

**Minutes of the meeting of Birdingbury Parish Council
held on Tuesday 15th July 2024 in The Birdingbury Club, Birdingbury**

Present: Cllrs French, Preston, de Nahlik, and Mrs J Chapman (clerk)

1 Welcome

Cllr French opened the meeting at 19:38 hrs and welcomed those present.

2. To receive and accept apologies for absence

Cllrs Kendell and Kent – apologies accepted

3. Declarations of interest

None

4. Representations from the Public

No Members of the public were present to make representations

5. Minutes of meetings

5.1 It was proposed by Cllr Preston, seconded by Cllr de Nahlik and **RESOLVED** to accept the Minutes of the Annual Parish Council meeting held on 13th May 2024.

5.2 It was proposed by Cllr Preston, seconded by Cllr de Nahlik and **RESOLVED** to accept the Minutes of the Parish Council meeting held on 13th May 2024.

5.3 It was proposed by Cllr French, seconded by Cllr de Nahlik and **RESOLVED** to accept the Minutes of the Parish Council meeting held on 25th June 2024.

5.2 Action Plan

Noted

6. Reports from Borough/County Councillor

County Cllr/Borough Cllr Keeling was in attendance at the meeting. Cllr Keeling advised Rugby Borough Council (RBC) is now held by Labour; there has been no change at Warwickshire County Council. Cllr Keeling will raise the road/drain problems with the Highways Engineer. Cllr Keeling confirmed RBC's Local Plan is likely to change due to the change in Government.

7. Reports from Councillors

Access into the recreation ground via the old gate was discussed briefly, it will be on the Agenda for the meeting due to be held on 16th September 2024.

“Odours” from the biomass boiler – the parish council has done all it can on this matter. Residents must report any problems to the Environmental Health Department at Rugby Borough Council.

There are yellow marks around some of the potholes along the Long Itchington Road, hopefully this will lead to them being “patched” at some point in the future.

8. Planning Applications

8.1 Cllr French advised there are two planning applications on the planning portal.

Number	Address	Proposals	Comments
R24/0599	Mill House, Stockton Rd Birdingbury	Approval of details in relation to conditions 6 (access & parking) and 8 (landscape and ecological plan)	Parish Council not consulted

		attached to R23/0065	
R24/0632	New Farm, Marton Road Birdingbury	Agricultural Prior Approval for the erection of an agricultural storage building.	Property is not within Marton Parish Council's area

8.2 Planning Decisions

No planning decisions have been received since the last meeting held on 13th May 2024.

8.3 Appeals - none received.

9. Financial Issues

9.1 Standing Order/Direct Debit payments made since the last meeting held on 13th May 2024

Payee	Amount £
Clerk May salary paid 01.06.24 (standing order)	
Clerk June salary paid 01.07.24 (standing order)	
Hugofox – website 15.05.24	11.99
Hugofox – website 15.06.24	11.99
IONOS website and web mail invoice dated 28.05.24	13.20
Ionos website and webmail invoice dated 28.06.24	13.20

9.2 Payments made since the meeting held on 13th May 2024

Payee	Amount £
Frank Mann Farmers May grass cutting	660.60

9.3 Payments for approval –

Payee	Amount £
Frank Mann Farmers grass cutting June 2024	440.40
Eleanor Choudry Internal Audit 2023 – 2024	230.00

It was proposed by Cllr French, seconded by Cllr Preston and **RESOLVED** all the payments be made.

9.4 Insurance

The Clerk had received two insurance quotes, one from the existing insurance company, Ansvar for £420.68 and one from Clear Councils for £695.15. The third company the Clerk contacted has not responded.

It was proposed by Cllr French, seconded by Cllr de Nahlik and **RESOLVED** to accept Ansvar's quote of £420.68

9.5 Bank Balance Reconciliation

Bank statement and reconciliation as at 31.03.24 - noted and Cllr French signed the reconciliation as being correct.
Clerk to include evidence of amount held by Hampshire Trust Bank alongside the bank statements.

9.6 Budget Report as at 30.04.24 Noted

9.7 Audit Report

It was proposed by Cllr French, seconded by Preston and **RESOLVED** to accept the Internal Audit Report provide by Eleanor Choudry.

Clerk to check with the Internal Auditor how to evidence “payments received” when no paperwork or email is received.

9.8 Risk Assessment

The following amendments are to be made to the Risk Assessment:-

Page 1 Item 4 correct spelling of Bus Shelter.

Page 4 Item 20 change impact to 3, likelihood to 1 and Risk Rate to 3.

Page 6 Item 30 change impact to 3, and likelihood to 1.

Item 31 change impact to 3, and likelihood to 1.

Item 38 change impact to 3, and likelihood to 1.

Page 7 Item 40 add Additional Inspection will be done by volunteers to the comments section.

Amended Risk Register to be circulated to Parish Cllrs and put on September Agenda for adoption.

9.9 Lloyds Bank Payments

Delays in bank payments being authorised is not ideal and all Cllrs are asked to process bank payments promptly. Reducing the number of Cllrs required to authorise the payments from three to two will hopefully resolve the situation. If this does not help the matter will need to be reviewed again.

9.10 Number of Cllrs required to authorise payments

As per JPAG (Joint Panel of Accountability and Governance) two councillors are required to authorise payments.

The Clerk will complete the appropriate paperwork with Lloyds Bank for the signatories to go from three to two. Cllrs will be required to authorise the changes

10. Recreation Ground

10.1 Supplier Quotes

Commercial Play – Cllr French has asked them to quote.

HAGS – both Cllr French and the Clerk have chased for a quote.

Sovereign attended site on Monday 15th July 2024 despite Cllr French advising he would not be available. Sovereign will arrange another date to inspect the site.

Komplan – the Clerk has chased.

10.2 Working Group

Cllr French advised the working group worked on the recreation ground over the weekend 8th/9th June 2024. Fence rails were replaced, brambles were cleared from the safety sign by the MUGA, the impact mats were weeded, and the gate fixings were adjusted so fingers cannot be caught in them. The goals were inspected and unless there is someone in the village who can weld them, they will need to be replaced.

11. Highways

Cllr Keeling will chase up the work to the drains in Back Road and the culvert on Stockton Road/Leamington Hastings Road.

12. War Memorial

A resident within the village along with her daughter and Cllr Preston have cleaned the War Memorial with water and a brush. They have also planted four planters and placed one each side of the War Memorial. They will try to clean the top of the Memorial with a pressure washer from a distance. The Parish Council wished to record their thanks to the parishioners involved.

13. The Hovel

Deferred to the next meeting.

14. Defibrillator

14.1 Painting of telephone cabinet

Both Cllr de Nahlik and the Clerk have asked the contractor who is going to paint the defibrillator to contact them and update as to when the work will be carried out.

14.2 Monitoring of Defibrillator

The Clerk now has access to the defibrillator monitoring system and can monitor the inspections. The monitoring system also shows when items are due to expire, so replacements can be obtained. Cllr French will talk to resident who currently conducts the checks on the defibrillator.

15. Newcomers to the village

None

16. Items for the next Agenda

Opening of old gate onto the recreation ground, Drains, Pavements, Code of Conduct, The Hovel, Playing Field sign, War Memoria, Financial Regulations, Storage for old website, Risk Assessment.

17. Date of next meeting.

16th September 2024

Meeting closed 21:10

Signed

Date