

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

7.30pm

On

Wednesday 19 May 2021

By Videoconferencing

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 a](#)
 - 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 was signed by the Clerk and returned to Worcestershire County Council (dated April 2021).
 - 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 the 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.
Discuss the return to face-to-face meetings.
Councillor Porter – Annual Parish update.
- 9) **Minutes of the previous meeting**
To consider the approval of the minutes of the meeting held on 15 March 2021. (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 2020/2021
 - i) Bank balance

The Accounts for 2020/2021 for resolution (as per the audited financial year end), including the provisions.

The resolution of the 2020/2021 year end as below.
 - b. The Accounts for 2021/2022
Acceptance of the accounting receipts and payments so far in the *current* financial year
 - i) Bank balance
 - ii) Receipts
 - i. £3,393.00 – Wychavon District Council (Grant £90.00 + Precept £3,303.00)
 - ii. £180.00 – Worcestershire County Council (Lengthsman January)
 - iii. £120.00 – Worcestershire County Council (Lengthsman February)
 - iii) Payments agreed: –
 - i. £180.00 – Lengthsman January 2021
 - ii. £120.00 – Lengthsman February 2021

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c. Future payments for consideration

- i. Clerks 2020/2021 specific expenses tba
- ii. £225.80 – CALC (service charge per elector 171.28 net and Nalc affiliation fee £20.26) (was £233.62)
- iii. £257.60 – Zurich Insurance 1/6/21 – 31/5/22 (same cost of previous year)
- iv. £187.50 – Lengthsman April 2021

Note: Lengthsman summary for 2019/2020 attached. [Appendix b](#)
No work was done in March 2021
The Lengthsman is now required to submit his timesheet and invoice by excel to the Clerk.
The Scheme for 2021/2022 continues despite financial pressures on Worcestershire County Council at the same funding level as the previous year at £1780.15.
Certificate of Insurance including public liability has been received (5/21)

- d. Savings account – update. Transfer of £1,000.00 from current account to savings (£250.00 Elections and £500.00 Community Fund) for financial year to be actioned.
- e. Internal Audit – to be completed (Annual Internal Audit Report – page 4 - 2020/21 of the Annual Return signature)
Internal Auditor's findings (if any)
- f. Certificate of Exemption (page 3) – the date for the external audit from PKF Littlejohn has been received and will be returned by 30 June 2021.

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

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

Section 1: The Annual Governance Statement (page 5) 2020-2021

h. Approval of the Annual Return:

Section 2: The Accounting Statements (page 6)

Clerk to return the agreed and completed 2020/21 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 and the Notice of the Exercise of Public Rights after this meeting both on the noticeboard and to be published on the village website before 1 July 2021.

13) **SmartWater**

Police and Crime Commissioner funding. County Councillor funding. Update by Councillor Aston.

14) **Millennium Bench**

– NHB update on renovations and relocation. Update by Councillor Cook.

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- 15) **Full Fibre Broadband**
Update by Councillor Yates and Byrne. Rural Gigabit voucher scheme. Discuss.

- 16) **Councillors' reports and items for future agenda**

Any other items.

- 17) **Date of next ordinary meeting**

To confirm the date of the next ordinary meeting which is scheduled for Wednesday 21 July 2021 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: 12 May 2021

Appendix a

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 b

Lengthsman Provision 2020-2021			
	Month	Value of work (£)	1780.00
	February 2019 not paid	96.00	
	April - Hourly Rate £15.00	Covid no work	
	May	90.00	
	June	Covid no work	
	July	135.00	
	August	255.00	
	Sept	240.00	
	Oct	135.00	
	Nov	255.00	
	Dec	210.00	
	Jan	180.00	
	Feb	120.00	
	Mar	0.00	
	Total for year to date	1620.00	
		Left to use	160.00