

BAYTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Bayton Parish Council held in Victory Hall Clows Top at 8.04pm at close of Annual Parish Meeting on Tuesday 14th May 2019

Present: Cllr Clarke (Chairman), Cllr Sharp, Cllr Woodison

In Attendance: Clerk, 1 Member of the Public, County Cllr Ken Pollock, CSO Vanessa Snape
All Cllrs had signed a Declaration of Acceptance of Office prior to start of meeting.

1. **Election of Chairman** – It was agreed by all Cllr Clarke be elected as Chairman and a Declaration of Acceptance of Office was signed
2. **Apologies:** Received and accepted from Cllr Adams
3. **Co-option of Cllr** – no applications received
4. **Election of Vice Chairman** – It was agreed to discuss this at June meeting
5. **Declaration of Interest:**
 - a. **Register of Interests** – Cllrs had all completed a new form before this meeting
 - b. **Disclosable Pecuniary Interests** – None declared
 - c. **Other Disclosable Interests** – None declared
6. **Dispensations** –
 - a. To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – **Dispensations requested** – None
7. **Public Question Time** – No issues raised.
8. **County Cllr Report** – See notes at end of minutes.
District Cllr Report – No report given.
9. **Standing Orders** (circulated) – It was agreed no changes necessary.
10. **Financial Regulations** (circulated) – It was agreed no changes necessary
11. **Data Protection** – It was agreed to follow National guidelines and renew consents given every five years.
12. **To consider Council's Scheme of Delegation** (circulated) – It was agreed no changes necessary.
13. **To appoint Cllrs to the following:**
 - a. **Staff Working Party** – Details in files.
 - b. **Planning Working Party** – Details in files.
 - c. **Clerks Financial Support Group** – It was agreed this would involve all Cllrs at meetings.
It was agreed for Clerk to sign cheques with Cllr Adams until a new mandate can be actioned. Cllrs Sharp and Woodison agreed to be signatories.
14. **Council's Risk Assessment (circulated)** – to review at June meeting.
 - a. **Insurance** – It was agreed by all to renew with Came & Company at a cost of £356.53, four quotes had been obtained by Clerk. It was agreed not to enter into a three year Long Term Agreement.

The Chairman agreed to suspend the meeting at 8.26pm for reports from Police and County Cllr.

See notes at end of minutes.

The Chairman reconvened the meeting at 8.49pm.

15. **To appoint volunteers to the following roles;**
 - a. **Footpaths Officer** – Cllrs Sharp and Woodison have agreed to share this role.
 - b. **Tree Warden** – To be discussed at next meeting.
16. **To consider appointment of representatives to outside bodies:**
 - a. **Bayton Village Hall Committee** – Cllr Sharp offered to fill this post; this was agreed by all.
 - b. **Clows Top Village Hall** – Cllr Woodison offered to fill this post; this was agreed by all.
 - c. **Worcestershire CALC Meeting Executive (2 Cllrs)** – It was agreed any Cllrs can attend if they wish to.
17. **Minutes of Parish Council Meeting** held on 9th April 2019 were agreed by all and signed by Chairman.

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18. Progress reports for information –

- a. **Parking in Bayton village** – to discuss at June meeting.
- b. **Coronation Corner Wall extension** – to discuss at June meeting.
- c. **Report of Tree felling in Clows Top** – Forestry Commission had looked into this matter and confirmed the landowner did not require permission for this work. Forestry Commission are grateful for any reports that are brought to their attention for investigation.

