

LITTLE BIRCH PARISH COUNCIL

Councillors are hereby summoned to attend the meeting of Little Birch Parish Council at 7:00 pm on Wednesday the 4th March 2026 at Little Birch Village Hall.

A G E N D A

- 1. To receive apologies for absence.**
- 2. To receive declarations of interest and written requests for dispensations.**
- 3. To consider minutes of the previous meetings held on the 4th February 2026.**
- 4. Open session for members of the public.**
 - 4.1 Matters raised by local residents:** During the 10 minutes allowed for this item, members of the public present may speak for up to 3 minutes each.
- 5. To receive brief reports from:**
 - 5.1 Ward Councillor - Toni Fagan**
 - 5.2 Balfour Beatty –** Locality steward is Lee Fishwick, available on email
 - 5.3 West Mercia Police –** Current Priorities required
 - 5.4 Footpaths Officer:** Chris Fowler
- 6. To comment on applications to be determined by Herefordshire Council – None received.**
- 7. Finance:**
 - 7.1 To note the Bank Balance as at 28/02/2026**
 - 7.2 To consider outstanding payments including (but not limited to) the following:**
 - 7.2.1 The Birches Newsletter annual contribution - £200 (No VAT)
 - 7.2.2 Information Commissioner Office (ICO) Annual Registration due to be renewed via direct debit on 17/03/2026 - £47.00 (No VAT)
 - 7.2.3 Marches Grounds Maintenance – Drainage Grant Works (INV SI-409) - £2200.00 (No VAT)
 - 7.3 Payments made between meetings under delegated powers:**
 - 7.3.1 Clerk Salary as per contract (February 2026)
 - 7.3.2 PAYE to HMRC- £32.00 (February)

7.3.3 Herefordshire Association of Local Councils Annual Membership (INV H6057) - £535.75 (inc VAT)

7.3.4 Little Birch Village Hall – Hire from March 2025 – January 2026 (INV 330) - £142.00

7.4 Financial Monitoring and Bank Reconciliation 2025/26 – To note the current status of the Parish Council finances.

7.5 To consider instructing FMS Hereford to undertake the 25/26 internal audit at a cost of £210.60 (inc VAT)

7.6 To note VAT126 claim has been submitted for the total of £623.29 for reimbursement

8. New Computer Equipment:

8.1 16 inch Laptop & Microsoft Office Subscription, still to be purchased

9. To receive update on progress of transitioning Parish Council website and email addresses to gov.uk

10. Drainage:

10.1 To receive update on drainage grant funding awarded by Herefordshire Council

10.2 To receive update on outstanding drainage concerns

11. To raise future agenda items – no discussion:

12. To note the dates & time of the next meeting on Wednesday 6th May 2026

Molly Walters – Parish Clerk – 26th February 2026

Clerk to the Council