

# NOTICE

## Birlingham Parish Council

June Hiden, Lamorna, Broadway Road, Birlingham  
birlingham\_clerk@yahoo.co.uk

### To Members of Birlingham Parish Council

**You are duly summoned to attend the next meeting of Birlingham Parish Council**

to be held at

**7.00pm**

On

**Thursday 21 May 2020**

By Videoconferencing ([Appendix A](#))

## Agenda

Welcome

Present

- 1) **Election of Chairman** and signing of Declaration of Acceptance of Office of Chairman.
- 2) **Election of Vice-Chairman**
- 3) **Apologies** To receive apologies and to approve reasons for absence.
- 4) **Declarations of Interest** [Appendix B](#)
  - a) Register of Interests: Councillors are reminded of the need to update their register of interests.
  - b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
  - d) Written requests for the Council to grant a dispensation (S33 of the Localism Act 2011) are to be with the Clerk at least four clear days prior to a meeting.
- 5) **To consider the Council's scheme of delegation** and to appoint members, as follows:
  - a) Appointment of Financial Support Officer;
  - b) Appointment of Footpath Warden under the authority of Worcestershire County Council;
  - c) Appointment of Lengthsman;  
The Annual Agreement (the Parish Lengthsman Scheme) for the undertaking of minor highway maintenance works between Worcestershire County Council and the Parish Council has been returned to County Hall.  
The contract has been returned to Worcestershire County Council (dated April 2020)
  - d) Appointment of Tree Warden;
  - e) Planning Group – All members are in the Planning Group. To appoint a Head of the Group to lead consultation, collate the Group remarks and finalise a comment before sending to Proper Officer for submission to local authority.
- 6) **Confirmation of arrangements for insurance cover** (Item 12c)  
Note: The Parish Council is required by law to assess, at least annually, the risk of its various activities (litter pick – public liability) and to update its insurance and asset register.

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- 7) **Review of the Council's subscriptions to other bodies** (Item 12c)  
CALC / NALC membership.
- 8) **Determining the time and place of ordinary meetings and the next annual meeting of the Parish Council**  
To be agreed.
- 9) **Minutes of the previous meeting**  
To consider the approval of the minutes of the meeting held on 18 March 2020. (Attached)

### **Democratic Opening**

The meeting is adjourned for Public Question Time. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. This is also a time where Councillors can raise items for future agendas.

- 10) **Progress Reports:**  
for information
  - a. Footpath Warden
  - b. Tree Warden
  - c. District Councillor (if not present request written report)
  - d. County Councillor (if not present request written report)
  - e. Clerk
- 11) **Planning**
  - a. Report on outstanding planning applications
  - b. Applications granted/refused
  - c. Enforcement
- 12) **Financial Matters**
  - a. The Accounts for 2019/2020
    - i) Bank balance  
  
The Accounts for 2019/2020 for resolution (as per the audited financial year end), including the provisions.  
  
The resolution of the 2019/2020-year end audit will be deferred until the July meeting due to Covid-19 restrictions. At this time, it is hoped the Approval of the Annual Governance and Accountability Return (AGAR) can be actioned. [Appendix B](#)
  - b. The Accounts for 2020/2021  
Acceptance of the accounting receipts and payments so far in the *current* financial year
    - i) Bank balance
    - ii) Receipts
      - i. £3,326.00 – Wychavon District Council (Grant £90.00 + Precept £3,236.00)
      - ii. £250.00 – Worcestershire County Council
      - iii. £500.00 – Worcestershire County Council (SmartWater Grant)

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### iii) Payments agreed: –

- i. £135.00 – Lengthsman January 2020
- ii. £165.00 – Lengthsman February 2020

### c. Future payments for consideration

2019/20

- i. £560.00 - Clerks pay – January, February, March
- ii. £140.00 - Clerks PAYE – January, February, March
- iii. £104.28 - Clerks expenses – January, February, March
- iv. £6.00 - Clerks specific expenses 2019/2020
- v. £60.00 – Lengthsman March 2020

- vi. £233.62 – CALC (service charge per elector 213.10 and Nalc affiliation fee £20.52)
- vii. £257.60 – Zurich Insurance 1/6/20 – 31/5/21
- viii. £225.87 – Archer Safety Signs – aluminium advisory 'no fouling'

Note: Lengthsman summary for 2019/2020 attached. [Appendix C](#)  
Not working during April due to WCC Lockdown guidance  
Certificate of Insurance including public liability has been received (4/4/20)

c. Transfer of £50.00 needs to be actioned at the bank from the savings account to the current account with reference to the £50 recharge invoice for the election administration.

d. Savings account – update. Transfer of £1,000.00 from current account to savings (£500 Plane Tree, £250.00 Elections and £250.00 Community Fund) for financial year.

