

# **Birdingbury Parish Council**

**To all Parish Councillors**

**12<sup>th</sup> November 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> November 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 15<sup>th</sup> September 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 applications have been received since the last meeting held on 15<sup>th</sup> September 2025.

Application No.	Address	Proposals	Response
R25/0814	TOP FARM, LONG ITCHINGTON ROAD, BIRDINGBURY, RUGBY, CV23 8EQ	Extension to existing agricultural unit to create additional space for increased biosecurity needs and staff wellbeing	Due by 31.10.25 No response
R25/0821	Office at Festival Fields, Marton Road, Birdingbury, CV23 8EH	Certificate of Lawfulness (Existing) Siting of a modular office building together with ancillary	Due by 14.10.25 No response

# **Birdingbury Parish Council**

		access, parking and amenity area.	
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## **8.2 Planning Decisions**

The following planning decision has been received since the last meeting held on 15<sup>th</sup> September 2025.

Application No	Address	Decision
R25/0499	SPRINGHILL, MARTON ROAD, BIRDINGBURY, RUGBY, CV23 8ER	Approved

## **8.3 Appeals - none received.**

## **9. Financial Issues**

### **9.1 Standing Order/Direct Debit payments made since the last meeting held on 15<sup>th</sup> September 2025** Enclosure C

Date	Payee	Amount
01.10.25	Clerk September 2025	
04.10.25	HMRC monthly salary deduction September 2025	
01.11.25	Clerk October salary 2025	
04.11.25	HMRC monthly salary deduction October 2025	
15.09.25	Hugofox – website	11.99
15.10.25	Hugofox – website	11.99

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

Payee	Amount £
Clerk home working allowance (payable in May and November)	75.00
Eleanor Choudry Internal Audit	230.00
SLCC membership for clerk ¼ of £190.00	47.50
Michael Mann Farmers grass cutting September	555.60
Michael Mann Farmers grass cutting October	540.90

### **9.5 Payments received**

Precept £4,287 (Paid into Lloyds Bank Account) Enclosure E

### **9.6 Bank Balance Reconciliation**

Bank statement and reconciliation as at 31.10.25 Enclosure F

### **9.7 Budget Reports** as at 31.10.25 Enclosure G

### **9.8 Lloyds Bank**

Account remains open – awaiting closure.

### **9.9 HMRC Rebate**

Clerk to give update

### **9.10 Internal Auditor**

To confirm if the Parish Council wishes to retain our current internal auditor for the financial year 2026 – 2027 and 2027 – 2028.

### **9.10 Budget and Precept for 2026 – 2027** Enclosure H

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## **9.11 Risks appertaining to IT**

For the Parish Council to consider what the risks are and what are the controls

## **10. Recreation Ground**

Update from Michael Mann re the missing pole from the “Hut” climbing frame and securing fencing.

## **11. The Hovel**

To receive any update from Godfrey Payton.

## **12. Emergency Plan Enclosure I**

To agree the updated Emergency Plan

## **13. Digital Infrastructure**

To receive any update.

## **14. Policy Review Timetable Enclosure J.**

## **15. Newcomers to the village**

## **16 Items for the next Agenda**

## **17. Date of next meeting - 19<sup>th</sup> January 2026**