

Birdlip Parish Council



Clerk@Birdlippc.org.uk

13th 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 20th May 2026 at St Mary's Church Birdlip at 7pm

AGENDA

- AM-26/1 **To elect a Chairman of the Parish Council**, including signing of Acceptance of Office form
- AM-26/2 **To elect a Vice-Chairman of the Parish Council**, including signing of Acceptance of Office form
- AM-26/3 **Apologies for absence - To receive and accept apologies for absence and confirm that the meeting is quorate**
- AM-26/4 **Declaration of Interest**
- AM-26/5 **To receive Requests for Dispensations**
- AM-26/6 **Minutes**
 - I. **To approve minutes of meeting held on 15th April 2026**
 - II. **Action points from previous meetings – unless currently itemed on agenda**
 - III. **To approve minutes of Extraordinary meeting held on 30th April 2026**
 - IV. **Action points from extraordinary meetings – unless currently itemed on agenda**
- AM-26/7 **Public Participation regarding items on this Agenda (3 minutes per person allowed with an overall limit of 15 minutes combined)**
- AM-26/8 **To consider Scheme of Delegation to Parish Clerk**
- AM-26/9 **To Receive Report from Parish Clerk** (sent in advance)
- AM-26/10 **To Receive District and County Councillor Reports – Cllr Judd report distributed**
- AM-26/11 **To advise Councillors of their obligation under the Code of Conduct to register any changes to their Declaration of Interest forms**
- AM-26/12 **To review/adopt Standing orders for Birdlip Parish Council**
- AM-26/13 **To review/adopt Financial Regulations for Birdlip Parish Council**
- AM-26/14 **To review/adopt the Code of Conduct for Members of Birdlip Parish Council**
- AM-26/15 **To review Publication Scheme for Birdlip Parish Council**
- AM-26/16 **To review Equality Policy for Birdlip Parish Council**
- AM-26/17 **To approve the Risk Management Policy and agree actions**
- AM-26/18 **To note internal control check has taken place - Cllr McKay – no concerns**
- AM-26/19 **To approve the Asset Register**
- AM-26/20 **To accept Transparency code for smaller authorities**
- AM-26/21 **To accept Protocol and Guidance on Meetings with Developers**
- AM-26/22 **To review Data Protection Policy for Birdlip Parish Council**
- AM-26/23 **To approve CCTV policy with inclusion of data available to District and County Councils**
- AM-26/24 **Planning – No outstanding planning items**
- AM-26/25 **Water on Cirencester Road from entrance of Birdlip House – Agree Action Plan**
- AM-26/26 **CCTV**

- I. **Installation Update – Cllr Lavington/Clerks report**
 - II. **To Agree payment for additional work – installation of RF shielding at £741.00 plus VAT**
- AM-26/27 **A417 Missing Link Update**
- AM-26/28 **Assets**
- I. **To note that the bus shelter, defibrillator and kiosk, benches, village gateway signs and CCT have been inspected**
 - II. **Consider repair/replacement of commemorative bench near Parson Pitch**
- AM-26/29 **To note Clerk has received her annual review - Cllr McKay – no concerns**
- AM-26/30 **To note Clerk declines provision of a pension**
- AM-26/31 **To review and accept** insurance cover in respect of all insured risk with Zurich (three year discount) for 2026 -2027 at £399.29
- AM-26/32 **To confirm ongoing subscriptions and annual payments to other bodies, including:**
- I. GALC membership and Annual Subscription £100 (Annually due & paid April 2026)
 - II. Community Heartbeat Trust as Maintenance provider for Defibrillator of £151.20 (Annually due & paid April 2026)
 - III. ICO £47 Direct Debit
 - IV. Curtis Web Design annual Maintenance (£170 due July 2025)
 - V. Room Hire Birdlip Church £250 per annum
 - VI. Birdlip Garden Co-op verge maintenance £100
 - VII. PATA – Quarterly £40.35
 - VIII. Monthly bank charges £4.25
- AM-26/33 **Finances – documents circulated prior to the meeting**
- I. **To agree previous and current reconciled Bank Balance**
 - II. **To note payments made since last meeting**
Annual Meeting Room Hire at St Mary's £250.00
Associated Lighting (cctv) £2,064.00
PATA Payroll (Jan – March 2026) £40.35
Community Heartbeat Trust – Annual Defibrillator maintenance £151.20
GALC Membership £100
Clerk Wages £327.00
Clerk Expenses £32.40
Clerk Expenses 83.40
 - III. **To agree the payment of the following**
Brimpsfield with Birdlip PCC £300 - donation
Birdlip Garden Co-op £100 – towards verge maintenance
Zurich Insurance £399.29
 - IV. **To note receipt of first precept payment £6,407.00**
 - V. **To note a CIL payment has been received from CDC for £34.20**
- AM-26/34 **To note agenda items for the next Parish Council Meeting**
Approve Annual Governance and Accounting Statements, Notification of Public Rights
- AM-26/35 **Date of next meeting**
Meeting of the Parish Council Wednesday 17th June 2026, 7pm at St Mary's Church, Birdlip.

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