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 July 2025

In Birlingham Village Hall

Agenda

Welcome

Present

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

2) **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.

3) **Minutes of the previous meeting**

To consider the approval of the minutes of the meeting held on 21 May 2025. (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. 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. Enforcement

6) **Financial Matters**

a. The Accounts for 2024/2025

Submission of AGAR Exemption Certificate

An automated response has been received from SBA dated 21 June 2025. It states "*If you have just submitted your year-end documentation to us, please take this auto-response as acknowledgement of receipt of your email. Once processed onto our system, you will receive a further system generated acknowledgement of the documentation*".

b. The Accounts for 2025/2026

i) Bank balances

ii) CIL balance

No further updates for 2025 – 2026. All noted on spreadsheet.

iii) Receipts

i. £180.00 – Worcestershire County Council Lengthsman April 2025
ii. £180.00 – Worcestershire County Council Lengthsman May 2025

iv) Payments agreed: –

i. £274.08 – Worcestershire CALC (Service charge per elector £208.45 and NALC affiliation fee £23.94 Net)
ii. £241.00 - Zurich Insurance (original quote £313.90) (contact reference 64276027 receipt dated 3 June 2025)
iii. £22.00 – Birlingham Village Hall May
iv. £60.00 – Internal Audit
v. £4.25 – Service charges

b. Future payments for consideration

i. £22.00 – Birlingham Village Hall – July
ii. £180.00 – Lengthsman April 2025
iii. £180.00 – Lengthsman May 2025
iv. £180.00 – Lengthsman June 2025
v. £690.10 – Clerk's pay April, May, June
vi. £172.40 – PAYE April, May, June
vii. £112.50 - Clerk's expenses April, May, June
viii. £690.10 – Clerk's pay July, August, September
ix. £172.40 – PAYE July, August, September
x. £112.50 – Clerk's expenses July, August, September

Note: £4.75 – Service Charges

c. Lengthsman's Scheme – 2025 – 2026

Carl Brassington holds a LANTRA card which is an Identification card valid for 10 years which expires in 2030. However, a further certificate which Carl has that enables him to do the Lengthsman work is only valid for 5 years and expires in 2025.

Worcestershire Highways and Transport Centre will arrange some training for later in the year and will notify the Clerk when the date is.

7) **Discuss actions from previous meeting**

- Community Project Funding (CIL) and Projects

  Community Projects. Proformas along with covering explanation to Birlingham Community Groups for project proposals sent to Councillor Glover for progression.

- Survey / Speed / Signage

  '20 is plenty' progression. Advisory "20 is plenty" signage. Draft letter to new Chairman of Highways at Worcestershire County Council (copy circulated to Councillors).

- Highway Issues

  Flooding at Lower End near Manor Paddock.

- Parish Priorities

  Councillor David Glover.

Any updates on the bulleted items above.

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

Notice at Swans Neck

Visibility Mirror and post at Whitehall Lane

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

Any other items.

10) **Date of next ordinary meeting**

To confirm the date of the next ordinary meeting which is scheduled for Wednesday 17 September 2025.

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: 9 July 2025

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.