AGENDA

Birlingham Parish Council

June Hiden, Lamorna, Broadway Road, Birlingham
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To Members of Birlingham Parish Council
You are duly required to attend the next meeting to be held on
Wednesday 16 May 2012
Village Hall
7.30pm

Welcome

1) Present

2) Apologies

3) Declarations of Interest
   a) Personal *(can stay in meeting and vote)*
   b) Prejudicial *(leave the room when item voted on)*
   c) Register of interests (*councillors reminded to update)*

4) Minutes of previous meeting

5) Democratic Opening

6) Co-option of Seventh Councillor

7) Progress Reports
   a. Footpath Warden
   b. District Councillor (if not present requested written report)
   c. County Councillor (if not present requested written report)
   d. Clerk

8) Planning
   a. Report on outstanding planning applications
   b. Applications granted/refused
   c. Planning report May 2010 – April 2011
   d. Non-compliance of conditions: W/11/00443/CU - erection of stables. Clerks report

9) Financial Matters
   a. Bank balance

   b. The Accounts for 2011/12 finalised and acceptance

   c. The Annual Statement of Assurance
      (copy given to all Councillors)

   d. Receipts - none

e. Payments -

£39.30 – Footpath Warden Bruce Hayward (cheque number 239) (Invoice received towards strimmer service. This is the balance left in the Parish funds for the footpath warden and therefore finishes the Parish Councils involvement on budgeting for the Warden.
** need to get Bruce Hayward to sign for receipt of money and mark on his invoice and also write to whom the invoice is for "Birlingham Parish Council **

£7.00 – Birlingham Village Hall (cheque number 237)
(Paying village hall for Jubilee meetings – resolved in January to pay for first meeting but not subsequent meetings. However, first meeting subsequently given free of charge. The £7 already agreed would be used for the February meeting and that the three further meetings at £21 were also resolved)

£460.00 – Clerks pay January, February, March including expenses (cheque 240) (Previously minuted but payment was not made until after audit year and financial year)
£115.00 – HMRC PAYE January, February, March (cheque 241) (Previously minuted but payment was not made until after audit year and financial year)

£26.98 - Steve Morris setting up of website domain registration
** Steve to write on the invoice that he has received his cheque and mark for Birlingham Parish Council ** (cheque number 242)

£21.00 – Birlingham Village Hall - Diamond Jubilee meetings 26/3, 23/4 and 21/5 (Cheque number 243)

£143.02 – Worcestershire CALC (service charge per elector and Nalc affiliation fee (resolved March as estimate £145)
(cheque number 244)

f. The Accounts for 2012/2013:
i) Acceptance
ii) Budget figures have been increased by 5% – as resolved November 2012

g. Future payments and budget forecast financial year 2012/13:
- Insurance due in May (reminder; estimated £230 resolved March 2012 but still not had invoice through)
- £577.50 including PAYE - Clerks pay for April, May and June (£2,310.00 pa paid quarterly in line with the tax financial year commencing April 2012)
- Clerks expenses £25 for April, May and June (£100.00 pa)
- £500.00 – Village Hall contribution (resolved Nov 2011 and BVH notified by email. ****Clerk needs to advise BVH that they need to invoice, excluding VAT, asking for the "contribution" before this can be resolved ****

10) <u>Birlingham Village Hall (BVH) financial assistance</u>
Further discussion following BVH Chairman's emails

11) W<u>ychavon Bursary Award donation</u>
Refreshed Scheme requests £50.00 from Parish Councils. Discuss.

12) <u>Wychavon Citizens Advice Bureau</u>
Request for £500 as a minimum donation. Discuss.

13) <u>New Homes Bonus</u>
Update by Councillors who attended the meeting. Any further action?

14) <u>Localism Meeting</u>
Update by Councillor Comins and further discussion.

15) <u>Parish Plan / Neighbourhood Planning</u>
Update by Councillors who attended the meeting. What further action?

16) <u>Lengthsman</u>
Workload. Duties within the village. Discuss

17) <u>Website</u>
Update by Councillor Morris. Agreement on ownership of the site. Further discussion on layout.

18) <u>Kiosk</u>
Clerk had contacted Wychavon District Council to change the copy of legal agreement so that kiosk can be adopted. Agreement cannot have, only 4. Which 4?

19) Councillors' reports and items for future agenda.

20) Closure and next meeting – 7.30pm on 18 July 2012

Clerk
May 2012