

# BAYTON PARISH COUNCIL

## Minutes of the VIDEO Parish Council Meeting of Bayton Parish Council held at 7.30pm on Tuesday 27<sup>th</sup> April 2021

**Present:** Vice Chairman Cllr Lawrence, Cllr Kemp, Cllr Wakeford, Cllr Tonks

**In Attendance:** Clerk, County Cllr Ken Pollock, three Members of the Public

1. **Apologies:** Apologies noted from Cllr Miles and Chairman. It was agreed by all Vice Chairman to Chair this meeting.
  2. **Co-option of a Cllrs** – No applications received.
  3. **Declaration of Interest:**
    - a. **Register of Interests** – Cllrs are reminded to keep their register up to date.
    - b. **Disclosable Pecuniary Interests** – Cllr Tonks item 16 Confidential Complaint.
    - c. **Other Disclosable Interests** – See above.
    - d. **Cllrs own Computers/Tablets/Phones** – Cllrs to confirm own devices are password protected, have antivirus software installed and automatic updates set for their systems as per agreed Policies. **All Cllrs confirmed their devices are compliant.**
  4. **Dispensations** –
    - a. To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) –  
**Dispensations requested** – Cllr Tonks was granted a Dispensation until May 2023 to speak and vote on item 19.
  5. **Public Question Time** – No matters raised.
  6. **County Cllr Report** – See notes at end of minutes. Cllr left meeting after giving his report.  
**District Cllr Report** – Apologies received; no report given.
  7. **Minutes of Parish Council Meeting** held on 9<sup>th</sup> March 2021 were agreed by all, Clerk and Chairman to meet to sign document.
  8. **Progress reports for information** –
    - a. **Bench Coronation Corner** – Bench delivered, awaiting invoice, cost £275.00.
    - b. **Maintenance Contract work** – Seats cleaned/oiled, Coronation Corner tidied.
    - c. **Seat Clows Top** -WCC agreed on siting for one bench. It was agreed by all to purchase two benches as circulated approximate cost £475.00 each plus vat and delivery. Location of second bench to be decided.
    - d. **Flower Boxes for Parish** – Burford House Gardens have agreed to provide four large boxes, twelve bags of compost and a variety of plants at a discounted price of £200.00. It was agreed by all to accept the offer.
    - e. **Memorial** – A meeting was held at Bayton Church with Worcester Diocese; notes have been circulated. The matter to be put on agenda for APM.
    - f. **Bayton Village Hall Management Committee regarding Maintenance of Bayton Church Car Park** – A letter was received from Hall Committee after publication of agenda. This had been circulated to Cllrs. It was agreed to send Grant Application Form to Committee and arrange a meeting as they have requested.
- At 8.08pm due to internet issues the Chairman agreed to close the meeting for Clerk to resolve issues.  
Meeting continued at 8.10pm.**
9. **Reports on Video Meetings attended by Clerk or Councillors:**  
**Clerk** - 17<sup>th</sup> March - Natural Networks Programme - **Clerk and Cllr** – 31<sup>st</sup> March - Planning and Community Engagement, **Clerk** – 14<sup>th</sup> April – Stakeholders and Community Engagement, **Clerk** – 26<sup>th</sup> April – GDPR. Handouts to be circulated.
  10. **Finances** –
    - a. **Payments made (circulated)** – See item 21.
    - b. **To report receipts since last meeting** – WCC LM(December = £180.00, January 2021 = £180.00, WCC (County Cllr Grant for seats/flower boxes) = £700.00.
    - c. **Bank Reconciliation March 2021** (circulated) – It was agreed by all and will be signed by Cllr, Balance in cash book on 31<sup>st</sup> March 2021 = £24703.91. Accounts to be sent to Internal Auditor this week.

## BAYTON PARISH COUNCIL

- d. **Internal Audit Review** (circulated) – document was shared on screen; it was agreed all matters are being adhered to.
- e. **Reserves Policy** (circulated) – it was agreed by all to adopt the policy as drafted.

### 11. Planning:

- a. **Plans circulated since last meeting** – See item 21.
- b. **Decisions received since last meeting** –  
**20/00698/CU** – Associated **20/00699/LB** - **Norgroves End Farm, U95602, Bayton DY14 9LX** - Conversion to form on dwelling. **Applications Approved by MHDC in January 2021.**  
**20/02057/PIP** – **Highbrae, Mamble Road, Clows Top, Kidderminster DY14 9HX** – Application for Permission in Principle for 9 dormer bungalows with access, parking and landscaping. **Refused by MHDC.**  
**20/02024/HP** – **Stone Cottage, Bayton, Kidderminster DY14 9LW** – **Bi-fold driveway gates (Retrospective).** **Refused by MHDC.**
- c. **Plans for comment on tonight** – None
- d. **Enforcement updates** -  
**ENF/19/0325- Scrap Metal Bayton Common** – Awaiting update from MHDC Enforcement Officer.  
**ENF/20/0352** – **Agricultural land being used as garden Bayton Common** – Awaiting update from Enforcement Officer.

**At 8.43pm due to internet issues the Chairman agreed to close the meeting for Clerk to resolve issues. Meeting continued at 8.45pm.**

### 12. Road report

- a. **Lengthsman** – He has purchased equipment and Clerk has obtained some items from last LM.
- b. Any problems to report – **None.**
- c. **Beach Hay crossroads visibility splays** – WCC have requested landowners details.
- d. **B4202 Bayton Common** – Branches on BT Line. This matter has now been attended to.
- e. **B4202 Bayton Common** – This matter has been resolved by WCC and Landowner.

