved**.
 - c. Plans for comment on tonight – None.
 - d. **Queries raised by electors** –
Siting of caravan - Cllr had raised this issue with MHDC. It was stated as person is working on property himself and the caravan is on his land it is not an issue.
Building of Porch – MHDC advised this should have had planning permission due to it being beside a footway. They were not going to take any further action. PC felt this could set a precedent and Clerk and Chairman to word letter to respond to this advice.

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10. Road report

- a. **Lengthsman** – General drain clearance to be maintained.
- b. **Problems to report** – none.
- c. **Update on outstanding queries** –
 - HGV sign for Bayton Roads from B4202 – WCC not willing to put another sign up. WCC agreed to look into Nineveh Road signs. PC to contact companies whose deliveries are going down this lane in error.
 - Gritting/bins Winter 2010-11 – WCC to decide on responses in October.

11. Data Protection and Review of Freedom of Information Policy – Clerk advised registering for Data Protection is a legal requirement and will cost £35.00 pa. Personal details held on Computer need to be safeguarded. It was agreed to register. Clerk to action and advise Cllrs. Freedom of Information details do not require any changes.

12. Policy for Clerks dealing with complaints from Members of the Public on local issues.
A draft policy was presented. It was agreed to finalise this at the next meeting. It was agreed Clerk keep log of complaints received/action taken/outcome. This to be forward to Cllrs before agenda is set for meetings.

13. Training with CALC Representative – Dates had been circulated by email. 2 Cllrs not responded. Date fixed for 24th November 7-9pm. Cllrs not present to be contacted. It was agreed all Cllr/Clerk need to attend this session.

14. Cllrs contact details/Newsletter – Cllrs reminded to set up email address for PC use. To be circulated in November Newsletter.

15. Litter and dog mess in Bayton –It was agreed to deliver a letter to all residents in Bayton Village regarding this issue. School to be included as litter by Hall is worse than usual. Dog Warden and Environmental Health at MHDC to be asked for advice on wording.

16. Correspondence for information –
Email correspondence circulated - list in minute's folder.
Copy of Complaints Policy give to all Cllrs.
WCC Shared Services – to be looked at by Chairman, Cllr and Clerk. Response by 31st Oct.

17. Clerks report on Urgent Decisions since last meeting –
Payments made - Clement Keys External Audit = £141.00, LM paid for July 10 = £132.00, August 10 = £108.00.

18. Councillors' reports and items for the next agenda.
Data Protection, Newsletter, Litter/Dog mess, Precept/Election fees, WCC Shared Services Response, apologies for non-attendance.

19. Date of next meeting: TUESDAY 19th October 2010

20. Meeting Closed 8.30pm.

Signed-----
Chairman

Date 19th October 2010

A notice was put on seats from the PC stating protocol to be used at meetings. Item 5 states 'questions may be raised on agenda items only', this was questioned by a Member of the Public. The Chairman advised the PC are following procedure laid down in Standing Orders but the Chairman was willing to be flexible on items being raised that were not on the agenda.

Public Litter bins on Recreation Ground and in Bayton/ Clows Top/Beach Hay not emptied for 2 weeks. Clerk to action.

Agenda item - Litter and dog mess an on-going issue within Bayton, also dogs not on leads and not under close control. It was suggested a letter be delivered to houses within Bayton Village.