

# BAYTON PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting of Bayton Parish Council held in Clows Top Victory Hall at 7.45pm on 13 May 2025

**Present:** Cllr Burns, Cllr Adams, Cllr George

**In Attendance:** Clerk and County Councillor J Bowen

1. **Apologies:** District Councillor D Godwin sent in apologies
2. **Election of Chairman:** It was agreed by all Cllr Burns be elected; a Declaration of Acceptance of Office was signed.
3. **Election of Vice Chairman:** to be revisited if anyone is Co-opted to the Parish Council
4. **Co-option of a Councillor:** No applications have been received
5. **Declaration of Interest:**
  - a. Register of Interests – Cllrs are reminded to keep their registers updated if changes occur.
  - b. Disclosable Pecuniary Interests - none declared
  - 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. - All Agreed
6. **Dispensations** - To consider written requests from councillors for the council to grant a dispensation (S33 of the localism Act 2011)  
Dispensations requested – none received

### Public Question Time. Meeting adjourned for public question time

County Councillor J Bowen gave a brief introduction of himself and decision to stand.

7.58pm District Councillor D Godwin entered the meeting, DC Godwin gave a report  
Local Planning has slowed. MHDC is solvent.

DC Godwin has retained responsibility for Economic Development and Tourism.

Due to devolution of Worcestershire to Unitary, recruitment will prove difficult for MHDC.

Highways dept are busy with road repairs and resurfacing

District Council has won Rural Funding and Business Grants.

Mention of a Parish Plan, possible collaboration with 2 other PC's

### Parish Council Meeting Resumed

7. **Minutes** of the meeting held on the 18 March 2025 were agreed by all, resolved.
8. **Finances**
  - a. **Payments**
    - i To present regular payments list for the financial year 2025-26. - All agreed, resolved
    - ii To present payments for approval, list presented at meeting. - All agreed, resolved

Regular Payments made since last Meeting 18 March 2025				
	22/04/2025	Bank Monthly Charge	£ 4.25	
FPO	25/04/2025	Forest Garden Machinery (agreed 18.3.25)	£ 540.00	
BP	31/04/2025	Clerk Salary April 25	£ 320.78	
		Regular Payments	£ 865.03	
Payment falling due				
	13/05/2025	S Burrows (Plants for Flower Boxes)	£ 14.40	
	19/05/2025	Bank Monthly Charge	£ 4.25	Reg Payment
	13/05/2025	Worcestershire CALC Subscription (agreed at point a.iii)	£ 419.23	Reg Payment
	13/05/2025	R Mullett IE (agreed at point 9.ii)	£ 200.00	Reg Payment
	01/06/2025	A J Gallagher Insurance (agreed at point a.iv)	£ 735.59	Reg Payment
			£ 1,373.47	
		Total Payments	£ 2,238.50	
	31/05/2025	Clerks Salary May 25		Reg Payment

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- a.iii Worcestershire CALC Membership Subscription 25-6, considered renewal and agreed by all payment, resolved.
- a.iv Insurance Renewal (LTA agreement ended) due 1 June 2025, considered quotations, agreed to proceed with a LTA Agreement for 3 years with HISCOX insurance through Gallagher Insurance Brokers. Agreed renewal payment of £735.59, resolved
- b Receipts. These pertained to March 2025, prior Financial year and included final LM payments from WCC
- c. Bank Reconciliation for Current Account to be signed for period 31 March 2025 & 30 April 2025, all agreed.
- d. Bank Mandate – in process
- e. Emails and Domain/Website (.gov.uk) Digital and Data Compliance under JPAG notification of this. All agreed for Clerk to present quotes at next meeting
- 9. **The Annual Governance and Accountability Return for Financial Year 2024-5**
  - i. **Certificate of Exemption** – All agreed Exemption for the Financial Year 2024 – 2025 the PC income and expenditure both fall under £25,000. Document signed by Chairman
  - ii **To review the Internal Audit Report** – circulated – reviewed and all agreed with document, together with payment of the IE Invoice
  - iii **Annual Governance Statement** – circulated – all agreed adherence to requirements and duly signed
  - iv **Annual Accounting Statement return and End of Year Accounts 2025** – circulated – all agreed with documentation and Signed.
  - v **Notice of Period of Exercise of Public Rights** – circulated – considered dates 3 June to 14 July 2025 . Agreed by all.
- 10. **Asset Register Review** – reviewed by Councillors, total value of assets held £13,954.43 All Agreed.
- 11. **Reserves Policy Review** - reviewed by Councillors, total value of Reserves held £15,691.65 All Agreed.
- 12. **To consider appointment of Representatives to outside bodies**
  - a. **Bayton Village Hall Representative (1 Cllr)** – Cllr George
  - b. **Clows Top Village Hall Representative (1 Cllr)** – Cllr Burns
  - c. **Worcestershire CALC Meeting Executive (2 Cllrs)** – all agreed any 2 of the Councillors can attend.
- 13. **Policies for review**
  - a. **Standing Orders** – Reviewed and all agreed
  - b. **Code of Conduct** - Reviewed and all agreed.
- 14. **Lengthsman Contract Vacancy** - draft job description/advert. Deadline 4 June for applications, with interviews being held in week commencing 9 June. All Agreed. Resolved
- 15. **Planning:**
  - a. Plans circulated since last meeting – none
  - b. Decisions received since last meeting – M/25/00166/HP Erection of a garden room at the Brambles, Hollywell Lane, Bayton – Approved
  - c. Plans for consideration – none
- 16. **Road Report**
  - a. Drains – issue in Church Lane has been resolved
  - b. Roads – as above
  - c. Any other problems to report – gravel on Mamble Boundary has been reported

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### 17. Local Issues

- a Flower Boxes – Coronation Corner boxes have been replanted. Clerk to speak to Parishioner regarding the other flower boxes
- b. BT Box – Quotation received from In2out. Cost to be considered at next meeting
- c. Parish Seats/Boards – Quotation received from in2out, agreed to Notice Board Cleaning and seats re-furnishment. Costs, Agreed by all to proceed on these two elements

### 18. Clerks report on Urgent Decision since last meeting - payments as made in point 8.ii

### 19. Reports on meeting attended by Clerk or Councillors - none

### 20. WMP Contract renewal - considered and points to be noted as previously – All agreed

### 21. Correspondence for Information

Worcestershire CALC; WCC; RSN bulletin; MHDC planning; MHDC Newsletter;

### 22. Councillors reports and items for the next agenda – as noted item 17 BT Boxes & Flower Boxes

### 23. Proposed dates of the next meetings for the period July 2025 to May 2026 at 7.30pm

agreement of two venues for meeting to be used. All agreed

8 July 2025	venue	Bayton Church
16 September 2025		Clows Top Victory Hall
11 November 2025		Bayton Church
13 January 2026		Clows Top Victory Hall
10 March 2026		Clows Top Victory Hall
12 May 2026 (APCM)		Bayton Church

### 24. Meeting Closure – at 9.29pm