

## BIRLINGHAM PARISH COUNCIL

Minutes of meeting held on Wednesday 16 May 2012  
Birlingham Village Hall

### Welcome

- 1) Present: Councillors Hall, Morris, Comins, Aston and Hill  
In attendance: County Councillor Hardman
- 2) Apologies: District Councillor Davis, Councillor Butler and Footpath Warden
- 3) Declarations
  - a) Personal – Councillor Morris declared an interest in 9 e for his website invoice and also the Jubilee cheque payment for the hire of the hall. Also Item 17. Councillor Hill declared an interest on Item 10 as he acts as the Accounts Examiner for the Hall Charity. He is not paid and the gift he receives for this is de minimis.
  - b) Prejudicial - none
  - c) Register of Interests – none
- 4) Minutes of previous meeting. The Minutes of the meeting held on 21 March 2011, a copy of which had been circulated to all councillors were amended and then agreed as a true record and signed by the Chairman.
- 5) Democratic Opening – none
- 6) Co-option of Seventh Councillor  
Marion New has shown an interest in becoming a Councillor. Clerk to give Marion further information.
- 7) Progress Reports
  - a) Footpath – nothing to report but aware that the other side of Nafford needs strimming. Councillor reported that the footpath access near Diary Cottage (Eckington Road) (Footpath 501) was overgrown. Discussion also took place on footpath accesses across fields with crops. Footpath 504 was an example where walkers were using the headland. There is the 1m rule for landowners to provide a strip. It was agreed that surely it was more sensible to use the edge of the field rather than destroy crops if that was more logical.
  - b) District Councillor – not present
  - c) County Councillor –
    - i) The Councillor had observed that directional signs had been erected by Red Star.
    - ii) Progressing on with “no through road” for HGV’s.
    - iii) Not seen next years road schedule but aware of The Avenue and Church Street. There is work planned for the summer but suspect this will be September. Will let us know if anything comes to him. He has noticed how rough Upper End (Hills Cottage to junction with Short Hill) is. He realises the flooding at Upper End has never been resolved.
    - iv) Obsession with re-structure of the Council and merging public health/adult social care.

- v) Successful funding for Village Hall and in to the Hall account soon.
- d) Clerk
- i) **New Homes Bonus and Neighbourhood Planning.** Councillors Hall, Morris and the Clerk attended the New Homes Bonus and Neighbourhood Planning Event held at the Civic Centre.
  - ii) **7<sup>th</sup> Parish Conference.** The Conference was held at County Hall and Councillor Comins attended. It was to give more information about Localism. This is the on-going dialogue over the next few conferences as more information comes out on the Act. The County Council are developing a Localism Framework which outlines their plans for developing localism in Worcestershire
  - iii) **Hire of hall for Jubilee celebration meetings.** Notice of thanks to the Treasurer of BVH for giving the hall free of charge on 30 January. Cheque for £7 sent for 20 February meeting. Asked for meetings 26/3, 23/4 and 21/5 as one invoice.
  - iv) **Funding for BVH through the County Council.** An email from the Clerk to BVH Chairman, quotes “This is only a brief response following your enquiry regarding funding for Birlingham Village Hall. At the Parish Council meeting last Wednesday County Councillor Adrian Hardman was present and various topics were discussed. During conversation the Divisional Fund was mentioned and I need to bring this to your attention. Councillor Hardman would be pleased to hear from the BVH Committee and would consider a request for funding that may be available for the hall”.

***Councillors’ Divisional Fund Scheme*** - A Worcestershire Councillors' Divisional Fund (WCDF) has been created to enable local members to access money to help local initiatives and support 'good works' which play an important role in promoting the economic, social and environmental well-being of communities within Worcestershire. Each of the 57 members of the Council have an allocation of £10,000 (per financial year), to spend on locally-determined initiatives within their Divisions. They have reasonable discretion as to how to spend their allocation, as long as they are lawful for the Council, rational and are properly recorded. The WCDF is aimed at one-off items of expenditure or supporting community activity, local and national charities or voluntary organisations within the local Division. Formal applications for bids to the WCDF can only be submitted by the local County Councillor however, individuals or organisations can contact their local Councillor and seek support from the Fund. If you do want to contact your Councillor for support, it would be helpful if you could provide them information on how support from the WCDF would promote or improve the economic, social or environmental well-being of the local area, or those people within it.

