

BAYTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Bayton Parish Council held in Bayton Church at 7.30pm on Thursday 27th July 2023

Present: Cllr Miles (Chair), Cllr Burns, Cllr Adams, Cllr George

In Attendance: Clerk.

Cllrs Burns and Adams signed their Declaration of Acceptance of Office in May.

Cllr Miles signed his before start of this meeting.

1. **Election of Chairman** – It was agreed by all Cllr Miles be elected; a Declaration of Acceptance of Office was signed.
2. **Co-option of a Cllr** – One application from Tom George, it was agreed by all to co-opt him onto the PC. A Declaration of Acceptance of Office was signed.
3. **Apologies:** None.
4. **Election of Vice Chairman** – It was agreed by all Cllr Burns be elected.
5. **Declaration of Interest:**
 - a. **Register of Interests** – Cllrs completed forms to be sent to MHDC.
 - b. **Disclosable Pecuniary Interests** – Chair – Planning Item 17(b) - M/23/00414/HP – the item is for information only.
 - c. **Other Disclosable Interests** – See above.
 - d. **Cllrs own Computers/Tablets/Phones** – Cllrs confirmed own devices are password protected, have antivirus software installed and automatic updates set for their systems as per agreed policies.
6. **Dispensations** –

To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) –

 - a. **Dispensations requested** – None.
7. **Public Question Time** – No issues raised.
8. **County Cllr Report** – Report at end of minutes, apologies received.
District Cllr Report – Apologies received; no report given.
9. **Standing Orders** – Reviewed and updated as required by changes in legislation.
10. **Financial Regulations** – Reviewed and updated as required by changes in legislation.
11. **To consider Council's Scheme of Delegation** (circulated) – It was agreed by all to adopt as drafted.
12. **To appoint Cllrs to the following:**
 - a. **Staff Working Party** – All Cllrs.
 - b. **Planning Working Party** – All Cllrs
 - c. **Clerks Financial Support Group** – All Cllrs at meetings.
13. **To consider appointment of representatives to outside bodies:**
 - a. **Bayton Village Hall representative** – It was agreed by all Cllr Burns be elected.
 - b. **Clows Top Village Hall** – It was agreed by all Cllr George be elected.
 - c. **Worcestershire CALC Meeting Executive (2 Cllrs)** – It was agreed any Cllrs can attend if they wish, information is circulated by email.
14. **Minutes of Parish Council Meeting** held on 25th April 2023 were agreed by all and signed by Chairman.
15. **Reports on Meeting attended by Clerk or Councillors:** None
16. **Finances** –
 - a. **Payments made** – Mrs S Burrows (Clerks Salary cheque dated 25th July) = £263.32, Mrs S Burrows (McAfee subs) = £91.66, Mrs S Burrows (Microsoft subs) = £59.99, Mrs S Burrows (see item 15e) = £353.53.
 - b. **To report receipts since last meeting** – WCC LM March £297.00 and April £173.25, MHDC Precept £4550.00, HMRC VAT repayment £538.06.
 - c. **To agree Bank Reconciliation for Current Account** – April/May/June 2023, it was agreed balance £23389.43 as circulated.

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- d. **Annual Return 2022-2023** – Sent to External Auditors 22nd May, Exercise of Public Rights Notice published as required from 5th June to 14th July 2023, no queries raised by Public.
- e. **Clerks Expenses 2022-2023** – It was agreed by all to pay £353.53 as circulated.
- f. **Budget for Flower Boxes** – It was agreed by all to use budget as set and for resident to plant boxes for winter as offered. Uncashed cheque for flowers paid in January 2023 to be put back into this budget.
- g. **Budget Review** – No changes to be made.

