

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 September 2023

In Birlingham Village Hall

Agenda

Welcome by the Chair to all present and to the Councillors for undertaking the role of councillor for the next term of office.

Present

- 1) **Declaration of Interests – signed by all Councillors** [Appendix a](#)
- 2) **Apologies** To receive apologies and to approve reasons for absence.
- 3) **Minutes of the previous meeting**
To consider the approval of the minutes of the meeting held on 19 July 2023. (Attached)
- 4) **Declarations of Interest** [Appendix b](#)
 - 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.

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.

- 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

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6) Planning

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

7) Finance

a. The Accounts for 2022 / 2023

- i) Annual Return Certificate of Exemption 2022/2023 (page 3 of the AGAR) has been sent to PKF Littlejohn LLP. This has been acknowledged with an automated response.
- ii) Village Website - Display of the completed Certificate of Exemption, Annual Return (pages 4, 5 and 6), variances, bank reconciliation has been actioned.

b. The Accounts for 2023 / 2024

- i) Bank balance – as per year end spreadsheet
- ii) Receipts
 - i. £245.00 – Worcestershire County Council
 - ii. £245.00 – Worcestershire County Council
- iii) Payments agreed: –
 - i. £ 183.41 (Materials £130.91 and labour £52.50)
Invoice received from Carl Brassington
 - 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

c. Future payments for consideration

- i. £20.00 – Birlingham Village Hall – March 2023 (outstanding)
- ii. £245.00 – Lengthsman June 2023
- iii. £236.25 – Lengthsman July 2023
- iv. £210.00 – Lengthsman August 2023
- v. £20.00 – September 2023 meeting

d. Projects

Discuss – projects / funds commitments ready for the November budget setting.

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

Update by Councillor Yates.

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

Any other items.

10) **Date of next ordinary meeting**

To confirm the date of the next ordinary meeting which is scheduled for 15 November 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: 10 September 2023

Appendix a

Members present signed the Declaration of Acceptance of Office forms and dispensation forms for budget setting to cover the period till May 2027. Completed declarations of interest forms and electoral expenses forms for all elected members have been received by Wychavon District Council before the commencement of the meeting.

Appendix b

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.