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

20. Finances –

- a. **Payments made** – Plusnet (WiFi) = £34.20, Worcestershire CALC (see d below) = £327.75, Wel Medical Ltd (defib pads Bayton/Bayton Common) = £81.42, D M Payroll Services Ltd (Internal Audit) = £75.00, Hollands Coaches (minibus twenty six weeks) = £360.00, Mr I Mapp (LM April) = £234.00, Came& Company (see item 14b) = £356.53.
- b. **To report receipts since last meeting** – April Bank Statement not yet received.
- c. **Bank Reconciliation April 2019** – April Bank Statement not yet received.
- d. **Worcestershire County Association of Local Councils (WCALC)** – It was agreed by all to pay subs for 19-20 = £327.75.
- e. **Certificate of Exemption from External Audit (circulated)** – It was agreed by all PC income and expenditure for 2018-19 is under £25000.00.
- f. **Annual Governance Statement (circulated)** – It was agreed by all the matters are being adhered to.
- g. **Internal Auditors Report (circulated)** – Minor points had been raised and will be actioned by Clerk. Auditor found all accounts to be correct.
- h. **Annual Return/End of Year Accounts 2018-19 (circulated)** – Cllrs had looked at accounts prior to this meeting. It was agreed by all for Chairman to sign all documents as circulated. A balance of £20922.92 is to be carried forward to 1st April 2019.

21. Planning:

- a. Plans circulated since last meeting – **None.**
- b. **Decisions received since last meeting - None.**
- c. **Plans for comment on tonight –**
19/00560/CLE – Church House, Bayton DY14 9LP – The assembly/manufacture of motor vehicles and associated sale from a former barn/stables. It was agreed by all to send in comments of support, the Clerk can confirm the business had been at the premises for twenty years at least and the PC have not received any complaints.
19/00641/HP- 3 The Leasowes, Bayton DY14 9NA – Erection of a conservatory. It was agreed by all to support.
- d. **Planning query - 17/01663/AGR – Larches Wood At (Os 7015 7431) Clows Top – Prior notification for track improvements to supply access to the whole site for the purposes of agricultural and forestry.** Dist Cllr confirmed he has asked for this matter to go to Planning Committee, PC will be informed of date.

22. Road report

- a. **Lengthsman** – Grips, gullies to be cleared.
- b. **Problems to report –**
Clows Top crossroads - Concerns were raised regarding the newly painted white lines on B4202, Worcester side, it was felt they are too far back for exiting traffic to have a clear vision of traffic on the A456. Clerk to report.
Milk lorry parking on layby top of Holly Well Lane – concerns were raised regarding the drag-tank being left on the layby/edge of B4202 whilst the tanker went to pick up elsewhere. Traffic coming out of Holly Lane cannot see to exit safely onto B4202. The tanker is turning on the junction causing damage to road surface. Clerk to contact company.
- c. **Beach Hay crossroads visibility** – Landowners had been contacted by WCC and work to address safety issues is ongoing.

23. Grant application from Ninevah Ridge Care Farm – It was agreed to invite the Manager to next meeting to discuss this application.

24. Website for Parish – It was agreed to discuss this at the June meeting.

25. Annual Parish Meeting – No matters were raised.

26. Correspondence for information – Email correspondence circulated - list in minute's folder. MHDC Planning Training session – 4th July – 5.30 – 7.30 at Malvern.

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Police Commissioners survey – to complete by 11th August 2019
Police Commissioner – ‘We Don’t Buy Crime’ Smartwater project

- 27. Clerks report on Urgent Decisions since last meeting – None.**
6th May 2019 – Complaint regarding building of wall by highway, Bayton. This matter had been reported to WCC and MHDC. MHDC have advised no planning permission is needed. Clerk to query this due to the village being in a Conservation Area.
- 28. Councillors’ reports and items for the next agenda.**
Agenda items – Parking, Coronation Corner, Waste Bins, Vacancy on PC, Seats for Parish, Tree Survey
- 29. Date of next Meeting – 11th June 2019**
- 30. Meeting Closed 9.39pm.**

Signed----- **Date 11th June 2019**
Chairman

Police Report - CSO Vanessa Snape gave a full written report which is at the end of the Annual Parish Meeting minutes. CSO reported Police are using WhatsApp to send alerts out to residents and would encourage everyone to set up groups in their area with CSO added in.

Basic security advice can be given by Police to residents/businesses (further details in full report). Concerns regarding the milk lorry (see item 22b) will be emailed to CSO, Police may take action. Concerns regarding white lines also brought to attention of CSO and County Cllr (see item 22b).

County Cllr report - a written report was circulated at meeting. No queries were raised, the full report is below. CSO and County Cllr were thanked for coming and left the meeting.