Councillor responded to BVH Chairman’s request, quote, “I can make a grant of £2,000 towards the hall. I hope this will help get other funds in due course. This will arrive with you in the next 6 weeks”.

- v) **Funding for BVH from the Parish Council.** Clerk to BVH Chairman, quotes “The Precept, as you are aware, is set in November for the next financial year. In November 2011 the contribution for BVH was budgeted at £500 and this extract is from the minutes that you will have seen: - Budget figures – Increased by 5% as resolved in January 2011. Increase in the Precept for 2012/2013 to £4,500.00 in view of inflation and

additional items which could not be taken from reserves; charities resolved at £100.00, clerks pay to increase next financial year, Village Hall contribution to increase by £250.00 totalling £500.00.

The next precept budget discussion is due again this November where the budgeted figure for BVH will be resolved at £1,000 as agreed at the recent March meeting. There are no reserves held by the Parish Council and therefore a request for £5,000 is not viable. For the current year, the Parish Council have had to increase their precept from £3,550 to £4,500 because there has not been a significant increase for several years, resulting in the bank balance becoming dangerously low. This 27% increase in the precept allows the BVH grant to rise from **£250 to £500** (which is a 100% increase). The Parish Council have already agreed to raise next year's grant to **£1,000** (100% increase) and, allowing for inflation, this will result in a precept for 2013/14 of approximately £5,225 (a further 16% increase). If the Parish Council were to raise the BVH grant to £5,000 the precept would have to be doubled to nearly £10,000. This would be an increase of about £33 per household and could not be done without wide consultation in the parish. It was agreed that the request for the New Homes Bonus for **£460** (year 1) would be applied for by the Parish Council to Wychavon District Council. Councillors and myself recently attended a meeting regarding the New Homes Bonus (NHB). £460 is available every year for the next 5 years for community projects such as a renovation of village halls, amongst other things. The Parish Council are happy to apply for the NHB for the BVH this year but feel that they should not commit the whole six years' bonus at this stage as they do not know what other support may be required for other projects during that time. The Parish Council will consider requests from groups in the village each year the Bonus is available to be applied for. Have the BVH looked at other renovation options rather than a complete re-roof?"

The BVH Chairman responded, quote "Since that date we have received competitive costs for the works and our projected costs for the external works are something over £30,000 by the time VAT is added with the internal problems still to be addressed. My assessment is that we must budget for a further £8-9,000. Regarding the roof, "other options" have been continually implemented over the past 8 years and it is because these attempts have proved unsuccessful that we must address the fundamental problems, the roof covering is past its sell by date plus to treat the woodworm requires the roof to be stripped back and reinstated. It could always be left until such time that the hall is not capable of being let when it rains, which is most likely to coincide with the woodworm affecting the structural integrity. Not a sensible action; we had to deal with the folly of former cheap and cheerful works last year, we now must bite the bullet. I am somewhat disappointed to gather that the Parish Councillors were not minded to seek ways to provide the level of financial help I indicated. The sums that the Village Hall must find to implement these works are in order for the Hall, a Village resource, to continue to be available for the parishioners of Birlingham for many years to come. It was specifically for these reasons that I had hoped that the Parish Councillors would be sympathetic. I understand your calculations relating to raising £5k via the precept might seem excessive as a one off, on the other hand some might consider that modest £33 per household is a very fair way to support a Village facility. I understand the issue of budget setting and that significant sums cannot simply just be conjured up at a moment's notice. Have the Parish Councillor's considered phasing the £5k, identifying sums in subsequent years or seeking to discuss the matter further with the Village Hall? The Village Hall is very grateful for the indicated increase in its grant for the 1012/13 year and for the further uplifting in 2013/14. However this must be viewed in the light that until

very recently the Hall received £1,000 per year from the PC which was then reduced to £250; something the Village Hall did not request.

