

BAYTON PARISH COUNCIL

Minutes of the Monthly Parish Council Meeting of Bayton Parish Council held in Bayton Village Hall at 7.00pm on Tuesday 17th May 2011

Present: Cllr Miles (Chairman), Cllr Taylor (Vice Chairman), Cllr Clarke, Cllr Carver, Cllr Blount, Cllr Salisbury

In Attendance: Clerk, 3 Members of the Public.
All Cllrs signed Declarations of Office.

1. **Election of Chairman** - It was agreed by all that Cllr Miles be elected. Declaration of Office signed. Retiring Chairman left meeting. It was agreed a letter of thanks be sent to her. Clerk to action.
2. **Apologies:** None.
3. **Election of Vice Chairman** – It was agreed by all Cllr Taylor be elected.
4. **To co opt new Members onto the Parish Council** – Two applications had been received. Both applicants attended this meeting. It was agreed by all that Bob Blount and Phil Salisbury be co opted onto the Council. Declaration of Office were signed.
5. **Declaration of Interest:**
 - a. **Register of Interests** – New forms were given to all for completion.
 - b. **Personal Interests** – None.
 - c. **Prejudicial Interests** – None.
6. **Public Question Time** – None.
7. **Standing Orders** – to be reviewed at next meeting.
8. **Financial Regulations** – to be reviewed at next meeting.
9. **Code of Conduct** - Cllrs were reminded to note contents of Code. New Cllrs to be given copies.
10. To consider the Councils Scheme of Delegation (circulated) and to appoint members to the following:
 - a. Staffing Working Party
 - b. Planning Working Party
 - c. Clerks Finance Support Group**Due to new Cllrs these items to be put on next agenda.**
11. **Councils Risk Assessment** – Risk Assessment given to all. To be reviewed at next meeting.
Insurance - due 1st June. Present Policy with AON (£267.00), Zurich has quoted £225.00 for same cover. It was agreed by all to accept Zurich quote. Clerk to action.
12. To appoint volunteers to the following roles:
 - a. **Footpath Officer** – Clerk agreed to carry on in this role. Cllr Taylor to assist.
 - b. **Tree Warden** – Clerk agreed to carry on in this role.
13. To consider appointment of representative to outside bodies:
 - a. Bayton Village Hall Committee (1Cllr). To be agreed at next meeting.
 - b. Worcestershire CALC Meeting (2 Cllrs). It was agreed if interested any Cllr can attend meetings.
14. **Minutes of Meeting held on 19th April 2011** were agreed by all and signed by Chairman.
15. **District Cllrs report** – Newly elected, to be invited to next meeting.
County Cllrs report – Given at Parish Meeting.
16. **Progress reports for information:**
 - **Tree Work** - MHDC processing paperwork.
 - **Coronation Corner** – work progressing.
17. **Reports on Meeting attended by Clerk or Councillors:** None.

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18. Finances –

- a. **Payments made** – Hollands Coaches (13wks) = £180.00, Staples (photocopy APM) = £42.00, External Auditor (10-11) = £50.00 (see d below), Zurich (Insurance 11-12) = £225.00 (see item 11).
- b. **Payments received** – Interest April/May 2011 = £0.93, WCC LM Feb = £120.00 + March = £120.00.
- c. **Bank Reconciliation** – Signed for April 2011. Balance agreed as Current Account = £5498.52, Investment Account £5668.61.
- d. **To receive Internal Auditors report** – small clerical errors but no balances affected. It was agreed to pay Internal Auditor £50.00 for her work.

19. **Mowing of Recreation Ground** – Chairman of Village Hall Committee had agreed for PC to take on mowing of grass. Contractor had quoted £448.00 (+ VAT) for year 11-12. After much discussion it was agreed by the majority to take on the mowing only for one year. (One Cllr voted against this motion). Matter to be reviewed in March 2012. Clerk to action.

20. Planning:

- a. Plans circulated since last meeting - (see item 23).
- b. Plans for comment tonight – None.
- c. Decisions received since last meeting- None.

21. Road report

- a. **Lengthsman** – General clearing to be maintained. Grips/drains need digging out.
- b. **Problems to report** – Potholes on all roads.

22. Correspondence for information –

Email correspondence circulated - list in minute's folder.

23. Clerks report on Urgent Decisions since last meeting.

- **11/00510/HOU** – Wheelwrights Patch, Bayton – Two storey extension on north elevation single storey on south and porch on east. (NEW PLANS)
- **11/00459/HOU** – Beech Hay, Clows Top – Proposed two storey extension. (NEW PLANS)
Both sets of plans were circulated to Cllrs and no comments were made.

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

Queens Jubilee Celebrations 2012, Councillor Training.

25. **Date of next meeting: TUESDAY 23rd June 2011**

21. **Meeting Closed 8.50pm.**

Signed-----
Chairman

Date 21st June 2011