COUNTY COUNCILLOR REPORT

County Council Affairs - personnel - At this time last year, we were about to welcome our new team of senior officers, comprising the Chief Executive, Paul Robinson, the Chief Finance Officer, Michael Hudson, the Chief Commissioning Officer, Andrew Spice, and the Interim Director of Adult Social Care Services, Avril Wilson. In addition we have since confirmed Richard Taylor as Head of Human Resources. They joined John Hobbs, director of Economy and Infrastructure, Francis Howie in charge of Public Health, and Catherine Driscoll, the director of Children’s Services. I can report that the new senior management have settled in well, working with the Cabinet to produce a viable range of services appropriate to the County’s needs, and consistent with our income of around £330 million a year. That is not to say that we have not faced substantial difficulties in balancing the budget, and Bayton residents will be aware of some of the stress points that have been encountered during the year. Despite the controversy, I think we can be assured that the necessary range and depth of services will continue to be delivered as required.

County Council Affairs – council tax - Once again we find it necessary to increase Council Tax, this time by 3.99% overall. Within that sum, there is a 1% rise dedicated to Adult Social Care, as the government recognises the increasing burden of an ageing population, some of whom require council support. This overall increase is equivalent to £0.93p per week for a Band D property.

Council County Affairs – expenditure - Many people will be aware that our Children’s Services have been judged as requiring improvement and as a result we have found it necessary to place the department into a wholly owned company, named Worcestershire Children First. This will formally come into operation in October, although it now exists in shadow form. This new venture has to be seen in the context of two years of continuous improvement in Children’s Services, as a result of concerted effort of all staff, under the leadership of Catherine Driscoll and her colleague Tina Russell. We are hopeful that the new company will assist in this continuous improvement, so that the whole department may be returned to the County Council in a short while. The Government has promised a Green Paper on adult social care for some time, but its publication is still imminent. This is an area of increasing need, but there is the crucial matter of the boundary between County Council funded care and the National Health Service. Clearly both organisations should be working towards the same goal,

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but there are occasional conflicts about responsibilities and allocation of expenditure between the two organisations. As I observed last year, all other services are paid from the residue of income after these two departments are financed. This has resulted in difficult decisions on funding for libraries, archives and the possible need to charge for parking. It should be emphasised that there are no plans to close any libraries, and the archive service is adequately funded to carry out its essential and valuable work.

That said, we are very keen to run an efficient and effective council, and this is resulting in a detailed examination of our ways of working, aimed at maintaining or improving the service with fewer personnel and resources. We naturally hope that this endeavour will be supported by all residents, and I would encourage everyone to let me and the officers know of any deficiencies in our performance over the year.

Infrastructure - One of my Cabinet responsibilities concerns infrastructure, and, unlike my colleagues who are concerned with children and vulnerable adults, it means that I get to work on some exciting big physical projects. In the last year we have doubled the width of the railway bridge on the Southern Link Road between Whittington and Norton. This manoeuvre has been recognised as a difficult project well executed by the receipt of two awards for excellence already. We have also had confirmation of the Government's financial support for the 4th phase of the link road, so that is now steaming ahead, aiming for opening in 2021. This will involve dualling the road between the Ketch and the Powick roundabouts, including a second Carrington Bridge and the flood overflow viaduct, as well as the widened causeway for some 1.2 miles. By the end of this calendar year, Worcestershire Parkway Rail Station should be opened and fully operational. This will mean many trains to and from London stopping there, and some initial services on the Cross Country line also stopping. We are hopeful that more of the latter will join them, giving residents of the County the chance of joining trains to and from the south west and north east without leaving Worcestershire. In addition, we are in process of a complete renewal of Kidderminster Station, as well as starting on the improvement of the A38 through Bromsgrove. Meanwhile, there are exciting developments at our Game Changer sites at W6, Redditch Gateway and the Malvern Hills Science Park, all related to improving the economy of the County and increasing our business rate income and the number of good jobs available for our residents.

Cllr Ken Pollock, Cheltenham, Gloucestershire, GL50 2BZ