

BIRLINGHAM PARISH COUNCIL

Minutes of meeting held on Wednesday 15 May 2013
Birlingham Village Hall

Welcome

- 1) Present: Councillors Hall, Morris, Aston, Butler, Comins, and Hill
In attendance: District Councillor Davis and Mr and Mrs Fitch
- 2) Apologies: Councillor New
- 3) Declarations of Interest*
 - a) Register of Interests: Councillors are reminded of the need to update their register of interests.
Councillor New's Register of Member's Interest form has been sent to Wychavon District Council (April 2013)
 - b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
Councillor Morris declared an interest in the Hall Farm and Hall Farm Barn applications.

(Councillors who have declared a Disclosable Pecuniary Interest, or Other Disclosable Interest which falls within the terms of paragraph 12(4) of the code of conduct, must leave the room for the relevant items)

Councillor New's Dispensation form was received at the last meeting (Budget and precept)

Dispensations for deciding the budget and precept – further update by CALC as appendix**

- 4) Minutes of previous meeting. The Minutes of the meeting held 20 March 2013, a copy of which had been circulated to all Councillors, were agreed as a true record and signed by the Chairman.
- 5) Democratic Opening – none
- 6) Progress Reports
 - a) Footpath – none

Councillor Davis was thanked for his attendance over the last 12 months. It is only the District Council meetings that keep him from attending Parish meetings.

- b) District Councillor
 - i) The government grants are affecting the budget but the strategy is to maintain service. It is expected that the cuts will be £1.8m over the next 2 years on top of already expected cuts.
 - ii) £34.8m reserves. £789,000 still owed by Iceland and the debt accrues interest.

- iii) There is a questionnaire/survey coming out on how Wychavon District Council should adjust their savings and they are urging parishioners to respond. Get residents involved in “their” council.

Councillor Davis was questioned on the survey which has been trialled and seems to be virtually impossible to answer. It appears to be a paper exercise. Councillor Davis will accept an email regarding any issues and respond.

- iv) The Chief Constable has reported crime figures down by 12.8% in the last year.
- v) Councillor Davis has taken on Contractual Service, staying with Police and Health but losing Culture and Arts.
- vi) Waste and Recycling study to become a shared service. Already partly shared. Could mean either incinerator or dispatched elsewhere. Reduce impact on Lower Moor landfill.
- vii) Civic Centre looking to rent out lower floor of building. A shared service is hoping to come there.
- viii) New Homes Bonus may become ring fenced. Feeling that government will withdraw.

- c) County Councillor – not in attendance

Councillor Hardman was to be congratulated on being newly elected as the local representative.

7) Planning

- a) Report on current outstanding planning applications - none

- b) Applications approved/refused

- i) W/13/00373/PP Lower End Farm, Berwick Lane, Birlingham

- Two storey rear extension with balcony and side extension

- APPROVED 8 April

- Parish Council comments: No objection

- ii) W/13/00360/PP 3 Brook Cottage, Eckington Road, Birlingham

- Lower pavement for driveway

- APPROVED 22 March

- Parish Council comments: No objection

APPEAL DECISION - APP/H1840/A/12/2186366

Appellant(s) Name: Mr C Brassington

Proposal: Residential conversion of domestic stables and barn.

Site at: The Paddocks, Broadway Road, Birlingham, Pershore, WR10 3AF

DISMISS

- c) Enforcement – none

- d) Removal of hard copies of plans – Email notifications of planning applications

Quote “As part of our service improvements, from the 8 April 2013, parish and town councils will receive an **automated email notifying of any new planning application** received in their area. The email will provide a link to the online information for the planning application. The email will set out the deadline for comments. A helpful

suggestion may be to forward the emails you receive on to the parish councillors so they access directly to the documents. A paper copy of the planning application, for the time being, will continue to be sent. However starting from the same date above, paper copies will be despatched on the same day that the application is registered and not kept to be dispatched on a weekly basis. It is likely that a review on the continuation of paper plans will still take place in 2013. You may wish to now start to think about your own processes on the basis that this service may cease in due course.

I hope you find the email notification useful and an easier way of keeping up to speed with planning applications in your area. Please let me have any feedback and any ideas for improving this communication in due course”.

Quote, “3 May 2013 All Parish and Town Councils

I recently contacted you to explain how your council would be notified of new planning applications in your area by email. I hope you are finding this early notification helpful. I write to update you on two further matters.

