

BIRLINGHAM PARISH COUNCIL

Minutes of meeting held on Wednesday 20 July 2011
Birlingham Village Hall

Welcome

- 1) Present: Councillors Hall, Morris, Comins, Aston, Hill and Butler
In attendance: District Councillor Davis
- 2) Apologies: Footpath Warden
- 3) Declarations
 - a) Personal – Councillor Morris declared on interest in the planning report as the Hall Farm application was adjacent to his business address.
 - b) Prejudicial - none
 - c) Register of Interests – none
- 4) Minutes of previous meeting. The Minutes of the meeting held on 18 May 2011, a copy of which had been circulated to all councillors, were agreed as a true record and signed by the Chairman.
- 5) Democratic Opening – see below.
- 6) Progress Reports
 - a) Footpath – nothing to report
 - b) District Councillor
 - i) Cost cutting by the District Council; managers away day was in-house. Follow up meeting in October to “shape new direction for Wychavon District Council” and a five year strategy.
 - ii) Localism Bill is ongoing. Hopefully training for Parish Councillors for their part in the “Big Society”.
 - iii) Re-opening of Droitwich canal.
 - iv) Executive Board agreed car parking increase, commencing in October. Pershore Town Council opposed although Droitwich and Evesham did not. Still lower prices than other districts. New pay and display machines to replace ones 25 years old.
 - v) Heathlands day centre closing down.
 - vi) Library still ongoing.
 - vii) Swdp roadshows. Gap in the swdp adoption and five year housing which could be open to “raiding” by developers and rogue applications.
 - c) County Councillor – not present.
 - d) Clerk
 - i) **Compliment.** An email had been forwarded from Evesham Town Council from Keeley Bretherton which quotes “I would like to thank the people of Birlingham for their friendliness and co-operation during Election day on 5 May. I was the Poll Clerk for the day and, although it was a long day, I thoroughly enjoyed sitting in the beautiful village hall and meeting the parishioners, all of whom were happy and

friendly. It really was a pleasure being in your village. The village hall was immaculately clean and fantastically furnished – congratulations to all who maintain the hall. Once again, thank you for making my day pleasant”. This correspondence was forwarded to Edward Farrar BVH who responded :-

Dear Keeley, June Hiden forwarded the email you sent to her after your day as Poll Clerk in Birlingham Village Hall. Thank you so much for the kind remarks in your message about the people of Birlingham and your views and complimentary comments about our Village Hall. We are so pleased that you enjoyed your day, despite it being a long session for you. Our grandson was pleased to meet you and he made sure that my wife and I knew how to place our X's in the correct place after you explained to him what we should do. With kind regards Secretary, Village Hall Committee

ii) **Manhole cover.** Clerk asked Lengthsman to reposition the cover on the manhole which was partially off (opposite Ivy Cottage / outside the hedge of The Moors). It appears to have been knocked by a vehicle or someone has attempted to remove it. Roy Fullee had said that gully covers are being stolen from the public highways and it is compromising public safety. Believe this manhole is a Highways one. Lengthsman responded, quote “I have checked this manhole cover and it has been dislodged - probably by the verge grass cutter that was in the village a few days ago. The cover is loosely fitted and requires the attention of the Highways contractors to re-fix securely”. Roy Fullee replied on 20 May quote “will arrange for the area to be inspected”.

Clerk also asked Lengthsman to uncover the drain by Phelps Cottage, opposite Peacock Farmhouse. Clerk to mark.

iii) **Publication of Strategic Housing Land Availability Assessment (SHLAA) update and invite to briefing.** Distributed to all Councillors. Publication available to view on the South Worcestershire Development Plan website.

iv) **BVH.** Acknowledgement with thanks for the donation of £250.00 received from the Treasurer.

v) **Wychavon Community Grants Scheme 2011** put on the noticeboard again. Councillor Davis mentioned this and it was brought up during the Annual Parish meeting.

