

# **Birdingbury Parish Council**

To all Parish Councillors

12<sup>th</sup> March 2025

You are hereby summoned to attend a meeting of Birdingbury Parish Council convened by the Clerk, to be held on Monday 17<sup>th</sup> March 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 20<sup>th</sup> January 2025. Enclosure A
  - 5.2** **Action Plan** Enclosure B
- 6. Reports from Borough/County Councillor**
- 7. Reports from Councillors**  
To receive any reports from Parish Councillors
- 8. Planning Applications**
  - 8.1** The following planning application has been received since the last meeting held on 20<sup>th</sup> January 2025.

Planning Number	Address	Proposals	Comments due
R25/0115	Milford House, Long Itchington Road, Birdingbury, CV23 8EG	Prior approval for a single storey rear extension measuring 7.80m long, 4.93m high and 3.20 at eaves.	Withdrawn 4 <sup>th</sup> Feb 2025

- 8.2 Planning Decisions**  
The following planning decision has been received since the last meeting held on 20<sup>th</sup> January 2025

# Birdingbury Parish Council

Planning Number	Address	Outcome
R25/0028	Gate Cottage, Main Street, Birdingbury, Rugby CV23 8EL	Approved

8.3 Appeals - none received.

## 8.4 Rugby Borough Local Plan Preferred Option Consultation

To determine if any Cllrs wish to attend the Consultation event being held in the Rokeby Room at the Benn Hall on Monday 31<sup>st</sup> March 2025 between 18:00 – 20:00 hrs as per email circulated on 27<sup>th</sup> February 2025.

## 9. Financial Issues

### 9.1 Standing Order/Direct Debit payments made since the last meeting held on 20<sup>TH</sup> January 2025 Enclosure C

Payee	Amount £
Clerk January 2025 salary paid 01.02.25 (standing order)	
Clerk February 2025 salary paid 01.03.25 (standing order)	
Hugofox – website 13.02.24	11.99

### 9.2 Payments for approval – Enclosure D

Payee	Amount £
HMRC 01.01.25 – 31.03.25	
Mrs J Chapman reimbursement of Microsoft 365 Business Standard – yearly subscription	138.24
Mrs J Chapman reimbursement of Red & White Barrier Tape	7.99
Mrs J Chapman reimbursement of Keep Off sign	7.98
J Edgar Clearance of waste materials and removal, disposal of playground equipment	500.00

### 9.3 Bank Balance Reconciliation

Bank statement and reconciliation as at 28.02.25 Enclosure E

### 9.4 Budget Report as at 31.12.24 Enclosure F

### 9.5 Hampshire Trust

#### 9.5.1 Statement of account Enclosure G

### 9.6 Clerk – number of hours worked

### 9.7 Unity Trust

Unity Trust has confirmed receipt of the application.

### 9.8 VAT refund

Amounting to £873.88 has been submitted

### 9.9 HMRC rebate

Advice is being sought via the Council's Payroll provider as to how to access the HMRC records to see when the credit arrived.

### 9.10 Internal Audit

Eleanor Choudry remains the Parish Council's Internal Auditor for 2024 – 2025. The AGAR forms and notification is yet to be received from the external auditors. The AGAR and Audit will be undertaken after 31<sup>st</sup> March 2025.

# **Birdingbury Parish Council**

## **9.11 Bonfire Funds held within Parish Council's funds**

To propose the Bonfire Funds amounting to £432.45 be used towards the cost of replacement playground equipment due to the demise of the Annual Birdingbury Bonfire and Fireworks Event.

## **9.12 Provision within Council Budgets for the cost of Election Fees**

Advice from WALC encourages Parish Council's to make provision for election fees as Local Authorities look to make savings on their budgets.

## **10. Recreation Ground**

### **10.1 Update on Safety Issues**

Removal of play frame

### **10.2 Revised Supplier Quotes**

### **10.3 HAGS**

Will provide a quote for a replacement slide

Cllr French to report back following site visits undertaken by Sovereign and Playdale since the last meeting held on 18<sup>th</sup> November 2024

### **10.4 Ownership of the Recreation Field.**

The lease specifies the ownership of the recreation field, what further information is required.

## **11. Highways**

### **11.1 Stockton Road/Leamington Hastings Road Development**

To receive an update from Cllr French following his site meeting with the developers. Locality Officer.

### **11.2 Culvert Stockton Road/Leamington Hastings**

The ditches adjacent to the building site have been dug out. Awaiting a response from WCC Locality Officer regarding any proposed work to the culvert.

### **11.3 Dragons Teeth road signage up by the Church**

County Cllr has been asked if he has available funds to repaint the dragon's teeth either from this year's budget or next years budget. County Cllr has also been asked to establish when these signs are due to be refreshed by the County Council within their work programme. Awaiting update

## **12. The Hovel**

To agree next steps following clearance of the building.

## **13. Sustrans**

Information regarding work within the local area Enclosure H

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

Microsoft 365 Business Basic has been purchased, the Clerk will start moving the Parish Councils Information over.

## **15. Emergency Plan Enclosure I**

To review and update the Emergency Plan

## **16. War Memorial**

To receive information from Cllr de Nahlik regarding local stonemason and their availability to assess the condition of the memorial

## **17. Action required if a Parish Councillor vacancy occurs**

Clerk to confirm action to be taken if a vacancy occurs

# **Birdingbury Parish Council**

**18. Newcomers to the village**

**19. Items for the next Agenda**

**20. Dates of future meetings.**

Annual Village Meeting 29<sup>th</sup> April 2025 - arrangements / chairing  
Birdingbury Parish Council Annual General Meeting – 19<sup>th</sup> May 2025  
Birdingbury Parish Council monthly meeting – 19<sup>th</sup> May 2025