Hard copy notifications of planning applications and paper plans:

The intention in the near future is to cease sending a hard paper copy of the notification letter to your council and to cease sending a hard copy of the planning application itself. I am aware that this may cause some difficulties for some parish and town councils. Where this is the case it would be helpful to understand these concerns and your thoughts on how these matters could be overcome. I am sure you can understand that we have an increasing number of planning applications submitted electronically and that the cost and sustainability of providing paper plans can no longer be continued. It is my intention to cease paper plans from 1 September 2013”.

There would still be a paper copy at the Council.

After discussion Councillor Aston volunteered that she would write to the Head of Planning explaining that not everyone is an I.T. expert. There was concern for the audit trail, the necessity to have a scaled drawing and cross referencing/history of the site. Localism increases the “people’s say”. Paula to draft a letter.

e) Public Speaking at Planning Committee

Quote “At their meeting of the 25 April the council’s Planning Committee considered a paper on the Public Speaking Procedures at Planning Committee. The review confirmed that in general the process works well. The committee were mindful of the importance of the role of parish and town councils in planning matters and decided to extend the opportunity for public speaking and allow a dedicated public speaking slot to parish and town councils. This would be in addition to the current arrangements which allow for public speaking for those against and in favour of a planning application. The procedure will allow 3 minutes to the parish / town council, 3 minutes for those objecting to the application and 3 minutes for those in support of the application. As with the current scheme, local Ward Councillors will have the option to present their views to the Planning Committee.

I hope that you will want to take advantage of this new process once in place. It is my intention to commence this process in the autumn on the basis of a 6 month trial period. I will send further information on the process to you in the summer. Yours sincerely
Giorgio Framalico Head of Housing and Planning Services”

f) Planning report summary – May 2012 to April 2013.

8) Financial Matters

a) Bank balance - £4703.54 as at 30 April 2013

b) The Accounts for 2012/2013. The finalisation (linked with e and f) was resolved for the last financial year.

c) Receipts:

£2,500.00 – (£103.00 Grant and £2,397.00 Precept) Wychavon District Council BACS
£140.00 – Worcestershire County Council (Lengthsman combined February £90.00 and March £50.00)

Payments:

£ 20.00 – John Hill ~~and Clerk~~ attendance at the Special Event NALC – financial management (CALC)

- cheque number 268

£10.00 – Clerks Gathering – Grant Thornton and the Audit Process

- cheque number 267

£20.00 – Eckington Parish Council – Parish Council training

- cheque number 269

£115.40 – H M Revenues & Customs PAYE- January, February, March

- cheque 273

£462.10 - Clerks pay – January, February, March

- cheque number 272

£25.00 – Clerks expenses – January, February, March

- cheque number 274

£140.00 - £90.00 – Lengthsman (February) and £50.00 – Lengthsman (March)

- cheque number 277

d) Future payments

£243.80 – Zurich insurance cover (renewal date 1 June 2013)

Note: Insurance is required by law to assess, at least annually, the risk of its various activities and to update its insurance and asset register

£125.83 (£145.83 *less credit note 454 dated 13 March £10.00* – non-attendance at Clerks Gathering Grant Thornton and *credit note 456 dated 1 April £10.00* - non-attendance at Special Training Event NALC)

£1000.00 – village hall contribution was agreed as £1,000.00.

In the budget in November the need for the contribution must be looked into, as with every year.

(increase last time £250 to £500) - (Clerk to remind BVH that paperwork is required asking for the “contribution” before this can be resolved)

£57.20 – Tree Forum. This be must substantiated beforehand so Tree Warden to notify Parish Council before his attendance to agree the cost.

- e) Internal Audit – completed on 7 May 2013
Fees – budget approximately £35.00 for auditor. Agreement of cost resolved as £50.00.

Note: the council must have an adequate and effective system of internal audit of the council's accounting records and control systems, as well as carrying out a review of its effectiveness. This is carried out at each meeting and not just at the end of the financial year.

Items noted: the lengthsman is a third party payment and needs to be changed for next year to "other costs" and not "staff costs".

Query – fixed asset register. Wait to see if questioned by external auditor.

Clerk to also notify Zurich of this declaration, particularly the addition of the kiosk.

- f) Audit (new external auditor Grant Thornton)

Notice of public rights – the date for the external audit has been received and the public notice has been placed on the noticeboard which is six weeks before the date of the external audit (the latest date for the council to approve the accounts for the previous year is 30 June).