vi) June 2011 - Spoke to Karl Grimston regarding the **noticeboard** quotation. He has received Clerks request and will forward a quotation together with his new email address. He is interested in carrying out the work but would not be able to do anything for about a year due to his work commitments.

vii) Other **quotation/designs for noticeboards** received. Arien Signs in Cheddar email: sales@ariensigns.co.uk and web: www.ariensigns.co.uk also have on file the quotation from Dovetail Joinery with a percentage increase since the last quote.

viii) **Parish Plan or Village Design Statement** circulated to all Councillors. Quotes “for your local community having been approached directly or through your attendance at our Community Planning Workshop held in June 2010. As a result of our earlier contact, we have had an excellent response from Parish Councils and now have a total of 25 Parish Plans and a number of Village Design Statements that have been adopted within the District”. Councillor Comins to draft a letter for circulation to Parishioners.

ix) **Training Event 9 June** – Code of Conduct/ regime.

x) **Worcestershire Regulatory Services** Trading Standards team will be moving offices. The current contact numbers will no longer be in operation. Contact number is 08454 04 05 06 **Business customers** can contact the service on 0845 330

xi) **Bus services letter.** Email from Adrian Hardman, Leader of Worcestershire County Council quotes “Just to let you know the position. A fair result” following an email received from Chris Holloway, Transport Planning and Review Officer, Sustainable Transport. Officer quotes “As indicated in the final proposals submitted to Cabinet last week, and subsequently approved, the intention is to maintain an hourly service in both directions on Service 382 between approx. 0700 hrs and 1930 hrs (Monday – Saturday). The evening service will be reduced to operate Fridays and Saturdays only, and the Sunday service will be withdrawn completely. As you know, these measures are in line with the majority of bus services across the whole of Worcestershire, where Mon – Thu evenings and Sunday journeys are being withdrawn across the board”.

Further correspondence received from Clerk to Defford and Besford Parish Council, quote “As you are all aware, the 382 bus service is under review, with the likely outcome being the loss of the evening and Sunday services and a cut down service during the day. Defford & Besford PC are particularly concerned about the changes to the evening and Sunday services and to this end have arranged for Madeleine Sumner of the County Council to attend our next PC meeting to talk about the possible creation of a Community bus service to replace certain journeys. There is funding available from the County Council for these schemes and this will be outlined as well. If you or your councillors would like to attend the meeting to hear the options, you are cordially invited to do so. The meeting takes place on Tuesday 21st June at 7.45pm at Defford Village Hall, Harpley Road, Defford. There is a car park next to the Hall”.

xii) **Overview and Scrutiny** – Standards Committee on 15 June circulated to all councillors.

xiii) **The Worcestershire Agreement consultation** circulated to all Councillors. This is an agreement between Worcestershire County Council (WCC), the Parish and Town Council of Worcestershire and Worcestershire County Association of Local Councils (CALC) to formalise good working practices and look at ways of working more closely together. A copy of commitments has been previously circulated but two new commitments have been added on the topics of community resilience and sustainability. Comments due back by 29 July.

xiv) **The Right to Build** circulated to all Councillors. Correspondence quotes “The Government is planning to give citizens more rights to decide what is built in their communities, including housing, local shops and community facilities. Proposals for the Community Right to Build are currently before Parliament as part of the neighbourhood planning framework in the Localism Bill. If the Bill becomes law any successful proposal will need to □ form (a) form a community group such as a community interest company or a community land trust, etc (b) be □ independently assessed to see whether the proposals meet specific key criteria; and (c) be supported by more than half of the community that vote in a referendum.

If you’re interested in a community-led development you should talk to your neighbours to get an idea about what sort of development the whole community would want to see. You may also want to talk to your local council, housing association or

other community groups. You may also find it useful to get advice from people who already have experience of taking forward community-led schemes. To find out more about the Community Right to Build visit: www.communities.gov.uk/righttobuild for further information.

