

# Birdlip Parish Council



Clerk@Birdlippc.org.uk

## Minutes

### Annual Meeting of Birdlip Parish Council on Wednesday 21<sup>st</sup> May 2025 at St Mary's Church Birdlip at 7pm

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

**Attendees:** Elaine Lavington Clerk and RFO

- AM-25/1 **To elect a Chairman of the Parish Council**, including signing of Acceptance of Office form  
Cllr Ritchie proposed Cllr. Lavington as Chairman. This was seconded by Cllr. Twydell.  
**ALL AGREED.** Councillor Lavington was elected as Chairman and the Acceptance of Office form duly signed.
- AM-25/2 **To elect a Vice-Chairman of the Parish Council**, including signing of Acceptance of Office form  
Cllr Partridge proposed Cllr. McKay as Chairman. This was seconded by Cllr. Crossley.  
**ALL AGREED.** Councillor McKay was elected as Vice Chairman and the Acceptance of Office form duly signed.
- AM-25/3 **Apologies for absence** County Cllr Harris and District Cllr Judd
- AM-25/4 **Declaration of Interest Cllr Partridge AGM -25/19 Planning Item No: 25/00961/FUL & 25/00962/LBC**
- AM-25/5 **Minutes**
- I. **To approve minutes of meeting held on 16<sup>th</sup> April 2025** Agreed and signed by Chairman
  - 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 **Noted**  
**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. **Noted**
  - III. Clerk had contacted Glos Highways regarding bus stop at the end of drive to Long Acre Barn and received positive feedback. **Noted**
- AM-25/6 **Public Participation regarding items on this Agenda (3 minutes per person allowed)**
- 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 in advance
- AM-25/9 **To adopt Standing orders for Birdlip Parish Council**  
Council **RESOLVED** to adopt Standing Orders for Birdlip Parish Council.
- AM-25/10 **To adopt Financial Regulations for Birdlip Parish Council**  
Council **RESOLVED** to adopt Financial Regulations for Birdlip Parish Council.
- AM-25/11 **To adopt the Code of Conduct for Members of Birdlip Parish Council**  
Council **RESOLVED** to adopt the Code of Conduct for Members for Birdlip Parish Council.
- AM-25/12 **To adopt Publication Scheme for Birdlip Parish Council**  
Council **RESOLVED** to adopt the Publication Scheme for Birdlip Parish Council
- AM-25/13 **To adopt Equality Policy for Birdlip Parish Council**  
Council **RESOLVED** to adopt the Equality Policy for Birdlip Parish Council

- AM-25/14 **To approve the Risk Management Policy and agree actions**  
Council **APPROVED** the Risk Management Policy for Birdlip Parish Council.
- AM-25/15 **To approve the Asset Register (includes upcoming installation of CCTV**  
Council **APPROVED** the Asset Register for Birdlip Parish Council with amendment to value of Bus shelter to £20,000.
- AM-25/16 **To accept Transparency code for smaller authorities**  
Council **Accepted** 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**  
Council **RESOLVED** to adopt the Data Protection Policy for Birdlip Parish Council

**Cllr Partridge left the meeting at 19.20**

- 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=STQ09PFII6I00&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  
<https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?keyVal=STQ09UFII6K00&activeTab=summary>  
The FUL and LBC Applications were **SUPPORTED** subject to normal working hour restrictions. Materials being approved prior to start of work. Council would ask for no overhead electrical transformers or wires, these should be installed underground or surface mounted.

**Cllr Partridge rejoined the meeting at 19.25**

- AM-25/20 **To note Clerk has started CiLCA training and to agree payment** Noted and £300 payment agreed.
- AM-25/21 **CCTV**
- I. **Installation Update – Cllr Lavington**  
Awaiting dates for access to the school and Village Hall. Work should be completed by end of June. Council agreed to produce a press release.
  - II. **To Agree contract payment schedule** Agreed
- AM-25/22 **To note that the bus shelter, defibrillator and kiosk, benches and village gateway signs have been inspected** Noted
- AM-25/23 **Approve Annual Governance Statement - Internal audit report has been received and distributed. Annual Governance Statement** Approved and signed  
Internal Audit received and distributed to Councillors in advance of meeting.
- AM-25/24 **Approve Annual Governance Accounting Statement** Approved and signed
- AM-25/25 **To note internal control check has taken place – Cllr McKay** Internal control check has taken place with no items for concern.
- 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 Reviewed and Agreed. It was noted there was no additional cost to include cover for CCTV.
- AM-25/27 **To confirm ongoing subscriptions and annual payments to other bodies.**  
**Council Confirmed as:**
- 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 **Agreed and signed**
- II. To note payments made since last meeting **Noted**
  - 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 **Noted**
- 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) **Agreed**
- V. To agree first instalment payment for CCTV installation £9722.16 **Agreed**
- VI. To agree payment to GAPTC for Internal Audit £250.00 **Agreed**
- VII. To agree payment to Birdlip Garden Cooperative of £100 towards verge maintenance costs **Agreed**
- VIII. To agree payments of the following donations;
  - a) Brimpsfield with Birdlip PCC Churchyard Maintenance £300 **Agreed**
  - b) Parish Connections Donation towards printing costs £300 **Agreed**

AM-25/29 **To note the Clerk declines the offer of a Pension Provision** Noted

AM-25/30 **Agree PATA as Payroll services provider** (£149.40 Annually due & paid February 2025) **Agreed**

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 18<sup>th</sup> June 2025, 7pm at St Mary’s Church, Birdlip.

The Chairman thanked those in attendance and closed the meeting at 7.47pm.

Signed.....

Date.....