

# BAYTON PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting of Bayton Parish Council held in Bayton Village Hall at 8.00pm on Tuesday 15<sup>th</sup> May 2012

**Present:** Cllr Miles (Chairman), Cllr Blount (Vice Chairman), Cllr Clarke, Cllr Carver,  
Cllr Taylor, Cllr Salisbury, Cllrs Rochelle

**In Attendance:** Clerk, 2 Members of the Public.

1. **Election of Chairman** - It was agreed by all that Cllr Miles be elected. Declaration of Office signed.
2. **Apologies:** None.
3. **Election of Vice Chairman** – It was agreed by all Cllr Blount be elected.
4. **Declaration of Interest:**
  - a. **Register of Interests** – No new forms requested.
  - b. **Personal Interests** – None.
  - c. **Prejudicial Interests** – None.
5. **Public Question Time** – None.
6. **Standing Orders** – to be reviewed when new Code of Conduct agreed see below.
7. **Financial Regulations** – no changes made.
8. **Code of Conduct** – New Code to be agreed by July 1<sup>st</sup>. Awaiting details.
9. To consider the Councils Scheme of Delegation and to appoint members to the following:
  - a. **Staffing Working Party for Clerk**  
Chairman, Vice Chairman, Cllr Salisbury  
**Grievance and Disciplinary Committee**  
Vice Chairman, Cllr Carver, Cllr Blount  
**Appeal Grievance and Disciplinary Committee**  
Chairman, Cllr Clarke, Cllr Salisbury  
**Lengthsman Co coordinator**  
Cllr Taylor, Cllr Blount – Clerk Line Manager
  - b. **Planning Working Party**  
Chairman, Vice Chairman, plus one other depending on site of application.  
Cllr Clarke to form comments with Clerk on controversial applications  
**Emergency Planning**  
Cllr Carver, Cllr Clarke
  - c. **Clerks Finance Support Group**  
Cllr Carver to check bank reconciliations on a monthly basis.  
All Cllrs to input on other matters  
**Signatories**  
**HSBC** – Cllr Miles, Cllr Taylor, Cllr Blount  
**Investment Account** – Cllr Carver Cllr Taylor – Online admin. Cllr Carver with Clerk.
10. **Councils Risk Assessment** – Risk Assessment given to all. To be reviewed at next meeting.  
**Insurance** - due 1<sup>st</sup> June. Present Policy with Zurich quoted £225.00 for renewal. It was agreed by all Clerk to email further quotes and decision to be made before next meeting.
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). Agreed Cllr Salisbury to carry on in this role.
  - b. Worcestershire CALC Meeting (2 Cllrs). It was agreed if interested any Cllr can attend meetings.
13. **Minutes of Meeting held on 17th April 2012** were agreed by all and signed by Chairman.

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- 14. District Cllrs report** – Apologies received.  
**County Cllrs report** – Given at Parish Meeting.
- 15. Progress reports for information:**
- **Broadband** – Work is on-going by Consortium, emails are being sent to Cllrs.
  - **Cleobury Minibus funding** – Worcestershire CC have agreed to grant £125.00. Further grants may become available from Government funding.
- 16. Reports on Meeting attended by Clerk or Councillors:** None.
- 17. Finances –**
- a. Payments made** – External Auditor (11-12) = £50.00 (see e below), Running IMP International Sports Ltd = £559.14 (Jubilee Mugs etc. see item d below).
  - b. Payments received** – Interest April 2012 = £0.48, WCC LM Feb/March = £276.00, MHDC Precept £3325.00.
  - c. Bank Reconciliation** – Signed for April 2012. Balance agreed as Current Account = £5842.73, Investment Account £5673.83.
  - d.** All Cllrs agreed to pass a resolution to spend money with its powers under Section 137 of the Local Government Act 1972. All Cllrs agreed to incur the expenditure which, in the opinion of the Cllrs, is in the interests of the electors and is commensurate with the expenditure:-  
It was agreed by all to pay for 150 Jubilee Mugs and sundries - **Total bill £559.14.**
  - e. To receive Internal Auditors report** – No queries made. It was agreed to pay Internal Auditor £50.00 for her work.
- 18. Planning:**
- a.** Plans circulated since last meeting - **None**
  - b.** Plans for comment tonight – **None.**
  - c.** Decisions received since last meeting-  
**12/00344/HOU – The Long Barn, Upper Bayton Farm, Bayton** – Internal and external alterations, proposed swimming pool, replacement sun lounge. **REFUSED by District Council.**
- 19. Road report**
- a. Lengthsman** – General clearing to be maintained. Pavements need clearing of weeds.
  - b. Problems to report** – Pothole Colliers Hill, B4202 road sinking by Culverness.
  - c. Nineveh Road, Houghtons Pole Bridge** – Cllr had met with Highways. They will re-inspect road. Blocked drain on list to be cleared. Email with Clerk from WCC.
- 20. Correspondence for information –**  
Email correspondence circulated - list in minute's folder.
- 21. Clerks report on Urgent Decisions since last meeting.**  
Cheque No 100249 totalling £45.42 written on 20<sup>th</sup> March 2012 for Jubilee items. Cheque returned uncashed to Clerk and cancelled due to increase in funding as per item 17d above.  
Payment 7<sup>th</sup> May to LM for April 2012 = £172.80
- 22. Councillors' reports and items for the next agenda.**  
Cllr asked if surface of lane by hall could be improved. This is village hall land. Village Hall representative to report matter to hall committee along with request for Recreation Ground to be mowed. Bayton Village website - Clerk to see if link is on Village site to Parish Council site.  
Risk Assessment, Code of Conduct, Jubilee Celebrations.
- 23. Date of next meeting: MEETING CHANGED TO WEDNESDAY 13<sup>th</sup> JUNE 2012**
- 24. Meeting Closed 8.40pm.**

Signed-----  
Chairman

Date 13th June 2012

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