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 19 November 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 17 September 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 2025/2026

i) Bank balances

ii) Receipts

i. £3,651.00 (£3,562.00 precept and £89.00 grant)
ii. £240.00 – Worcestershire County Council

iii) Payments agreed: –

i. £120.00 – Lengthsman July 2025 (transaction 10.10.25)
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 (transaction 10.10.25)

b. Future payments for consideration

i. £22.00 – Village Hall hire for November 2025
ii. £240.00 – Lengthsman September
iii. £120.00 – Lengthsman October
iv. £690.10 – Clerk's pay October, November, December
x. £172.40 – PAYE October, November, December
xi. £112.50 – Clerk's expenses October, November, December
v. £4.25 bank charges September
vi. £4.25 bank charges October

c. Budget setting: The pre-budget draft has been done by the Financial Officer. Consideration to be given to the following:

To commence with discussion on level of balances it is appropriate for the Council to hold.

- Precept request / application to be considered for January submission
- Grant is confirmed as £179.00

Included discussion:

- Clerks pay, PAYE and expenses – quarterly payments as per financial year and in line with RTI Insurance due in May
- CALC's fees – consider any increase in subscriptions
- Village Hall charges
- Training
- Litter Bins – annual charges
- Millennium Bench – annual charge
- Projects
- Charities/ poppy wreath
- Car allowance – 40 pence per mile (Adoption of Local Authorities (Members' Allowances) (England) Regulations 2003

Financial Officer and Chairman to summarise

Note: Lengthsman (Worcestershire County Council set target annually)
Footpath Warden – budget comes through Worcestershire County Council

7) **Discuss actions from previous meeting**

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

  Councillor David Glover including feedback from village groups.

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

  Budget Items.

- Speed / Signage/other

  '20 is Plenty' progression
  RedStar meeting
  Roundels/road narrowing

- Highway Issues

  Flooding at Lower End near Manor Paddock. Any update.

- Swan's Neck

  Chairman.

Any updates on the bulleted items above.

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

Discussion with farm regarding public rights of way.

9) **Lengthsman – Retirement**

Update by Clerk.

10) **Remembrance**

Councillors update.

Poppy wreaths payment agreed as per budget.

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 Wednesday 21 January 2026.

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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: 11 November 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.