### 13) **Lengthsman Appendix D**

Discuss Scheme.

### 14) **Litter Pick – rescheduled Appendix E**

Scheduled March Litter Pick postponed. Rescheduling to coincide with the rearranged 'Keep Britain Tidy' September campaign. Date to be agreed.

### 15) **Annual Parish Meeting - cancelled**

The May 2020 Annual Parish Meeting is cancelled.

### 16) **St James' Churchyard maintenance**

Request for funding for churchyard maintenance. Discuss.

### 17) **Councillors' reports and items for future agenda**

| Subject / Objective                              | Person Responsible for taking forward | Update/Actions   |
|--|---------------------------------------|--|
| 1) SmartWater                                    | Paula Aston                           | Police and Crime Commissioner funding.<br>County Councillor funding. |
| 2) Dog Fouling                                   | Steven Byrne                          | Progress: purchasing, erect and location                             |
| 3) Millennium Bench – NHB removal and relocation | Maxine Cook                           | Update on next steps.  |

Any other items.

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### 18) **Date of next ordinary meeting**

To confirm the date of the next ordinary meeting which is scheduled for Wednesday 15 July 2020 at 7.00pm.

Members of the public and press are cordially invited to be observe the above meeting but any questions to be sent to the clerk in writing (birlingham\_clerk@yahoo.co.uk)

Signed

*June Hiden*

June Hiden  
Clerk to Birlingham Parish Council

Date: May 2020

## Appendix A

### Tuesday 24 March 2020

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Co-vid19 Advice - CALC

#### Meetings

As per the PM's address gatherings of more than 2 people from different households will be dispersed. We have been advising for a week or so not to meet unless absolutely necessary. To be clear you should not meet in person.

**There are a number of apps and websites which can be used to host conference calls or virtual meetings. We have hosted one Clerks meeting on Zoom and will be doing another today.**

**I would advise where possible to use **Zoom**.** There are time restrictions with the free package, however, it does allow 40 minutes which should be enough time to transact essential business and delegate powers to the Clerk for many of the other activities that might need to be processed.

The two good things about zoom is that links can be provided to residents (or put up on the website) so that there is still transparency and in these times of being at home it might provide a good audience and potential Councillors in the future. Also, the meeting can easily be recorded so that there is an unambiguous record of the decisions.

If you are unable to hold meetings like this, then I would recommend decisions via email where the way Councillors have voted can be evidenced.

While it is technically not legal to hold meetings remotely or to make decisions via email. It is felt that with not being able to meet that Government will shortly bring in measure to allow this way of working.

#### Annual Parish/Town Meetings

These should also be cancelled if not done so already.

We expect that due to the restrictions announced last night there will be guidance from government on a delay in the requirement to hold these meetings

#### Annual Council Meetings

These meetings should also be cancelled if not done so already. We expect that due to the restrictions announced last night there will be guidance from government on a delay in the requirement to hold these meetings or to hold them remotely/virtually.

**The Chairman of the Council will stay in post until they resign, or a meeting can be held (possibly remotely/virtually)**

#### Local councils supporting their communities

Classed as essential work local schemes should be progressed if they are distributing food and/or medicines.

These should follow government guidelines on meetings and social distancing.

We expect further announcements in the coming days from government and the County Council and Districts. We are working in partnership with these bodies.

#### Staff

Home working

Staff should be helped to work from home where possible. This mostly happens anyway with the majority of Clerks.

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### Finance

In a press release the government last week announced:

The deadline for local government financial audits will be extended to 30 September 2020

We are waiting for the government to issue further guidance however with the restrictions on meetings and the requirements for internal audit, access for electors to view the accounts and the requirement for signatures on the Annual Return it is likely this will be delayed.

### Spending money

Within your financial regulations' permissions should already be in place for the Clerk to undertake emergency expenditure if required,

In addition, there will be a default permission to spend against agreed budgets.

### Online banking and Cheques

We advise that if you are currently undertaking online banking to continue with this

If you are not currently using online banking, we recommend that you look into the possibility of arranging it as restrictions may go on for a long time

If you are unable to arrange online banking, then we would advise to make arrangements for cheques to be signed while adhering to government guidelines on social distancing and self-isolation

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### **Further advice dated 3 April 2020**

#### Co-vid19 Advice/Public meetings CALC

Hello all. Its been another busy week. I hope you are all coping ok. It is great to hear about all the volunteering that is being co-ordinated by the Councils in Worcestershire. But also hearing stories of Clerk's and Councillors volunteering and working with the NHS and in other key jobs, keeping the County going.