Can I suggest that two or three members from the PC and a similar number from the Village Hall meet to discuss the works and costs which can provide an opportunity for the PC to interrogate the expectation of the Village Hall more fully? I am solely driven by the need to maintain a Parish resource that needs another liberal application of TLC. It has been an asset to the Village for almost 90 years and is quite capable of providing a continued and valuable contribution to the life of the Village for many years to come”.

vi) **New Homes Bonus.** Application sent to Wychavon District Council. Market Town Partnership (PMTP) reminder sent to the Parish Council of the New Homes Bonus and events.

vii) **Fly Tipping** reported. A report had already been received and a district officer has been out. Advice is that this is private land / BAA fisherman responsibility. Not sure that is the case and requested further action. Cannot be collected as part of the litter pick rubbish as Chairman had suggested.

viii) **Complaint to Revill’s regarding the litter.** Clerk saw Isobel Revill and also James Revill and said the Parish Council was politely asking the farm to make sure the litter was picked up, particularly by the farm entrances and Short Hill. After each crop clearance employees go into the fields and clear the rubbish so there shouldn’t be anything left around. Sometimes litter is still seen in the hedgerows.

ix) **David Maxwell – thanks.** Clerk had seen David Maxwell (on the day of the litter pick) and thanked him for his volunteer work in cutting the village green. Clerk has suggested to Mr Maxwell that the Parish Council wants to give him something towards the petrol for the mower. He said he was more than happy to do the cutting but would feel obliged to “have” to do the cutting if a donation/contribution was given. Mr Maxwell preferred to carry on as he was.

x) **Youth Bus** – April tour dates. A leaflet was placed on the noticeboard giving dates in April for the youth bus.

xi) **Parish Plan** - acknowledgement letter from Mr Byrne noting the contents of an update letter and reiterating his offer of help.

xii) **Wychavon Bursary Award.** Letter received from the Chairman of Wychavon District Council reviewing the Wychavon Bursary Scheme. There is to be a one off principal donation of £50 from Parish Council’s to be added to the WDC’s own donation of several thousand pounds and invested. The interest from the accumulated sum will provide the Bursary Award. All councils who donate to the scheme will be acknowledged publicly when the nominations are invited. All councillors copied in. Agenda item.

xiii) **Wychavon Small Health Grants Scheme** – as promoted by Councillor Davis. Deadline was 27 April. The application form and guidance notes can be found at website <http://www.wychavon.gov.uk/cms/community-and-living/community-development/healthy-living/funding.aspx> or email [emma.gardner@wychavon.gov.uk](mailto:emma.gardner@wychavon.gov.uk) Leaflet put on noticeboard as well.

xiv) **Worcestershire County Association of Local Councils (CALC) information.** Circulated to all Councillors together with the subscription invoice for 2012-2013, what CALC does and is and what it has done.

xv) **Localism Act** - general power of competence. CALC circulated information advising of conditions that came into force on 28 April. More information to follow. Clerk must hold the CiLCA qualification.

*Think Local in Worcestershire* – consultation on Worcestershire County Council’s approach to Localism. Circulated to all Councillors.

“Localism event on Monday 23 April taking place at the Civic Centre. The Localism Act introduces two new rights for Parish Councils, Voluntary and Community organisations. The Right to Bid gives communities the chance to identify a building or other land that they consider is important to their community’s social wellbeing. The aim is that if the asset comes up for sale, they have a fair chance to make a bid to buy it on the open market. Any such assets identified by the community will be listed by the local authority. The Right to Challenge enables voluntary and community bodies, employees of the authority and parish councils to express an interest in running a local authority service. The authority must consider expressions of interest and where they accept them, run a procurement exercise”.

xvi) **Communities Against Litter – Parish Litter Pick scheme.** Wychavon District Council continues with the Parish Litter Pick Scheme but due to the economic climate the service is offered without the Bursary. The Parish Council recruited a team of volunteers who were: Stephen Cant, Steve McVittie, Julie McVittie, Steve Morris, Steve Diston, Paula Aston, Steve Conder, Sarah Brown, Tony Hall and Bruce Hayward and instructed by the Clerk. Note of thanks to all the volunteers.

xvii) **Birlingham News 3** - email circulation from Birlingham Parish Council News.

