

Birlingham Parish Council

Minutes of meeting held on Wednesday 17 September 2014

at Birlingham Village Hall

Councillors:

Councillor Morris
Councillor Aston
Councillor Comins
Councillor Conder
Councillor New
Councillor Yates

Present:

Footpath Warden, Bruce Hayward
Tree Warden, Karl Grimston

Apologies for absence:

District Councillor Davies
Councillor Hill

Welcome

1. Declarations of Interest

- a) Register of Interests: Councillors are reminded of the need to update their register of interests.
- 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.

(Note: 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)

2. Minutes of Previous Meeting

The Minutes of the meeting held 16 July 2014, a copy of which had been circulated to all Councillors, were agreed as a true record and signed by the Chairman.

3. Democratic Opening

See Appendix ¹

4. Progress Reports

a) Footpaths

- i) Footpath 500 (path behind the Nursery) - cleared.
- ii) Footpath 501 (opposite Orchard Hill) - finger post cleared.
- iii) Footpath 502 (path to Defford bridge) – fence and gates installed by landowner. New fence defines boundary for new group of owners. Advice was given by Worcestershire County Council.
- iv) Footpath 510 (on the Avenue) – finger post cleared.
- v) Footpath 511 (Withy Walk) – cut back and strimmed.
- vi) Footpath 519 (near Almshouses) – finger post cleared.
- vii) Footpath 520 (other side of Nafford Lock) – cleared.
- viii) Footpath 521 (path between weir to Nafford Lock) – strimmed.
- ix) Clearing and cutting around finger posts.

In addition, it has been brought to the attention of the Warden that Asham Lane (Footpath 518) has a fallen tree across it. This will need a work party/contractor to remove. Councillor Yates would assist with topping. Footpath Warden and Councillor Yates to liaise.

Reported that the footpath (506 - near the war memorial) needs some clearance.

The Chairman thanked Bruce for his continued hard work and the high standard of maintenance. The footpaths are really good.

- b) District Councillor - none
- c) County Councillor – absent.
- d) Clerk - see Appendix ²

5. Planning

- a) Current applications pending - none
- b) Applications granted / refused – none
- c) Permitted Development changes – see Appendix ³
- d) Planning notices – see Appendix ⁴
- e) Neighbourhood Plan – the original draft had been emailed to all Councillors. The Policy Section at Wychavon District Council had amended it. A revised letter is to be printed and circulated to all residents.

6. Financial Matters

- a) Bank Balance: £3,609.65 as at 27 August 2014
- b) The Accounts for 2014/2015 were agreed
- c) Receipts –

- £70.00 – Worcestershire County Council Lengthsman
 - £105.00 – Worcestershire County Council Lengthsman

Payments –

- £25.00 – Worcestershire CALC – Clerk training '3M's' – cheque number 307
 - £125.00 – HM Revenue & Customs (April, May, June) – cheque number 309
 - £500.00 – Clerks pay (April, May, June) – cheque number 310
 - £25.00 – Clerks expenses (April, May, June) – cheque number 311
 - £20.74 – reimburse Clerk for payment of gift for Tree Warden – cheque number 312
 - £50.00 – Internal audit – cheque number 313 – as previous minutes
 - £70.00 – Lengthsman (May) – cheque number 314
 - £12.00 – Wychavon Sport – 2014 Parish Games – cheque number 315
 - £105.00 – Lengthsman (June) – cheque number 316

- d) Future payments
 - £110.00 – Lengthsman July 2014
 - £80.00 – Lengthsman August 2014
 - Clerks pay and expenses - note there had been a demand from HM Customs but that had been sorted within the RTI

Audit – Grant Thornton – the accounts had been finalised. They have requested that the next return should have the tax support grant included in Box 3. The notice of the conclusion of the audit to go on noticeboard

7. Birlingham Cricket Club request for funding

Further discussion on the request received from the cricket club for funding. The amount to be agreed would be funded through New Homes Bonus. There was support from the Ward Member.

