

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

Minutes

Annual Meeting of Birdlip Parish Council on Wednesday 20th May 2026 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-26/1 **To elect a Chairman of the Parish Council**, including signing of Acceptance of Office form
Cllr McKay proposed Cllr. Lavington as Chairman. This was seconded by Cllr. Ritchie.
ALL AGREED. Councillor Lavington was elected as Chairman and the Acceptance of Office form duly signed.
- AM-26/2 **To elect a Vice-Chairman of the Parish Council**, including signing of Acceptance of Office form
Cllr Lavington proposed Cllr. McKay as Vice Chairman. This was seconded by Cllr. Partridge.
ALL AGREED. Councillor McKay was elected as Vice Chairman and the Acceptance of Office form duly signed.
- AM-26/3 **Apologies for absence - To receive and accept apologies for absence and confirm that the meeting is quorate** Cllr Twydell, County Cllr Harris and District Cllr Judd
- AM-26/4 **Declaration of Interest** none
- AM-26/5 **To receive Requests for Dispensations** no requests
- AM-26/6 **Minutes**
I. **To approve minutes of meeting held on 15th April 2026 Agreed and signed by Chairman**
II. **Action points from previous meetings** – unless currently itemed on agenda
III. **To approve minutes of Extraordinary meeting held on 30th April 2026 Agreed and signed by Chairman**
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)** None
- AM-26/8 **To consider Scheme of Delegation to Parish Clerk** Council **RESOLVED** to adopt Scheme of Delegation
- AM-26/9 **To Receive Report from Parish Clerk** (sent in advance) Noted
- AM-26/10 **To Receive District and County Councillor Reports** – Cllr Judd report distributed Noted
- AM-26/11 **To advise Councillors of their obligation under the Code of Conduct to register any changes to their Declaration of Interest forms** Noted
- AM-26/12 **To review/adopt Standing orders for Birdlip Parish Council** Council reviewed and **RESOLVED** to adopt Standing Orders for Birdlip Parish Council 2026
- AM-26/13 **To review/adopt Financial Regulations for Birdlip Parish Council** Council reviewed and **RESOLVED** to adopt Financial Regulations for Birdlip Parish Council 2026

- AM-26/14 **To review/adopt the Code of Conduct for Members of Birdlip Parish Council** Council reviewed and **RESOLVED** to adopt Code of Conduct for Birdlip Parish Council 2026
- AM-26/15 **To review Publication Scheme for Birdlip Parish Council**
Council reviewed and **RESOLVED** no changes for 2026
- AM-26/16 **To review Equality Policy for Birdlip Parish Council** Council reviewed and **RESOLVED** no changes for 2026
- AM-26/17 **To approve the Risk Management Policy and agree actions - Approved with no actions**
- AM-26/18 **To note internal control check has taken place - Cllr McKay – no concerns**
- AM-26/19 **To approve the Asset Register - Approved**
- AM-26/20 **To accept Transparency code for smaller authorities - RESOLVED** accepted for 2026
- AM-26/21 **To accept Protocol and Guidance on Meetings with Developers - RESOLVED** accepted for 2026
- AM-26/22 **To review Data Protection Policy for Birdlip Parish Council - RESOLVED** no changes for 2026
- AM-26/23 **To approve CCTV policy with inclusion of data available to District and County Councils** Council **RESOLVED** to adopt CCTV Policy for 2026
- AM-26/24 **Planning – No outstanding planning items**
- AM-26/25 **Water on Cirencester Road from entrance of Birdlip House – Agree Action Plan**
Cllr Partridge was given the tracing dye and will contact the owner of Birdlip House and perform water tracing to identify the source
- AM-26/26 **CCTV**
- I. **Installation Update – Cllr Lavington/Clerks report** As Ofcom has confirmed to the Clerk that the use of Band C frequency is now FOC, the contractor has moved the CCTV to this bandwidth which appears to have had a positive impact. However, if any interference persists the Clerk will contact Ofcom to investigate.
 - II. **To Agree payment for additional work – installation of RF shielding at £741.00 plus VAT** Agreed
- AM-26/27 **A417 Missing Link Update** - It was agreed a Cllr would represent the councils views at the forthcoming meeting – representative to be decided outside the meeting.
- AM-26/28 **Assets**
- I. **To note that the bus shelter, defibrillator and kiosk, benches, village gateway signs and CCT have been inspected** Noted
 - II. **Consider repair/replacement of commemorative bench near Parson Pitch** Agreed a replacement is necessary. Clerk will obtain quotes for the replacement and investigate whether any grants may be available to help cover the cost.
- 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** Noted
- 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 **Agreed**
- AM-26/32 **To confirm ongoing subscriptions and annual payments to other bodies, including:**
- I. GALC membership and Annual Subscription £100 (Annually April)
 - II. Community Heartbeat Trust as Maintenance provider for Defibrillator of £151.20 (Annually April)
 - 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 Agreed

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 - Agreed

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

The PC asked what build this Cil Payment covered. Clerk will seek clarity of this and other recent developments.

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.

Meeting closed at 19.41 – the Chairman thanked all for attending.