If your community group is interested in using the Community Right to Build and wants to be kept in touch, tell us about your plans at:

righttobuild@communities.gsi.gov.uk”

xv) Roy Fullee had acknowledged that the speed and weight strips can be placed in the village again but then **Traffic Survey** statistics were received for Birlingham Vehicle classification Oct 2010 & Classification Scheme and location / and Vehicle classification Dec 2006. Roy clarified that vehicle classification surveys were undertaken at 2 locations during October last year, the results of which were provided as well as a plan showing the location of the surveys. The document titled ARX Classification Scheme identified the different classes of vehicle which are listed from Numbers 1 to 12, with 1 being bicycles & motorcycles and 12 representing a road train (although Class 11 and 12 type vehicles are prohibited from UK roads unless special exemption has been granted). The types of vehicles causing concern are Large Goods Vehicles (LGVs), and more specifically those of an articulated/drawbar nature which are classed from 7 to 10.

Roy states that the results of the survey themselves are more or less self-explanatory and show the volume of each class of vehicle on a daily basis at the 2 locations. From the County Council's perspective they do not appear to show anything extraordinary in terms of LGV movements at both locations, while the number of class 7 to 10 vehicles along The Avenue can be attributed to access to/from Red Star Growers etc. The results for New Barn Road do not indicate any particular issues with LGV movements and as such no further action is probably warranted for the time being, while the class 7 to 10 vehicles that have appeared along this road have been rare. Also enclosed were figures from a similar survey undertaken at the same locations in December 2006. The class 7 to 10 vehicle issues experienced then appear to have since improved.

It would therefore estimate 2.5% on HGV. If residents see speeding report the incident to the police - speeding offence. Gary Shephard had followed up on commercial vehicles speeding and that it references their speed on the vehicle taco. Report offences straight away otherwise can't be followed up and therefore don't report incidents to the Parish Council.

An example. Community Speed watch in Wiltshire: Volunteers are being sought to man Malmesbury's community Speed Watch scheme after motorists were recorded speeding near the town's secondary school. Wiltshire County Council - some other villages.

xvi) Letter from Amanda Hill at Countryside Access re the **Countryside Access Volunteer Group Scheme** dated 24 May. Quotes “enclosed guidance notes and application form for the 2011/12 Group Scheme. You may recall that the Parish Paths Partnership (P3) scheme was separated in 2009 into the Contractor Option (in which parishes receive a grant to engage a local contractor to undertake agreed work) and the Volunteer Option (in which parishes carry out agreed work using a group of local volunteers with materials supplied free of charge and reasonable expenses reimbursed) The Volunteer Option has now become the Countryside Access Volunteers Group

Scheme. Ensure the form and signed agreement are returned by 24 June as applications cannot be considered after this date.

Thank you – Parish Council for its help in maintaining and improving Worcestershires public rights of way network”.

A copy was given to Bruce Hayward. He acknowledged this and reported that County get him to fill out a report on the work Birlingham do every 6 months. This appears to be a form to predict what we will be doing in the next year.

COUNTRYSIDE ACCESS VOLUNTEER GROUPS – PROJECT PROPOSAL FORM 2011/12

Proposed work over for April 1 st 11 to March 31 st 12 (to be agreed by the Countryside Access Volunteers Officer)					
Clearance 100m of undergrowth		929439-928437			500
Clearance 100m of undergrowth		924436-927434			502
Clearance 30m of undergrowth		932431-932431			506
Clearance 50m of undergrowth		935430-935429			511
Clearance 750m of undergrowth		923427-929425			518
Clearance 50m of undergrowth		941415-941416			520
Clearance 50m of undergrowth		941417-941418			522
Stile repair/replace and waymark		933432			504
Stile repair		935428			510/511
Finger-post install		928437			501
Stile repair		933434			503
Tamper		Pick Axe		Loppers	First aid kit
Digging Bar		Mattock		Slasher	Others:
Fencing Maul		Hammer		Steel toed boots (size 9)	
Fencing pliers		Bow Saw		Hi Vis Vests	
Spade		Folding saw		Goggles	
Shovehlers		Hand Saw		Gloves	
Estimation of no. of volunteers in group					2

xvii) Notice of **Annual Audit** for year ending 31 March 2011 has been returned to Clement Keys as due by 20 June 2011.