Thanks to all those who took part in the litter pick three weeks ago, which resulted in about 30 bin bags of rubbish from along our verges and a much tidier village!

In this issue:

1. Diamond Jubilee Meeting, 23rd April
2. Jubilee Bunting Workshop, 28th April
3. Asparagus Lunch, 20th May
4. Swan Spring Beer Festival, 18th-20th May
5. Planning Applications

**Birlingham News 4** - The new Birlingham village website, [www.birlingham.org](http://www.birlingham.org), is now available in draft form. Your comments and suggestions are welcome.

In this issue:

1. Birlingham Village Website
2. Annual Parish Meeting, 16th May
3. Queen's Diamond Jubilee Celebrations, 2nd-4th June

#### 4. Village Day Out to Barry Island, 8th July

xviii) **Communicate** - the newsletter for and from Wychavon's Strategic Partnership and LSPs. Also an invitation to the Official Launch Event of the Ageing Well in Worcestershire Strategy. Circulated to all Councillors.

xix) **Complaints** sent to Wychavon District Council regarding **Hall Farm House**.  
Number one - Passing bays. The 2005 application for Hall Farm has been implemented (the house was divided) but the condition on the application was not fulfilled. The same condition has been put on the current application W/11/00873/PN (to divide the one division further). If the subdivision should go ahead then perhaps enforcement action should be taken? Number two - Velux windows have been inserted.

Reply from Enforcement, quotes "I write in reply to your concerns regarding the planning conditions attached to planning permission W/11/00873/PN. I have corresponded with the planning agent for the site with a view to seek further details/plans so that the planning conditions may be fully discharged/implemented".

Complaint regarding **Manor House field**. Is there a breach of condition or oversight on any amendments on application W/11/00443 Change of use of land to equestrian to include construction of stabling block and access? Concrete and gable entrance appear to have changed. Non-compliance of conditions on the erection of stables.

Reply from Enforcement officer quotes, "With reference to the planning approval and in reply to your query concerning the discharge of conditions and revised plans I now offer the following advice :- after consultation with the planning case officer it is confirmed that the submitted details in relation to the planning conditions and revised plans have been accepted and discharged accordingly. The inclusion of a concrete base indicated on plan 002B and 002C has been accepted, as have the gates indicated on plan 002C and 004".

xx) Worcestershire County Council – **Worcestershire Waste Core Strategy Development Plan Document** proposed changes to the Waste Core Strategy – circulated to all Councillors. Comments can be made on the changes.

xxi) **Birlingham Website at 30 April**. Councillor Morris advises that the village website is almost ready to be released. He has asked Councillors to comment on the content, style and any other ideas on its content and accuracy on a preview site under [www.birlingham.org](http://www.birlingham.org). Particularly need to look at advertising and how to display them. At **7 April** there was a draft release to the village. On **11 May** the website went live.

xxi) **Lengthsman Insurance**. Lengthsman advised he was waiting for his insurance renewal to come through. The Parish Council require this for the record of public liability insurance.

xxii) **Localism – CALC** From the Chairman CALC Executive Committee . Quote, "After a very long time I thought that it was about time that I, as your Chairman contributed an article for the excellent publication which Richard produces so effortlessly. What has prompted me to write as this time: Well I attended the 7<sup>th</sup> Parish conference at County Hall on 25 April and I believe that it crystallised in my mind that, although for a long time little seems to have been happening, in terms of what legislation was being enacted with real

