

# **Birdingbury Parish Council**

**To all Parish Councillors**

**14<sup>th</sup> May 2025**

You are hereby summoned to attend a meeting of Birdingbury Parish Council convened by the Clerk, to be held on Monday 19<sup>th</sup> May 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 17<sup>th</sup> March 2025. Enclosure A
  - 5.2** **Action Plan** Enclosure B
- 6. Co-option to vacant Cllr position**
  - 6.1** **Declaration of acceptance of office**
- 7. Reports from Borough/County Councillor**
- 8. Reports from Councillors**  
To receive any reports from Parish Councillors
- 9. Planning Applications**
  - 9.1** The following planning applications have been received since the last meeting held on 17<sup>th</sup> March 2025.

Planning Number	Address	Proposals	Comments due
R25/0275	Land adjacent to Masters Court, Leamington Hastings Road, Birdingbury.	Proposed Self-Build Dwelling.	15.04.25 – no response made
R25/0408 & R25/0409 LBC	Milford House, Long Itchington	Single Storey Extension, Alterations,	14.06.25

# **Birdingbury Parish Council**

	Road, Birdingbury CV23 8EG	Repairs and Maintenance and listed building consent	
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## **9.2 Planning Decisions**

No planning decisions have been received since the last meeting held on 17<sup>th</sup> March 2025.

## **9.3 Appeals - none received.**

## **10. Financial Issues**

### **10.1 Standing Order/Direct Debit payments made since the last meeting held on 17<sup>th</sup> March 2025** Enclosure C

<b>Payee</b>	<b>Amount £</b>
Clerk March 2025 salary paid 01.04.25 (standing order)	
Clerk April 2025 salary paid 01.05.25 (standing order)	
Hugofox – website paid 27.03.25	11.99
Hugofox – website paid 27.04.25	11.99
Hugofox – website due 27.05.25	11.99
Lloyds Bank Service Charge 18.04.25	4.25
Lloyds Bank Service Charge 18.05.25	4.25

### **10.2 Payments for approval – Enclosure D**

<b>Payee</b>	<b>Amount £</b>
HMRC April 2025	48.80
Mrs J Chapman reimbursement of Microsoft 365 Business Standard – yearly subscription	66.24
Clerks mileage 01.04.24 – 17.03.25	88.74
Clerk reimbursement for printing 01.04.25 – 31.03.25	22.08
Clerk working from home allowance (due May and Nov)	75.00
Godfrey Payton Hovel Licence	10.00
WALC Membership fee	182.00
DM Payroll Services Ltd fee	120.00
Frank Mann Farmers grass cutting 27.03.25, 08.04.25 and 22.04.25	787.80

### **10.3 Bank Balance Reconciliation**

Bank statement and reconciliation as at 30.03.25 Enclosure E

Bank Statement and reconciliation as at 30.04.25 Enclosure F

### **10.4 Budget Reports**

**10.4.1** As at 31.03.25 Enclosure G

**10.4.2** As at 3.04.25 Enclosure H

### **10.5 Hampshire Trust**

**10.5.1 Statement of account** Enclosure I

### **10.6 Lloyds Bank**

Closure of Lloyds Bank Account – letter for authorisation

### **10.7 Unity Trust**

Account is open, awaiting transfer of funds from Lloyds Bank Account.

# **Birdingbury Parish Council**

## **10.8 HMRC rebate**

Advice sought, payroll provider can now access BPC's HMRC records, awaiting reply.

## **10.9 Direct Debit Payments/Standing Order payments**

Permission sought to set up Direct Debit payments/standing orders with Unity Trust for: Clerks salary, HMRC monthly payments, Hugofox

## **11. Recreation Ground**

**11.1** Awaiting revised supplier quotes.

**11.2** Recreation Ground – cannot be registered as a Community Asset.

## **12. Highways**

Culvert Stockton Road – to receive any update from WCC.

## **13. The Hovel**

Awaiting response from Coventry Diocese.

## **14. Storage of original website information**

Microsoft 365 Business Basic has been amended to Business Standard (from Business Basic, reduction in charge from £138.24 to £66.24).

## **15. Emergency Plan** Enclosure J

Updated Emergency Plan

## **16. War Memorial**

Update from Cllr de Nahlik regarding "test patch"

## **17. Digital Infrastructure – Proposal to improve mobile coverage in Birdingbury**

Potential visit by Service Manager Warwickshire County Council.

## **18. Newcomers to the village**

## **19. Items for the next Agenda**

AGAR (a separate meeting in between this meeting and the next meeting due to be held on 21<sup>st</sup> July 2025 will be required)

## **20. Date of next meeting - 21st July 2025**