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 16 November 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.

Dispensation forms. Clerk has asked that the Members have their forms up to date.

3) **Minutes of the previous meeting**

To consider the approval of the minutes of the meeting held on 21 September 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.

4) **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

5) **Planning**

a. Report on outstanding planning applications
b. Applications granted/refused
c. Procedures/guidelines – Chairman to update

6) **Financial Matters**

a. The Accounts for 2016/2017

i) Bank balance

ii) Receipts –

£**2,676.00** – Wychavon District Council Precept (Grant 2 - £89.00 and Precept 2 - £2,587.00)

£**132.00** – Worcestershire County Council (Lengthsman September)

iii) Payments agreed:–

£**15.00** – charged at village rate – hire of BVH for VDS on Monday 5 September 2016 for Group Leaders *(£18.00 as considered in September minutes)*

£**7.50** – charged at village rate – hire of BVH for VDS Open Day set-up 1 hour – 8.30pm to 9.30pm
(£9.00 as considered in September minutes)

£***73.50*** *– charged at village rate – hire of BVH – Open Day for VDS (7 hours - 8am to 3pm + kitchen facility)*
(£84.00 as considered in September minutes)

£**100.00** VDS – presentation / displays (to have good quality)
£**144.00** – Lengthsman (July)
£**514.70** - Clerks pay
£**128.80** - HMRC
£**13.99** – Clerks itemised expenses (July, August, September)

c. Future payments for consideration
£50.00 - Pappy wreaths – Eckington and Birlingham
£114.00 - Lengthsman (August) (late submission)
£132.00 - Lengthsman (September)
£84.00 - Lengthsman (October)
£73.89 - VDS / Costs for the History Group reimbursement to Bryan Horrocks
£15.00 - VDS hire of BVH on 31 October for 2 hours for group review of Open Day
£21.00 - VDS hire of BVH by Group members on 9 January 2017 review of document
£128.80 - PAYE HM Revenue & Customs (October, November, December)
£514.70 - Clerks pay (October, November, December)
£104.28 - Clerks standard expenses (October, November, December)

d. Savings Account
Update from Chairman

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

f. A closing letter has been sent to Grant Thornton for the Audit for 2015/2016 concluding the Annual Return and matters noted regarding the Opinion

g. Budget setting

To commence with discussion on level of balances it is appropriate for the Council to hold.

- Precept request / application to be considered for January submission
  Question of % increase
- CALC's fees - Currently 47.39 pence per elector this financial year. AGM to increase subscriptions by 11%

Included discussion–

- Clerks pay, PAYE and expenses – quarterly payments as per financial year and in line with RTI
- Charities
- Car allowance – 40 pence per mile (Adoption of Local Authorities (Members' Allowances) (England) Regulations 2003
- Insurance due in May

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

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

Report on progress on the following:

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

8) **Traffic Survey / speeding**

Update by Councillor Aston and Clerk. Any further action at this time for agreement?

9) **New Homes Bonus Request**

Clerk to update.

10) **Millennium Bench**

Quotations received. Agreement on consideration of any current and future action.

11) **Dates for Parish Council meetings 2017/2018**

2017 - 17 May / 7pm and 7.30 pm, 19 July, 20 September, 15 November
2018 - 17 January and 21 March

Dates to be agreed and then a block booking with BVH.

12) **Birlingham War Memorial**

Clerk update. Any action to be considered.

13) **Village Design Statement**

Progress and update.

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

15) **Date of next meeting**

To confirm the date of the next meeting which is scheduled for Wednesday 18 January 2017 at 7.00pm.

Members of the public and press are cordially invited to be present at the above meeting

Signed

June Hiden

June Hiden
Clerk to Birlingham Parish Council

Date: 10 November 2016