effect, we are now on what could be the cusp for parish and town councils, in terms of what will be expected of them in the coming months. Yes, we have had the Royal Assent for the Localism Bill, we have had various rounds of budget cuts, the NHS Bill has been passed etc. but what did they mean in fact – it has all seemed so airy-fairy. The presentation and table workshops at the Parish Conference on the paper entitled “Think Local in Worcestershire” provided focus on what we can now anticipate – the curtain has been lifted and we now have glimpses of what can be expected. Yes, there remain many questions, but what is clear is that we as councillors on parish and town councils need to get our act together in being able to respond – if need be with other interested parties – the voluntary and community sector. For example – for the good of our electors. I remain concerned not about our willingness to want to play an active role in taking on services, but in our ability to create the capacity which will be needed, and that is not just in terms of people resources but also in terms of having the necessary skills. These are issues which I have raised before and will continue to do so. Lastly, this opportunity – and we must now regard it as an opportunity – may facilitate creative thinking on all our parts on how we can make it happen. I mentioned capacity in the previous paragraph, is now the time to think about clustering? Not as a fixed entity but one where parishes can come together with their neighbours on one initiative and with others on another as a means of “sharing the burden”. Let us not, as the 1<sup>st</sup> tier of Local Government in Worcestershire, be found wanting. Let us seize the moment. Help is available through Richard if needed, that is what CALC is there for”.

xxiii) **BVH Minutes and Agenda.** Received from the Secretary and Vice-Chair.

xxiv) **New External Auditor.** Clement Keys have not been successful in their bid for another external audit contract, so the auditor for Worcestershire parish and town councils will change once the audit of the 2011-2012 account have been completed. It is understood that the new auditor is to be Littlejohn LLP, a firm which is new to this field. The threshold below which no fee for the audit will be charged is to be raised from an annual turnover of £1,000 to £10,000 and the fees for councils above the threshold will be reduced. These changes will kick in for the audit of the 2012-13 accounts. They result from the savings to be made from letting the new contracts.

xxv) **Birlingham Parish Council - adoption of telephone kiosk.** Clerk has written to the solicitor at Wychavon District Council advising that after much discussion amongst the Parish Councillors over a long period of time that it has been finally agreed to adopt the kiosk. It is confirmed that all the Councillors are in favour with the adoption and that they will all be put on the legal agreement.

xxvi) **Zurich Insurance.** Letter received from Zurich regarding the insurance renewal. If the insurance needs are the same as last year process to renew the policy. They are now required by the Employers’ Liability Tracing Office (ELTO) to keep a record of PAYE numbers.

xxvii) **Parish Matters** April 2012 flyer circulated to all Councillors and Wardens.

xxviii) **Complaint to Revills** continued. Clerk has written to James Revill, quote “Thank you for speaking to me on 24 March whilst myself and a team of volunteers were doing the annual litter pick around the village. Your Mum did say I was to "nag" you and unfortunately I am going to continue. Can I just re-iterate and politely ask the farm to

make sure the litter is picked up, particularly by the farm entrances and Short Hill. I saw for myself after the onions were finished on Broadway Road that the clearance by your employees, that go into the fields and remove the rubbish, does take place as you said. But it's while they are there. Can we mention to the pickers their responsibility to use bins or take the litter away with them? I think a reminder is needed with Red Star managers in charge of the contractors.

The rubbish is still accumulating at the farm entrance and up the road. It's vending cups, plastic and European cigarette packets for example. I realise this isn't necessarily employees but maybe lorries or vans visiting the site. Are there notices in the farm yards? It's most frustrating seeing new litter every day.

My second complaint is hedge-cutting. Can more care be taken whilst cutting the hedge to avoid the new saplings? During the last cut some trees were also cut to hedge high and these were planted and cared for by villagers. Could I also ask you why so many trees were taken down adjacent to Withy Walk (footpath from The Row to Hall Farm). The brambles were cleared but then the trees were felled as well? We have a Tree Warden who is very worried.

And thirdly. The Chairman, Tony Hall, has informed me that you have been ditch clearing along the bridleway at Asham. Could we ask that the area be power harrowed and cleared of large boulders? If this was tidied up then Tony has said he could frail top the track. If he does this then I think he may do this on a more regular basis which would be helpful to the public and yourselves.

I trust you can answer some of the questions and I can pass the reply onto members of the Parish Council and villagers who have concerns.”

Response from Michael Porter quotes, “James has forwarded your email regarding hedge cutting young trees and Asham bridleway etc. Please can you explain to me where any young tree saplings have been damaged by the hedge cutter and I will make sure that your complaint is passed on to the driver concerned? I will also ask him to cut around them in future.

