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
7.30pm
on
Wednesday 18 November 2015
at
Birlingham Village Hall

Agenda

Welcome

Present

1) Apologies: To receive apologies and to approve reasons for absence.

2) Declarations of Interest

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.

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.

3) Minutes of the previous meeting
To consider the approval of the minutes of the meeting held on 16 September 2015. (Attached)

Committee minutes have been received in draft by the Councillors. Approval is by the Committee itself.

4) Democratic Opening
The meeting is adjourned for Public Question Time.

The time allocated is at the discretion of the chairman. 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. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

5) Progress Reports: for information
a. Footpath Warden
b. Tree Warden
c. District Councillor (if not present request written report)
d. County Councillor (if not present request written report)
e. Clerk

8) Planning
   a. Report on outstanding planning applications
   b. Applications granted/refused

9) Financial Matters

   a. The Accounts for 2015/2016

      i) Bank balance.

      ii) Receipts:-

      £168.00 - Worcestershire County Council (Lengthsman July)
      £144.00 – Worcestershire County Council (Lengthsman August)
      £2.530.00 – Wychavon District Council Parish Budget
      (Grant £89.00 and Precept £2,441.00)

      iii) Payments agreed:–

      £500.00 – Birlingham Village Hall contribution (as agreed budget November 2014) (cheque number 337)
      £500.00 - New Homes Bonus (combined submission) – Payable to Birlingham Jubilee (cheque number 348)
      £168.00 – Lengthsman July (cheque number 349)
      £144.00 – Lengthsman August (cheque number 350)
      £18.00 – Wychavon Sport 2015 Parish Games (cheque number 347)
      £709.85 - Election costs (agreement on estimate was £696.95) (VAT exempt)
      £128.00 – PAYE HM Revenue & Customs (July, August, September)
      £512.00 – Clerks pay (July, August, September)
      £25.00 – Clerks expenses (July, August, September)
      £10.00 – Clerks training CALC Transparency Code for smaller councils (as agreed September Item 9(g))
      £30.00 - Book token. Reimbursement to Clerk (agreed at September meeting (Item 4) for John Comins' services to the parish of 10 years)

      Pending
      £230.00 - Village survey. Three quotes were obtained. (As agreed Duplikate invoice Item 7d) July meeting) – reimbursement to Steve Morris (awaiting Councillor Allen as signatory)

   b. Future payments for consideration

      £21.00 - Hire of Birlingham Village Hall for Survey meeting (3hours at £7)
      £128.00 - HMRC (October, November, December)
      £512.00 - Clerks pay (October, November, December)
      £25.00 - Clerks expenses
      £6.00 – Postage of book token. Reimbursement to Clerk.
      £72.00 – Hire of projector for Village Survey presentation
      (Reimbursement to Councillor Yates - awaiting Councillor Allen as signatory)
      £156.00 – Lengthsman September
      £96.00 – Lengthsman October
      Poppy wreaths – budget at £46.00 (£50.00 given last year)
      (Chris Reynard has actioned two)

   c. Bank signatory
      Mandate has been returned counter-signed.

d. Budget

To commence with discussion on level of balances it is appropriate for the Council to hold.
Question - Increase by 5% ?
Included discussion–

- Clerks pay, PAYE and expenses – quarterly payments as per financial year and in line with RTI
- Village hall contribution and other organisations
- Charities
- Car allowance – 40 pence per mile (Adoption of Local Authorities (Members' Allowances) (England) Regulations 2003 (previously discussed on Scrutiny Panel) consider increases
- Insurance due in May

- Provisions - Tree provision from litter pick includes Annual Tree Forum
  Litter pick
  Plane tree
  Election
  Lengthsman (WCC)

e. Precept - application to be returned by 5 February 2016

10) Review of the Council's procedures

- Standing Orders
- Handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
- Complaints

To consider each of the above, progression and agree the acceptance of them.

11) Village Survey 2015

- Update report by Chairman and discuss.
- Data Protection – to discuss and agree.

12) Survey results/presentation

Discuss and agree any future progress/procedures/actions arising from the Survey and its presentation.

13) Village Design Statement (VDS)

Discuss. Agree any future actions.

14) Church Lane - HGV's and larger vehicles driving in Church Lane. Signage.

Deferred from last meeting and matter raised again by residents regarding lorries and buses and the potential for signage in the lane.

15) New Barn Road

Discuss - speed and condition of road.

16) Leader – European fund / Patts tourism match funding

Update from Councillor Hill.

17) Cycle path

Update from Footpath Warden.

18) PACT (Partners and Communities Together)

Report from Chris Reynard / Chairman.

19) Access from Berwick Lane to river

Condition of track leading to brook/river.

20) Parish Council meetings on Wednesdays in 2016 at 7.30pm and Annual Parish Meeting at 7pm

January – incorporating budget and provisions agreement – 13th

March – 16th

May – Annual Parish Meeting* at 7pm and Parish Council meeting at 7.30pm. To agree second Wednesday instead of third, due to absence. 11th

July – 20th

September – 21st

November – 16th

21) Trees in Broad Street, Pershore

Discuss.

22) Councillors' reports and items for future agenda

Any reports or future agenda items?

23) Date of next meeting - To confirm the date of the next meeting which is scheduled for Wednesday 13 January 2016 (second Wednesday of month) at 7.30pm.

Signed

June Hiden
Clerk to Birlingham Parish Council

Date: