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
Tuesday 21 May 2024

In Birlingham Village Hall

Agenda

Welcome

Present

1) **Election of Chair for 2024-2025** and signing of Declaration of Acceptance of Office.

2) **Election of Vice-Chair**

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

4) **Minutes of the previous meeting**

To consider the approval of the minutes of the meeting held on 20 March 2024. (Attached)

5) **Declarations of Interest** ***Appendix a***

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.

6) **To consider the Council's scheme of delegation** and to appoint members, as follows:

a) Appointment of Financial Support Officer;
b) Appointment of Footpath Warden under the authority of Worcestershire County Council;
c) Appointment of Lengthsman;
The Annual Agreement (the Parish Lengthsman Scheme) for the undertaking of minor highway maintenance works between Worcestershire County Council and the Parish Council has been returned to County Hall - April 2024. ***Appendix b***
d) Appointment of Tree Warden;
e) Planning Group – All members are in the Planning Group. To appoint a Head of the Group to lead consultation, collate the Groups remarks and finalise a comment before sending to Proper Officer for submission to the local authority.

7) **Confirmation of arrangements for insurance cover** (Item 12c)

Note: The Parish Council is required by law to assess, at least annually, the risk of its various activities (for example litter pick – public liability) and to update its insurance and asset register.

8) **Review of the Council's subscriptions to other bodies** (Item 12c)

CALC / NALC membership.

9) **Determining the time and place of ordinary meetings and the next annual meeting of the Parish Council**

To be agreed.

Democratic Opening

The meeting is adjourned for Public Question Time. Residents (members of the public listed on the Parish Electoral Register) 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.

10) **Progress Reports**:

Information since last meeting

a. Footpath Warden
b. Tree Warden
c. Lengthsman
d. District Councillor (if not present request written report)
e. County Councillor (if not present request written report)
f. Clerk

11) **Planning**

a. Report on outstanding planning applications
b. Applications granted/refused
c. Enforcement
d. Conflict of Interest Policy

12) **Finance**

a. The Accounts for 2023/2024

i) Bank balance

ii) Receipts

i. £122.50 – Worcestershire County Council (15 March 2024 on statement) Lengthsman January 2024

ii. £148.75 – Worcestershire County Council (19 March 2024 on statement) Lengthsman February 2024

The Accounts for 2023/2024 for resolution (as per the spreadsheet at audited financial year end) see below.

b. The Accounts for 2024/2025

Acceptance of the accounting receipts and payments so far in the *current* financial year

i) Bank balance

ii) Receipts

i. £1,543.91 – Parish element – CIL
ii. £122.50 – Worcestershire County Council Lengthsman April 2024
iii. £3,458.00 – Wychavon District Council (precept £3,368 and grant £90)

iii) Payments agreed: –

i. £40.00 – Information Commissioner Office Annual renewal charge
ii. £87.50 – Lengthsman January 2024
Correction – this should have been £122.50
iii. £140.00 – Lengthsman February 2024
Correction – this should have been £148.75
iv. £162.40 – PAYE January, February, March
v. £20.00 – Birlingham Village Hall – March 2024 meeting
vi. £650.00 – Clerk's Pay – October, November, December
vii. £104.28 - Clerk's Expenses – October, November, December
viii.£650.00 – Clerk's Pay – January, February, March
ix. £104.28 - Clerk's Expenses – January, February, March
x. £250.00 – Ian Morphett annual charge for maintenance of the Millennium Bench as per March 2023 agreement.

c. Future payments for consideration

i. Correction to Lengthsman's payments
- £35.00 – correction to January 2024
- £8.75 – Correction to February 2024
ii. £122.50 – Lengthsman March 2024
iii. £227.50 – Lengthsman April 2024
iv. £351.01 – Zurich insurance renewal date 1 June 2024
v. £262.83 – Worcestershire CALC
vi. £20.00 – Birlingham Village Hall – May meetings

d. Mandate Variation – Addition of Councillor Katie Parsons as bank signatory. (letter was receipted with Lloyds Bank September 2023 but not actioned)

e. Savings account – Clerk to action the transfer agreed from current account to savings following financial year end.

The Accounts for 2023/2024 for resolution (as per the spreadsheet at financial year end), including the provisions.

f. Internal Audit – completed (Annual Internal Audit Report – page 4 - 2023/24 of the Annual Return). Internal Auditor's findings, if any.

g. Certificate of Exemption (page 3) – the date for the external audit from PKF Littlejohn has been given as no later than 30 June 2024.

Copies of the Annual Return (plus variances greater than 15% this financial year and bank reconciliation) sent to all Councillors.

h. Approval of the Annual Governance and Accountability Return (AGAR) Part 2:

Section 1: The Annual Governance Statement (page 5) 2023-2024

i. Approval of the Annual Return:

Section 2: The Accounting Statements (page 6)

Are all Councillors in agreement with the Annual Return for the external auditor?

Clerk to return the agreed and completed 2023/24 Annual Return Certificate of Exemption Notice.

Clerk to display the completed Certificate of Exemption, Annual Return (pages 4, 5 and 6), variances and bank reconciliation after this meeting (before 1 July 2024) published on the village website.

13) **Full Fibre Broadband** (Fibre to the Premise – FTTP)

Update by Councillor Yates.

14) **Community Infrastructure Levy (CIL)**

Update Councillor Yates and Parsons. Parish Element of CIL is £1,543.91

15) **Highways**

- Flooding
- Resurfacing
- Verges
- Speed Limits

16) **Bystander**

Article for interest of Councillors. Update by Councillor Aston.

17) **Communities Project**

Update by Councillor Parsons as discussed with Branwen Bingle and community groups.

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

Any other items.

19) **Date of next ordinary meeting**

To confirm the date of the next ordinary meeting which is scheduled for Wednesday 17 July 2024 at 7.00pm.

Members of the public and press are cordially invited to be observe the above meeting but any questions to be sent to the clerk in writing (birlingham_clerk@yahoo.co.uk)

Signed

June Hiden

June Hiden
Clerk to Birlingham Parish Council

Date: 15 May 2024

Birlingham Parish Council
June Hiden, Lamorna, Broadway Road, Birlingham
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Appendix a

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.

Appendix b

Lengthsman Provision 2023-2024			
	Month	**Value of work (£)**	**2149.00**
	April	157.50	
	May	245.00	
	June	245.00	
	July	236.25	
	August	210.00	
	Sept	105.00	
	Oct	140.00	
	Nov	87.50	
	Dec	140.00	
	Jan	122.50	
	Feb	148.75	
	Mar	122.50	
	Total for year to date		
		Left **- not available after year end**	**189.00**