

# BAYTON PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting of Bayton Parish Council held in Bayton Church at 7.40pm at close of Annual Parish Meeting on Tuesday 11<sup>th</sup> May 2021

**Present:** Cllr Lawrence (Chairman), Cllr Kemp, Cllr Wakeford, Cllr Miles, Cllr Adams, Cllrs Tonks

**In Attendance:** Clerk, 3 Members of the Public, County Cllr David Chambers, Dist Cllr Douglas Godwin (arrived late)

1. **Election of Chairman** – It was agreed by all Cllr Lawrence be elected as Chairman, a Declaration Acceptance of Office was signed
2. **Apologies:** None.
3. **Co-option of Cllr** – no applications received
4. **Election of Vice Chairman** – It was agreed not to appoint anyone.
5. **Declaration of Interest:**
  - a. **Register of Interests** – Cllrs had all completed a new form before this meeting
  - b. **Disclosable Pecuniary Interests** – Cllr Tonks item 25 Confidential Complaint.
  - c. **Other Disclosable Interests** – See above.
6. **Dispensations** –  
To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) –
  - a. **Dispensations requested** – Cllr Tonks was granted a Dispensation until May 2023 to speak and vote on item 25.
7. **Public Question Time** – No issues raised.
8. **County Cllr Report** – Newly appointed, introduction given at Parish Meeting, Cllr David Hardiman  
**District Cllr Report** – Report at end of minutes.
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 Clerk to look at documents to ensure they are compliant.
12. **To consider Council's Scheme of Delegation** (circulated) – It was agreed to adopt as drafted and as advised by our County Association. Due to the pandemic PCs need to ensure decisions can be made if face to face meetings cannot be held in the near future.
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, Cllr Tonks to oversee bank reconciliation, all information to be circulated to all Cllrs before meetings.
14. **To consider appointment of representatives to outside bodies:**
  - a. **Bayton Village Hall representative** – see below.
  - b. **Clows Top Village Hall** – see below.  
It was agreed to ask Hall Committees to let Clerk know meeting dates; a Cllr may attend if time allows.
  - c. **Worcestershire CALC Meeting Executive (2 Cllrs)** – It was agreed any Cllrs can attend if they wish, information is circulated by email.
15. **Minutes of Parish Council Meeting** held on 27<sup>th</sup> April 2021 were agreed by all and signed by Chairman.
16. **Progress reports for information** –
  - a. **Maintenance Contract work** – minor jobs such a cleaning Defib boxes/bins etc.
  - b. **Noticeboards** – on order.
  - c. **Seat Clows Top/Bayton** – on order.
  - d. **Flower Boxes for Parish** – awaiting delivery, payment of £200.00 made by Clerk, it was agreed by all to repay Clerk.
  - e. **Bayton Village Hall Management Committee joint meeting** – awaiting dates for a meeting, Grant Policy

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sent to Committee for completion.

- f. **Footpath Maintenance** – WCC have now agreed to provide equipment to their volunteers.

**17. Reports on Meeting attended by Clerk or Councillors:** None

**18. Finances –**

- a. **Payments made** – Mrs S Burrows (flower boxes, soil, plants) = 200.00, Worcestershire CALC (see d below) = £358.12, Worcestershire CALC (training Cllr & Clerk 31<sup>st</sup> March) = £80.00, Forest & Garden Machinery (1<sup>st</sup> payment = £420.00, D M Payroll Services Ltd (Internal Audit) = £75.00.
- b. **To report receipts since last meeting** – April Bank Statement not yet received.
- c. **Bank Reconciliation April 2021** – April Bank Statement not yet received.
- d. **Worcestershire County Association of Local Councils (WCALC)** – It was agreed by all to pay subs for 2020-2021 = £358.12.
- e. **Asset Register** (circulated) – It was agreed by all the register has all assets with adequate insurance cover.
- f. **Insurance** – It was agreed by all to agree renewal by email, the policy is due for renewal 1<sup>st</sup> June.
- g. **Certificate of Exemption from External Audit (circulated)** – It was agreed by all PC income and expenditure for 2020-2021 is under £25000.00.
- h. **Annual Governance Statement** (circulated) – It was agreed by all the matters are being adhered to.
- i. **Internal Auditors Report** (circulated) – Auditor found all accounts to be correct.
- j. **Annual Return/End of Year Accounts 2020-2021** (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 £24703.91 is to be carried forward to 1<sup>st</sup> April 2021. Budget to be reviewed at next meeting.

**19. Planning:**

- a. Plans circulated since last meeting – **None.**
- b. **Decisions received since last meeting - None.**
- c. **Plans for comment on tonight – None.**
- d. **ENF/2/0352** – Agricultural land being used as a garden Bayton Common – no update from Enforcement.
- e. **ENF/19/0325** – Scrap metal Bayton Common – Enforcement have visited the site and are considering further action.

**20. Road report**

- a. **Lengthsman** – Clerk has been out with LM, work progressing well, awaiting Timesheet for April.
- b. **Problems to report** – Some blocked drains.
- c. **Beach Hay crossroads visibility** – Landowners are being contacted by WCC, awaiting update.

21. **Memorial** – It was agreed to consult with residents, those who attended Parish Meeting supported the project.

22. **Teme Wheels** – Residents have requested a bus to Cleobury, this new charity is interested in providing a service, Clerk to update at next meeting.

23. **Mamble cum Bayton WI** – Grant form sent to WI for completion, accounts have been received.

24. **Annual Parish Meeting** – No matters were raised.

**25. Confidential Complaint**

- a. **Working Party Meetings** - No meetings held. Cllr confirmed the PC have not incurred any legal costs to date.

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

27. **Clerks report on Urgent Decisions since last meeting – None.**

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

**Agenda items** – Risk Assessment, GDPR policies, Memorial, Teme Wheels.

**Clapping for NHS 4<sup>th</sup> July** - Cllrs suggested Clerk ask Village Halls if they are joining in with this event.

29. **Date of next Meeting – 8<sup>th</sup> June 2021**

30. **Meeting Closed 8.29pm.**

Signed-----

**Date 8th June 2021**

**Chairman**

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**Dist Cllr report** – MHDC have held Annual Council Meeting. Protocol on Violence in Families adopted and Officers been given training. It is a quiet time in MHDC.