Birdlip Parish Council

Clerk@Birdlippc.org.uk

Minutes

Minutes of Meeting of Birdlip Parish Council on Wednesday 16th September 2026 at St Mary's Church Birdlip at 7pm
Present: Councillors: J Lavington, D Partridge, M Crossley, J Twydell and District Cllr Judd

10-26/1. Apologies for Absence – to receive apologies and confirm the meeting is quorate
Apologies received from Cllr Ritchie, Cllr Hale, Cllr McKay and County Cllr Harris
The meeting was confirmed quorate.

10-26/2. Declarations of Interest
Cllr Lavington declared an interest in item 10-26/5

10-26/3. To receive requests for dispensation
The Chairman declared a pecuniary interest item 10-26/5, the Clerk being his spouse.
Following consideration, it was **RESOLVED** to grant a dispensation under Section 33 of the Localism Act 2011, permitting the Chairman to present the Clerk's appraisal report on behalf of the Vice-Chairman, who was unable to attend the meeting. The dispensation was limited to the presentation of the report and did not permit the Chairman to participate in any subsequent discussion or vote concerning the Clerk's remuneration.

10-26/4. Public Participation regarding items on this Agenda (3 minutes per person allowed)

10-26/5. Minutes

i. **To approve minutes of meetings held on 16th September 2026** Approved and signed by Chair

ii. **Action points from previous meetings – unless currently itemed on agenda**

9-26/9. Water on Cirencester road from entrance to Birdlip House – Councillor Partridge has made contact with the resident and will arrange a suitable time to administer the tracing dye and report back to council with findings.

10-26/6. To Receive Report from Parish Clerk (sent in advance)

10-26/7. To Receive District and County Councillor Reports – Cllr Judd report distributed

10-26/8. To Consider response to resident regarding lack of footpath and streetlighting
The Council considered the response to be sent by the Clerk to County Councillor Harris and reaffirmed its support for the CDC Dark Skies initiative. Regarding footpaths, the Council believes the existing road to be too narrow to accommodate additional footpaths safely. The Council also noted that the properties in question are relatively new and considers that any concerns regarding pedestrian safety and the need for additional footpaths should have been identified by Gloucestershire County Council Highways during the planning process.

10-26/9. May 2027 Elections - budget information
To note clerk has received notification that the estimated cost to the council for a contested election to assist with financial planning is: £1,662.58

10-26/10. Winter Maintenance - To note the Clerk has not yet received an update regarding 2026 delivery of grit/salt from Gloucestershire Highways.

10-26/11. To review grant policy Policy reviewed with no updates

10-26/12. Planning
No current updates

10-26/13. A417 Missing Link To receive delegated report from the Chairman.
Chairman will attend legacy meeting on behalf of Parish Council. Any council concerns will be raised and reported back at next meeting.

10-26/14. Bus Shelter & defibrillator: To note bus shelter, defibrillator, CCTV, benches & village signs have been inspected. To note out dated defibrillator pads have been replaced.

10-26/15. Heritage sign – to discuss quote received from Gloucestershire Highways
Clerk had written to Cllr Harris regarding this and would await response before any further consideration.

10-26/16. To consider supporting the Village Hall's application for Community Infrastructure Levy (CIL) funding
The Council resolved to give its support to the Village Hall's application for Community Infrastructure Levy (CIL) funding.

10-26/17. Replacement Bench – to consider initial research on replacement costs.
The Council agreed to obtain further estimates before making a decision.

10-26/18. CCTV Birdlip Village Update unmetered electricity supplier update
The Clerk reported that several suppliers had been contacted to obtain quotations for the unmetered electricity supply, but had so far been unsuccessful. Some suppliers explained they were not taking on any new unmetered supplies. Cllr Twydell advised that he knew of an agent that may be able to assist and agreed to provide the Clerk with further details. Council resolved that the Clerk be authorised, under delegated authority, to contact the agent and, if appropriate, enter into an agreement with them on behalf of the Council if no other option is forthcoming.

10-26/19. Audit Update – Closure letter has now been received and Notice of conclusion of audit has been published.

Statement from Auditor - "The smaller authority has not restated the prior year figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability."
Annual Governance and Accountability Return (AGAR), in our opinion all other information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern relevant legislation and regulatory requirements have not been met.

Additional Statement from Auditor "For clarification, the current valuation for the current year box 9 figure is perfectly fine. However, because you have now revalued the bus shelter in the current year, this also had to be done in the previous year box 9 (year end 31/03/2025) for the asset register and reflected onto that value on the AGAR. This is because the council also had this asset in the prior year, and therefore we need this asset to be valued the same in both years.

10-26/20. 2027 Digital AGAR
The Council noted that the 2026/27 Annual Governance and Accountability Return (AGAR) process would be moving to a digital format. The Clerk confirmed that they would be attending an online information seminar to learn more about the changes.

10-26/21. VAT – To note Clerk has submitted a HMRC 126 VAT reclaim for £4,204.47 Noted

10-26/22. Budget to consider first draft of 2027-2028 budget. The Council agreed to revisit the matter at the November meeting, following clarification of additional budget items.

10-26/23.

10-26/24. Finance - To note payments made since last meeting and agree reconciled bank balance attached. Agreed

i. **To note second instalment of precept has been received £2135.00** Noted

ii. **To note payments since last meeting** Noted

Bank service charge £4.25
Clerk Expenses June £26.00
Clerk wages June £327.00
Web Maintenance £170.00
PATA UK £40.35
External Audit £252.00
Bank service charge £4.25

10-26/25. Items for the next agenda including requests from the public
Emergency Plan, Budget

To move to Closed Session.
To resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item due to the confidential nature of the business to be transacted.
Staffing Matters and Appraisal.
NJC Annual Pay Award 2026/27 The Council resolved to apply the 2026/27 NJC pay award to the Clerk's existing spinal column point, at the revised rate applicable from 1 April 2026, with backdated payment in accordance with the NJC agreement.
Clerk's Salary Review
Following consideration of the Clerk's appraisal, the Council noted that the Clerk's current salary point was below the substantive range for the role and that the Clerk had successfully achieved the Certificate in Local Council Administration (CiLCA) June 26. The Council resolved to move the Clerk to NJC spinal column point (SCP) 24, effective from June 2026, at the applicable rate of pay.

10-26/26. Date of next meeting

Wednesday 18th November 2026, 7pm at St Mary's Church, Birdlip.

The Chairman thanked those in attendance and closed the meeting at 7.41pm

Signed…… Date……