Suggest advert through Email news? (e.g. - the Council is required by Wychavon District Council to consult the parish before the decision is made, so we would like to hear whether you support this use of the funds. Please send your comments to news@birlingham.org.)

If the amount is less than £1,000.00 (£1,133.00 for this year) there is no need for a referendum.

Inform Mark Yeomans, who is acting on behalf of the Birlingham Cricket Club, of the current situation.

The Parish Council would like to thank the Cricket Club on behalf of the village for the use of the Club during the closure of the The Swan and for accommodating other events for the community.

8. Directional sign

Adrian Hardman was due to update but no further information available at this time.

9. Internet

There had been an enquiry regarding access to the internet at BVH. At an informal chat with members they were quite happy for internet provision. The Parish Council would be asked to pay the rental. There is a poor signal at the hall. The main reason for the enquiry was that the Parish Council could display planning application drawings. However, members could download the plans onto a laptop and still display them onto the wall? It was agreed there would be very little usage by the Parish Council for the outlay. It was noted from the BVH minutes that they are looking into grants.

10. New Barn Road

The verges are narrow for passing vehicles. Where the services had been put in the highway has sunk. Clerk to report to Highways.

11. Dates for next year's (2015) meetings

Confirmation of third Wednesday bi-monthly meetings. The dates for the meetings are agreed as: 21 January / 18 March / 20 May with APM if election criteria fitted / 15 July / 16 September / 18 November.

12. Councillors' reports and items for next agenda

SWDP report 30 September. Several Councillors are attending the briefing sessions beforehand. Councillor Comins to report.

Poppy wreath – Chris Reynard organising. Eckington British Legion now merged with Pershore. Chairman to lay wreath at Eckington on behalf of the village. Future donation.

Budget.

Get well card for Horace Hewitt – Neighbourhood Watch member.

13. Closure with nothing further to discuss the meeting closed at 8.43pm.

The next Parish Council meeting is on Wednesday 19 November at 7.45pm.

Signed: **Councillor Steve Morris, Chairman**

Date:

Appendix 1: Democratic Opening

- Karl Grimston reported on the Jubilee Wood - requirement to get replacements and how many. Mix of varieties. Estimate a loss of 40% which is 100 plus. Selection before was about colour but will have to get a variety of whatever is free.
- Chris Hermon has requested some saplings from Yew Tree Cottage to the end of the road. No shade on crops. Suggested £80.00 to replace. Set up a meeting.
- Note that the Environmental scheme brings in a restriction next year on works on hedgerows from 1 April to 30 September.

- Some parishioners unhappy over untidy verges due to tractor wheels.
- Eckington John Comins reported that there had been strong community engagement progress for comments. 70 plus houses near the plantation/cemetery. The Policy Team at Wychavon District Council have made it clear where they want preferred sites; use of existing approved sites and increasing those. Additional housing had been imposed on Wychavon (swdp) by the Inspectorate. The public consultation on additional numbers would be published in January.
- Solar application at Defford. This had been approved by the National Trust but opposition from English Heritage. Railtrack are objecting regarding the glare; may have to insist on high screening. Skylark protection. Ramblers concern. It is suspected the application will be withdrawn from planning.
- Rural Housing questionnaire – confusing questions. Birlingham do not fit within the categories. Will put something in. Planning Group to action.

Appendix 2: Clerks Report

i) [News e-mail](#)

[Birlingham News 56 - 20 July](#)

The Swan Inn re-opens on Monday, with a new look and new menus.

In this issue:

1. Re-opening of the Swan Inn, 21st July
2. Kidderminster Male Voice Choir, 20th September

[1. Re-opening of the Swan Inn, 21st July](#)

The Swan Inn will be re-opening on Monday 21st July, following its refurbishment. The new owners are the Russon family, who have previously run a number of local pubs and restaurants in and around Stratford-on-Avon. The pub will be open for food and drink from 11.30am in the mornings and 6.00pm in the evenings.

[Birlingham News 57 - 30 July](#)

Thank you to Birlingham Cricket Club for being so welcoming towards the village while the Swan Inn was closed. The hospitality and friendly atmosphere of the club were much appreciated.

In this issue:

1. Cricket Club Bar and Barbecue
2. Home Fire Safety
3. Felling of Cedar Tree

[1. Cricket Club Bar and Barbecue](#)

For the past seven weeks, the Cricket Club has opened its bar for five days a week while the Swan Inn was being refurbished. The club wishes to thank everyone who has supported it over this period and on the evening of Friday 1st August there will be a thank-you barbecue at the club. Everyone is welcome from 7.00pm.

The club has advised that it will now revert to the bar being open only when cricket is played and villagers are most welcome on these days. Current dates on which the bar will be open from 6.00pm (weather permitting) include:

2. Home Fire Safety

Hereford & Worcester Fire and Rescue Service are offering a Fire Safety Check, during which a representative will visit your home and offer safety advice, check fire alarms and suggest ways of avoiding the risk of fire. The check is free for the elderly, people living alone and those with reduced mobility.

Full details of this service are available at www.birlingham.org/docs/home_fire_safety.pdf.

3. Felling of Cedar Tree

The cedar tree in the churchyard has now been partially felled. The remainder of the trunk will be brought down when the contractor has located a crane strong enough to deal with it.

Birlingham News 58 - 6 August

It's 'Cuppa & Chat' time again today, so join your friends at the Village Hall for a sociable afternoon.

In this issue:

1. Cuppa & Chat, 6th August
2. St James's Church Services
3. Bishop Graham's Prayer Walk and Conversations, 16th–17th August

Birlingham News 59 - 20 August

Superfast Broadband is arriving in the village in the next couple of weeks, so we can all stop grumbling about download speeds!

In this issue:

1. Superfast Broadband
2. West Mercia Police Warning

1. Superfast Broadband

A new superfast broadband cabinet is currently being installed opposite the war memorial. This is expected to be connected to the main Eckington exchange in the next couple of weeks. More information is available at www.superfastworcestershireshire.com.

For BT lines, you can test your current speeds at <http://diagnostics.bt.com/login/?workflow=Speed>. If you do this test we would like to know the results you get, so that we can compare them when the new service becomes active. Please email us at news@birlingham.org with the upload and download times, and the date and time at which the test was done.

2. West Mercia Police Warning

West Mercia Police are warning of a crime in which people are telephoned by someone claiming to be from the Metropolitan Police and asking for bank details. Information on this crime is available at www.birlingham.org/docs/wmp.pdf.

Anyone receiving suspicious calls should contact the police by phoning 101.

Birlingham News 60 - 28 August

Major Harry Porter

September 2014

You will have been saddened to hear of the death last Wednesday of Major Harry Porter, following a long illness. After a lifetime at the centre of village activities, he will be greatly missed.

[Birlingham News 61 - 2 September](#)

We have a lot of information for you this week.

In this issue:

1. Final Felling of Cedar Tree & Other PCC News
2. Service of Thanksgiving, 3rd September
3. Cuppa & Chat, 3rd September
4. Flower & Produce Show, 6th September
5. St James's Church Services – September
6. New Project to Help Women in Business
7. Tour of Britain Road Closures, Wednesday 10th September
8. Police Surgery Dates
9. Changes to Electoral Registration

[1. Final Felling of Cedar Tree & Other PCC News](#)

The trunk of the cedar tree in the churchyard has finally been felled today (2nd September).

At its meeting on 26th August, the PCC elected John Comins as Chairman and Ann Maxwell as Vice-Chairman. Angela Fitch continues as Secretary.

[6. New Project to Help Women in Business](#)

A new venture to help Worcestershire businesswomen, the Women2Web project, has received a £75,000 boost from Government funding. Some of this money is being used to fund a series of free networking sessions, starting next week, for women business owners and budding female entrepreneurs. As well as the networking sessions, there will be free training and one-to-one mentoring for women who want to start up new businesses or to help existing companies to grow.

The first network/training session takes place on Tuesday 9th September In Pershore. The sessions will focus on a number of subjects, including:

- How to set up an online business
- Creating and maintaining a website, and Search Engine Optimisation
- Social media as an engagement and marketing tool
- Using faster broadband to support rural/farm-based industry
- Online security

To register your interest in the project, please contact Business Central on 0300 1231440. Further details of the project can be viewed at www.birlingham.org/docs/women2web.pdf.

[7. Tour of Britain Road Closures, Wednesday 10th September](#)

The Tour of Britain cycle race will be passing through Birlingham (on the A4104 from Defford towards Pershore) on Wednesday 10th September. The lead car is expected to arrive at 11.35am, with the riders passing between 11.45am and 11.55am. During that time the road will be closed.

[8. Police Surgery Dates](#)

West Mercia Police are re-introducing police surgeries within the villages. The Safer Neighbourhood Team will be in the following neighbouring villages from next week:

- Defford (Upper Street): 2nd Thursday of every month from 11th September, between 2.00pm and 3.00pm

September 2014

- Eckington (Village Stores): 3rd Thursday of every month from 18th September, between 2.00pm and 3.00pm

All dates and times are pending operational demands. A full list of surgeries is available at www.birlingham.org/docs/wmp_surgery_dates.pdf.

9. Changes to Electoral Registration

Changes to electoral registration were introduced by Wychavon District Council in June. The new system of Individual Electoral Registration (IER) requires each person in a household to register to vote individually, rather than a single person completing the registration form annually.

The majority of existing electors have been transferred to IER automatically. These electors will be written to, confirming that they are registered and do not need to do anything else. All remaining unmatched electors will be contacted, advising them that they need to provide some more information, National Insurance number and date of birth, and advising them how they can do this online, over the phone or by returning the form sent to them. All properties without registered electors are also being contacted to check if anyone there should be registered and inviting them to make a registration.

The revised register of electors will be published on 1st December and will be the register used for the 2015 elections. Full details of the changes are available at www.birlingham.org/docs/individual_electoral_registration.pdf

Birlingham News 62 - 12 September

Next week sees the September meeting of the Parish Council on Wednesday and the concert by Kidderminster Male Voice Choir on Saturday, for which tickets are still available.

In this issue:

1. Parish Council Meeting, 17th September
2. Kidderminster Male Voice Choir, 20th September
3. Quarter Peal
4. Planning for a Power Cut
5. Broadband Speeds

1. Parish Council Meeting, 17th September

The next Parish Council meeting is on Wednesday 17th September at 7.45pm in Birlingham Village Hall. If you have any issues you would like to discuss, please come along.

The Agenda for the meeting is available at www.birlingham.org/pc_info/pc_agenda_2014-09-17.pdf and the minutes of the last meeting on 16th July will shortly be available at www.birlingham.org/pc_info/pc_minutes_2014-07-16.pdf.

3. Quarter Peal

On Wednesday 3rd September, Birlingham bell ringers rang a quarter peal (of sorts) consisting of a mix of call changes and Plain Hunt, lasting 49 minutes. The team included:

Treble: Dilys Metcalfe
 2: Alan Exell
 3: Ann Smith *
 4: Chris Woodward
 5: Cathy Morgan *
 Tenor: Steve Morris (C)

* First quarter peal
 September 2014

The quarter peal was rung half muffled in memory of Harry Porter.

4. Planning for a Power Cut

As autumn approaches, Western Power Distribution, our electricity suppliers, have filled us with confidence by sending us a booklet entitled 'Preparing for a Power Cut or Emergency – How to Prepare Yourself and Your Family'.

The booklet actually contains much useful information about what to do and who to contact in the event of a power cut. It can be viewed at www.birlingham.org/docs/preparing_for_a_power_cut.pdf.

