

# 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 21 September 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 20 July 2022. (Attached)
- 4) **Queen Elizabeth II**

### **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.

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### 5) **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

### 6) **Planning**

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

### 7) **Financial Matters**

#### a. The Accounts for 2021/2022

- i) Annual Return Certificate of Exemption 2021/2022 (page 3 of the AGAR) has been sent to PKF Littlejohn LLP. This has been acknowledged with an automated response dated 25 July 2022 (see Clerks report).
- ii) Village Website - Display of the completed Certificate of Exemption, Annual Return (pages 4, 5 and 6), variances, bank reconciliation has been actioned.
- iii) Reply from PKF Littlejohn LLP, Chartered Accountants regarding AGAR Certificate of Exemption WO0018: Receipt of documents – notification of exempt status, 2022 received 2 September 2022.

*Quote "This is an automated message to notify you that we have received and logged the notification of exempt status for the year ended 31 March 2022 submitted to us for Birlingham Parish Council. By notifying us that Birlingham Parish Council has claimed exemption there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, will be issued by us for this reporting year.*

*Unless we receive any correspondence from local electors, you will not hear from us again this year, except to chase any outstanding fees".*

#### b. The Accounts for 2022/2023

- i) Bank balances
- ii) Receipts
  - i. £120.00 – Worcestershire County Council – July Lengthsman
  - ii. £300.00 – Wychavon District Council / New Homes Bonus
- iii) Payments agreed: –
  - i. £135.00 Lengthsman May 2022
  - ii. £55.00 - Internal Audit
  - iii. £100.00 - Wychavon District Council Jubilee Funding to Jubilee Committee
  - iv. £240.00 – G Clifford stone mason

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### c. Future payments for consideration

- i. £210.00 – Lengthsman June 2022
- ii. £120.00 – Lengthsman July 2022
- iii. £97.50 – Lengthsman August 2022
- iv. £155.00 - Clerks PAYE April, May, June
- v. £620.00 - Clerks pay April, May, June
- vi. £104.28 - Clerks expenses April, May, Jun
- vii. £155.00 - PAYE July, August, September
- viii. £20.00 – Birlingham Village Hall – July 2022
- ix. £20.00 – Birlingham Village Hall – September 2022
- x. £25.00 – Birlingham Village Hall – October 2022 / Airband meeting
- xi. £125.00 – additional charge for kiosk refurbishment (item 10 below)

### d. Projects

Discuss – projects / funds commitments.

### e. Insurance premium – increase for assets (kiosk and bench)

Discuss.

### f. The Pensions Regulator – Re-enrolment and re-declaration of compliance. Clerk has completed the pension declaration.

## 8) **Code of Conduct**

Amendment to Code of Conduct – actioned. Confirmation sent from Clerk to the Legal Department at Wychavon District Council (6 August 2022) that the Code was adopted as a whole at the meeting in July 2022.

## 9) **Millennium Bench**

Update by Councillor Cook on installation. Is Rupert Keys is still happy and able to do the base work given his heavy work commitments.

## 10) **Full Fibre Broadband**

Update by Councillor Yates, Byrne and Porter.  
Discuss how to increase the number of residents registering an interest on Airband site.  
Airband meeting in BVH for residents Wednesday 26 October 2022.  
Airband notices – of note Berwick Lane and site of telephone kiosk.  
Discuss.

## 11) **Telephone Kiosk**

Progress update by Councillor Cook.  
Discuss options for making a concrete base, orientation/siting of box and timescales for its return.  
Ideas for use.  
Discuss.

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12) **St James' Church – Floodlighting**

Request by Peter Luff, Chair of Friends. Update by Chairman. Discuss.

13) **20 is Plenty**

Report by Councillor Aston.

14) **Birlingham CrimeWatch – WhatsApp group.**

Suggested by resident to make the village aware of suspicious activity. Discuss.

15) **Dog Bins**

Progress and update by Clerk.

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 16 November 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](mailto:birlingham_clerk@yahoo.co.uk))

Signed

*June Hiden*

June Hiden  
Clerk to Birlingham Parish Council

Date: 14 September 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.