- g) Accounts for 2013/2014 including the budget figure. Acceptance of the accounting receipts and payments so far. Acceptance that the budget figures have been increased again by 5%. Acceptance of the "budgets" for litter pick, Lengthsman and trees (tree warden). Accepted.

Budgets to be discussed and agreed in November again.

- h) PAYE – year end submission on file.

- 9) Jubilee Wood

Tree Preservation Order for the protection of the whole area. Plaque – discuss with the Jubilee Committee and bring to next meeting. Upkeep of area/responsibility/maintenance. Agreement?

The Clerk has contacted the Tree Officer at Wychavon District Council.

Defer item again until the July meeting for further discussion and agreement.

- 10) Lengthsman Scheme 2013-2014***

As per Clerks Report. Confirmation by Carl Brassington that he will continue.

Request to Carl for copy of insurance policy for liability cover. This has been submitted.

- 11) CALC

Worcestershire CALC survey collation from Councillors. It was agreed that this is to be completed by the Clerk and returned.

(Still course available to be offset by completion of survey offer of £10.00)

- 12) Website

Official launch?

What to do with the *income* / profit? The income must be for a community purpose. The money must be accounted for through the Parish Council bank account but this could be accounted for as a separate fund. There is a VAT implication but the Council is small. A way round this is to ask for voluntary donations towards the Council's *grant fund*. The Councillors agreed not to charge for advertising for the website but to ask for a donation.

The limit was £65,000 with the money to be kept aside for a relevant cause/request within the parish. Need to action an agreement for the “amounts” for the website donations.
There was a suggestion for a laptop?
Link with The Bystander
The Website is regularly updated and a newer version has been applied. There is still a back log of photographs.
The “Best Practice” guides will be put onto the site.

13) Councillors’ reports and items for future agenda

Could the waste bins be updated? Is it time they were replaced or tidied up? Maybe this was a project?

There had been a request from BVH for an industrial microwave oven. Maybe this was something that could be requested through the New Homes Bonus. The BVH chairman would have to justify the need in order for the NHB application to be submitted.

18) Closure – with nothing further to discuss the meeting closed at 8.50pm.

The next Parish Council Meeting is on Wednesday 17 July 2013 at 7.45pm.

Signed: Councillor Anthony J Hall, Chairman

Date:

Clerks report

i) **News e-mail**

Birlingham News 23 Friday 22 March

Village Litter Pick, 23rd March

Given the appalling weather conditions and the forecast of snow all morning tomorrow, it will come as no surprise that it has been decided to postpone the Village Litter Pick.

This will now take place in two weeks’ time, on Saturday 6th April, meeting on the village green at 10.00am.

Birlingham News 24 Friday 29 March

In this issue:

1. Easter Day Service, 31st March
2. Friends of St James’s AGM & Annual Church Meeting, 4th April
3. Village Litter Pick, 6th April
4. Berwick Lane Temporary Closure, 30th April
5. Telephone Kiosk – Future Use
6. Council Tax Payments
7. Reporting Potholes

8. Planning Applications

Birlingham News 25 Thursday 18 April

The Birlingham Evening Fete will take place on 7th June and we are now looking for volunteers to help make this a success. See below for details . . .

In this issue:

1. Birlingham Evening Fete – First Meeting, 23rd April
2. Annual Church Meeting, 29th April
3. County Council Elections, 2nd May
4. Village Litter Pick
5. Wychavon Parish Games
6. Power Cuts and Improving the Electricity Network
7. Planning Applications

3. County Council Elections, 2nd May

Elections for Worcestershire County Council will be held on Thursday 2nd May. There are four candidates for the Bredon Ward, which includes Birlingham. The list of candidates can be viewed at www.birlingham.org/docs/cc_elections_2013.pdf.

More information will be available shortly at www.birlingham.org/parishcouncil.htm.

4. Village Litter Pick

The annual Village Litter Pick took place on Saturday 6 April and twelve volunteers spent two hours collecting a large amount of rubbish from the verges around the village. Pictures of the event are included at www.birlingham.org/village/gallery/gallery_av_13.htm.

It has been pointed out that the area around Nafford Lock is also strewn with rubbish and we would like to clear that area as well. If you are willing to spend an hour helping to clean up one of the village's most beautiful areas, please let us know at news@birlingham.org or contact the Parish Clerk at birlingham_clerk@yahoo.co.uk.