xviii) Invitation to **New Homes Bonus Event** – letter and information passed to all Councillors by Brown Envelope. Initiative is designed to ensure that the economic benefits are returned to the local authorities and communities where that growth takes place. Special event for parish council on Monday 18 July, at Wychavon District Council. If not attending the event proposals can still be sent via email by 12 August.

xix) Lengthsman correspondence, as below, received from Worcestershire County Council and copied to Carl.

Dear Mr Brassington

We are now approaching our 10th anniversary of the Parish Lengthsman Scheme. This has been a real success story, thanks to all your hard work and positive attitude. I know that this work is very much appreciated and valued by myself and my colleagues and Trish Haines, The Chief Executive of Worcestershire County Council, in a recent report to Council, said “As the Council reduces our spending and our size, we will also need to work with local communities to help them increase their role and take on more responsibilities. The Coalitions vision of the Big Society is as yet undeveloped, but our early thinking in Worcestershire, e.g. at the annual Assembly meeting of the Worcestershire Partnership, is helping us to develop our approach. Successful examples of where communities have already done this include our own Parish Lengthsman scheme. We will be exploring how to help more communities take up this role successfully.”

Thank you for your continued support and involvement and I look forward to building on our success in the future to make a real difference to communities.

Sincerely David Hunter, Senior Highways Liaison Engineer

xx) Notice of **review of polling district and polling places** within the Wychavon District Council area (under s18 of the Representation of the People Act 1983 (as amended). Circulated to all councillors.

Periodic review of polling districts and polling stations and asks any interested parties to make comments on any changes they wish to be considered. Also on the website. Summary of current electoral arrangements and maps of current boundaries can be inspected by contacting Electoral Services.

Representations should be made in writing by 5 August.

xxi) **Standing Orders** – Adoption of Local Authorities (Members’ Allowances) (England) Regulations 2003 - Car allowance at 40 pence per mile

On previous agenda. Have asked Wychavon District Council for clarification as suggested that allowance could be 45 pence per mile. Scrutiny Panel definitely adopted at 40pence per mile.

Put on agenda for next meeting for approval of rate at 45pence per mile.

xxii) Reminder to clerk from last meeting = Future payments and budget forecast: Allowance for grass cutting of village green. Clerk to speak or write to David Maxwell for the volunteer work he does.

xxiii) Minutes received from Birlingham Village Hall.

xxiv) **Wychavon to help remote communities keep warm** Wychavon District Council is throwing a lifeline to remote rural communities without a mains gas supply.

The council is working with suppliers of heating oil and liquefied petroleum gas (LPG), the main alternatives to mains gas, to arrange discounted bulk purchasing supplies to parish and town councils. The aim is to reduce costs for everyone and ensure that people in rural communities have enough supplies to keep their homes heated during fierce cold winters, such as last year's. Councillor Paul Middlebrough, Wychavon Leader, said: "Bulk purchasing makes sense for the more rural parish councils in Wychavon, because it will mean their residents can save money. "Most importantly it guarantees the resilience of some of our most remote communities when severe winter weather strikes. This is an example of us putting the Big Society into practice, using our powers to work with people in our villages for their advantage." Wychavon is in talks with Calor, Countrywide and other local suppliers and is arranging for town and parish councils to meet them in September to gauge the levels of interest. At the meetings there will also be demonstrations of sustainable energy systems. John mentioned he was booked in on a session - AS BELOW

Our Ref: PM/KP

8 July 2011

To Parish/Town Clerks in Wychavon

Dear Clerk

Invitation to Local Communities Energy Events

We recognise that within Wychavon there are numerous communities without access to mains gas. Householders within those communities therefore rely upon heating oil / LPG. With prices increasing and incomes often reducing we are also aware of the burden that fuel costs can be.

