

# **Birdingbury Parish Council**

To all Parish Councillors

13<sup>th</sup> May 2026

You are hereby summoned to attend a meeting of Birdingbury Parish Council convened by the Clerk, to be held on Monday 18<sup>th</sup> May 2026 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 16<sup>th</sup> March 2026. 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** No planning applications have been received since the last meeting held on 16<sup>th</sup> March 2026.

**8.2** **Planning Decisions**

The following planning decision has been received since the last meeting held on 16<sup>th</sup> March 2026.

Planning ref	Address	Outcome
R26/0254	WHITE GATES, BIRDINGBURY ROAD, LEAMINGTON HASTINGS, RUGBY, CV23 8ED	Approved
R25/1050	CLOCK HOUSE, FRANKTON ROAD, BIRDINGBURY, RUGBY, CV23 8EW	Approved

**8.3** Appeals - none received.

# Birdingbury Parish Council

## 9. Financial Issues

### 9.1 Standing Order/Direct Debit payments made since the last meeting held on 16<sup>th</sup> March 2026 Enclosure C

Date	Payee	Amount
01.03.26	Clerk March 2026	
04.03.26	HMRC monthly salary deduction March 2026	
01.04.26	Clerk April salary 2026	
04.04.26	HMRC monthly salary deduction April 2026	
31.03.26	Unity Trust bank fee	7.00
30.04.26	Unity Trust bank fee	7.00
18.03.26	Freethought domain renewal Birdingbury-pc.gov.uk	72.00

### 9.2 Payments for approval

Payee	£
WALC Annual membership fee	190.20
DM Payroll Services Ltd	144.00
Frank Mann Farmers	581.40
Mrs J Chapman reimbursement for Microsoft 365 Business Basic	66.24
Clerk working from home allowance (paid May and November)	75.00
Clerk rounding up of salary payments end of financial year	
Clerk mileage 2025 – 2026	118.80
Clerk reimbursement for printing 01.04.26 – 31.03.26	15.66

### 9.3 Bank Balance Reconciliation

9.3.1 Bank statement and reconciliation as at 31.03.26 Enclosure D

9.3.2 Bank statement and reconciliation as at 31.04.26 Enclosure E

### 9.4 Budget Reports

9.4.1 As at 31.03.26 Enclosure F

9.4.2 As at 30.04.26 Enclosure G

### 9.5 Income received

Precept £4930 08.04.26

HMRC VAT refund £859.64 01.05.26

### 9.6 HMRC Rebate

Update from Clerk.

### 9.7 Hugofox

Email confirmation **GC3 Vulnerability Reporting - GC3-VULN-443** has been resolved by Hugofox Enclosure H

9.8 The AGAR and Internal Audit will be completed by 31<sup>st</sup> May 2026, the Parish Council will need to meet during the first three weeks in June 2026 to sign off the AGAR. A date needs to be agreed.

## 10. Recreation Ground

10.1 To receive the Annual Playground inspection, note any necessary action to be taken. (Inspection issued by email to all Cllrs on 16.02.26).

## 11. The Hovel

Defer to next meeting, still no update received.

# **Birdingbury Parish Council**

- 12. Emergency Plan** Enclosure I  
To agree the updated Emergency Plan and note the comments from Cllr de Nahlik
- 13. Digital Infrastructure**  
To receive any update from Cllr Kent.
- 14. IT Policy**  
To receive any amendments or written policy from Cllr Kent.
- 15. Policies for review** Enclosure J.  
Complaints Policy  
Vexatious Complaints  
Training Policy  
Retention of Documents  
Community Engagement  
Data Protection Policy  
Publication Policy
- 16. Items for the next Agenda**
- 17. Date of next meeting** - 15<sup>th</sup> July 2026