5. Wychavon Parish Games

Birlingham has been invited to take part in this year's Parish Games. This is a series of fifteen events, which are competed for by residents of the various parishes within Wychavon. Events are: Angling, Bell Boating, Bowls, Crib, Cross County, Ladies' and Men's Darts, Dominoes, Men's Five-a-side, Petanque, Pool, Ladies Rounders, Skittles, Junior and Senior Table Tennis. As you can see, there is something for everyone.

One-day events start this year with the Bell Boating on Saturday 29th June in Pershore and end with the Table Tennis in Evesham on Sunday 6th October. The knock-out/pub games start in August and finish in early November. Packs and rules and an entry form will be sent out to parish organisers within the next couple of weeks.

If you would like to help organise an entry for Birlingham, or take part in any of these events, please let us know at news@birlingham.org.

6. Power Cuts and Improving the Electricity Network

Western Power Distribution, which owns and operates the electricity distribution network in this area, are offering advice on what to do in the event of a power cut and information on how they plan to improve the network.

Their newsletter can be viewed at www.birlingham.org/docs/western_power_2013.pdf.

Birlingham News 26 Thursday 9 May

The Annual Parish Meeting takes place next Wednesday – your chance to have your say on village matters.

In this issue:

1. Annual Parish Meeting, 15th May
 2. Swan Beer Festival, 17th-19th May
 3. New Bus Service 381 from 19th May
 4. Birlingham Evening Fete – Volunteers Needed
 5. Annual Church Meeting – Churchwarden Duties
 6. County Council Election Results
 7. Lost Dog – Found
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1. Annual Parish Meeting, 15th May

The Annual Parish Meeting will take place on Wednesday 15th May in Birlingham Village Hall at 7.00pm. This meeting will be followed by the regular bi-monthly Parish Council meeting at 7.30pm. This is your opportunity to have your say on village matters, so please come along and make your views known.

The Agendas for the meetings will shortly be available at www.birlingham.org/pc_agendas.htm and the minutes of the last meeting on 20th March are at www.birlingham.org/pc_info/pc_minutes_2013-03-20.pdf

3. New Bus Service 381 from 19th May

Worcestershire County Council are operating a new bus service, number 381, on Sundays and Bank Holidays from 19th May to 29th September. Four buses a day will run between Pershore and Worcester via Eckington Road. The timetable is available at www.birlingham.org/docs/bus_timetable_381_2013.pdf.

The weekday and Saturday 382 service will continue as normal. The timetable for this service is at www.birlingham.org/docs/bus_timetable_382_2013.pdf.

6. County Council Election Results

At the County Council elections last Thursday, Cllr Adrian Hardman was re-elected for the Bredon ward, which includes Birlingham. His contact details are available at www.birlingham.org/pc_contacts.htm.

The results for the Bredon ward can be seen at www.birlingham.org/parishcouncil.htm and full details of all the results for the county can be viewed at www.birlingham.org/docs/county_elections_2013.pdf.

2) **Road Closure Order U46416 Berwick Lane**

From Worcestershire County Council - TEMPORARY ORDER 2013 - a copy of the Public Notice which will be published in the Evesham Journal next week has come from County regarding the closure of Berwick Lane from 30 April. There was a question as to where Meadow Lane (U46419) the alternative route is?

Response from Marilyn Williams 21 March. As requested, please find attached several maps, one with alternative routes and the others showing sections of work areas. Kind regards
Marilyn Williams, Legal Clerk, Legal & Democratic Services, Worcestershire County Council
Clerk to resident. Asked resident to pass on maps/details to neighbours. Resident informed that maybe the closure related to a water connection however the plans were confusing.

Information and maps put on Birlingham News

3) **Worcestershire County Council – Broadband Consultation**

From: Broadband (PEP) broadband@worcestershire.gov.uk 22 March 2013

Worcestershire County Council and partners are continuing the drive to bring access to Superfast Broadband to Worcestershire. Please be aware that the project has now reached the pre-procurement phase and Broadband providers are being consulted on their existing broadband networks in Worcestershire and if they have any plans to deploy basic (2mbps) or NGA (also known as Superfast broadband with speeds of 30Mbps) in the area over the next three years. This process will confirm the areas in which Worcestershire County Council and partners will be able to provide Broadband infrastructure. Comments from businesses and residents are also welcome.

4) **Telephone kiosk**

Request from Linda Houghton: L Houghton houghton771@btinternet.com 19 March 2013

Quote, “I have been given your address by Wychavon District Council via the Clerk of Flyford Flavell, Grafton Flyford & North Piddle Parish Council. I am Chair of Flyford Flavell Social Group and we have volunteered to take on the responsibility for converting the decommissioned telephone kiosk in the centre of our village into a local information centre. The kiosk has been purchased by, and will remain in the ownership of, the Parish Council. We understand you are undertaking a similar project to turn your decommissioned telephone box into a community facility and would welcome any advice and information about how you progressed with the scheme”.

