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 17 September 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 16 July 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

External Audit

21 August 2025 from SBA – WO0018:

Receipt of documents – notification of exempt status, 2025. An email has been received confirming that SBA received and logged the notification of exempt status for the year ended 31 March 2025 submitted by Birlingham Parish Council. The notification means there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, will be issued by them for the reporting year.

b. The Accounts for 2025/2026

i) Bank balances

ii) Receipts

i. £180.00 – Worcestershire County Council (transaction 22.7.25)
ii. £120.00 – Worcestershire County Council (transaction 12.8.25)

iii) Payments agreed: –

i. £22.00 – Birlingham Village Hall – July (transaction 13.8.25)
ii. £180.00 – Lengthsman April 2025
iii. £180.00 – Lengthsman May 2025
iv. £180.00 – Lengthsman June 2025 (transaction 13.8.25)
v. £690.10 – Clerk's pay April, May, June
vi. £172.40 – PAYE April, May, June (transaction 1.7.25)
viii. £112.50 - Clerk's expenses April, May, June
ix. £690.10 – Clerk's pay July, August, September
x. £172.40 – PAYE July, August, September
xi. £112.50 – Clerk's expenses July, August, September
xii. £4.75 – Service Charges (transaction 17.6.25)

c. Future payments for consideration

i. £120.00 – Lengthsman July 2025
ii. £4.25 – Service Charges (transaction 18.7.25)
iii. £4.25 – Service Charges (transaction 18.8.25)
iv. £4.25 – Service Charges (transaction 29.8.25)
v. £484.80 – Signs'R'Us £404.00 plus VAT £80.80

Note: Lengthsman has no worksheet/invoice for August 2025. Patrols carried out but nothing to report.

d. Approval of a business banking change request – reference CB-4259605 21 July 2025. Removes Katie Parsons.

7) **Discuss actions from previous meeting**

- Community Project Funding (CIL) / Projects / Parish Priorities

  Proforma amended for circulation to village groups.
  Update by Councillor David Glover.

  November budget considerations.

- Community initiatives

  Update by Councillor David Glover including feedback from village groups.

  Wychavon Area Community Signposting information session on 8 October 2025 to be attended by Councillor Glover.

  Does this fit in with the community initiatives as far as health and wellbeing and support for activities? This is a free presentation for Clerks and Councillors of Wychavon Area only. Delivered by Lucy Bird and Signposting Coordinator Charlotte Neville at Citizens Advice South Worcestershire, funded through Worcestershire County Council. Designed to provide the tools and information to effectively signpost people to local resources and support. Covers: Key resources available in your area; How individuals can access trusted advice and support; This presentation could be a valuable resource for you in supporting the community.

- Survey / Speed / Signage

  '20 is Plenty' progression.
  Advisory "20 is Plenty" signage.
  Speed Limits: Members meeting to agree location of 20mph advisory signs. Order and VAT reclaim.
  Karl Perks letter next actions.
  RedStar: List of HGV movements recorded by camera and sent to RedStar.
  RedStar: Next meeting schedule.

  Highway Issues

  Flooding at Lower End near Manor Paddock. Any update.

Any updates on the bulleted items above.

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

Swans Neck – Notices, signs, bench, clearance

Update by Chairman.

- On-site meeting with Porter Farming about permissive sign.
- On-site meeting with Steve Morris and Ann Maxwell about location of fence and common land.
- Correspondence with LANT over relocation of their sign.
- Relocation of bench.
- Clearance of undergrowth.

New Barn/Church Lane – White Line Marking

Update by Clerk. Line marking at the junction of Church Lane/New Barn Road.

Review of Worcestershire County Council's Rights of Way Improvement Plan

Councillors to complete the questionnaire following assistance from Footpath Warden.

Church Lane - Damage to Tree

Chairman's response to resident (CS). Communications from villagers, Birlingham Cricket Club. Thanks to Adrian Hardman and Barry Barnes at Worcestershire County Highways for dealing with branch.

9) **Lengthsman – Retirement**

Update by Clerk.

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

Any other items.

11) **Date of next ordinary meeting**

To confirm the date of the next ordinary meeting which is scheduled for Wednesday 19 November 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: 10 September 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.