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 21 September 2016
at
Birlingham Village Hall

Agenda

Welcome

Present

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

2) **Register of Members' Interests and Signing of Dispensation**

Register of Members Interest - Paula Aston has received her form and it has been returned to Wychavon District Council. All members are aware that they must renew their Interests (as suggested by CALC for transparency reasons) as below in 3) a)
There is a legal obligation in the Localism Act to put the information on the Wychavon District Council website and the Parish Council tab on the parish website.

Dispensation form to be signed.

3) **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.

4) **Minutes of the previous meeting**

To consider the approval of the minutes of the meeting held on 20 July 2016. (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.

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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
   c. Procedures/guidelines – Chairman to update

7) **Financial Matters**

   a. The Accounts for 2015/2016

      i) Conclusion of the Audit

      - Auditors Certificate Section 3

      - Auditors report accompanying Section 3 – note for future approval regarding Section 1 and Section 2

      - Notice of Conclusion of Audit

      - Publishing of document in accordance with the Transparency Code

   b. The Accounts for 2016/2017

      i) Bank balance

      ii) Receipts –

      £168.00 – Worcestershire County Council Lengthsman
      £72.00 – Worcestershire County Council Lengthsman
      £144.00 – Worcestershire County Council Lengthsman

      iii) Payments agreed:–

      £6.00 – Wychavon Parish Games **(447)**

      BVH – hire of hall for Parish Council meetings and VDS meetings (public/16 May 2016 and group leaders/27 June dates previously agreed) as below:-

      £104.00 - Parish Council meetings 2016/2017 **(440)**
      £45.00 - VDS meetings **(441)**

      £72.00 - Lengthsman (April))
      £96.00 - Lengthsman (May)) - **£168.00 (442)**

      £128.60 - HMRC (April, May, June) **(439)**
      £514.90 - Clerks pay (April, May, June) **(443)**
      £55.11 - Clerks expenditure (April, May June – agreed July meeting) (itemised breakdown/till receipts provided to Chairman and available to all members) **(445)**
      £72.00 - Lengthsman (June) **(446)**

c. Future payments for consideration

£18.00 – BVH for VDS on Monday 5 September 2016 for Group Leaders
£84.00 - BVH – Open Day for VDS (7 hours - 8am to 3pm + kitchen facility)
£9.00 - BVH – Open Day set-up (1 hour – 8.30pm to 9.30pm)

£100.00 VDS – presentation / displays (to have good quality)
£144.00 – Lengthsman (July)
£514.70 - Clerks pay
£128.80 - HMRC

d. Clerks standard expenses (deferred from July meeting)
   i. Agreement on calculations and decision for 'standard pay'
   ii. Agreement therefore on April, May and June quarter and July, August and September quarter, for 'Standard' payments **(444** CHEQUE NOT PRESENTED AS AMOUNT NOT AGREED**)**

e. Savings Account
Update from Chairman.

f. The Pensions Regulator
Automatic enrolment duties; acknowledgement of declaration of compliance

g. The parish mower (asset) – discuss the future

h. Autumn Training Programme – CALC. For Councillors and Clerks

i. Printer/scanner for Clerk – action needed through Transparency Fund – Chairman

8) **Community Provision**

Report on progress.
The Provision was agreed in principle in January. Discussion took place in May on the 'rules'/ procedures. Councillor Hill and Councillor Allen to look at the various concepts of the application process / rules and draft.

- Guidance notes agreed in principle following email circulations. Final draft to be agreed.
- Application form drafted and circulated. Are Councillors in agreement of the draft without amendments. To be agreed.

9) **Archiving of the audit and Minutes**

To archive the audited Annual Returns for year ended 2002, 2003. 2004, 2005, 2006 and 2007 at the HIVE. Copies have been scanned. Previously confirmed at the July meeting that Councillor Hill would scan so also available on the parish website.

To agree that the audit statements (as above) will be accompanied by the signed Minutes from January 2010 to November 2013, also to be archived at the same time.

10) **Standing Orders and Council's Procedures**

Report on progress on the following:

- Complaints - The Complaints Procedure has been drafted. To agree the acceptance of the draft after comments by members. Final draft to be passed to CALC to consider the format for adoption by the Council.
- Standing Orders
- Handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

11) **Traffic Survey / speeding**

Discussion on the Traffic Survey results both for Upper End and Rectory Lane.
Discussion on speeding.
Any further action?

12) **Millennium Bench**

Discuss maintenance – wood splintered and rotting / resetting needed

13) **Noticeboard for the parish**

Discuss a noticeboard for advertising:-

- Use of kiosk
- Permission already obtained from BVH but not taken up

14) **New Homes Bonus**

Update from Chairman and Vice-chairman

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

Transparency Fund – Chairman and Clerk

16) **Date of next meeting** - To confirm the date of the next meeting which is scheduled for Wednesday 16 November 2016 at 7.00pm.

Signed

June Hiden
Clerk to Birlingham Parish Council

Date: