

# Birdlip Parish Council



## MINUTES

Minutes Meeting of Birdlip Parish Council on Wednesday 19<sup>th</sup> June 2024 at St Mary's Church Birdlip at 7pm

Present: Councillors: J Lavington, E McKay, M Crossley and O Hale

The meeting was opened by the Chairman

- 24-6/1. Apologies for Absence** Councillors Ritchie and Partridge
- 24-6/2. Declarations of Interest** None
- 24-6/3. Public Participation Regarding items on this Agenda (3 minutes per person allowed)** None
- 24-6/4. Minutes**
- To approve minutes of meetings held on 15<sup>th</sup> May 2024 **Approved and signed by Chairman**
  - Action points from previous meeting unless currently itemed on agenda  
Clerk has applied to add Cllr Ritchie for online banking
- 24-6/5. To Receive Report from Parish Clerk (attached)**
- 24-6/6. To Receive District and County Councillor Reports (attached)**
- 24-6/7. Parish CCTV** To receive update from the Chairman  
The Chairman had met with the School Headmaster who was agreeable to the instalment of CCTV in the village. Currently waiting for response to email regarding use of School internet.  
Further quotations being obtained.  
Cllr Hale would investigate the removal of branch on tree with TPO.  
A small area of the village would not be covered due to lack of power source from streetlights.  
Councillors agreed more ANPR cameras would be an advantage.  
Chairman to confirm annual maintenance costs.
- 24-6/8. A417 Missing Link** To receive update from the Chairman  
The Legacy meeting has been rescheduled to 15<sup>th</sup> July, Cllr McKay and Chairman would attend.
- 24-6/9. Review of Policies** <https://www.birdlipcc.org.uk/other/>
- To review Data Protection Policy and update as necessary (see link to document) **Reviewed no change**
  - To review the Complaints Policy and update as necessary (see link to document) **Reviewed no change**
  - To review the Internal Controls and update as necessary (see link to document) **Reviewed no change**
  - To review Grants Policy and update as necessary (see link to document) **Reviewed no change**
- 24-6/10. Winter Maintenance**
- To Review Highways Salt requirements **As previous years**
  - To Confirm Snow Wardens **Elaine Lavington and Jean Tippet**
  - To Adopt Winter Action Plan (see attached) **It was agreed that the Clerk would continue to investigate a joint plan with Gloucestershire Highways.**

- 24-6/11. Internal Audit (see attached)** to note auditor made no recommendations **Noted**
- 24-6/12. To Agree and Sign Accounting Statements – AGAR 2023/24 (part 3) Sec 2**  
Agreed and signed by Clerk and Chairman
- 24-6/13. To note issue of Notice Of Public Rights And Publication Of Unaudited Annual Governance & Accountability Return** Noted
- 24-6/14. To Discuss Residents Questionnaire** Agree themes and areas for questions  
**Councillors agreed to keep questions to a minimum, which would be delivered and collected by hand. Social Media to be used to remind residents to complete. Councillors would liaise via email to agree questions and the format for answers, to be finalized at August meeting.**
- 24-6/15. Bus Shelters & defibrillators:**  
To note that the bus shelters, defibrillator and kiosk, benches and village gateway signs have been inspected. **Defibrillator had been deployed by the ambulance service twice in the last month. New pads have been received and will be renewed in July.**
- 24-6/16. To Agree Registration with ICO and note £35 payment will be made via DD** Agreed
- 24-6/17. Finance**
- i. To approve payment to GAPTC Internal Audit £180.00 **Approved**
  - ii. To note payments made since last meeting and reconciled bank balance below and attached  
Delta Graphics £1570 (Noticeboards)  
Zurich Insurance £317 .81  
Clerk Wages £380.25  
Clerk Expenses £39.42  
Grant Brimpsfield with Birdlip PCC £250 (Grant)  
History Society £100 (Grant)  
Birdlip Rainbows £90 (Grant)  
Birdlip and Brimpsfield Playgroup £250 (Grant)  
Birdlip Garden Cooperative £100
- 24-6/18. Items for the next agenda including requests from the public**  
Training update, Councillor Vacancy update.
- 24-6/19. Date of next meeting** Wednesday 21<sup>st</sup> August 2024, 7pm at St Mary’s Church, Birdlip
- The Chairman thanked those in attendance and closed the meeting at 19.46

Signed.....

Date.....