

BAYTON PARISH COUNCIL

Minutes of the Monthly Parish Council Meeting of Bayton Parish Council held in Bayton Village Hall at 7.00pm on Tuesday 19th April 2011

Present: Cllr Gray (Chairman), Cllr Clarke, Cllr Carver, Cllr Taylor, Cllr Miles

In Attendance: Clerk, Heather Royle (Conservation Officer) and Vicky Bilton (Planning Officer) from Malvern Hills District Council and 2 Members of the Public.

1. **Apologies:** None.
2. **Declaration of Interest:**
 - a. **Register of Interests** – No forms were requested.
 - b. **Personal Interests** – None.
 - c. **Prejudicial Interests** – None.
3. **Public Question Time** – see notes at end of minutes.
4. **Minutes of Meeting held on 15th March 2011** were agreed by all and signed by Chairman.
5. **District Cllrs report** – Apologies received.
County Cllrs report – Apologies received.
6. **Progress reports for information:**
 - **Election** – Only 4 of the present Cllrs have stood for election. The remaining 3 seats will be filled by co-option at the May meeting if possible.
 - **Tree Work** – forms have been sent to MHDC and awaiting their reply.
 - **Grass verge opposite school** – Clerk has contacted Highways. Only WCC allowed to put bollards onto verges. Would not consider taking any action in this case. Resident has been informed.
7. **Reports on Meeting attended by Clerk or Councillors:**
 - **Audit Training Clerk 23rd March** – some areas of Audit changed and noted by Clerk.
 - **WCC Parish Conference 12th April** – Interesting talks given. CALC had circulated information.
 - **Village Hall** – 25th March – Cllr Miles attended. Report given.
8. **Finances** –
 - a. **Payments made** – WCALC = £204.19 (subs 11-12), WCALC = £7.50 (Clerks Training), Printer Ink (paid by Clerk) = £6.30, MHDC = £69.01 (Business Rate Relief - see item 13), Forest & Garden Machinery (3rd payment) = £329.88, Bayton Village Hall = £400.00 (mowing see item 12), Milestone Account = £50.00 (see item 14)
 - b. **Payments received** – Interest March 2011 = £0.43.
 - c. **Bank Reconciliation** – Signed for March 2011. Balance agreed as Current Account = £3205.48, Investment Account £5667.68.
 - d. **To appoint Internal Auditor** – it was agreed to appoint the Auditor used last year.
 - e. **Financial Review (circulated)** – it was agreed PC comply with all statements.
 - f. **To agree Accounts for year end 31st March 2011 and complete Annual Return for External Auditor** – The accounts were agreed and signed by the Chairman. Balance of £8873.16 in total to be carried forward. The Annual Return was completed and all agreed the PC complies with all regulations. Budget sheet for the year was circulated to all.
9. **Planning:**
 - a. Plans for comment tonight – None. (see item 18).
 - b. **Decisions received since last meeting-**
11/00272/HOU – 1 The Terrace, Clows Top – Replacement boundary fence. **Approved.**
10. **Road report**
 - a. **Lengthsman** – General clearing to be maintained.
 - b. **Problems to report** – None.
 - c. **Update on outstanding queries** – None.

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11. **Coronation Corner** – Contractors have been approached regarding work to wall but conflicting ideas given. Cllr offered to do work for free. To discuss with volunteers.
12. **Bayton Village Hall** – it was agreed to grant £400.00 to the costs of maintaining the Recreation Ground for 10-11. It was felt the mowing could be contracted by PC and VAT reclaimed. Clerk to approach Village Hall Committee to obtain approval. Mowing quotes to be obtained if approval given by Hall Committee.
13. **Business Rate Relief Clows Top PO 2011-12** – It was agreed by all to support this application for the following reasons – The business is of benefit to the local community and it is reasonable for the parish to support it financially – 50% Discretionary relief will be awarded by the District Council and the PC will contribute £69.01 as requested.
14. **Mile Stone B4202 Bayton Common** – Stone hit by vehicle and in two pieces. Request for PC to pay for repairs to stone = £50.00. All agreed to fund this in full. Cllr offered to move and relocate stone when repairs are done.
15. **Newsletter** – Chairman asked for input. To include Chairman's Annual Report, finances and matters dealt with over the last 12 months. Clerk/Cllrs to provide information/ideas.
16. **Annual Parish Meeting** – CSO to be invited along with newly elected District Cllr, School Report to be requested.
17. **Correspondence for information** –
Email correspondence circulated - list in minute's folder.
18. **Clerks report on Urgent Decisions since last meeting.**
11/00413/HOU - Carton Cottage, Clows Top – Close existing vehicle access & form new access & driveway. Comments to support if it makes entry safer.
11/00256/HOU – Beech Hay, Clows Top – Proposed two storey extension. Comments to support this application.
11/00313/LBC – OLD Plowstall Farmhouse, Bayton – Modification and improvement to existing dwelling. Amendment to approved garage block. Comments to support this application.
All these applications were circulated to Cllrs and comments made as stated.
Letter regarding Dog Mess in Church Yard. It was agreed to put up signs at Church Yard and issue letters to local residents. PCC have been advised of this.
LM March £120.00.
The following payments were omitted from the January minutes - Village Hall Rent April-Nov 10 = £85.00, Staples = £23.10 (Nov Newsletter photocopying).
19. **Councillors' reports and items for the next agenda.**
Co-option, Bayton Village Hall mowing of Recreation Ground.
20. **Date of next meeting: TUESDAY 17th May 2011- ANNUAL PARISH MEETING AND ANNUAL PARISH COUNCIL MEETING**
21. **Meeting Closed 8.50pm.**

Signed-----
Chairman

Date 17th May 2011

A very informative presentation was given to the meeting regarding living in a Conservation Area. The information is to be forwarded to Clerk for circulation locally. Information regarding listed buildings can be obtained from the English Heritage website and a map in on the MHDC website. General questions were answered. It was suggested advice is obtained from MHDC before any work is undertaken to establish if permission is required. The Officers left the meeting.