

# 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

**Wednesday 15 July 2020**

By videoconferencing \*

## Agenda

Welcome

Present

- 1) **Apologies:** To receive apologies and to approve reasons for absence.
  
- 2) **Declarations of Interest \***
  - 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.
  
- 3) **Minutes of the previous meeting**  
To consider the approval of the minutes of the meeting held on 21 May 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.

- 4) **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
  
- 5) **Planning**
  - a. Report on outstanding planning applications
  - b. Applications granted/refused
  - c. Enforcement – The Swan

## Birlingham Parish Council

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

### 6) Financial Matters

#### a. The Accounts for 2020/2021

##### i) Bank balance

##### ii) Receipts

- i. £60.00 – Worcestershire County Council (Lengthsman March)
- ii. £40.00 – Birlingham Village Hall – refund (invoice 2020021 is replaced by invoice 2020036 and refund issued for May and July 2020 meetings)

##### iii) Payments agreed: –

- 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'

#### b. Future payments for consideration

- i. £55.00 – Internal audit
- ii. £145.00 - PAYE (April, May, June)
- iii. £580.00 - Clerks salary (April, May, June)
- iv. £104.28 - Clerks standard expenses (April, May, June)
- v. £90.00 – Lengthsman May

#### c. Correction of 2019/2020 accounts

£96.00 – payment due to Lengthsman for work carried out February 2019  
(BACS receipt 16 April 2019)

The Accounts for 2019/2020 for resolution to declare Birlingham Parish 'exempt from a limited assurance review'.

d. Internal Audit – is still to be completed (Annual Internal Audit Report – page 4 - 2019/20 of the Annual Return). Clerk has arranged to meet with the auditor week commencing 20 July 2020 due to availability and change in government restrictions on social distancing. Auditor's findings (if any) will be reported.

e. Notice of the Exercise of Public Rights – under the new regulations there is no requirement for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-day period for the exercise of public rights should start on or before the first working day of September.  
The date for the external audit from PKF Littlejohn has been received and an extension agreed.

Copies of the Annual Return (plus variances greater than 15% this financial year and bank reconciliation) to be sent to all Councillors.

#### f. Approval of the Annual Governance and Accountability Return (AGAR) Part 2:

Section 1: The Annual Governance Statement (page 5) 2019-2020

## Birlingham Parish Council

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

g. Section 2: The Accounting Statements (page 6)

Clerk to return the agreed and completed 2019/20 Annual Return Certificate of Exemption Notice.

Are all Councillors in agreement with the Annual Return for the external auditor?

Clerk to display the completed Certificate of Exemption, Annual Return (pages 4, 5 and 6), variances, bank reconciliation, the Declaration and the Notice after this meeting both on the noticeboard and to be published on the village website.

### 7) **Times and Venue for Meetings 2020 - review**

To discuss the use of Birlingham Village Hall or videoconferencing. Review the time of the 2020 meetings.

### 8) **Lower End / Broadway Road**

Road surface. Discuss maintenance.

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

<b>Subject / Objective</b>	<b>Person Responsible for taking forward</b>	<b>Update/Actions</b>
1) SmartWater	Paula Aston	Letter to villagers and Birlingham News. Update on next stages.
2) Dog Fouling	Steven Byrne	Signs – any feedback. Confirm locations. Finalise.
3) Millennium Bench	Maxine Cook	Update on next steps.
4) Worcestershire Community Foundation funding	Terry Griffin	Update.
5) Outdoor Gym	Michael Porter	Feedback. Action.

Any other items.

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

To confirm the date of the next ordinary meeting which is scheduled for Wednesday 16 September 2020 at 7.00pm.

Members of the public and press are cordially invited to be present at the above meeting

\* 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.

## **Birlingham Parish Council**

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

Signed

*June Hiden*

June Hiden  
Clerk to Birlingham Parish Council

Date: 9 July 2020

### \*Meetings of Parish Councils: NALC & SLCC Update

Following the Government's announcements this week NALC and SLCC have worked together to produce a joint view on council meetings, following eased lock down restrictions due to come into effect from 4<sup>th</sup> July. The joint statement, which is being issued formally today, is reproduced hereunder.

*Following the Government announcement of further easing of lockdown restrictions from 4<sup>th</sup> July, NALC and SLCC strongly advise local councils to continue to meet remotely, without the need for face to face contact. Government rules still state that we should all work from home if we can. Local councils have the powers to hold public meetings remotely by using video or telephone conferencing technology until May 2021 and so most councils will have no need to meet in person. Furthermore, local councils have the duty to allow the public to observe council meetings without placing restrictions on the number attending, which many council meeting venues will not be able to accommodate in a safe way at this time.*

*However, where a local council does have an identified need to hold a physical meeting, as they are unable to conduct council business any other way, they can consider doing so from 4<sup>th</sup> July. These meetings must be managed within the social distancing and 'safer workplaces' guidance produced by Government, which includes the requirement to conduct a risk assessment to determine if it is feasible and safe to hold a physical meeting. It is important that this risk assessment is carried out, and any identified actions to reduce risk to attendees are implemented before any face to face meetings resume. Councils must keep documentation of this risk assessment and the reasons why the council has taken the decision to return to face to face meetings.*

*NALC will be updating its guidance on remote meetings early next week to include information on how to approach 'hybrid meetings' (where some people attend in person and others join remotely) effectively and safely.*