Secondly I am pleased to tell you that we have pollarded all the willow trees along the Asham bridleway, as I promised some time ago. You quite rightly point out that we have also cleansed the ditch to aid drainage along the bridleway. As time and conditions allow we do plan to level the soil left beside the ditch. At the time the cleansings were very wet and needed time to dry before spreading out. If we had tried to spread it, the bridleway would have become impassable.

The trees “adjacent to Withy Walk (footpath from The Row to Hall Farm)”. I assume you are referring to the willow trees at the Hall Farm end of Withy walk field. Mrs Bennett has employed the services of a contractor to pollard these trees as part of a wider conservation scheme which also involves the meadows next to Berwick brook. Your worried tree Warden can sleep easier knowing that they will all grow back again (all too soon)! I don't know about any other trees that have been felled in that area but we are certainly not responsible for them anyway. I will leave James to answer the litter part of the nag!”

Clerk responded, quote “Thank you for coming back to me so promptly. I can pass this response on before our meeting on Wednesday 16th so that is extremely useful.

I am not entirely sure exactly which saplings / young trees were cut but I believe it was along Broadway Road. I will find out where and let you know. The trees are well tagged so they shouldn't go unnoticed by the driver(s).

We will discuss the above and I will also inform the Tree Warden and members that the willow trees "at Wither Walk" have only been pollarded.

You did promise to do the willow trees along Asham and your promise was kept. Even if it has taken sometime due to the seasons and not in your power to do otherwise. All the wet weather which was preventing the pollarding and now it's the opposite!!! For the moment.

But it looks good and as you say they do come back (all too quickly). I will let Tony Hall know your intentions and then when it is appropriate he can frail the track to keep it passable to assist you in maintenance and the bridleway users.

I will let you know the outcome of the meeting and any further concerns".

Response from James Revill, quotes "In response to email that you sent, I am aware that Michael Porter has replied to you regarding two of the issues highlighted in your email.

Regarding the litter, all of the pickers that we employ in the fields are advised with documentation with regards the removal of rubbish on a daily basis. Due to the large number of pickers that can be in a field at any one time we do our best to control the level of rubbish, as you know we do send people into the field to clear all rubbish once harvesting has finished. I have had a discussion with our Harvesting Manager and all supervisors have been reminded. I should also point out that the farm grow Salad Onions for "Evesham Vale Growers" who have been harvesting in the village on numerous times over the past 6 weeks, they employ their own workers. They have the same policy as us with regards rubbish, but in light of your email we have also had a conversation with them and asked they discuss with their Supervisors.

All of the seasonal workers that live on site at Woodfield Farm are all trained and informed in there pre-employment inductions regarding litter and rubbish.

I will monitor the situation and I will send people out to check and clear the rubbish at the entrances to Woodfield. Should you have any more concerns please let me know".

xxix) **Lengthsman.** The Lengthsman has stated that it appeared that he was dismissive of the Lengthsman scheme in his report which is not the case. He is however frustrated that he can't do more under the scheme. The Clerk responded, quote "I believe both parties are frustrated at what can and can't be done and hence the need for further discussion ..... You have cleared the drains, channels and strimmed this area and this looks very tidy. I am pleased that you have also managed to find the drain (by Phelps Cottage) which I said was there. So that's 2 "old" ones that have been "rediscovered". All the channels and drains now need doing but this is because of the recent weather, so I think there is plenty to be going on with. Particularly, strimming at the moment".

xxx) **Pershore High School.** Invitation to the 80<sup>th</sup> Anniversary.

xxxii) **Member Conduct Committee** Wychavon District Council. Notification of meeting on 21 May and agenda. Circulated to all Councillors.

xxxiii) **Standards Committee** Wychavon District Council. Notification of meeting in May and agenda. Circulated to all Councillors.

