NOTICE

Birlingham Parish Council

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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 13 January 2016
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 18 November 2015. (Attached)

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

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

7) Financial Matters

a. The Accounts for 2015/2016

i) Bank balance.

ii) Receipts:- none.

iii) Payments agreed:–

£21.00 - Hire of Birlingham Village Hall for Survey meeting (3hours at £7) – cheque number 417
£128.00 - HMRC (October, November, December) - cheque number 418
£156.00 – Lengthsman September – cheque number 420
£50.00 - Poppy wreaths – budget at £46.00 (£50.00 given last year) – cheque number 421
(Chris Reynard has actioned two) (Receipt received dated 9/12/15
£72.00 – Hire of projector for Village Survey presentation – cheque number 423
(Reimbursement to Councillor Yates - awaiting Councillor Allen as signatory)
£96.00 – Lengthsman October – cheque number 424

£6.00 – Postage of book token. Reimbursement to Clerk – cheque number 425
£512.00 – Clerk's pay (Oct, Nov, Dec) – cheque number 426
£25.00 – Clerk's expenses (Oct, Nov, Dec) – cheque number 427

b. Future payments for consideration

£120.00 – Lengthsman (November 2015)
£156.00 – Lengthsman (December 2015)

c. Contributions to village community buildings / organisations * ***See appendix 1***

Consideration of community buildings and the contribution given.
History of contributions circulated to all Councillors before meeting.
Hire of the village hall to comply with the Code.
Consider hiring the hall. Cost of hire. Potential block booking and invoice.

d. Budget

To commence with discussion on level of balances it is appropriate for the Council to hold.
Question - Increase by what percentage?
Included discussion and final agreement –

- Clerks pay (gross) and expenses – quarterly payments as per financial year and in line with RTI
- Contribution to BVH or/and other organisations as discussed at c.
- Poppy wreaths
- Insurance
- CALC membership
- Training
- Wychavon Sports
- Internal audit
- External audit – under £25,000 free – for note
- Internal
- Charity
- Provisions - any transfers
  Tree provision from litter pick includes Annual Tree Forum (Tree Warden)
  Litter pick
  Plane tree

Election
Lengthsman (as per WCC)

e. Precept
Final agreement - application to be returned to WDC by 5 February 2016
Council Tax Base 2015/16
Financial advisor assistance – draft budget
Projections - for next year's calculation to give a Band D Council Tax figure of £30.78 equivalent to an increase of 2%.
Budget for 2016-2017 resolution to be finalised subject to the tax base (as discussed at November meeting)

f. External Audit
As advised by CALC Quotes, "The current contracts for the external audit of parish and town councils run out in 2017. They were traditionally let by the Audit Commission, which the government has abolished. Now, councils must appoint their own external auditor when the current contract expires, or subscribe to a sector led body which will procure external audit for them. NALC, the SLCC and the Association of Drainage Authorities have jointly set up a sector led body. They have issued an introductory letter and fact sheet, both of which are attached. Please make sure that you read these documents, as the new arrangements will apply to your council". * ***See appendix 2***

8) 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 procedures progression and agree the acceptance of them if in final draft.

9) Action on Survey Raw Data Results

Decision on the raw data held by the Members needs to be discussed further. Discuss and consider further action arising from the results of the Survey.

Councillor Morris and Councillor Hill progression?

10) Village Design Statement (VDS)

Update from Councillor Yates and Councillor Hill.

11) Cycle path

Update from Footpath Warden.

12) Litter Pick

Are the Parish Council considering a litter pick? Information was circulated regarding "Clean for The Queen". If agreed date to be decided. ***See appendix 3***

13) Councillors' reports and items for future agenda

Any reports or future agenda items?

14) Date of next meeting - To confirm the date of the next meeting which is scheduled for Wednesday 16 March 2016 (third Wednesday of month) at 7.30pm.

Signed

June Hiden
Clerk to Birlingham Parish Council

Date:

Appendix

1. **Community buildings** i.e. village halls – Section 133 of the Local Government Act 1972 states "A Parish Council may acquire or provide and furnish buildings to be used for public meetings and assemblies or contribute towards the expenses incurred by any other parish council or any other person in acquiring or providing and furnishing such a building".