With kind regards

Linda Houghton

[Clerk's response to Flyford Flavell Social Group](#)

Quotes, "After a lengthy process, ownership of the village telephone kiosk was transferred to the Parish Council. In September last year the Council notified residents that the kiosk was decommissioned and was hopeful for a response on suggestions for any suitable use for the box. It's only recently that we have been approached by a local group who wish to undertake a project to promote the annual Flower and Produce Show which takes place in September. The Parish Council discussed this last Wednesday at their meeting and has given the group the go ahead to use the kiosk this year.

As a matter of interest on one idea. We did contact Newsquest to enquire if their Journal(s) could be delivered to the box on a self-serve basis. They said that unfortunately the newspaper industry is going through unprecedented reductions in advertising revenue and that some papers are simply fighting for survival. Therefore there are no plans to increase the distribution area at this time.

We have not progressed with any other community facilities so unfortunately I am not in a position to give any further advice at this time.

We are going to ask residents again for more ideas via our village email distribution.

I am sure Flyford Flavell villagers will welcome your idea to make use of the kiosk and to take on its responsibility. It's always difficult to get someone or a group to take on the volunteered "work" so well done to your group. I will let you know how our project progresses and it would be useful to me to know how you succeed".

[Clerk to Caryl Mills representing the Flower and Product Show](#)

Quotes, "I was told by Steve Morris that you are the contact who made the request on behalf of the Flower and Produce Show committee to use the kiosk as a "home" to advertise the Village Show. I am not sure of the present members of the Show Committee so I hope this email should have come to you.

At the Parish Council meeting last Wednesday the members gave the go ahead and thought the idea was a great way of making use of the empty box.

You are the first group to make a suggestion and so it is most welcome.

I have copied you in on an email enquiry I had. It will be interesting to hear what they say in the future but it will be good for the Birlingham kiosk to actually achieve and serve a purpose and to let the enquirer know of your projects progression.

Let me know if there is anything further the Parish Council can do for you and the group".

[Caryl to Clerk](#) quotes, "We are looking at how to make the best use of the space!"

5) **Jubilee Wood**

[Clerk to Tree Officer at WDC](#)

Tree Preservation Order request for Jubilee Wood

Further to our conversation, and my enquiry on behalf of Birlingham Parish Council, may I request that a Tree Preservation Order be placed on a recently planted wood in Birlingham in commemoration of the 2012 Queens Jubilee celebrations?

The following is an extract that went out to residents informing them of the Parish Council's intention:

"Jubilee Wood Planting, 17th November

The trees for the Jubilee Wood have now been received from the Woodland Trust. The Birlingham Jubilee Wood will be planted on Saturday 17th November, starting at 10.00am. If you can spare an hour or more on either of these days and would like to take part in this historic occasion please come along.

The Trust pack contains 420 saplings, which have been selected to provide year-round colour. Species in the pack are rowan, hawthorn, hazel, silver birch, wild cherry and dogwood. There is also an oak sapling from the royal estates.

The Woodland Trust brochure can be viewed at

www.birlingham.org/docs/jubilee_woods_brochure.pdf or for more information on the Jubilee Woods Project go to <http://www.woodlandtrust.org.uk/en/jubilee-woods/Pages/home.aspx> “

As you can see from the above the Woodland Trust supported our project and the saplings were planted on 17 November with the help of many villagers.

I have attached a map which will assist you with the location of the trees.

Here is a photograph taken just after the wood was planted:



The landowner has given her permission to the project and the Parish Council are continuing with their discussions on the future maintenance and responsibility to ensure that a suitable safeguard is in place to ensure the woods long-term survival. The owner has said she is willing if necessary to contact her land agent or solicitor for the best way forward. For the time being it was felt that the trees should be protected.

I await your response and any advice that you feel would be useful.

[Clerk to Landowner](#) - Email sent to notify and update on the above letter

[Landowner to Clerk](#) quotes, “That is fine but please keep me informed”.