As a result, the Council has set a promise this year ***"To enable local communities to build resilience through promoting bulk purchasing of heating oil and liquefied petroleum gas for households not on a main fuel supply"***.

In partnership with Calor, Countrywide and other local suppliers, we are holding three special events for parish / town councils and other community representatives. In addition to discussing bulk purchase discounts, Calor and Countrywide will also discuss sustainable energy solutions available to households.

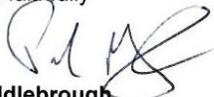
I would be obliged if you could help us by promoting these events within your communities:

- Calor – Monday 12th September (6pm to 8pm)
- Countrywide – Wednesday 21st September (6pm to 8pm)
- Other Local Energy Suppliers – Wednesday 28th September (6pm to 8pm)

All events will be held in the Civic Centre, Queen Elizabeth Drive, Pershore WR10 1PT (please use Civic Suite entrance at the rear of the building).

We expect demand for places to be high so we are likely to restrict numbers to two per parish area. Please contact Karen Peters on karen.peters@btinternet.com 01386 565201 to book.

Yours faithfully



P Middlebrough
Leader of the Council

Cc Information Pack
Cc Jacks Roundup
Cc SMT & Middle Managers

xxv) Request from resident wanting to know who is on the Committee. Clerk responded to email giving members names and addresses, as well as explaining planning processes. Councillor Morris had already spoken to villager explaining the planning reporting process and that the Parish Council are only a consultee, like everyone else, and said that the officers make their recommendations based purely on planning policies.

xxvi) **Wychavon Sport – 2011 Wychavon Parish Games.** Copy of correspondence circulated to Mark Yeomans (Cricket Club) and John Freeth (Shukokai Karate club)

7) Planning

a) Report on current outstanding planning applications

i) W/11/00873/PN – Hall Farm House, Whitehall Lane, Birlingham WR10 3AB

Subdivision of existing dwelling: front and rear single storey extensions, first floor extension, internal alterations

Parish Council comments: The Parish Council opposes the application.

The application follows an earlier application for the division of Hall Farmhouse into two residential dwellings. This application was permitted.

We would argue that had this first application proposed the sub division into three dwellings a different verdict might have been reached.

1. The unaltered Hall Farm House prior to its division into two dwellings was one of the very few buildings in Birlingham which retained a substantially unaltered appearance from its sixteenth century origins. Had not its appearance been severely damaged by alterations which followed on the division, English Heritage would have considered it worthy of inclusion in the lists of buildings deserving of special protection.

We are concerned that a second sub division of the building plus a large extension would further prejudice its aesthetic, historical and cultural value and significantly reduce the contribution which it makes to the village scene.

The extension will unbalance the symmetry of the existing structure further detracting from the historic design and the further division of the garden area will in no way enhance the curtilage of the house.

We would point out that the Wychavon Local Plan states under:

ENV1 “Proposals for development must demonstrate that they are appropriate to and integrate with the landscape character of the area andsafeguard restore or enhance the natural or built environment in which they are proposed”

And

SUR 7 Annexe Accomodation

“In all cases the proposal will ...have no adverse impact on the amenity of the main building or adjoining properties

Where annex accommodation requires planning permission it should be provided through an extension to the main dwelling without having an adverse affect on the character of the dwelling, the site or the locality”

In our opinion the proposals in the application do not meet with the above requirements

2. At the time of the application to split Hall Farm House into 2 residences Highways commented that the road leading to the Farmhouse was too narrow to accommodate any increase in traffic without the provision of parking places. An increase in traffic consequent to further division of the building would exacerbate this problem.

