

**Minutes of the meeting of Birdingbury Parish Council
held on Monday 20th June 2022 in The Birbury, Birdingbury**

Present: Cllrs French, Preston, Kent and Cllr Mrs Kendell and Mrs J Chapman (clerk)

1 Welcome

Cllr French opened the meeting at 19:33 hrs and welcomed those present.

2 To receive and accept apologies for absence

Cllr Cutts

It was proposed by Cllr Kent, seconded by Cllr Mrs Kendell and
RESOLVED Cllr Cutts apology be accepted.

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.)

None declared.

4 Representations from the Public

No members of public were present.

5 Minutes of the Annual Parish Council Meeting held on Monday 16th May 2022

The minutes of the Annual Parish Council meeting held on Monday 16th May 2022 were agreed as being a true and complete record.

5.1 Minutes of the Parish Council Meeting held on Monday 16th May 2022

The minutes of the Parish Council meeting held on Monday 16th May 2022 were agreed as being a true and complete record.

6 Action Log

All items were reviewed, and all were closed or on the Agenda. There are actions to be taken following the Internal Audit report.

7 Reports from Borough and County Councillors

Neither were present

8 Reports from Councillors

Cllr Mrs Kendell French advised she has had contact from Openreach regarding for broadband, the application is still with DCMS for funding. There may be an application update soon.

Cllr French has asked the Clerk to contact Sustrans to arrange a Zoom meeting, regarding the work to the old railway line. The Clerk will try to arrange the Zoom for Monday 25th July 2022.

9 Planning Applications

9.1 No planning applications have been received since the last meeting held on 16th May 2022.

9.2 Planning Decisions

No planning decisions have been received since the last meeting held on 16th May 2022.

9.3 Appeals – none

10. Financial Issues

10.1 Payments made since last meeting

Payee	Amount £
Mr L Reynolds – New entrance to recreation ground	1360.00

10.2 Approval of cheques

Payee	Amount £
Clerk May 2022 pay	222.48
Frank Mann Farmers grass cutting 4 th and 18 th May 2022	366.00

RESOLVED all the payments be made.

10.3 Bank reconciliation

Cllrs agreed the bank Statement and bank reconciliation dated 31st May 2022 were correct. Cllr French signed the reconciliation

10.4 Budget Report up to 30.04.22

Noted. Cllr French has looked at the budgets and considers there will be between £4000 - £4700 by the time the Parish Council receives the second precept payment. This balance could be considered as reserves. This will be reviewed again in September 2022.

10.5 Online Banking

The Clerk's access to the bank account has been set up incorrectly, in that she can set up and authorise payments. Cllr French and Cllr Preston signed the necessary mandate for the Clerk's bank access to be adjusted from "full" to "delegate full."

RESOLVED the Parish Council accept payments have been set up and authorised by the Clerk (May and June payments) pending the mandate being altered.

10.6 Audit Recommendations

The Clerk will circulate copies of all policies held by the Parish Council to date.

The Clerk will circulate draft copies of a Health and Safety Policy and a Grievance and Disciplinary Policy.

The Clerk will circulate a copy of the Parish Council's Emergency Plan and example of a Risk Assessment.

The Clerk will circulate her contract for review at the July meeting.

Cllrs will consider the existing policies with a view to determining the order in which they will be reviewed in July.

Cllrs will agree action dates at the July meeting for all other reviews. However, the Emergency Plan and Risk Assessment are likely to be reviewed/agreed at the September meeting to allow time to consider them.

11. Recreation Ground

11.1 Inspectors Response to "entrapment"

The Councillors considered the reply from the Playground Inspector about entrapment. The Councillors were pleased to have asked for further information and the response received explained the situation thoroughly. Cllrs agreed there were no further action to be taken.

12. Birdingbury Club

12.1 Deferred to next meeting as the Parish Council's representative for the Club, Cllr Cutts, was not present. The Chair will write to the Club Chair and Secretary to ask about the timescale for progressing their organisational changes.

12.2 WALC – Legal Advice and Costs

The Clerk has contacted WALC and has been advised they have a solicitor on retainer and there would be no cost for advice and work.

13. Highways

The Clerk advised she has had a conversation with the Locality Officer regarding the roads in and around Birdingbury. In summary Warwickshire County Council's Highway Budget has been reduced considerably. As a result, Highway's work is prioritised on greatest need, and it is unlikely Stockton Road and Long Itchington Road will have any work undertaken to them.

The Clerk also advised granite sets being installed is not something WCC would do under maintenance. Whilst the Parish Council could apply to County Cllr Roberts to fund the works from his budget, he does not have sufficient money left in this financial year. The Parish Council could arrange for these to be installed however they would need to be constructed to WCC's specification. Councillors agreed to review whether to explore funding this once the level of remaining financial "reserve" has been established.

The Clerk stated she was advised under no circumstances should any member of the Parish Council or residents/public living within the area repair any potholes within the adopted highway or footway. If there are any potholes within the local area these can be reported through Warwickshire County Councils contact centre or the Fixmystreet website <https://www.fixmystreet.com/>

Street names – the Clerk advised the Locality Officer has contacted Rugby Borough Council who look after the Street Name Plates to see what can be done about adding a plate onto Stockton Road and Long Itchington Road at either end. However, it may not be possible to do the Southam end of Long Itchington Road as this part of the road falls outside Rugby Borough Council's area. If this occurs the Clerk will approach Stratford District Council.

14. Dog Bin

RESOLVED to purchase a Dog Bin and installation from Rugby Borough Council.

If possible, the bin is to be placed on the Marton Road, by the BT/Openreach box and the grit bin opposite the War Memorial.

15. Telephone Box

Following Cllr French's request the Clerk has contacted the Clerk of Bourton Parish Council and there are three people who may be interested in painting the telephone box. The Bourton Clerk will pass on the Clerk's telephone number and ask the people concerned to contact the Clerk if they are interested.

16. Website

The Clerk explained the difficulties she has been having regarding the new website and Domain Name Servers. Cllr Kent has knowledge and experience in this area and offered to help the Clerk if needed.

17. Newcomers to the village

Barry and family who have moved into Glebe Rise.

18. Items for the next Agenda

Website, internal audit recommendations, Birdingbury Club and Telephone Box

19. Date of next meeting.

18th July 2022

Meeting ended 20:29 hrs

Signed

Date