

Birdlip Parish Council



Clerk@Birdlippc.org.uk

14th May 2025

Councillors: J Lavington, E McKay, P Ritchie, D Partridge, M Crossley, O Hale and J Twydell

You are hereby summoned to attend the Annual Meeting of Birdlip Parish Council on Wednesday 21st May 2025 at St Mary's Church Birdlip at 7pm

AGENDA

- AM-25/1 **To elect a Chairman of the Parish Council**, including signing of Acceptance of Office form
- AM-25/2 **To elect a Vice-Chairman of the Parish Council**, including signing of Acceptance of Office form
- AM-25/3 **Apologies for absence - to receive and accept apologies for absence**
- AM-25/4 **Declaration of Interest**
- AM-25/5 **Minutes**
- I. **To approve minutes of meeting held on 16th April 2025**
- II. **Action points from previous meetings** – unless currently itemed on agenda
- 4-25/10** Clerk has signed the CCTV contract on behalf of Parish Council
- 4-25/5** Clerk has written to Sovereign Housing on behalf of the Parish Council to express their concerns regarding reports of anti social behaviour.
- III. Clerk contacted Glos Highways regarding bus stop at the end of drive to Long Acre Barn and received positive feedback.
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- AM-25/6 **Public Participation regarding items on this Agenda (3 minutes per person allowed with an overall limit of 15 minutes combined)**
- AM-25/7 **To Receive Report from Parish Clerk** (sent in advance)
- AM-25/8 **To Receive District and County Councillor Reports** – Cllr Judd report distributed
- AM-25/9 **To adopt Standing orders for Birdlip Parish Council**
- AM-25/10 **To adopt Financial Regulations for Birdlip Parish Council**
- AM-25/11 **To adopt the Code of Conduct for Members of Birdlip Parish Council**
- AM-25/12 **To adopt Publication Scheme for Birdlip Parish Council**
- AM-25/13 **To adopt Equality Policy for Birdlip Parish Council**
- AM-25/14 **To approve the Risk Management Policy and agree actions**
- AM-25/15 **To approve the Asset Register (includes upcoming installation of CCTV**
- AM-25/16 **To accept Transparency code for smaller authorities**
- AM-25/17 **To accept Protocol and Guidance on Meetings with Developers**
- AM-25/18 **To adopt Data Protection Policy for Birdlip Parish Council**
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- AM-25/19 **Planning**
- Ref. No: 25/00961/FUL** Demolition of existing extension, erection of a replacement 1 1/2 storey extension and internal alterations at Cotswold Cottage Birdlip Gloucester Gloucestershire GL4 8JH
- <https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?keyVal=STQ09PFI16I00&activeTab=summary>
- Ref. No: 25/00962/LBC** Demolition of existing extension, erection of a replacement 1 1/2 storey extension and internal alterations at Cotswold Cottage Birdlip Gloucester Gloucestershire GL4 8JH

- AM-25/20 **To note Clerk has started CiLCA training and to agree payment to GAPTC**
- AM-25/21 **CCTV**
- I. **Installation Update – Cllr Lavington**
 - II. **To Agree contract payment schedule**
- AM-25/22 **To note that the bus shelter, defibrillator and kiosk, benches and village gateway signs have been inspected**
- AM-25/23 **Approve Annual Governance Statement - Internal audit report has been received and distributed.**
- AM-25/24 **Approve Annual Governance Accounting Statement – To agree and sign**
- AM-25/25 **To note internal control check has taken place – Cllr McKay**
- AM-25/26 **To review and accept** insurance cover in respect of all insured risk with Zurich (three year discount) for 2025-2026 at £300.79 (seeking new cost to include CCTV)
- AM-25/27 **To confirm ongoing subscriptions and annual payments to other bodies, including:**
- I. GAPTC membership and Annual Subscription £86.85 (Annually due & paid April 2025)
 - II. Community Heartbeat Trust as Maintenance provider for Defibrillator of £151.20 (Annually due & paid April 2025)
 - III. ICO £35 Direct Debit
 - IV. Curtis Web Design annual Maintenance (£170 due July 2025)
 - V. Room Hire Birdlip Church £250 per annum
- AM-25/28 **Finances – documents circulated prior to the meeting**
- I. To agree previous and current reconciled Bank Balance
 - II. To note payments made since last meeting
 - a) Clerk Wages £304.80
 - b) Clerk Expenses £100.81 (includes first payment of email subscription, and Parish Meeting refreshments)
 - c) HMRC £12.00
 - d) Community Heartbeat Trust £151.20
 - e) GAPTC £86.85
 - f) Bank Service charges of £4.25 per month for March and April
 - III. To note receipt of first precept payment £5,955.00
 - IV. To agree payment of insurance cover in respect of all insured risk with Zurich (three year discount) for 2025-2026 at £300.79 (seeking new cost to include CCTV)
 - V. To agree first instalment payment for CCTV installation £9722.16
 - VI. To agree payment to GAPTC for Internal Audit £250.00
 - VII. To agree payment to Birdlip Garden Cooperative of £100 towards verge maintenance costs
 - VIII. To agree payments of the following donations;
 - a) Brimpsfield with Birdlip PCC £300
 - b) Parish Connections £300
- AM-25/29 **To note the Clerk declines the offer of a Pension Provision**
- AM-25/30 **Agree PATA as Payroll services provider** (£149.40 Annually due & paid February 2025)
- AM-25/31 **To note agenda items for the next Parish Council Meeting**
- AM-25/32 **Date of next meeting**
- Meeting of the Parish Council Wednesday 18th June 2025, 7pm at St Mary’s Church, Birdlip.

Signed: *Elaine Lavington* (Clerk to the Parish Council)