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 20 May 2026

In Birlingham Village Hall

Agenda

Welcome

Present

1) **Election of Chair for 2026-2027** 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 18 March 2026. (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 has been received and the Clerk on behalf of the Parish Council will electronically return this to County Hall – May/June 2026 on completion of training and insurance. To be carried over to next meeting.
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 received a 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. Presently ordinary meetings are Wednesday bi-monthly at 7.00pm.

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) **Vacancies for Councillors**

There are two vacancies for members. Are there are recruits?

11) **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

12) **Planning**

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

13) **Finance**

a. The Accounts for 2025/2026

i) Bank balance – year end

ii) Payments considered (last meeting) for agreement: –

i. £210.00 – Lengthsman training (part 1) NHSS12 basis
ii. £172.60 – PAYE January, February, March
iii. £250.00 – Divisional Grant Cuppa & Chat
iv. £250.00 – Divisional Grant I.W.
v. £300.00 – Divisional Grant Art and Craft Group

vi. £22. 00 – Village Hall hire for January 2026
vii. £120.00 – Lengthsman for November 2025
viii. £160.00 – Lengthsman for December 2025
ix. £690.10 - Clerk's pay January, February, March
x. £112.50 - Clerk's expenses January, February, March
xi. £4.25 – bank charges January
xii. £4.25 – bank charges February
xiii. £4.25 – bank charges March
xiv. £350.00 - Litter bins annual charge (budget £300 therefore noted that this is underbudgeted)

Note: Clerk's pay (£3810 gross / quarterly payments of £762.00) and expenses (£450 gross, quarterly payments of £112.50) to be set up as standing orders.
PA

ICO - £47.00 (Annual renewal – fee amount is £52.00, minus £5 fee reduction for paying by direct debit). A receipt has been received 5 March 2026 giving an expiry date of 9 March 2027.

The Accounts for 2025/2026 for resolution (as per the spreadsheet at audited financial year end) see below.

b. The Accounts for 2026/2027

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

i) Bank balance
ii) Receipts
i. £3,653.00 (£3,563.00 Precept 1 and £90.00 Grant 1)

c. Future payments for consideration

i. £241.00 – Zurich Insurance
ii. £7.80 – Clerk's specific expenses email monthly charge
iii. £296.34 – Worcestershire CALC
(CALC Service charge per elector £225.73 plus VAT and NALC affiliation fee £25.46)
iv. £22.00 – BVH May meetings
v. £22.00 – BVH July meeting
vi. £60.00 - Internal audit
vii. £762.00 - Clerk's pay Net April, May, June
viii. £190.50 – PAYE – April, May, June
ix. £112.50 - Clerk's expenses April, May, June (will be paid £112.10 – see note follows at e)

Bank charges £4.25

For note: Lengthsman – WCC agreement for 2026-2027 to be approved when Lengthsman has completed training and copy of liability insurance provided.

d. The Accounts for 2025/2026 for resolution (as per the spreadsheet at financial year end), including the provisions.

e. Internal Audit – completed (Annual Internal Audit Report – page 4 - 2025/26 of the Annual Return). Internal Auditor's findings:

No consideration and/or agreement for Birlingham Village Hall hire charge in September 2025
£22.00 – invoice 2022599

Clerk's salary overpaid
20p – January, February, March
20p – October, November, December
Therefore, Clerk to deduct 40p from next payment (deduct from expenses)

f. Certificate of Exemption (page 3) – the date for the external audit from PKF Littlejohn has been given as no later than 30 June 2026.

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) 2025-2026

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 2025/26 Annual Return Certificate of Exemption Notice to external auditor.

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 2026) to published on the village website.

14) **Discussion Action from previous meeting**

- Any progress on Community Projects and Speed on New Barn Road.

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

Any other items.

16) **Date of next ordinary meeting**

To confirm the date of the next ordinary meeting which is scheduled for Wednesday 15 July 2026 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)

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

Signed

June Hiden

June Hiden
Clerk to Birlingham Parish Council

Date: 13 May 2026

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.