

# 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 16 November 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 21 September 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 – standing down at the end of the year. New candidate.
- c. Lengthsman
- d. District Councillor (if not present request written report)
- e. County Councillor (if not present request written report)
- f. Clerk

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### 5) Planning

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

### 6) Financial Matters

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

##### i) Bank balances

##### ii) Receipts

- i. £3,617.00 Wychavon District Council (£3,528.00 Precept 2 and £89.00 grant)
- ii. £97.50 – Worcestershire County Council

##### iii) Payments agreed: –

- i. £55.00 - Internal Audit
- ii. £100.00 - Wychavon District Council Jubilee Funding to Jubilee Committee
- iii. £210.00 – Lengthsman June 2022
- iv. £120.00 – Lengthsman July 2022
- v. £97.50 – Lengthsman August 2022
- vi. £155.00 - Clerks PAYE April, May, June
- vii. £620.00 - Clerks pay April, May, June
- viii. £104.28 - Clerks expenses April, May, Jun
- ix. £155.00 - PAYE July, August, September
- x. £20.00 – Birlingham Village Hall – July 2022
- xi. £20.00 – Birlingham Village Hall – September 2022
- xii. £125.00 – additional charge for kiosk refurbishment (item 10 below)

Note: £25.00 – Birlingham Village Hall – October 2022 / Airband meeting (cancelled)

#### b. Future payments for consideration

- i. £2,515.00 – Telephone kiosk (deposit paid July - £1,775 Additional charge for delivery paid September - £125) balance outstanding  
Councillor Hardman's funding of £1775 received. Funding from Jubilee Committee and Bystander £250 each pending
- ii. £105.00 – Lengthsman September
- iii. £165.00 – Lengthsman October
- iv. £20.00 - Birlingham Village Hall – November 2022
- v. £20.00 – Birlingham Village Hall – January 2023
- vi. £155.00 – Clerks PAYE – October, November, December
- vii. £620.00 – Clerks pay – October, November, December
- viii. £104.28 – Clerks expenses – October, November, December

Payment to Rupert Keys for gravel around the bench – previously discussed as necessary groundworks.

Payment for contractor for phone box base prior to re-siting.

#### c. Budget setting: A pre-budget meeting has been held. Consideration to be given to the following:

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To commence with discussion on level of balances it is appropriate for the Council to hold.

- Precept request / application to be considered for January submission
- Grant is confirmed as £179.00

Included discussion–

- Clerks pay, PAYE and expenses – quarterly payments as per financial year and in line with RTI
- Charities
- Car allowance – 40 pence per mile (Adoption of Local Authorities (Members' Allowances) (England) Regulations 2003
- Insurance due in May - increase discussion to cover assets
- CALC's fees – consider any increase in subscriptions
- Village Hall charges
- Training
  
- Projects
- Provisions:
  - Plane tree (Tree Preservation order) – tree surgeon pruning/ concerns/insurance
  - Election
  - Community
  - Financial Officer and Clerk to summarise

Lengthsman (Worcestershire County Council set target)  
Footpath Warden – budget comes through WCC

- d. External Auditor – CALC Update 22-17 [External Auditor](#)  
The SAAA have published the External Audit Contract information on their website that details which External Auditor has been allocated to Counties in England. This will cover the period of the Contract 2022/2027.

All Town and Parish Councils should now be notified by their External Auditor to inform them that they have been appointed for the contract period.

Worcestershire will again be served by [PKF Littlejohn](#).

### 7) **Millennium Bench**

Any further information and update by Councillor Cook.

### 8) **Full Fibre Broadband (Fibre to the Premises – FTTP)**

Update by Councillors Yates, Byrne and Porter. Discuss progress and actions.

### 9) **Telephone Kiosk**

Update by Councillor Cook.

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10) **Remembrance**

Report by Councillor Yates, Cook and Councillor Griffin. Services, wreath laying.

Poppy wreaths budgeted. Cheque to be sent to Royal British Legion.

11) **Dog/litter Bins**

Information and update by Clerk.

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

Any other items.

13) **Date of next ordinary meeting**

To confirm the date of the next ordinary meeting which is scheduled for Wednesday 18 January 2023.

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: 9 November 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.