

**BAYTON PARISH COUNCIL  
DRAFT**

**Minutes of the Meeting of Bayton Parish Council  
held in Bayton Village Hall at 7.00pm  
on Tuesday 21<sup>st</sup> April 2009**

**Present: Cllr Gray (Chairman), Cllr Miles (Vice Chairman),  
Cllr Carver, Cllr Burns, Cllr Taylor, Cllr Christie, Cllr Clarke**

**In Attendance:** Clerk, one member of the Public attended.

1. **Apologies:** None. (Cllr Burns arrived at 7.35pm).
2. **Declaration of Interest:**
  - a. **Register of Interests** – No new forms requested.
  - b. **Personal Interests** – None declared.
  - c. **Prejudicial Interests** – None declared.
3. **Public Question Time** – See notes at end of minutes.
4. **Minutes of Meeting** held on 19<sup>th</sup> March 2009 agreed by all and signed by Chairman.
5. **County/District Cllrs Report:** - Apologies received.
6. **Progress reports for information:**
  - a. **Housing Needs Survey** – Envelopes to be distributed by Cllrs before 2nd May. Envelopes provided for return to South Shropshire Housing Association by 11th May.
  - b. **Emergency Planning** – Document sent to District Council, leaflet from County Council to be distributed with Survey. To be reviewed by Working Party in September.
7. **Reports on Meeting attended by Clerk or Councillors:**

**Account to Audit** – Cllr and Clerk attended. Brief report given.
8. **Finances** –
  - a. **Payments made** –Hollands Coaches = £180.00, LM March 09 = £150.00, LM Sept/Oct 08 = £323.20, LCR Subs 09-10 = £13.50, Clerks Salary increase £68.91 (see f below).
  - b. **Payments received** – None.
  - c. **Bank Reconciliation** – Signed for March 09 (Current and Investment Acc.).
  - d. **Internal Audit** – (circulated) – this was reviewed and all matters being dealt with, copy of document in files.
  - e. **To agree end of year accounts** – Statements of Accounts agreed, Annual Governance Statement read through, all areas covered by PC. The Annual Return and End of Year Accounts signed and agreed.
  - f. **Clerks Annual Salary increase** – agree as per National Agreement. Back pay from 2nd April 08 to 12th May 09 agreed. Standing Order to be changed to £197.71 from 13th May 09, letter signed for Bank.
9. **Planning:**

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- a. Plans circulated since last meeting – **None.**
- b. Decisions received since last meeting – **None.**
- c. Plans for comment on tonight – **None.**

**10. Road report**

- a. **Lengthsman** – No set days worked. Clerk to check this with LM.
- b. **Problems to report** –  
Drains in Nineveh Road, Norgroves End Road and Bayton Village by High House need attention.
- c. **Update on outstanding queries** –
  - **Drains** – Clerk met with Drainage Officer, notes circulated and on file. Clerk to follow up some points raised and one landowner approached agreed to take action.
  - **Parking Clows Top** – (back entry to Clows Top Post Office). A request made from PO for more yellow lines to keep entry clear. WCC agreed to put white H box markings, possibly in Autumn 09.

- 11. Calor Village of the Year** – Entry date 7<sup>th</sup> May 09. Some Cllrs felt too late for entry this year. Cllrs to read paperwork and report back to Cllr Christie as soon as possible. Working Party needs to be formed to include representatives from local groups and businesses.

- 12. Annual Parish Meeting** – Police and County/District Cllr to attend. Draft notice to be finalized and distributed by Cllrs.

**13. Correspondence for information** –

See list attached.

**Plans** – 09/00015/FUL – Nineveh Ridge, Nineveh - these plans have been withdrawn.

**14. Clerks report on Urgent Decisions since last meeting** –

Clerk met with Dog Warden regarding dog fouling in Parish. Warden left signs and will contact one dog owner.

Temporary traffic lights at Clows Top cross roads – not working properly. Clerk to complain to WCC.

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

Agenda items – Calor Village of the Year, Council Insurance, Risk Assessment, Standing Orders, Financial Regulations.

- 16. Date of next meeting:** Annual Parish Meeting 12<sup>th</sup> May 09 at 7pm to be followed by Annual Meeting of the Parish Council at 7.30pm.

**17. Meeting closed 8.15pm**

Signed-----  
**Chairman**

**Date 12<sup>th</sup> May 2009**

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Conservative Candidate for forthcoming local elections introduced himself and stayed for the meeting.