8) Planning

- a) Report on current outstanding planning applications
  - i) W/12/00966/PN- Bakers Hill Farm, Defford Road, Birlingham WR10 3BZ  
Extension to agricultural building
  - ii) W/12/00729/PP - Holly House, Church Street, Birlingham WR10 3AQ  
Two storey rear extension and dormer window to front  
Parish Council comments: No objections
- b) Applications approved/refused
  - i) AB/12/00307/AB - Bakers Hill Farm, Defford Road, Pershore WR10 3BZ  
Steel framed building with cladding for storing spray, implements and tractors  
APPROVED 21 March  
Parish Council comments: No objections
  - ii) W/12/00627/PP - Manor Barn, Lower End, Birlingham WR10 3AD  
Install 3 dormer windows to front elevation  
APPROVED 9 May  
Parish Council comments: On a majority vote the council had no objections to this application
- c) Planning Report May 2011 – April 2012.
- d) Non-compliance of conditions. W/11/00443/CU – erection of stables. On Clerks report.

9) Financial Matters

- a) Bank balance: £1125.54 as at 30 April 2012.
- b) The Accounts for 2011/12 had been finalised and were resolved.
- c) The Annual Statement of Assurance has been audited by Mrs Baker the Internal Auditor. For her work it was agreed that £30.00 should be resolved at the next meeting.
- d) Receipts – none
- e) Payments:
  - £39.30 – Footpath Warden Bruce Hayward (cheque number 239)  
(Invoice received towards strimmer service. This is the balance left in the Parish funds for the footpath warden and therefore finishes the Parish Council’s involvement on budgeting for the Warden). Note from auditor that Bruce Hayward needs to sign for receipt of money and mark on his invoice and also write to whom the invoice is for “Birlingham Parish Council”. Clerk to action with Footpath Warden.
  - £7.00 – Birlingham Village Hall (cheque number 237)  
(Paying village hall for Jubilee meetings – resolved in January to pay for first meeting but not subsequent meetings. However, first meeting subsequently given free of charge. The £7 already agreed would be used for the February meeting and that the three further meetings at £21 were also resolved).
  - £460.00 – Clerks pay January, February, March including expenses (cheque 240)  
(Previously minuted but payment was not made until after audit year and financial year end)

**£115.00** – HMRC PAYE January, February, March (cheque 241) (Previously minuted but payment was not made until after audit year and financial year end).

**£26.98** – Steve Morris setting up of website domain registration. Councillor Morris to write on the invoice that he has received his cheque and mark for Birlingham Parish Council. (cheque number 242) This was actioned.

**£21.00** – Birlingham Village Hall - Diamond Jubilee meetings 26/3, 23/4 and 21/5 (cheque number 243).

**£143.02** – Worcestershire CALC (service charge per elector and Nalc affiliation fee (resolved March only as estimate £145) (cheque number 244).

f) The Accounts for 2012/2013:

i) Acceptance

ii) Budget figures have been increased by 5% – as resolved November 2011

It was noted that the Tree Budget balance is £163.86.

The Litter Pick Bursary budgeted figure remains at £1,500.00. This should have been ring fenced. This should be regularised and put as a “restricted account”.

The budgets need to be rectified over time.

g) Future payments and budget forecast financial year 2012/13:

- Insurance due in May (reminder; estimated £230 resolved March 2012). Invoice just received at £225.00

- £577.50 including PAYE - Clerks pay for April, May and June (£2,310.00 pa paid quarterly in line with the tax financial year commencing April 2012).

- Clerks expenses £25 for April, May and June (£100.00 pa)

- £500.00 – Village Hall contribution (resolved Nov 2011 and BVH notified by email.

(Clerk needs to advise BVH that paperwork is required asking for the “contribution” before this can be resolved). Awaiting precept receipt.

10) Birlingham Village Hall (BVH) financial assistance

There was further discussion following the BVH’s Chairman’s emails. The contents were noted. Further consideration for financial assistance would take place in November.

(For note: A parish council may acquire or provide and furnish buildings to be used for public meetings and assemblies or contribute towards the expenses incurred by any other parish council or any other person in acquiring or providing and furnishing such a building. This is under Section 133 of the Local Government Act 1972).

