

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 20 July 2022

In
Birlingham Village Hall

Agenda

Welcome

Present

- 1) **Apologies** To receive apologies and to approve reasons for absence.
- 2) **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.

- 3) **Minutes of the previous meeting**

To consider the approval of the minutes of the meeting held on 18 May 2022. (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. Lengthsman
- d. District Councillor (if not present request written report)
- e. County Councillor (if not present request written report)
- f. Clerk

Birlingham Parish Council

June Hiden, Lamorna, Broadway Road, Birlingham
birlingham_clerk@yahoo.co.uk

5) **Planning**

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

6) **Financial Matters**

a. The Accounts for 2021/2022

- i) Bank balance

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

b. Internal Audit – completed on 27 May 2022

(Annual Internal Audit Report – page 4 - 2021/22 of the Annual Return) signature of Sadie Yeomans

Internal Auditor's findings – clerk to ask for the amendments to be actioned by Chairman and noted by Councillors.

c. Certificate of Exemption (page 3) – the date for the external audit from PKF Littlejohn has been received as the 1 July 2022. Clerk has informed them of the need for an extension. This has been acknowledged and return date is end of July.

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

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

Section 1: The Annual Governance Statement (page 5) 2021-2022

e. Approval of the Annual Return:

Section 2: The Accounting Statements (page 6)

Clerk to return the agreed and completed 2021/22 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.

f. The Accounts for 2022/2023

- i) Bank balances

- ii) Receipts

i. £1975.00 – Worcestershire County Council

ii. £165.00 – Worcestershire County Council

iii. £180.00 – Worcestershire County Council

iv. £100.00 – Wychavon District Council

Birlingham Parish Council

June Hiden, Lamorna, Broadway Road, Birlingham
birlingham_clerk@yahoo.co.uk

iii) Payments agreed: –

- 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
- vi. £200.00 - Cuppa & Chat for Jubilee celebrations
- viii. £200.00 - Tuesday Art Group (cheque 652) for clarification

g. Future payments for consideration

- i. £135.00 - Lengthsman May 2022
- ii. £55.00 - Internal Audit
- iii. £100.00 - Wychavon District Council Jubilee Funding to Jubilee Committee

h. Savings account – update. Transfer of £500.00 from current account to savings.

7) **Code of Conduct**

Amendment to Code of Conduct – to be agreed and actioned.

8) **Millennium Bench**

Update by Councillor Cook on installation.

9) **Full Fibre Broadband**

Update by Councillor Byrne and Porter. Discuss.

10) **War Memorial**

Update on inscription by Clerk and any considerations.

11) **Telephone Kiosk**

Progress update by Councillor Cook.

12) **Defibrillator Registration**

Councillor Yates – for discussion.

13) **Platinum Jubilee Celebrations**

Councillor Yates and Cook to give review and thank you.

Birlingham Parish Council

June Hiden, Lamorna, Broadway Road, Birlingham
birlingham_clerk@yahoo.co.uk

14) **Dog Bins**

Progress and update by Clerk.

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

Any other items.

16) **Date of next ordinary meeting**

To confirm the date of the next ordinary meeting which is scheduled for Wednesday 21 September 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: 13 July 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.