

Birdingbury Parish Council

To all Parish Councillors

10th September 2025

You are hereby summoned to attend a meeting of Birdingbury Parish Council convened by the Clerk, to be held on Monday 15th September 2025 in The Birbury, Main Street, Birdingbury at 7.30 pm.

Jackie Chapman
Clerk to Birdingbury Parish Council

Members of the Public and Press are welcome to attend.

AGENDA

- 1. Welcome**
- 2. To receive and accept apologies for absence**
- 3. Declarations of interest**
Councillors are reminded that they should declare either a personal or prejudicial interest. (Councillors with a prejudicial interest should leave the room for the relevant items.)
- 4. Representations from the Public**
Members of the public are invited to address the meeting for a maximum of 5 minutes. The Chair will respond and any items warranting longer discussion will be added to the Agenda for the next meeting of the Council.
- 5. Minutes of meetings**
 - 5.1** Minutes of the Parish Council meeting held on 21st July 2025. Enclosure A
 - 5.2** Minutes of the Parish Council meeting held on 28th July 2025. Enclosure B
- 5.2 Action Plan** Enclosure C
- 6. Reports from Borough/County Councillor**
- 7. Reports from Councillors**
To receive any reports from Parish Councillors
- 8. Planning Applications**
 - 8.1** No planning applications have been received since the last meeting held on 21st July 2025.
 - 8.2 Planning Decisions**
No planning decision has been received since the last meeting held on 21st July 2025.
 - 8.3 Appeals** - none received.
- 9. Financial Issues**
 - 9.1 Standing Order/Direct Debit payments made since the last meeting held on 21st July 2025** Enclosure D

Date	Payee	Amount
01.08.25	Clerk July 2025	
04.08.25	HMRC monthly salary deduction July 2025	

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01.09.25	Clerk August salary 2025	
04.09.25	HMRC monthly salary deduction August 2025	

- 9.2 New Direct Debit set up** Enclosure E
Hugofox £11.99 per month for the parish council's website.

- 9.3 Payments made since meeting last held on 21st July 2025** Enclosure F

Date	Payee	Amount
31.07.25	Unity Bank fee (see bank statement 31.07.25)	6.00
31.08.25	Unity Bank fee (see bank statement 31.07.25)	6.00
05.09.2025	Hugofox website	11.99

- 9.4 Payments for approval –** Enclosure G

Payee	Amount £
Michael Mann August 2025 mowing Invoice number 3458	488.40
Clerk backpay following annual pay increase (see wage slip 31.08.25). Plus, additional amount for August	
HMRC Additional amount following pay increase	

- 9.5 Payments received**
£620.00 from GJ & LA French

- 9.6 Bank Balance Reconciliation**
Bank statement and reconciliation as at 31.08.25 Enclosure H

- 9.7 Budget Reports** as at 31.08.25 Enclosure I

- 9.8 Lloyds Bank**
Account remains open – awaiting closure.

- 9.9 Internal Audit Report**
Too review the Internal Auditors report and note any recommendations. Enclosure J

- 9.10 Confirmation of AGAR received by Moore's (External Auditor)**
To be noted.

- 9.11 Clerk Pay Award 2025** Enclosure K
For noting.

- 9.12 Permission to increase Clerk Standing Order and HMRC Standing Order to reflect increase in pay.**
See Clerks wage slip dated 31st August 2025

- 9.13 HMRC Rebate**
No progress defer to next meeting.

10. Recreation Ground

- 10.1 Sovereign Compliance Quote**
To determine if the Parish Council wish to enter into a yearly contract with Sovereign for a compliance inspection Enclosure L

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10.2 Update from Michael Mann re the missing pole from the “Hut” climbing frame.

11. The Hovel

The Diocese have referred the PC's query to Geoffrey Payton; they will be conducting an inspection of The Hovel. They noted the PC is required to give 6 months written notice to vacate the licence.

12. Goal Posts

To determine which goal posts to buy following receipt of gift of money .

13. Emergency Plan Enclosure M

To agree the updated Emergency Plan

14. First Responders request to include their information on BPC's website.

See email sent to all Cllrs 20th August 2025 @17:59hrs

15. Sustrans

To receive any update on proposals to extend the public footpath.

16. Digital Infrastructure – Proposal to improve mobile coverage in Birdingbury

To receive an update from Cllr Kent and agree and approve on next actions.

17. Severn Trent Drain Hole Cover Back Lane

Reported to Severn Trent.

18. Newcomers to the village

19 Items for the next Agenda

20. Date of next meeting - 17th November 2025