

BIRCHAM PARISH COUNCIL

Councillors are summoned to attend a meeting of Bircham Parish Council to be held on Wednesday 20th May 2026 at Bircham Social Club at 7.30pm (or immediately after the conclusion of the Annual Parish Meeting, whichever is later)

The meeting will consider the items listed below.

Members of the Public are welcome to attend and to contribute in the time set aside for this.



Michelle Wroth, Parish Clerk, 13/05/2026

1. Election of Chairman and Vice-Chairman for Council Year 2026/27

- a) Elect a Chairman for the new Council Year
- b) Receive the Declaration of Acceptance of Office for the above
- c) Elect a Vice-Chairman for the new Council Year
- d) Receive the Declaration of Acceptance of Office for the above

2. Declarations of Interest

- a) To receive declarations of interest and dispensation requests

3. Apologies for Absence

- a) To receive apologies for absence

4. Chairman's welcome and announcements

5. Minutes

- a) To consider approving minutes of meeting held on 25th March 2026
- b) Matters arising from the above minutes, or previous meetings (information only)
 - Power discs – no further update
 - War Memorial project will be scheduled for the summer
 - The swing/outdoor gym project will be completed in July

6. Public Participation

- a) To receive comments and questions from Members of the Public (maximum time 16 minutes, two minutes each)

7. Reports

- a) Bircham in Bloom
- b) County Councillor
- c) Borough Councillor

8. Planning

- a) Consider Planning Application(s):

Application	Address	Description
26/00628/F	Land West of B1155 Stanhoe Road, Bircham Newton	Erection of an agricultural building including hardstanding

- b) Other Planning matters, including recent decisions, and consideration of applications arriving after publication of the agenda

Chairman: Councillor Hugh Rayner Vice Chairman: Councillor Lisa Palmer

Email: clerk@bircham-pc.gov.uk

Website: bircham-pc.gov.uk

Application	Address	Description	BCKL&WN Decision
26/00107/F	Well Cottage, Lynn Road	Variation of Condition 2 – 23/02246/F	Approved – 04.04.26
26/0026/TPO	Upgate, Lynn Road	2/TPO/00677	TPO Consent – 01.05.26

9. Finance

- a) Financial Report
- b) Consider Payments to be made

Name	Description	Gross	Budget
<u>Direct Debits:</u>			
ECS	Computer – April 2026	27.00	EXP
ECS	Computer – May 2026	27.00	EXP
British Gas	Street Lighting (01.03.26 – 31.03.26)	124.28	SLP
British Gas	Street Lighting (01.04.26 – 30.04.26)	98.34	SLP
Unity Trust	Service Charge – March	7.00	EXP
Unity Trust	Service Charge – April	7.00	EXP
<u>BACS:</u>			
Salaries	Salaries – (April)	510.48	CKS/EXP
HMRC	P1 – PAYE	18.52	CKS
LGPS	P1 – Pension	129.13	CKS
BCKL&WN	Dog Bin – weekly empty	1,366.56	DOG
Online Playgrounds	Annual Inspection	129.60	PLS
NGF Play Ltd	30% Deposit for swing/outdoor gym project	3,008.88	PRJ
DM Payroll Services	Admin of payroll and pension 26/27	316.80	HMR
NALC	Webhosting	59.50	EXP
R Gillett	Internal Audit 25/26	20.00	AUX
Clear Councils	Insurance 01.06.26 to 31.05.27	724.07	INS
K Crompton	Hedge Cutting – Playing Field	80.00	PLM
Salaries	Salaries – (May)	510.28	CKS/EXP
HMRC	P2 – PAYE	18.72	CKS
LGPS	P2 – Pension	129.13	CKS

- c) Bank Reconciliation at 11 May 2026 - £4,556.92 General Funds available
- d) Income Received:

Description	£
VAT Reclaim 07.05.26	760.93
Precept on 13.04.26	9,622.59
Interest of 31.03.26	140.74

- e) To approve the Annual Governance Statement 2025/26
- f) To approve the Accounting Statements 2025/26

10. Highways

- a) Reports or updates on Highway related issues

11. Delegated decisions

- a) To note any decisions made through scheme of delegation
 - i. Planning – 26/00415/F, Home Farm, Bircham Road, Houghton - Installation of a ground-mounted solar array – Decision SUPPORT - 6 in favour, 1 abstained, 1 no response

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- ii. Approve maintenance quote of play equipment for £489.96 by Online Playgrounds; by Clerk and Chair (Financial Regulations 4.1) – this work has been completed

12. Other items for consideration

- a) Approve increased room hire charge from Bircham Social Club, £475 annual fee for bi-monthly meetings.
- b) Approve Street Light Maintenance Contract
- c) Approving Village Highway Plan and decide on next steps
- d) Discuss and decide next steps for the resurfacing of track to the playing field from Church Lane

13. Other items for discussion

- a) Matters raised by Cllrs – for discussion only
- b) Receive future agenda items

14. Correspondence

- a) Email from Bircham Cricket Club – scattering of ashes
- b) Norfolk Ramblers email Parish Footpath Audit Request
- c) Letter from Bircham Cricket Club – hardstanding area for refuse bins Lynn Road and overhanging branches

15. Next Meeting

To confirm the next meeting as at 7.30pm in the Social Club, on Wednesday, 29th July 2026

Chairman: Councillor Hugh Rayner Vice Chairman: Councillor Lisa Palmer

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