6) [Wychavon Sport – Wychavon Parish Games](#)

[Copied to all Councillors and Birlingham News. Leaflet on noticeboard](#)

Letter from Sue Collins quotes, “I am writing to invite you to join us in this year’s Parish Games. These are a series of fifteen events, which are competed for by residents of the various parishes within Wychavon. Events are: Angling, Bell Boating, Bowls, Crib, Cross County, Ladies’ and Men’s Darts, Dominoes, Men’s Five-a-side, Petanque, Pool, Ladies Rounders, Skittles, Junior and Senior Table Tennis. As you can see, there is something for everyone. One-day events start this year with the Bell Boating on 29 June in Pershore and end with the Table Tennis in Evesham on 6 October. The knock-out/pub games start in August and finish in early November. Packs and rules and an entry form will be sent out to Parish organisers within the next couple of weeks.

If you need more information, you can always get me on 01905 841269 phone/fax or email susan.collins483@btinternet.com

It would be great to see Birlingham back in the Games

Sponsors County Cladding Ltd, Emerald Taxis, Evesham Plumbing Services Ltd, DD Electrical Services and Trophy World

7) **Lengthsman 2013 -2014**

Clerk to Lengthsman 1 April

Quote, "It will soon be that time of year again..... Firstly, I don't want to make an assumption in not asking you, so officially can I ask if you are able to carry on another year as the Parish Lengthsman. And personally can I say thank you for the work you have done in the last financial year. The 1/2 day a week and the numerous emergencies have been very much appreciated.

I have just received notification that Birlingham has been allocated the same funds again, £1,780.15 for next year. If you are able to accept the position again I will copy you in on the letter regarding this from WCC and their calculations of £1,500 plus £25 per km of highway within the parish boundary. I then can fill in the contract. And secondly, could you put together a report for the Annual Parish Meeting in May. The Annual Meeting will be on Wednesday 15 May at 7pm where appointments of Councillors and Wardens are made, followed by the usual Parish Council meeting at 7.30pm. If you are able to make the 7pm meeting (don't need to stay to the other necessarily) that would be good".

Lengthsman to Clerk 2 April

Quotes, "I am happy to carry on if that is ok with everyone.

I will do the report in advance of the meeting and try and come along.

Stuart Crowther has lent me his copies of the drainage maps that you supplied to him. They seem a bit clearer than my copies so could you get me another set? I can then transfer my info and give them to you for the records

8) **Lengthsman reporting to Highways**

Lengthsman to Roy Fullee

Update on the outstanding items position in Birlingham

There has still not been any jetting of the system that I am aware of particularly the under road culverts in Broadway Road and Church Street.

I reported a blocked gully outside the Moors in Lower End but this is still unattended and causing flooding across the carriageway which is freezing in this cold weather.

New Reports

There is a major pothole opposite the Court House in Upper End. I have coned it off but it requires attention please.

There is a constant flow of water on to the carriageway outside the Courthouse which again is causing freezing in the cold weather. I am unsure if this is a STWA leak or a blocked land drain. A resident of Grange Road, has contacted me regarding the repair of potholes in the village. He is concerned that gangs of workers are turning up with a worksheet for a few potholes and then returning the following day with a new worksheet for a few more. He feels that there is a problem with the issue of work sheets and has tried to contact Jon Fraser but no luck.

I think this Gentleman would like someone to contact him and re-assure him.

9) **Minutes online**

Councillor Morris to Clerk. We now have a complete set of Minutes online going back to January 2011. As far as I can tell, they're all the approved ones (with the possible exception of any changes made at meetings, such as those for the dates at the last one).

10) **Road numbers**

[Councillor Morris to Adrian Hardman](#) 23 March. Quotes, "At the Birlingham PC meeting on Wednesday you suggested I look on the CC website at the GIS section to find a map of the C and U road numbers. Although there are a lot of layers that can be applied to the map I couldn't find anything that would give me the road numbers. I'd be grateful if you could point me in the right direction!"

[Reply to Councillor Morris from Paul Finch copied to Adrian Hardman](#) There is currently no way to differentiate road classification types in single groups on the Worcestershire County Council Website. Information may be obtained for individual roads by selecting "Maps" from the initial screen and then "My Local Area" from the list available. Scroll down the map layers until you get to the "transport & Streets" section and click on the "Highways & Footways" box. This will instigate a blue line to appear on all the adopted carriageways and footways throughout the county. By clicking your cursor on any of these blue lines will produce an information box, part of which shows the classification type.

[Councillor Morris to Paul Finch](#) 2 April. Quotes, "Many thanks for your swift response. I have looked on the website as you suggested but unfortunately this only serves to make matters less clear. Our problem is that the Parish Council occasionally gets formal notices of road closures and we can never be sure where they refer to, as the County Council sometimes use different names than us for particular roads and we have no way of knowing what the C and U numbers relate to.