**13. Footpaths Maintenance** (circulated) – WCC advised Clerk landowners are responsible for maintenance of stiles and WCC will provide equipment to their volunteers. FP Officer to ask WCC for equipment and inform Clerk of outcome. Cllrs wished to support the volunteers but Clerk was concerned regarding insurance implications for PC and advise given by WCC.

**14. Notice Boards** (circulated) – Cllr and Clerk had been looking at aluminium boards. It was agreed by all to purchase three green boards, size - to take eighteen pages at cost of £805.00 plus vat and delivery, supplier to be KPS. Maintenance Contractor has quoted £50-£60 to install.

**15. Bayton and Mamble WI request for donation** (circulated) – Clerk had requested copy of WI accounts many times but received no response. It was agreed to send Grant form to the WI for completion.

**16. VE Day Celebrations** – It was agreed in February 2020 to donate £600.00 to an event that was cancelled in 2020. This amount is held in budget reserves. British Legion have advised Clerk they may know more about events in 2021 after 17<sup>th</sup> May when covid restrictions ease.

**17. Face to Face meetings** – Risk Assessment had been circulated and it was agreed by all to adopt. Clerk to obtain Risk Assessment from Church Warden.

**18. Annual Parish Meeting 11<sup>th</sup> May** – Bayton Village Hall are not taking bookings for PC meetings until after 27<sup>th</sup> May. Clerk had booked Church who can seat 21, all to be covid safe, Clerk has handwash, masks will be required.

### 19. Confidential Complaint –

- a. **Working Party Meeting** – Meeting held on 7<sup>th</sup> April. The matter is now being dealt with by legal advisors. Chairman asked Cllr to obtain written confirmation that PC are not incurring any costs at this point in time.

**20. Correspondence for information** – Email correspondence circulated - CALC Training dates. COVID 19 updates from CALC, NALC, WCC, MHDC. Update from Police and Crime Commissioner and South Worcestershire Development Plan.

### 21. Clerks report on Urgent Decisions since last meeting –

#### **Payments made – 6<sup>th</sup> April**

Mr I Mapp (LM March 2021 Final Payment) = £170.40, Mr C Bunn ( Maintenance work March ) = £210.00.

#### **11<sup>th</sup> April - Plans circulated by email –**

# BAYTON PARISH COUNCIL

20/01994/HP - Pucknells Byre, Hollywell Lane, Clows Top, DY14 9NR - Erection of rear extensions. It was agreed by the majority to support this application.

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

**Agenda items** – Maintenance Contract, Seats, Memorial, Auditor report and signing of Accounts.

Clerk suggested a video meeting is held to screen share accounts and other items Cllrs may wish to look at prior to the face to face Annual Parish Council, residents can attend if they wish. Clerk has been advised to have short meetings during the pandemic.

**23. Date of next Meeting to be held in BAYTON CHURCH– ANNUAL PARISH MEETING (APM) TUESDAY 11<sup>TH</sup> MAY at 7.30pm to be followed by Annual Parish Council Meeting at close of the APM.**

**24. It was agreed by all to close the meeting to Public and Press due to the confidential nature of the business to be discussed.**

**25. Staffing Matters** – No confidential matters to discussed.

**26. Meeting Closed 9.10pm.**

Signed----- Date 11<sup>TH</sup> May 2021  
Chairman

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**Public Question Time –**

Footpaths Officer had asked PC for funds for repairs to stiles and equipment such as cutters. WCC had confirmed to Clerk repairs are responsibility of landowners and equipment can be obtained from WCC. FP Officer to put in request to WCC. **See also Item 13.**

Resident stated he had emailed letter to Clerk end of February but had no reply. Clerk stated she had not received any emails from the resident, he was adamant he had sent it. The letter was regarding extension of Church Car Park, he felt the letter was now irrelevant as the idea was not being taken forward.

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## County Cllrs Report

**National lockdown** - I am pleased to be able to note that the national lockdown is drawing to a close, and that the levels of mortality and infections are now very low, both locally and nationally. It will be for others to decide how much of this improvement is due to government actions, either to hasten or delay the end of the Covid pandemic. One might observe that England has fared better than many countries and for that we can be grateful. Such observations will be of little comfort to the many relatives of the nearly 130,000 people who have died after some exposure to the virus. We should be sensitive to their losses.

**Elections** - On May 6<sup>th</sup>, Thursday week, County Council elections will be held to determine which 57 people will constitute the council for the coming four years. Having been de-selected, I will not be among the candidates, so this will be the last parish council report that I submit. It has been a very stimulating 12 years, and I trust it has been of some value to Bayton residents. It is easy to get caught up in the bigger decisions that affect all 580,000 Worcestershire residents and forget the significance of policies at the parish level. All residents should be grateful for the voluntary efforts of parish councillors in representing their communities, not to mention their clerks, who get paid a pittance for guiding you in the correct paths. Being a parish councillor is a role that might be of greater significance if the county were ever to follow Shropshire and Herefordshire and adopt a unitary framework. That has its benefits and drawbacks but eliminating one tier of local government normally means more responsibility at the "lowest" level, i.e. the towns and parishes. You may wish to contemplate that, should the idea be discussed in future.

**Bayton Parish Council** - I have had the pleasure of seeking to represent 18 town and parish councils over the last 12 years. I can say without reservation that Bayton has been one of the parishes that has proved most rewarding. You have usually entertained members of the public at your meetings. There have been lively discussions of policies and good feedback to the County Council on what is working and what needs attention. Continue to use the good offices of Hannah Davies on highways matters. I wish you well for the future and trust you will continue to serve Bayton as effectively as in the past.

**Cllr Ken Pollock**