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
Wednesday 21 May 2025

In Birlingham Village Hall

Agenda

Welcome

Present

1) **Election of Chair for 2025-2026** 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 19 March 2025. (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 electronically returned to County Hall - April 2025.
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. Clerk has made enquiries with current company and asked for a revised quote.

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

12) **Finance**

a. The Accounts for 2024/2025

i) Bank balance

ii) Receipts

i. £250.00 – Wychavon VE grant
ii. £157.50 – Worcestershire County Council Lengthsman

iii) Payments agreed: –

i. £22.00 - Birlingham Village Hall January 2025 (transaction date 23.1.25)
ii. £22.00 – Birlingham Village Hall March 2025
iii. £22.00 – Birlingham Village Hall May 2025
iv. £47.00 – ICO (£52 discount for DD of £5) Annual Renewal
v. £167.60 – PAYE January, February, March final quarter (plus £5.00 error to add)
vi. £670.00 – Clerk's pay January, February, March
vii. £104.28 - Clerk's expenses January, February, March
viii. £250.00 – Ian Morphett annual charge for maintenance of the Millennium Bench for 2025.
ix. £245.00 – Lengthsman January 2025
x. £157.50 – Lengthsman February 2025

xi. £250.00 – County Councillor's Divisional Grant (Cuppa & Chat)
xii. £250.00 – County Councillor's Divisional Grant (Art Group) (transaction date 24.2.25)
xiii. £250.00 – VE commemoration grant – discussion below. (funding due date 17.3.25)

Note: £5.75 – service charges

The Accounts for 2024/2025 for resolution (as per the spreadsheet at audited financial year end) see below.

b. The Accounts for 2025/2026

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

i) Bank balance
ii) Receipts
   i. £3,653.00 – Wychavon District Council Parish Council (precept £3,563.00 and grant £90)
   ii. £157.50 – Worcestershire County Council

iii) Payments agreed: –

   i. £132.00 – Birlingham Village Hall – defib pads
   ii. £250.00 – Birlingham Jubilee Committee for VE Day Street Party (Item 15)

c. Future payments for consideration

   i. £274.08 – Worcestershire CALC (Service charge per elector £208.45 and NALC affiliation fee £23.94 Net)
   ii. £313.90 – Zurich Insurance tbc (further quote awaited)
   iii. £22.00 – Birlingham Village Hall May

Note: Service charge £4.25

For note: Lengthsman – WCC agreement for 2024-2025 approved 2 May 2025 and April invoice for the start of financial year has been submitted successfully on the dashboard.

d. The Accounts for 2024/2025 for resolution (as per the spreadsheet at financial year end), including the provisions.

e. Internal Audit – completed (Annual Internal Audit Report – page 4 - 2024/25 of the Annual Return). Internal Auditor's findings, if any.

f. Certificate of Exemption (page 3) – the date for the external audit from PKF Littlejohn has been given as no later than 1 July 2025.

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

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

Section 1: The Annual Governance Statement (page 5) 2024-2025

h. 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 2024/25 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 2025) published on the village website.

13) **Discussion Action from previous meeting**

- 20 is Plenty / signage / other
- Community Project Funding (CIL) and Consultation on Community Infrastructure Projects
- Flooding at Lower End near Manor Paddock.

14) **VE Day 80 Anniversary**

Discuss. Jubilee Committee street party Monday 5 May 2025 request for the £250 grant.

15) **Highways and Public Rights of Way**

- Notice at Swans Neck
- Visibility Mirror and post at Whitehall Lane

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

Any other items.

17) **Date of next ordinary meeting**

To confirm the date of the next ordinary meeting which is scheduled for Wednesday 16 July 2025 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: 13 May 2025

Birlingham Parish Council
June Hiden, Lamorna, Broadway Road, Birlingham
birlingham_clerk@yahoo.co.uk

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.