Continued with AMENDMENTS

- ii) W/11/01250/LB – Ivy Cottage, Lower End, Birlingham WR10 3AD
Internal alterations to barn conversion to provide additional living accommodation

Parish Council comments – none at this time

- b) Applications approved/refused
 - i) W/11/00879/PN - Installation of photo voltaic panels on roof of agricultural building to supply domestic property
Lower End Farm, Defford Road, Pershore
APPROVED 27 MAY
Parish Council – no objections
 - ii) W/11/00824/PP – The Old Dairy, Upper End, Birlingham WR10 3AA
Conservatory to rear of property
REFUSED 16 JUNE
Parish Council comments: No objections
- c) Letter from Clerk to Head of Planning and response

Dear Gill

Planning Application W/11/00443/CU - The Manor House, Lower End, Birlingham WR10 3AD
Change of use of land to equestrian to include construction of stabling block and access
MR AND MRS STANTON

During the democratic opening of the Birlingham Parish Council meeting on Wednesday 18 May, Mr and Mrs Stanton asked that the Council write to you regarding the above application.

They would like an explanation regarding the issues raised during the application process; they were not notified of the proposal although they are boundary neighbours and the approval decision was made prior to the amendment consultation period ending, as advertised on the website. There are believed to be other errors which have been pointed out to the planning officer whom has concurred with their findings. Mr and Mrs Stanton have written to you to complain.

Councillor Ron Davis was at the meeting and said he would look into the matter although he did explain that there is a Scrutiny Panel that can act as an individual body should they not be satisfied with the planning procedures.

There is some anxiety over this application and its true usage, as well as covenants on the land although I understand these are not planning matters.

Mr and Mrs Stanton are aware that I work in the Planning Department and although I have explained some of the processes of the application procedure, they are seeking more clarity on the aforementioned case.

Regards
June Hiden, Clerk to Birlingham Parish Council

Copy Mr and Mrs Stanton
Councillor Ron Davis
Parish Councillors

Our Ref: GC/LM-L W/11/00443/CU

26 May 2011

Mrs J Hiden
Clerk to Birlingham Parish Council
Lamora
Broadway Road
Birlingham
Persore
Worcestershire
WR10 3AF

Dear June

Planning Application W/11/00443/CU - Change of use of land to equestrian to include construction of stabling block and access

Thank you for your letter received on 24 May 2011 regarding the above planning application. In addition to your letter, the contents of which are noted, I have also received a formal complaint from Mr and Mrs Stanton which I have dealt with under separate cover.

As you are aware the local authority does have a duty to ensure that sufficient public consultation is undertaken on all formal planning proposals. The Council has a Code of Practice for Notification on planning applications. This code (which is accessible on our website) requires that when a planning application is submitted to the local authority all adjacent residential properties are to be notified about an application and are given an initial 21 day consultation period to submit their comments.

Where no adjacent properties have been notified on a planning application, the local authority will then put up a general planning site notice near to the application site to advertise the planning application for 21 days as happened in this case. By reason of there being no initial directly adjoining/adjacent neighbouring properties, the application was also advertised in the Evesham Journal on 24 March 2011 and two further site notices were also put up on the access of the application site advertising that the proposal would affect the setting of a Listed Building; the surrounding Conservation Area and Public Right of Way, which runs through the site.

When a Case Officer for an application visits the site, it is at the Officer's discretion as to whether any further consultees (including residential properties) require notification on the planning application.

In this instance it is accepted that under the initial neighbour notification procedure that Mr and Mrs Stanton should have been notified about the planning application for the erection of a stables on land adjoining their property and for that I have apologised. The Case Officer Simon

Rees visited the application site and noted in his site inspection notes that they should be notified as part of this application but unfortunately, this notification did not take place immediately.

Notwithstanding this, Mr and Mrs Stanton became aware of the application and subsequently came into the Offices of the Council on the 14 April (four weeks into the application process) to hand their letter of objection in. It was at this point that the applicants had decided to amend the position of the stables to take it further from the common boundary of the application site and their property by reason of the request by the Ramblers Association.

I understand that Mr and Mrs Stanton requested a formal notification of the amended plans, which was duly sent out to their address by letter dated 18 April 2011. This amended plans notification letter stated that from the date of the letter, there was a 14 day consultation period in which comments could be submitted to the Council. This meant that the deadline for comments on the amended plans was on 2 May 2011.