17. Planning:

- a. Plans circulated since last meeting – **None**.
- b. Decisions received since last meeting –
M/23/00126/HP - Tansy Fields, Clows Top, Kidderminster, DY14 9NN - Side & rear single storey extensions.
Approved by MHDC.
Confirmation of Tree Preservation Order 703 (2023) - 1 Clows Top Road, Bayton.
M/23/00414/HP - The Reading Room, Bayton, Kidderminster, DY14 9LW -Erection of rear conservatory to dwelling and replacement outbuilding for incidental use. **Approved by MHDC.**
- c. **Plans for comment on tonight** –
M/23/00470/FUL – Land at (Os 7177 7453) Beach Hay Bayton – Creation of an access and installation of 1no. field gate. It was agreed by all to comment on concerns regarding highway safety and water runoff due to drains below this site not taking all water in heavy storms.
M/23/00866/HP - Snowdrop Cottage, 2 The Leasowes, Bayton, Kidderminster, DY14 9NA -Single Storey Rear Conservatory extension. It was agreed by all to support.
- d. **Appeal for information - M/23/00051/HP - APP/J1860/D/23/3320609 - The Old Post Office Bayton Kidderminster DY14 9LJ** - Removal of two modern sash windows to first floor of rear elevation, reconfiguration of roof of single storey lean to extension to create balcony with glazed perimeter screen, insertion of glazed doors into extended window openings to access balcony.

18. Road report

- a. **Lengthsman** – Work progressing well.
- b. **Problems to report** – Some drains to be reported to WCC.
- c. **LM suggested work on FP for WCC** – WCC confirmed money would come out of LM budget. It was agreed by all not to join this part of LM scheme.

19. Correspondence for information –

CALC, NALC, WCC, MHDC, Police, South Worcestershire Development Plan, Police and Crime Commissioner.
MHDC - Election Notices for 22nd June and 3rd August
Local Government Boundary Commission – A consultation on division boundaries for Worcestershire – comments by 24th July 2023, extended to 19th September 2023.
Police and Crime Commissioner consultation – comments by 14th August. Clerk to circulate for agreement.

20. Clerks report on Urgent Decisions since last meeting –

Payments made –
30th May 27th June – Mrs S Burrows = all payments £263.32 (Clerks Salary).
15th May – Arthur J Gallagher Insurance Broker Limited = £720.94 (Insurance premium),
15th May - Mr D Nunn = £173.25 (LM April)
6th July – Mr C Bunn = £75.00 (Maintenance Contractor February to June), HMRC = £31.60 (Tax)
Mr D Nunn = £280.50 (LM May/June)

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

Agenda items – Risk Assessment, Coronation Corner, Grant Policy.
Cllr reported to PC issues raised to him by residents, to be discussed at next meeting.

22. Date of next Meeting – 12th September 2023

23. Meeting Closed 8.30pm.

Signed----- Date 12th September 2023
Chairman

County Councillors Report

- 1. WCC has recently undergone a three week OFSTED inspection. Findings should be announced late June or July.

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2. Following the recent murder trial of a young child in Coventry, the mother has been found guilty of manslaughter and her partner of murder. The murder itself took place in Worcestershire. Now the trial is over there will be a process of investigation, which West Mercia Police and WCC will both undergo.
3. The Boundary Review for Divisions within Worcestershire is underway. Once the Boundary Commission have concluded their work and following public consultation, the new Divisions will come into effect at the elections in May 2025.
4. WCC is undertaking a number of "Road Shows" across the county over the summer. Details can be found on the WCC website.
5. Following early success derived through the Bromsgrove on Demand (BoD) Service, WCC has launched a second Pilot in South Malvern for increased provision of sustainable and efficient Demand Response Transport (DRT) in a rural location. The service will initially focus on Upton and Kempsey.
6. There is to be an increase in the cost of Home to School Transport rates for Vacant Seats. The increase will only effect those not eligible for free Home to School Transport, where vacant seats are available. The increase will only partly offset the increased cost incurred by WCC. WCC has not raised prices for several years and prices remain below those of our neighbouring counties who offer similar schemes.
7. Grass cutting is currently underway across the county, in partnership with the District Councils. A depth of approximately one metre is cut to allow for biodiversity.
8. At a recent Full Meeting of WCC, Councillors unanimously agreed a revised Code of Conduct for Councillors following work done by the Local Government Association and a consultation process by WCC's Standards and Ethics Committee.

David Chambers, County Councillor, Tenbury Division.