

# 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 June 2011

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

**In Attendance:** County Cllr Pollock, Clerk, 3 Members of the Public.

1. **Apologies:** Apologies received from Cllr Carver and Cllr Clarke. All agreed to accept reasons for apologies.
2. **To co opt new Members onto the Parish Council** – No further applications had been received.
3. **Declaration of Interest:**
  - a. **Register of Interests** – All Cllrs had completed new forms. Copies in files and with MHDC.
  - b. **Personal Interests** –  
Cllr Taylor - Item 21 - 11/00585/FUL and 11/00558/FUL due to being neighbour to properties.  
Clerk - Item 21 - 11/00585/FUL due to being neighbour to property.  
Clerk - Item 21 - 11/00558/FUL due to owning property.
  - c. **Prejudicial Interests** –  
Cllr Taylor - Item 21 – 11/00585/FUL due to being related to owner of property.  
Clerk - Item 21 – 11/00558/FUL due to owning property.
4. **Public Question Time** – No matters raised.
5. **Minutes of Meeting held on 17<sup>th</sup> May 2011** were agreed by all and signed by Chairman.
6. **District Cllrs report** – Apologies given for this meeting by Cllr Redman.  
**County Cllrs report** – Complaint made about WCC at APM by Member of Public had been dealt with by County Cllr. Details had been passed to complainant. Corporate Plans for WCC now online for viewing. Document outlines WCC priorities for next 5 years. Brief details given. Cllr Pollock left meeting.
7. **Progress reports for information:**
  - **Tree Work** - MHDC have confirmed work can be done. Date in Autumn to be confirmed.
  - **Coronation Corner** – work progressing.
  - **Barbed wire fencing Bayton to Mamble Road** – Letter from PC sent to owner. It has been agreed to move wire to field side of posts. Mamble PC has also written to owner on same issue.
8. **Standing Orders** – Cllrs had been given copy for reference.
9. **Financial Regulations** – Cllrs had been given copy for reference. Review in 6 months.
10. **Code of Conduct** - New Cllrs given copies.
11. To consider the Councils Scheme of Delegation (circulated) and to appoint members to the following:
  - a. Staffing Working Party – Chair, Vice, Cllr Salisbury.
  - b. Grievance and Disciplinary Committee – Vice, Cllr Carver, Cllr Blount.
  - c. Appeals Committee - Chair, Cllr Clarke, Cllr Salisbury.
  - d. LM Coordinator – Cllr Taylor, Cllr Blount. Clerk is Line Manager.
  - e. Emergency Planning Committee – Cllr Carver, Cllr Clarke. (Document due for review.)
  - f. Planning Working Party – It was agreed to delegate to - Chairman, Vice, plus one other, dependent on site. Cllr Clarke to form comments with Clerk on controversial applications.
  - g. Clerk's Finance Support Group – Agreed all of PC. Cllr Carver to oversee Bank Reconciliations.
  - h. Signatories for Current Account – Cllr Miles, Cllr Taylor, Cllr Blount. Clerk cannot be a signatory.
  - i. Signatories for Investment Account – Cllr Carver, Cllr Taylor. Cllr Carver and Clerk deal with online actions.
12. **Councils Risk Assessment** – It was agreed that Risk Assessment be signed by Chairman. To be reviewed in 6 months.
13. To consider appointment of representative to outside bodies:
  - a. **Bayton Village Hall Committee** (1Cllr). Cllr Salisbury agreed to stand on this committee. AGM Thursday 23<sup>rd</sup> June. Apologies to be given. Clerk to action.

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14. **Reports on Meeting attended by Clerk or Councillors:** None.

15. **Finances –**

- a. **Payments made** – LM April/May 11 = £228.00, Forest & Garden Machinery (mowing Recreation Ground) = £268.80, LCR Subs (all agreed to pay this) = £15.50.
- b. **Payments received** – Interest June 2011 = £0.48.
- c. **Bank Reconciliation** – Signed for May 2011. Balance agreed as Current Account = £4796.44, Investment Account £5669.09.
- d. **External Audit** – Clerk to post this week. No requests to view accounts had been received.

16. **Planning:**

- a. Plans circulated since last meeting - (see item 21).
- b. Plans for comment tonight – **None**.
- c. Decisions received since last meeting-  
11/00313/LBC – **Plowstall Farm, Bayton** – Modification and improvement to existing dwelling. **Approved.**  
11/00510/HOU – **Wheelwrights Patch, Bayton** – Two storey extension on north elevation, single storey on south and porch on east. **Approved.**

17. **Road report**

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

18. **Consultation Documents (circulated)** – to discuss replies regarding -

- **WCC Agreement regarding Shared Services** – Clerk and Cllr Taylor to fill in.
- **Future of Local Public Audit** – Clerk to form response.

19. **Queens Jubilee June 2012** – It was agreed to look into ideas to celebrate this event. Clerk to look into cost of mugs (for Parish Children only), flag pole, outdoor celebrations, and decorations.

20. **Correspondence for information** –

Email correspondence circulated - list in minute's folder.

21. **Clerks report on Urgent Decisions since last meeting.**

- 11/00585/HOU – **4 Summit Road, C/Top** – Replacement of single and two storey extensions.
- 11/00558/HOU – **5 Summit Road, C/Top** – Demolition of conservatory and erection of single storey rear extension.  
Cllr Taylor did not comment on either of these plans. Comments sent in by Cllr Carver, not Clerk.
- 11/00630/FUL – **Garth Madryn, C/Top** – Conversion of redundant agricultural building to provide a holiday let utilising existing vehicular access.  
**All of these plans were viewed by at least 3 Cllrs. Comments to support all plans were made.**
- 11/00521/HOU + 11/00522/LBC – **Shakenhurst Hall, Shakenhurst** – Single storey extensions to side and rear of hall. Internal alterations. Alterations to outbuildings to allow reuse of stable block. Alterations to garden to include tennis court, outdoor pool.  
**Plans viewed by at least 3 Cllrs. All were supportive of the changes. Comments in files.**
- **Sustainable Communities Acts 2007 and 2010 (circulated)** - Consultation on large planning applications – Comments were sent to support this proposal.

22. **Councillors' reports and items for the next agenda.**

Queens Jubilee Celebrations 2012, Councillor Training, Parking Hopton/Wheatsheaf Cott, Housing Needs Survey, Emergency Plan.

23. **Date of next meeting: TUESDAY 19th July 2011**

24. **Meeting Closed 8.06pm.**

Signed-----  
Chairman

Date 19th July 2011