2. **Future of audit procurement** National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities circular quotes as follows:-
"We are pleased to announce that we have set up a company to procure audit services on your behalf. This letter officially invites you to become an opted in authority to this scheme. When the previous Government abolished the audit commission, NALC and SLCC expressed concerns about the impact this would have on the workload of local councils. We successfully persuaded Government to enable us to nominate NALC and partners to form a Sector Led Body to procure your audit services simplifying arrangements and reducing the burden on you.
We also successfully persuaded Government to fund the start-up costs of £540,000 which otherwise the sector would have had to raise itself.
At this stage you do not need to do anything unless you wish to opt out of the audit procurement arrangements, set up your own independent audit panel and procure relevant services. If you do not wish to participate you need to tell us by 31 January 2016 that you do not wish to participate and will be making your own arrangements. If you do not opt out, you will automatically be included in the arrangement for the next five years as stated in the regulations passed at the start of the year.
If you wish to opt out of the Sector Led Body Audit procurement you must let us know by 31 January 2016 by emailing slboptout@nalc.gov.uk or writing to:
Audit Opt Out
Sector Led Body
National Association of Local Councils
109 Great Russell Street
London
WC1B 3LD"

   Worcestershire County Association of Local Councils (Worcs CALC)
   Executive Officer's Report to Area Meetings December 2015 quotes as follows:-
   "External Audit
   1. Last week I circulated information from NALC about the future provision of external audit for parish and town councils, and this report repeats that information, as there is a tight deadline by which councils must, if they do not wish to be part of the arrangements which NALC is making with the Department for Communities and Local Government, decide to opt out of them.
   2. NALC and others are setting up a sector led body, with the DCLG, to provide external audit to parish and town councils when the current contract for external audit ends in 2017.
   3. Councils can opt out of this arrangement by formal resolution of the council, which they have to notify to the Sector Led Body by 31 January 2016.
   4. It is expected that the vast majority of councils will not opt out, and if so, they need do nothing as they will automatically be opted in to the new arrangement. They will next have the opportunity to opt out in five years' time.

5. Councils which have an annual turnover below £25,000 must publish the transparency code information, but will not have to have external audit from 2017. However, they will still need to have an auditor appointed for the, in case there are electors' questions to answer.
6. A fee for external audit will be charged, as now, and also a small fee to cover the coast of setting up the sector led body. The contracts for external audit are to let by the end of October next year, so the charges to be made to councils should be known shortly afterwards.

It would be prudent to expect that the cost of external audit will increase from the fees currently charged.
Richard Levett
26.11.2015

CALC Update Issue 42 17 December
Quotes, as follows:-
External Audit, 2017 onwards
"I understand from our chairman, Cllr Mrs Sue Baxter, who phoned on her way back from Tuesdays NALC National Council meeting, that the deadline for councils to decide to opt out of the sector led body arrangement is to be extended to 31 March. For those who have not read the information previously circulated about this, or my last report to area meetings, NALC has set up an organisation, the sector led body, to let the contracts for external audit of parish and town council which will succeed the present contracts which end in 2017. Council will be deemed to have opted in to the SLB contract if they do not decide to opt out by 31 March, and notify the SLB that they have done so. The SL B has decided that the cost of external audit to councils with an annual turnover greater than £25,000 will be no more than for 2014-15. It is working on proposals for the fees for councils with a turnover of less than £25,000."

3. **Clean for the Queen** – CALC update Issue 39 26 November 2015
Quotes as follows:
Would your parish or town council like to support the biggest ever clean-up of the country, which will be taking place in March 2016?
In the run up to the Queen's 90th birthday on 21 April 2016, Keep Britain Tidy aim to inspire a million people to take action and enjoy a few hours together litter-picking to make the places where we live more beautiful. We want to attack the blight of litter and reclaim our beautiful countryside, our fabulous cities, our world class parks, our wonderful beaches and waterways.
All of the litter charities across the country have come together in support of this campaign together with a growing range of companies, land managers and associations.
There will be "Clean for the Queen" litter blitzes throughout the UK in January, February and March, and the most monumental of all litter clear-ups from Friday 4 to Sunday 6 March 2016.
Keep Britain Tidy would love to have your support in making this event truly spectacular. It'd be great if you could encourage as many local community groups as possible to sign up to organise a clean-up through the "£Clean for the Queen, website. Furthermore, it would be fantastic if your authority could stage its own local clean-up to allow individuals to come together and clean up a local grot spot.
Lots more will be announced over the coming weeks and months, as we build up a head of steam.
Could you respond to adrian@cleanforthequeen.co.uk indicating your willingness to engage in the campaign – and Keep Britain Tidy be back in touch shortly with more details.
Allison Odgen-Newton
Chief Executive
Keep Britain Tidy