

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 19 July 2023

In Birlingham Village Hall

Agenda

Welcome

Present

1) **Election of Chair for 2023-2024** 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) **Co-option of Councillors**

The applications for co-option have been viewed by all Councillors.
To Co-opt Councillors.

5) **Minutes of the previous meeting**

To consider the approval of the minutes of the meeting held on 15 March 2023. (Attached)
No May meeting due to inquorate.

6) **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.

7) **To consider the Council's scheme of delegation** and to appoint members, as follows:

- a) 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 April 2023. [Appendix b](#)
- b) Appointment of Tree Warden;
- c) 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;
- d) Appointment of Footpath Warden under the authority of Worcestershire County Council;
- e) Appointment of Financial Support Officer.

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8) **Confirmation of arrangements for insurance cover** (Item 13)

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.

9) **Review of the Council's subscriptions to other bodies** (Item 13)

CALC (NALC) membership.

10) **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.

11) **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

12) **Planning**

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

13) **Finance**

- a. The Accounts for 2022/2023
 - i) Bank balance – as per year end spreadsheet
 - ii) Receipts outstanding in 2022/2023
 - i. £97.50 – Worcestershire County Council – Lengthsman February 2023
 - iii) Payments agreed: –
 - i. £67.50 – Lengthsman January 2023
 - ii. £97.50 – Lengthsman February 2023
 - iii. £250.00 – Ian Morphett *annual* charge for maintenance of the Millennium Bench (Item 14 below)
 - iv. £40.00 – ICO Annual renewal charge
 - v. £1,107.17 – Litter bins x 3 contract and emptying charges
 - vi. £179.85 – Newcomers' meeting

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Payments agreed as per budget 2022/2023: –

- i. £620.00 – Clerk's Pay – July, August, September
- ii. £104.28 – Clerk's Expenses – July, August, September
- iii. £620.00 – Clerk's Pay – January, February, March
- iv. £104.28 – Clerk's Expenses – January, February, March
- v. £250.00 – Cuppa & Chat (Coronation Celebrations Divisional Funds)
- vii. £155.00 – PAYE – January, February, March
- viii. £351.68 – Zurich Insurance
- ix. £246.42 – CALC subscription
- x. £162.40 – PAYE – April, May, June

The Accounts for 2022/2023 for resolution (as per the audited financial year end), including the provision, as below.

b. The Accounts for 2023/2024

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

i) Bank balance

ii) Receipts

- i. £200.00 – Wychavon District Council – Coronation Funding (Jubilee Committee 'acting as bank')
- ii. £3,313.00 – Wychavon District Council (precept £3,223.00 and grant £90.00)
- iii. £135.00 – Worcestershire County Council
- iv. £157.50 – Worcestershire County Council

iii) Payments agreed

- i. £200.00 – Jubilee Committee for the Coronation Funding

c. Future payments for consideration

- i. £183.41 (Materials £130.91 and labour £52.50)
Invoice received from Carl Brassington (Item 14 below)
Payment was agreed to Rupert Keys for gravel around the bench – previously discussed as necessary groundworks estimated at £60.00.
Carl Brassington has taken on the works. It was agreed that he should finish the works due to Rupert's other commitments.
- ii. £135.00 – Lengthsman March 2023
- iii. £157.50 – Lengthsman April 2023
- iv. £10.00 – Birlingham Village Hall – charge for Annual Parish Meeting
- v. £60.00 – Internal Audit Sadie Yeomans
- vi. £245.00 – Lengthsman May 2023
- vii. £20.00 – Birlingham Village Hall July meeting
- viii. £650.00 – Clerk's Pay – April, May, June
- ix. £104.28 – Clerk's Expenses – April, May, June
- x. Training for Councillors

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

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The Accounts for 2022/2023 for resolution (as per the spreadsheet at financial year end), including the provisions.

The resolution of the 2022/2023 year was not completed by 30 June 2023 due to inquorate, members holiday absences and internal auditor availability. An extension has been requested to Messrs PKF Littlejohn LLP.

- e. Internal Audit – to be completed (Annual Internal Audit Report – page 4 - 2022/23 of the Annual Return signature)
Internal Auditor's findings:

May 2022

Page 210 – correct 12d, £200 not £20 for Cuppa & Chat

September 2022

Clerk's expenses shown as £104.28 in minutes but cheque paid £104.24

Fixed Assets – suggest that the members review and value the assets.

- f. Certificate of Exemption (page 3) – the date for the external audit from PKF Littlejohn has been given as 30 July 2023.

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) 2022-2023

- h. Approval of the Annual Return:

Section 2: The Accounting Statements (page 6)

Are all Councillors in agreement with the Annual Return for the external auditor?

Clerk to return the agreed and completed 2022/23 Annual Return Certificate of Exemption Notice.

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.

14) **Millennium Bench**

Update by Clerk.

- Maintenance – when does the annual agreement commence and are the brackets to be fixed.
- Groundworks.

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

Update by Councillor Yates.

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16) **Telephone kiosk**

Finishes – discuss. Lock has been agreed in March.

17) **King's Coronation Celebrations**

Update Councillor Yates.

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 September 2023 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 July 2023

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 2022-2023			
Month	Value of work (£)		2149.00
April	157.50		
May	245.00		
June	0.00		
July			
August			
Sept			
Oct			
Nov			
Dec			
Jan			
Feb			
Mar			
Total for year to date			
		Left to use	1746.50