Unfortunately your on-line maps don't even seem to agree with the information used in notices. For example, we had a notice recently which referred to the closure of Berwick Lane. It eventually transpired (after we'd been sent a map of the works) that for these purposes Berwick Lane included both Grange Road and Berwick Lane, even though the map we were sent clearly identifies the main part of the work as taking place in Grange Road. Meanwhile, on the online maps, the road marked as Grange Road is labelled as Grange Road on Highways & Footways but Berwick Lane on the Street Gazetteer.

To confuse matters further, the recent official road closure notice referred to Berwick Lane as the U46416 while the maps we were later sent called it the U46418. The online maps fail to give a number (as they do with most roads) but do identify the U46416 as being Church Street, about a mile away and completely unconnected.

Surely somewhere there must be a definitive list of the council's roads, their names and numbers, and it must be possible to ensure that all the council's resources and notices are consistent? I really didn't want to spend so much time on such a simple request, and I don't want to waste your time, but all we wanted was a simple map showing the names and numbers of the dozen or so roads in our parish.

Thank you for your help to date

[Paul Finch to Councillor Morris](#) 2 April. Quotes, "Thank you for coming back to me. After making enquiries it appears that what you require is not currently available electronically. It may be of help to identify the problems you are experiencing with the people who are providing you with the formal notices of road closures, which I think is the legal department at Worcestershire County Council. The only other thing that I can think may help is the website roadworks.org. This is a website that Worcestershire County Council provide information for regarding any notification of road works (current and planned) that has been processed by our Streetworks team and is updated approximately every 30 minutes.

I can be of any further assistance please e-mail or telephone me on 01905 768 373”.

[Councillor Morris to Paul Finch](#) 2 April. Quotes, “Thanks for that. At least we know that we don’t have to keep hunting for the information! After a bit of detective work, and putting together the various documents and maps, I think I have now managed to identify all the roads in Birlingham. Fortunately, we’re only a small parish! I’m surprised the Council does not have a central database with all this information on, to make life easier, but no doubt one day you will. Thanks very much for the time you’ve spent on this.

[Paul Finch to Councillor Morris](#) 2 April. Quotes, “I believe that is something that is being planned but as you can see from the current systems the information is only as good as what it has been designed to show and how often the database is updated with new/updated details. There is a paper list of all current classified and unclassified roads available at County Hall and at each of the local District Councils but it did not appear from your e-mail that that was what you required”.

11) **Village Clean-up – Saturday 6 April**

The Parish Council “recruited” a team of volunteers and carried out the annual “litter pick” on a sunny Saturday morning. Armed with pickers and bags the villagers went off in different directions along the roads and hedgerows removing alcoholic cans and bottles, footwear, tins and jars, clothing and far too much plastic.

Many thanks to the following for coming out on your weekend to assist:

Tara Kirkham-Evans with Alex and Olivia

Cathy Brunet and Richard Morgan

Daphne and John Hill

Julie and Steve McVittie

Steve Morris

June Hiden and Steve Diston

Tony Hall for collecting

12) **Confirmation of Councillor New’s form from WDC** 9 April

13) **Western Power Distribution**

Letter advising of what to do in the event of a power cut and improvements on the electricity network. Letter attached.

14) **Roadworks information**

[Roy Fullee, Highways Liaison Engineer](#) advised: a link to a website on roadworks which you and your parishioners may find useful. Although a national website, you will also be able to find out live information on roadworks within Worcestershire - where, what for and by whom.
www.roadworks.org

A weekly roadworks list can also be found on the following Worcestershire County Council website: <http://www.worcestershire.gov.uk/cms/roadworks-and-road-closures.aspx>

15) **Communicate April 2013 edition**

Circulated to all councillors - the latest edition of Communicate, the news bulletin for and from Wychavon’s Strategic Partnership and the LSPs.

16) **Planning** - letter received from Head of Planning giving an update **3 May 2013**

All Parish and Town Councils

Dear Sir / Madam

I recently contacted you to explain how your council would be notified of new planning applications in your area by email. I hope you are finding this early notification helpful. I write to update you on two further matters.

