

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 18 May 2022

In Birlingham Village Hall

Agenda

Welcome

Present

- 1) **Election of Chair for 2022-2023** and signing of Declaration of Acceptance of Office.
- 2) **Election of Vice-Chair**
- 3) **Apologies** To receive apologies and to approve reasons for absence.
- 4) **Minutes of the previous meeting**

To consider the approval of the minutes of the meeting held on 16 March 2022. (Attached)
- 5) **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.
- 6) **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 in March 2022. [Appendix b](#)
 - 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.
- 7) **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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8) **Review of the Council's subscriptions to other bodies** (Item 12c)

CALC / NALC membership.

9) **Determining the time and place of ordinary meetings and the next annual meeting of the Parish Council**

To be agreed.

Democratic Opening

The meeting is adjourned for Public Question Time. Residents (members of the public listed on the Parish Electoral Register) 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. Lengthsman
- d. District Councillor (if not present request written report)
- e. County Councillor (if not present request written report)
- f. Clerk

11) **Planning**

- a. Report on outstanding planning applications
- b. Applications granted/refused
- c. Enforcement

12) **Finance**

a. The Accounts for 2021/2022

i) Bank balance

ii) Receipts

i. £75.00 – Worcestershire County Council (25 March 2022)

The Accounts for 2021/2022 for resolution (as per the spreadsheet at financial year end), including the provisions.

The resolution of the 2020/2021 year has not been completed. An extension has been requested to Messrs PKF Littlejohn LLP. The internal auditor is not available before the meeting due to work and holiday commitments and therefore the AGAR cannot be approved at this date to reach the deadline.

b. The Accounts for 2022/2023

Acceptance of the accounting receipts and payments so far in the *current* financial year

i) Bank balance

ii) Receipts

i. £135.00 – Worcestershire County Council

iii. £3,618.00 – Wychavon District Council (Grant £90.00 + Precept £3,528.00)

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iii) Payments agreed: –

- i. £250.00 – Worcestershire County Councillor Grant – Cuppa & Chat Received grant 'Vital Social Care' May 2020
- ii. £75.00 – Lengthsman January 2022
- iii. £135.00 – Lengthsman February 2022
- iv. £20.00 – Birlingham Village Hall March 2022 meeting
- v. £150.00 – PAYE – (January, February, March)
- vi. £600.00 – Clerk's pay (January, February, March)
- vii. £104.30 – Clerk's expenses (January, February, March)
Note: Oct, Nov, Dec paid 26p instead of 28p so corrected by 4p for Jan, Feb, Mar
- viii. BVH charges for Ordinary meeting dates (7pm to 9pm)- not advised of any increases. Continue to book on a bi-monthly basis and be invoiced likewise.
Future payments were approved at the March meeting with the BVH hire at whatever the amount in case of increase.
- ix. £1,185.00 – Spar Logistics (Britishbits) telephone kiosk deposit

c. Future payments for consideration

- i. £20.00 – Birlingham Village Hall meeting 18 May 2022
- ii. £165.00 – Lengthsman March 2022
- iii. £180.00 – Lengthsman April 2022
- iv. £235.09 – Worcestershire CALC (Calc service charge per elector £178.18 plus VAT and Nalc affiliation fee £21.27)
- v. £257.60 - Zurich Insurance

d. County Councillor Hardman's Divisional Funding (grants)

- i. Tuesday Art Group - £200.00
- ii. Telephone kiosk – £1,775.00

e. Queen's Platinum Jubilee Celebrations

Wychavon District Council are supporting the Queens Platinum Jubilee celebrations and the Parish has been allocated £100 based on the 2022/23 Council Tax base for your parish. This is to be used to provide events and activities in the area for your communities.

An on-line application form has been submitted to the Council explaining how the funding will be used and a payment requested. See Item 16.

e. Pensions Regulator

Email received 19 April 2022 confirms that the Clerk's contact details have been provided to The Pensions Regulator as the employer contact for Birlingham Parish Council. As the employer contact in the organisation, they will be responsible for making sure the automatic enrolment legal duties (November 2022) are met for Birlingham Parish Council.

- f. Savings account – update. Any transfers from current account to savings for financial year to be actioned, if necessary. Discussion.

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13) **Millennium Bench**

Update by Councillor Cook.

14) **Full Fibre Broadband** (Fibre to the Premise – FTTP)

Update by Councillor Porter.

15) **Telephone kiosk**

Update by Councillor Cook.

16) **Queen's Platinum Jubilee Celebrations**

Update Councillor Cook and Jubilee Committee.

17) **Ukraine Aid**

Update from Councillor Luff.

18) **Councillors' reports and items for future agenda**

Any other items.

19) **Date of next ordinary meeting**

To confirm the date of the next ordinary meeting which is scheduled for Wednesday 20 July 2022 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 2022

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.

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Appendix b

Lengthsman Provision 2021-2022			
Month	Value of work (£)		1780.00
April	187.50		
May	165.00		
June	150.00		
July	135.00		
August	217.50		
Sept	105.00		
Oct	157.50		
Nov	210.00		
Dec	0.00		
Jan	75.00		
Feb	135.00		
Mar	165.00		
	Total for year to date	1702.50	
		Left to use	77.50