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 18 September 2024

In Birlingham Village Hall

Agenda

Welcome

Present

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

2) **Co-option of Seventh Councillor**

Signing of Declaration of Office of Rupert Day.
Register of Members' Interest form to be completed and returned to Wychavon District Council.

Confirmation that Councillor's Michael Porter and David Glover have returned their Member's of Interest forms to Wychavon District Council.

3) **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.

4) **Minutes of the previous meeting**

To consider the approval of the minutes of the meeting held on 17 July 2024. (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.

5) **Progress Reports**:

For information –

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

5) **Planning**

a. Report on outstanding planning applications
b. Applications granted/refused
c. Appeal

6) **Financial Matters**

a. The Accounts for 2024/2025

i) Bank balances

ii) Receipts

i. £113.75 – Worcestershire County Council

iii) Payments agreed: –

i. £280.00 - Lengthsman May 2024
ii. £140.00 – Lengthsman June 2024
iii. £20.00 – Birlingham Village Hall – July meeting
iv. £167.50 - Clerk's PAYE – April, May, June
v. £670.00 - Clerk's pay – April, May, June
vi. £104.28 - Clerk's expenses

b. Future payments for consideration

i. £20.00 – Birlingham Village Hall September 2024
ii. £2.00 – Birlingham Village Hall (payment due from July – charge for cheque)
ii. £113.75 – Lengthsman July 2024
iii. £87.50 – Lengthsman August 2024

c. Online banking

Paula Aston confirmed as a user on the bank accounts and can set up payments and authorise. Katie Parsons is already confirmed.

Ian Yates is awaiting confirmation.

d. External Audit

2 September 2024 - WO0018: Receipt of documents – notification of exempt status, 2024

SBA notification advised that they have received and logged the notification of exempt status for the year ended 31 March 2024 submitted by Birlingham Parish Council. By notifying that Birlingham Parish Council has claimed exemption there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, will be issued by SBA for this reporting year.

e. CIL monitoring

f. Projects Discuss – projects / funds commitments ready for the November budget setting.

7) **Policies and Procedures**

- Complaints Procedure to be reviewed and agreed.
- Handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. To be reviewed and agreed.
- Dealing with the press/media - review of the Council's policy and agreement.

8) **Highways**

- Flooding at Lower End

  Update by Councillor Byrne.

- Footway on Eckington Road

  Update by Clerk.

9) **Survey / Speed**

Update by Councillor Day.

10) **Full Fibre Broadband (FTTP)**

Update by Chairman.

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

Any other items.

12) **Date of next ordinary meeting**

To confirm the date of the next ordinary meeting which is scheduled for 20 November 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: 12 September 2024

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.