

BAYTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Bayton Parish Council held in Bayton Village Hall at 8.50pm on Tuesday 14th May 2013

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

In Attendance: Clerk, 6 Members of the Public.

1. **Election of Chairman** - It was agreed by all that Cllr Blount be elected. Declaration of Office signed. Cllr Miles was thanked for his work as Chairman over the last 2 years.
2. **Apologies:** None.
3. **Election of Vice Chairman** – It was agreed by all Cllr Salisbury be elected.
4. **Declaration of Interest:**
 - a. **Register of Interests** – No changes declared.
 - b. **Disclosable Pecuniary Interests** – Cllr Taylor see item 21 below.
 - c. **Other Disclosable Interests** – Cllr Taylor see above.
5. **Dispensations** –
 - a. To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – Request received from Cllr Salisbury for item 21. Due to Cllr Salisbury resigning from Bayton Village Hall Committee this request is not required.
6. **Public Question Time** – No matters raised.
7. **Standing Orders** – Reviewed in July 2013, no further changes made.
8. **Financial Regulations** – no changes made.
9. **Code of Conduct** – New Code adopted in July 2013.
10. To consider the Councils Scheme of Delegation and to appoint members to the following:
 - a. **Staffing Working Party for Clerk**
Chairman, Vice Chairman, Cllr Rochelle
Grievance and Disciplinary Committee
Vice Chairman, Cllr Carver, Cllr Clarke
Appeal Grievance and Disciplinary Committee
Chairman, Cllr Taylor, Cllr Rochelle
Lengthsman Co coordinator
Cllr Taylor, Cllr Blount – Clerk Line Manager
 - b. **Planning Working Party**
Chairman, Vice Chairman, plus one other depending on site of application.
Cllr Clarke to form comments with Clerk on controversial applications
Emergency Planning
Cllr Carver, Cllr Clarke
 - c. **Clerks Finance Support Group**
Cllr Carver to check bank reconciliations on a monthly basis.
All Cllrs to input on other matters
Signatories
HSBC – Cllr Miles, Cllr Taylor, Cllr Blount – it was agreed to change bank to Lloyds. Cllr Taylor and Clerk to visit bank.
Investment Account – Cllr Carver Cllr Taylor – Online admin. Cllr Carver with Clerk.
11. **Councils Risk Assessment** – Risk Assessment given to all and it was agreed for Chairman to sign. **Insurance** - due 1st June. Present Policy with Zurich quoted £245.00 AON quoted £201.03. It was agreed by all to renew with AON, cover is same for both.
12. To appoint volunteers to the following roles:
 - a. **Footpath Officer** – Clerk agreed to carry on in this role, Cllr Taylor offered to help.

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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). Cllr Taylor agreed to be on this committee
- b. Clows Top Village Hall Committee (1 Cllr). Cllr Clarke agreed to be on this committee.
- c. Worcestershire CALC Meeting (2 Cllrs). It was agreed if interested any Cllr can attend meetings.

14. Minutes of Meeting held on 9th April 2013 were agreed by all and signed by Chairman.

15. District Cllrs report – Apologies received.
County Cllrs report – Given at Parish Meeting.

16. Progress reports for information:

- a. **Broadband** – One resident has signed up for the service, should be connected this month.

17. Reports on Meeting attended by Clerk or Councillors: None.

18. Finances –

- a. **Payments made** – Worcestershire CALC (subs 13-14 see item d) = £216.72, Holland Coaches (minibus 12wks) = £166.15, Staples (printer ink/photocopying) = £80.00, AON (insurance 13-14) = £201.03, Mrs P Howell (internal auditor 12-13 see item f) = £50.00, Mamble PC (50% minibus grant Shropshire Council) = £125.00, Bayton Village Hall (mowing grant 13-14) = £180.00.
- b. **Payments received** – Interest April 2013 = £0.48, Shropshire Council (minibus grant 50% for Mamble PC) = £250.00, WCC LM Feb/March = £405.00, MHDC Precept £3325.00.
- c. **Bank Reconciliation** – Signed for April 2013. Balance agreed as Current Account = £7145.87, Investment Account = £5679.52.
- d. It was agreed by all to pay subscription for WCalc for 13-14 at cost of £216.72.
- e. It was agreed by all to amend box on page 2 of Audit regarding minute reference due to clerical error.
- f. **To receive Internal Auditors report** – No queries made. It was agreed to pay Internal Auditor £50.00.

19. Planning:

- a. Plans circulated since last meeting - **None**
- b. Decisions received since last meeting-
Plans – 13/00248/HOU – Sheafhouse, Bayton – Demolition of single storey extension and construction of single storey extension, porch to front elevation and minor alterations. This was **Approved** by MHDC.
- c. Plans for comment on tonight –
13/00454/TCN – The Sheaf House, Bayton – Fell one yew tree due to damage to property and safety issue regarding tree. It was agreed by all to support this application.

20. Road report

- a. **Lengthsman** – General clearing to be maintained. Pavements need clearing of weeds.
- b. **Problems to report** –
- c. Nineveh Road, Houghtons Pole Bridge – to be inspected.
- d. Milestone – awaiting action from WCC.
- e. Meadow Farm water problem – collapsed gully, repairs to be made when funds allow.
- f. B4202 Carton Farm – water and road surface – to be inspected.

21. Recreation Ground, Bayton – Cllr Taylor left meeting. It was agreed by all to grant £180.00 towards mowing of Recreation Ground for 2013-14. Bayton School and Village Hall will pay same amount.

22. Noticeboard Coronation Corner – It was agreed by all to fund new noticeboard at cost of £350.00. To be made locally in hardwood, it will replace old board at Coronation Corner.

23. Correspondence for information –

Email correspondence circulated - list in minute's folder.

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24. Clerks report on Urgent Decisions since last meeting.

25. Councillors' reports and items for the next agenda.
Bayton Village website

26. Date of next meeting: TUESDAY 11th JUNE 2013

27. Meeting Closed 9.30pm.

Signed-----
Chairman

Date 11th June 2013