Hard copy notifications of planning applications and paper plans:

The intention in the near future is to cease sending a hard paper copy of the notification letter to your council and to cease sending a hard copy of the planning application itself. I am aware that this may cause some difficulties for some parish and town councils. Where this is the case it would be helpful to understand these concerns and your thoughts on how these matters could be overcome. I am sure you can understand that we have an increasing number of planning applications submitted electronically and that the cost and sustainability of providing paper plans can no longer be continued. It is my intention to cease paper plans from 1 September 2013.

Public Speaking at Planning Committee:

At their meeting of the 25 April the council's Planning Committee considered a paper on the Public Speaking Procedures at Planning Committee. The review confirmed that in general the process works well. The committee were mindful of the importance of the role of parish and town councils in planning matters and decided to extend the opportunity for public speaking and allow a dedicated public speaking slot to parish and town councils. This would be in addition to the current arrangements which allow for public speaking for those against and in favour of a planning application. The procedure will allow 3 minutes to the parish / town council, 3 minutes for those objecting to the application and 3 minutes for those in support of the application. As with the current scheme, local Ward Councillors will have the option to present their views to the Planning Committee.

I hope that you will want to take advantage of this new process once in place. It is my intention to commence this process in the autumn on the basis of a 6 month trial period. I will send further information on the process to you in the summer.

17) **Clerk's attendance at CALC training**- aspect of localism, Code of Conduct and dispensation.

Apart from the new standards regime and neighbourhood development plans, the Localism Act provisions directly relevant to parish councils are: general power of competence, community right to challenge, community right to bid and right to approve or veto excessive council tax rises. Code of conduct – predetermination.

The Parish Council are aware of the new standards regime from 1 July 2012 and Chapter 7 of the Localism Act 2011 set of requirements for codes of conduct. Councillors made aware of : Criminal offence, disclosable pecuniary interests, register of interests on the web site, choosing our own code of conduct and dispensations.

The standing orders have been amended accordingly.

18) **381 Sunday Bus Service between Pershore and Worcester**

There was a new route starting on Sunday 19 May 2013. Madeleine Sumner, Community and Local Transport Development Officer, Sustainable Transport, WCC had worked with a group that has worked to arrange and fund this bus service this year and was currently producing publicity material.

A notice was placed on the noticeboard and email news.

James Revill informed and replied that he would put the information on the Seasonal Worker Noticeboard

20) **Flooding Measures/ Preparedness Questionnaire Received from WDC**

Wychavon's Executive Board survey on the flooding measures that are currently in place within each Parish and to complete a questionnaire.

*Department for Communities and Local Government – Openness and transparency on personal interests guide circulated to all Councillors

**Dispensations for deciding the budget and precept

Quote from CALC Issue 13 28 March 2013

Department for Communities and Local Government Guide on Interests

A new version of this guide, entitled 'Openness and transparency on personal interests' has been issued. (Councillors have been issued with a copy). It now includes a passage which refers to setting the precept, which I have copied as follows:

Do I need a dispensation to take part in the business of setting council tax or a precept? Any payment of, or liability to pay, council tax does not create a disclosable pecuniary interest as defined in the national rules; hence being a council tax payer does not mean that you need a dispensation to take part in the business of setting the council tax or precept or local arrangements for council tax support. If you are a homeowner or tenant in the area of your council you will have registered, in accordance with the national rules, that beneficial interest in land. However, this disclosable pecuniary interest is not a disclosable pecuniary interest in the matter of setting the council tax or precept since decisions on the council tax or precept do not materially affect your interest in the land. For example, it does not materially affect the value of your home, your prospects of selling that home, or how you might use or enjoy that land. Accordingly, you will not need a dispensation to take part in the business of setting the council tax or precept or local arrangements for council tax support, which is in any event a decision affecting the generality of the public in the area of your council, rather than you as an individual.

*** Worcestershire County Council – David Hunter, Senior Highways Liaison Engineer

Letter quotes "thank you for making this another successful year for Worcestershire's Lengthsman Scheme. Funding remains at the same level as the previous year, based on the following funding formula: **£1,500 plus £25 per km of highway**. As such your budget to cover the period 1 April 2013 to 31 March 2014 will be **£1,780.15**.

Contracts – I have enclosed your new contract for you to complete and return; I have signed this so that you can take a copy for your records. By popular request we have made a number of additions to the work schedule of the Lengthsman to increase the flexibility of the scheme and allow you to understand these tasks if desired.

Invoice/Worksheet templates – A new invoice and worksheet should be used for future submissions (the account number changes every year). Please ensure that sufficient detail is included on your monthly worksheet submission, including a full location description (road name) where possible.