We have been busy here as well, co-ordinating in the County Council and Districts, feeding in your concerns and helping to deliver their response. Today we also held a Clerks meeting on Zoom with about 40 Clerks in attendance. This covered how to use Zoom (including looking at aspects to increase security) and a brief overview of many of the things in this update.

#### Meetings

The Coronavirus Bill has been given royal ascent so has come into law. From tomorrow THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 comes into being

This has clarified the position of virtual meetings. NALC will be issuing a Legal Briefing Note and a Practical Guidance Book which we will share with our members when available.

Here are the regulations in full:

<http://www.legislation.gov.uk/uksi/2020/392/contents/made>

A brief summary is:

This covers meetings until the 7th May 2021

Meetings can be cancelled without further notice.

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There is no requirement to hold an Annual Council meeting this year (although you may wish to), the Chairman (and any other appointees) continues to the next annual meeting, or such time as the Council may determine.

Meetings can be held "electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers"

To be classified as in attendance the Councillor must be able to hear and be heard (therefore they could phone in to a video conference call)

Meetings must still be properly convened and able to be attended by members of the public. The notice doesn't have to be put up in notice boards but must be up on the website. There is another requirement to place it on the principal council's website which we will be seeking clarification on.

There is no provision within the regulations in relation to Annual Parish and Town Meetings. However, currently these cannot take place face to face, however, they are still able to take place before June, so await further information

Nor is there any provision within the regulations relating to the Audit year end. We advise that if your internal auditor can undertake their work remotely to carry on with this as we await further information.

The regulations relate to virtual meetings and this is the preferred method, rather than agreed email decisions

Co-vid19 Advice/Public meetings

7 April 2020 message from Meesha Patel, Monitoring Officer & Legal Services Manager

Dear All

Please see below and attached latest information. If you intend to call a meeting and do not have access to your own or local community based or similar website to publish your notice, please contact me.

### Appendix B

Councillors who have declared a Disclosable Pecuniary Interest, or Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items

Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

### Appendix C

| <b>Lengthsman Provision 2019-2020</b> |                                 |                          |                |
|---------------------------------------|---------------------------------|--------------------------|----------------|
|                                       | <b>Month</b>                    | <b>Value of work (£)</b> | <b>1780.00</b> |
|                                       | April - hourly rate £12.50      | 108.00                   |                |
|                                       | May                             | 72.00                    |                |
|                                       | June                            | 156.00                   |                |
|                                       | July                            | 114.00                   |                |
|                                       | August                          | 120.00                   |                |
|                                       | Sept - hourly rate increase £15 | 195.00                   |                |
|                                       | Oct                             | 120.00                   |                |
|                                       | Nov                             | 292.50                   |                |
|                                       | Dec                             | 135.00                   |                |
|                                       | Jan                             | 135.00                   |                |
|                                       | Feb                             | 165.00                   |                |
|                                       | Mar                             | 60.00                    |                |
|                                       | <b>Total for year to date</b>   | <b>1672.50</b>           |                |
|                                       |                                 | <b>Left to use</b>       | <b>107.50</b>  |

## **Birlington Parish Council**

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### **Appendix D**

Parish Lengthsman Scheme

22 April from CALC

The County Council have requested a risk assessment from the Parishes. This does not have to be onerous.

For help on writing a risk assessment there is a great document available here  
<https://www.rospa.com/rospaweb/docs/campaigns-fundraising/hse-five-steps-to-risk-assessment.pdf>  
which goes through what you need to do generally.

Regarding the current situation regarding Co-Vid 19 we have included the most obvious risks on our template document.

We look forward to receiving your completed Risk Assessments, please send them to Christopher at Worcestershire CALC

#### THE FUTURE AND RISK ASSESSMENT TRAINING

It appears that the County Council will require in future years risk assessments and method statements to be provided in regard to the Lengthsman scheme. As a result, we have already started looking for a training provider to provide a course on carrying out these tasks. As soon as we have one arranged, we will let you know and arrange for a session to be held.

### **Appendix E**

Keep Britain Tidy Charity

The Great British Spring Clean has been RESCHEDULED to 11-27 September 2020

This year we have been absolutely blown away by the support from everyone – volunteers, local authorities, charities and businesses – for the Great British Spring Clean.

With more than 650,000 volunteers promising to give us their time, the enthusiasm and excitement it has generated has exceeded all our expectations.

However, our first priority is to make sure everyone stays safe and well so, with no small measure of sadness, we have taken the decision to postpone this year's Great British Spring Clean until September and will be running the Great British September Clean from September 11 - 27.

We will be asking that instead of cancelling your clean-ups, you look to reschedule for the new campaign period.