11) Wychavon Bursary Award donation

Wychavon operates a bursary award to recognise an individual or group who in the opinion of the community has given exceptional service to others. Request for a one-off donation of £50 from Parish Councils which would be added to Wychavon's own donation. The contents of the letter from the Chairman of the District Council were noted.

12) Wychavon Citizens Advice Bureau (CAB)

A letter has been received from the Bureau requesting urgent support and a donation of £500 to enable the office in Evesham to remain open. The Councillors agreed that the budget for charities had been retained and that £50 could be donated. Clerk to action.

13) New Homes Bonus

Councillors Hall, Morris and the Clerk had attended the New Homes Bonus event. The Bonus aims to ensure that the economic benefits of housing growth are returned to councils and communities where that growth takes place. For every new home built and occupied six years NHB grant is received from the Government. Query; Hall Farm and Court Lodge. Birlingham Parish Council has £460 available. This year's financial allocation is being given to BVH. An application has been sent and further justification is required. Clerk to contact BVH in order to complete the submission.

14) Localism Meeting

Councillor Comins has attended the Localism Framework meeting at 7<sup>th</sup> Annual Parish Conference at County Hall. "*Think Local*" in *Worcestershire*. It is to be how "we" see localism. There was no particular conclusion but it is felt that County and the District could "offload" responsibilities to local levels, for example the lengthsman. A summary of the meeting with suggestions is still to come. Councillor Comins will inform the members when the report is out. Councillor Comins is thanked for his attendance.

15) Parish Plan / Neighbourhood Planning

Councillors Hall, Morris and the Clerk have attended the Neighbourhood Planning meeting. Discussions have taken place on neighbourhood development plans, parish plans, Neighbourhood Development Order (NDO's) and the Community Right to Build. It is not compulsory to do a plan. The five stages for a Neighbourhood Plan would be i) define the area ii) prepare the plan iii) independent check iv) community referendum and v) legal force. Councillor Comins had contacted the Senior Planning Officer in Policy asking for an update on how Parish Plans were viewed. They are not quite as important as the statutory Neighbourhood plans which are more formal. However, there is some status with the local authorities and is viewed as worth preserving. Councillor Comins has six parish plans and guidance papers to view. He recommends that a committee be formed to give a balanced representation. Different ages, sex, employment to give reasonable representation. There is no financial assistance. Councillor Comins will report back at the next meeting. Despite his reservations of late he was willing to start a Plan.

16) Lengthsman

The Lengthsman would like more specific work instructions. Councillors are asked to report anything and instructions will be given through the Clerk. It is agreed that the Lengthsman will do at least one morning a week. The Council does not want to see the annual grant not being used. The Schedule of work was discussed. Most works come under drainage, vegetation clearance or miscellaneous. Any other work can be specified with the approval of *the manager*. It was believed that all works could be carried out under the Schedule. The Lengthsman does a good job but the work must be kept going to keep the Scheme viable.

17) Website

The draft website has gone live. It will be officially launched once advertising has been sorted. Ownership of the website was discussed. The domain name (Birlingham.org) is the property of the Parish Council and will remain so. The content of the website is the copyright of the Parish Council. The Council are free to amend the content of the website and their copy of the code behind it as it develops in the future. However, the code itself remains the property of Councillor Morris's company. So the website has been given to the

Parish Council but Councillor Morris has requested that the Council put in writing that the code remains his and the Parish Council own a copy of it. Clerk to action by writing to his company and say it will not be sold without permission.

Still need to tackle advertising and what is required? There are fourteen businesses in the parish. Chairman offered to hold a separate group meeting for the website at his house at a date to be agreed. Councillor Morris to action.

Councillor Morris and Clerk still to action a disclaimer for the website.

18) Kiosk

Clerk had contacted Wychavon District Council to change the copy of the legal agreement so that the kiosk can be adopted. The agreement can only have four Councillor names on it. It is agreed that these will be Councillor Hall, Morris, Hill and Aston.

19) Councillors' reports and items for future agenda

None

20) Closure – with nothing further to discuss the meeting closed at 9.15pm. **The next Parish Council Meeting is on Wednesday 18 July 2012**

Signed: ..... Councillor Anthony J Hall, Chairman

Date: .....