

**Minutes of the meeting of Birdingbury Parish Council
held on Monday 18th November 2024 in The Birdingbury Club, Birdingbury**

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

1 Welcome

Cllr French opened the meeting at 19:36 hrs and welcomed those present.

2. To receive and accept apologies for absence

Cllr 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

It was proposed by Cllr French, seconded by Cllr Kendell and
RESOLVED to accept the Minutes of the Parish Council meeting held on 16th
September 2024.

5.2 Action Plan

Noted

6. Reports from Borough/County Councillor

Not in attendance, apologies offered

7. Reports from Councillors

Cllr de Nahlik is aware of a stonemason who is experienced at working on war graves memorials. It was agreed Cllr de Nahlik can ask the stonemason to look at the War Memorial and provide a quote for any necessary work.

Cllr French attended the WALC AGM. There is a consultation regarding “remote meetings,” Cllr French will respond on behalf of BPC, stating the flexibility to hold remote meetings will be welcomed.

Cllr French also attended the WALC Rugby Area meeting, John Slinger M.P. for Rugby was in attendance and gave a talk regarding the Government’s work plan. Cllr Kendell advised Cityfibre Broadband are due to start work within this area of the County in Spring 2025.

8. Planning Applications

8.1 No applications have been received since the last meeting held on 16th September 2024.

8.2 Planning Decisions

The following planning decision has been received since the last meeting held on 16th September 2024.

Number	Address	Outcome
R24/0191	The Coach House, Wren Court, Frankton Road Birdingbury	Approved

8.3 Appeals - none received.

9. Financial Issues

9.1 Standing Order/Direct Debit payments made since the last meeting held on 16th September 2024

Payee	Amount £
Clerk September salary paid 01.10.24 (standing order)	
Clerk October salary paid 01.11.24 (standing order)	
Hugofox – website 15.09.24	11.99
Hugofox – website 15.10.24	11.99
Ionos 27.09.24	13.20
Ionos 27.10.24	13.20

9.2 Payments made since the meeting held on 16th September 2024

Payee	Amount £
Frank Mann Farmers September 2024 grass cutting	220.20
SLCC ¼ of Clerks membership (£183.00)	45.75
Ansvar Insurance renewal (paid 16.07.24)	460.68

9.3 Payments for approval –

Payee	Amount £
Clerk Home Working Allowance second half	75.00

It was proposed by Cllr de Nahlik, seconded by Cllr Kendell and **RESOLVED** all the payments be made.

9.4 Bank Balance Reconciliation

Bank statement and reconciliation as at 31.10.24 - noted and Cllr French signed the reconciliation as being correct.

9.5 Budget Report as at 31.10.24 Noted

9.7 Hampshire Trust

9.7.1 Statement of account – shows the initial balance of £5,000 being credited and remaining at £5,000. Cllr French signed the statement as being correct

9.7.2 Mandate for signing

Cllrs French and Kendell signed the mandate, Cllr Kendell took the mandate for Cllr Kent to sign.

9.8 Budget 2025 – 2026

Clerk to include the Data Protection Fee £35.00. Budget to for final consideration at January meeting

9.9 Lloyds Bank – Introduction of Charges

Cllrs noted as from 14th January 2025 there will be a monthly charge of £4.25 per month.

9.10 Clerks request to move the Parish Council's bank account from Lloyds Bank to Unity Trust Bank.

It was proposed by Cllr Kendell, seconded by Cllr Preston and **RESOLVED** the Parish Council will apply to bank with Unity Trust Bank

The Parish Council are aware there will be a £6.00 per month charge with Unity Trust Bank, which is £1.55 more per month than Lloyds Bank. The Parish Council are aware of the poor service offered by Lloyds Bank and the amount of time the Clerk has spent trying to resolve various issues. Unity Trust Bank has been set up with Parish Councils in mind and is aware of the financial remits Parish Councils work with.

- 9.11 Clerks Pay Award as from 1st April 2024**
Noted
- 9.12 Clerks Contract – verification of holiday entitlement.**
The Clerk sought clarification of her holiday entitlement via WALC’s retained Human Resources specialist. The advice was “If the contract states the employee is entitled to NJC terms, and has been with the Council for 9 years, they are entitled to 26 days, plus all Bank Holidays, plus 2 statutory days FTE, which equates to 36 days in a normal year, 28 hours 30 mins part time equivalent. Cllrs noted this.
- 9.13 Clerk – number of hours worked 01.04.24 – 13.11.24**
The Clerk provided evidence of her working hours since 1st April 2024, which showed she is on track to have worked her hours by the end of the year. The Clerk was asked to check the hours worked during week 9th – 15th September 2024 as the hours worked were high.
- 10. Recreation Ground**
- 10.1 Supplier Quotes**
The Clerk advised she had had no further contact from Kompan.
Cllr French advised Sovereign has booked to attend site during week commencing 29th November 2024.
Situation to be reviewed in January 2025.
- 11. Highways**
Cllr French advised he met the Locality Officer regarding the culvert at the junction of Culvert Road/Leamington Hastings Road. The Locality Officer recognised there is an issue. He will arrange for the ditch to be cleared out on the Stockton Road side and will clear out the culvert so it runs into the ditch on the north side, but there are concerns as the ditch is no longer there. Cllr French is waiting for the Locality Officer to say when the work will be done.
- 12. The Hovel**
Cllr Kent has strimmed around The Hovel so it can be accessed. The Hovel has a lot of “junk” in it. Cllr French will include an article in the next edition of Birdsong asking residents to remove any items which belong to them, he will also ask for help to clear The Hovel. Once The Hovel is clear, the Parish Council will review the situation.
- 13. Code of Conduct**
Cllr Preston signed The Code of Conduct.
- 14. Storage of original website information**
Clerk provided information relating to Microsoft 365 Business version, which starts at a charge of £4.90 per month. Clerk to speak with Cllr Kent.
- 15. Formation of a Personnel Sub Committee**
- 15.1** It was proposed by Cllr Kendell, seconded by Cllr French and **RESOLVED** the members of the Personnel Committee will be Cllrs Kendell, Preston and French. The Terms of Reference were accepted.
- 16. Risk Assessment**
It was proposed by Cllr Kendell, seconded by Cllr de Nahlik and **RESOLVED** to adopt the Risk Assessment following amendments requested at the parish council meeting held on 15th July 2024.

- 17. Newcomers to the village.**
None
 - 18. Items for the next Agenda**
Emergency Plan, Unity Trust, The Hovel, Playing Field, Storage for PC data, War Memorial, Budget/Precept
 - 19. Date of next meeting.**
20th January 2025
- Meeting closed 21.10

Signed

Date