

BAYTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Bayton Parish Council held in Bayton Village Hall at 7.30pm on Tuesday 10th May 2016

Present: Cllr Blount (Chairman), Cllr Taylor,
Cllr Clarke, Cllr Edwards

In Attendance: Clerk, 5 Members of the Public.

1. **Election of Chairman** - It was agreed by all that Cllr Blount be elected as Chairman. Declaration of Acceptance of Office signed. Cllr Blount was thanked for his work as Chairman over the last year.
2. **Apologies:** Received and accepted from Cllr Miles and Cllr Carver.
3. **Election of Vice Chairman** – It was agreed by all to put this item on June agenda.
4. **Declaration of Interest:**
 - a. **Register of Interests** – Cllrs are reminded to keep their registers updated.
 - b. **Disclosable Pecuniary Interests** – None declared.
 - c. **Other Disclosable Interests** – None declared.
5. **Dispensations** –
 - a. To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – **None requested.**
6. **Public Question Time** – No matters raised.
7. **Standing Orders** – To review at June meeting.
8. **Financial Regulations** – To review at June meeting.
9. **Scheme of Delegation** – It was agreed to adopt as drafted (copy in files).
Cllrs agreed to discuss these issues at next meeting when more Cllrs are present.
 - a. **Staffing Working Party for Clerk** -
 - b. **Planning Working Party** –
 - c. **Clerks Finance Support Group**
10. **Councils Risk Assessment** (circulated) – It was agreed to sign and to review in September.
Insurance - Due 1st June. It was agreed by all to renew by email when Clerk has new quotes.
11. **To appoint volunteers to the following roles:**
 - a. **Footpath Officer** – Clerk agreed to carry on in this role.
 - b. **Tree Warden** – Clerk agreed to carry on in this role.
12. **To consider appointment of representative to outside bodies:**
 - a. Bayton Village Hall Committee (1Cllr). It was agreed to put this on June agenda.
 - b. Clows Top Village Hall Committee (1 Cllr). All agreed that Cllr Clarke agreed to continue in this role.
 - c. Worcestershire CALC Meeting (2 Cllrs). It was agreed any Cllr can attend meetings.
13. **Minutes of Parish Council Meeting held on 12th April 2016** were agreed by all and signed by Chairman.
14. **Progress reports for information:**
 - a. **Defibrillator Training** – Training to be arranged for June, Clerk to inform interested residents.
 - b. **Vacancy for a Cllr** – MHDC have been informed and notices are up. If no election called by Electors the vacancy can be filled by co-option at the June meeting.
15. **Reports on Meeting attended by Clerk or Councillors:**

Bayton Village Hall 18th April - Chairman attended and reported Committee have agreed to free use of hall for Queens 90th Birthday Celebrations on 12th June. Clerk to await written confirmation. Minutes circulated.

Clows Top Hall AGM 28th April – Clerk attended. A small Committee work hard for hall. Minutes circulated.

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16. Finances –

- a. **Payments made** – WCALC (see item d) = £272.27, Hands on Printing (Newsletter/Defib info) = £88.50
- b. **Payments received** – MHDC Precept £3800.00, WCC LM December 2015, January/February/March 2016 £641.00.
- c. **Bank Reconciliation** – Not signed as Bank Statement for new Account not received, action next meeting.
- d. **Worcestershire County Association of Local Councils (WCALC)** – It was agreed by all to pay subs for 16-17 - £272.27.
- e. **Internal Auditors Report** – No queries were found.
- f. **Annual Governance Statement** – Information circulated, it was agreed by all the Council are adhering to all the statements and the form was signed.
- g. **Annual Return/End of Year Accounts** – Accounts agreed as circulated. Annual Return signed along with year-end documents, a balance of £16548.24 was carried forward to 1st April 2016.

17. Planning:

- a. Plans circulated since last meeting - **None**
- b. Decisions received since last meeting- **None**
- c. Plans for comment on tonight – **None**
- d. **Updates** –
 - 1 **The Leasowes, Bayton** – Awaiting update from MHDC Enforcement Officer.
 - Hopton Cottage, Bayton** – Awaiting update from MHDC Enforcement Officer.

18. Road report

- a. **Lengthsman** – Strimming, cleaning of signs needed.
- b. **Problems to report** – Potholes - Nineveh Road, Houghtons Pole Bridge and slippage above bridge, Norgroves End, Clows Top Road both have potholes. Clerk to report.
- c. **Meadow Farm Road, Bayton** – Clerk to meet with highways due to no repairs being undertaken.
- d. **Bayton hedgerow complaint** – To meet with highways.

19. Correspondence for information –

Email correspondence circulated - list in minute's folder.

20. Clerks report on Urgent Decisions since last meeting. **None**

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

Noticeboard Coronation Corner.

22. Date of next meeting: **TUESDAY 14th JUNE 2016**

23. Meeting Closed **8.07pm**.

Signed-----
Chairman

Date 14th June 2016