Having spoken to the Planning Support Team (who process the amended plans and initial notification letters for all planning applications); I can confirm that when the amended plans notification letter was processed, it automatically updated the initial consultation list, which in turn automatically generated the 21 day consultation deadline, which is detailed on the neighbour notification list on the website. The deadline for comments on the neighbour notification list on the website is incorrect and it was the letter sent directly to Mr and Mrs Stanton (dated 18 April), which contained the correct deadline (2 May 2011) for comments to be submitted with regards to the amended plans.

As the deadline for additional comments was set for the 2 May 2011, the Case Officer Simon Rees was duty bound to determine the planning application on 5 May 2011. Notwithstanding this, the Case Officer took all their original comments on the initial siting of the stables into account when assessing the application. These issues included flooding, drainage, area of the land for horses and the covenant on the site (which is a civil matter and not a planning one).

The amendments submitted by the applicant were on the basis of comments raised by the Ramblers Association to ensure that there was a sufficient gap between the stables and the public right of way. Therefore, on the basis of the comments Mr and Mrs Stanton specifically made on the application, it is not considered that the amended position of the stables (further from their boundary) would have any greater bearing upon their original comments.

As a Department we try and ensure that all planning matters are dealt with fairly for all parties and I am disappointed when people feel the need to complain. I hope the above comments in some way allay your concerns and clearly set out my views on how the application was processed. I have advised Mr and Mrs Stanton that if they wish to pursue their complaint further, they will need to contact the Local Government Ombudsman.

Yours sincerely



Gill Collin
Head of Housing and Planning Services

CC Cllr Ron Davis, Ward Member

A question was asked about the permission for a new driveway at Peacock Barn.

8) Financial Matters

- a) Bank balance - £2,770.60 as at 31 May 2011.
- b) The Accounts for 2010/11 were resolved.
- c) Receipts:
None

Payments made:

£575.00 – Clerks pay January – March 2011 (Cheque number 223)

Note: From 6 April onwards PAYE to be commenced on Clerks pay at 20% payable to HM Revenue and Customs at quarterly intervals by the Parish Council.

- d) Future payments and budget forecast:
 - £7.50 – Clerk training CALC PAYE (Cheque number 224)
 - £316.08 – WPD Midlands Networks Services Limited / kiosk disconnection (Cheque number 225)
 - £25.00 – Wychavon District Council admin fee for uncontested election on 5 May 2011
- e) Audit Annual Return. The Accounts for 2011/12 were accepted.
- f) Changes to the signatories for the cheque book. Change to Standing Orders and amendments to Lloyds TSB. To be resolved at next meeting once authorised.
- g) PAYE – Parish Council Employer. Nil return sent to HM Revenues and Customs on behalf of employee, The Clerk, for first tax period. Clerk can no longer be self-employed.

9) Lengthsman

Lengthsman Annual Report (from Parish Meeting) included items for discussion. There had been a response from Highways as they had been copied in which answered many of the questions asked by Mr Brassington.

10) Kiosk

Invoice received from Western Power Distribution for the disconnection of 01386 750590 for £269.00 plus £17.50 VAT. The payment would be agreed and the adoption finalised. Clerk to contact Legal Department at Wychavon District Council.

11) Councillors’ reports and items for future agenda

Happy birthday to John Hill.

12) Closure – with nothing further to discuss the meeting closed at 9.00pm. **The next Parish Council Meeting is on Wednesday 28 September 2011**

Signed:Councillor Anthony J Hall, Chairman

Date:

Democratic Opening – There had been no PACT meeting since April. Chris Reynard had emailed the Committee for an update but there had been no response. Chris had been the Parish Council representative but would still be carrying on as a village representative and would keep the Council informed. Chris would ask the question if this was alright for the time being. Gary Shephard had left but SimonWilliams was still there. PACT represents all the villages around Bredon hill.