5. Broadband Speeds

Thank you to everyone who checked their broadband speeds and sent us the results. Current speeds seem fairly consistent throughout the village, with slight improvements during the evening. Almost all download speeds were in the range 6.3 to 7.7 Mbps, with the vast majority of upload speeds being 0.37 Mbps.

We will test the speeds again when Superfast Broadband is available in the next few weeks.

ii) [Bishop of Dudley](#)

Mrs Ann Dobbins - Town Clerk, Pershore

Quotes, "Hi, The Bishop of Dudley is visiting Pershore over the weekend of 16/17 August to hear from local people about how the ministry and outreach of Pershore Abbey might be developed in the coming years, together with the qualities people are looking for in the next Vicar. He is holding an open meeting for people from the town at 10.30am on Saturday 16th August in the Town Hall (a similar meeting is happening for the worshipping community on Sunday 17th August. It is felt it would be useful if a representative of Birlingham Parish Council could attend and maybe you could let me know if someone would like to and if so who. Best wishes".

iii) [External Audit query](#)

Auditor quotes " - In box 6 there is an increase of £1,334. Due to the addition of lengthsman costs of £610 to box 6 there is now an increase of only £724. Please could you provide an additional reason for this increase".

Clerk – "not sure of question".

Auditor – "While looking back through my work to write a better explanation, I found the Council's payments for 2013 in last year's records, so I have managed to find an explanation for the extra increase. Sorry to have bothered you unnecessarily".

iv) [Parish Views Sought on Rural Housing – questionnaire](#)

Circulated to all Councillors.

The Rural Housing Policy Review is now seeking views of parish councils on affordable housing. Set up by Hastoe Housing Association, the review is exploring what has changed since the production of key reports into rural affordable housing published 2005-2008 and what now needs to happen to assist delivery.

The review group is chaired by Lord Best and includes authors of these key reports, Lord Matthew Taylor and Elinor Goodman, plus movers and shakers of rural affordable housing delivery from across the country.

September 2014

Findings of the review will inform recommendations to national policy makers and assist those responsible for delivery.

The review has already sought input from local authorities and now is keen to get views from Parish Councils. It is interested in the factors that encourage and deter parish councils from engaging in the delivery of rural affordable housing.

By responding, parish councils will help ensure the review is well informed and effective.

Completing this short tick box questionnaire will take about 10 minutes and will be enormously helpful to the review group.

Please return your completed questionnaire by 25 July to Jo.Lavis64@gmail.com

There does not seem much time for a round table discussion as the questionnaire has to be returned tomorrow. There are 6 relevant questions for Birlingham in para 2.1

With no counter proposals John Comins submitted the questionnaire

v) [Consultation – Draft Validation Document](#) 21 July 2014

Circulated to all Councillors.

Dear Sir or Madam

I acknowledge receipt of your email commenting on Worcestershire County Council's Draft Planning Validation Document. The points you make have been noted and will be considered by the County Planning Authority during the coming months in preparation of the final Planning Validation Document.

It should be noted that all responses to this consultation will be made public on the council's website. They will be published in a document outlining how we intend to address the issues raised. Address details will not be published.

Yours faithfully

Development Control Planning, WDC

vi) [Worcestershire County Association of Local Councils, Wychavon Area Meeting](#)

Agenda and minutes of last meeting copied to all Councillors.

Dear Members

Please find attached a copy of the minutes of the meeting held on 5th June, 2014, at Pershore Library, together with the forthcoming Agenda (including the election of Officers) for the meeting on the 3 September at 7.30 pm at Pershore Library.

We have some interesting speakers booked for the forthcoming meetings in the Autumn and Winter and in the meantime hope you have a pleasant summer break.

Best wishes
Kaye Angus (Clerk)
Worcestershire CALC

vi) [Home Fire Safety Article for Parish Magazine](#)

September 2014

A general safety article and some related visual resources were sent for inclusion in the parish magazine.

Jan Brant, Education Assistant, Hereford & Worcester Fire and Rescue Service
2 Kings Court
Charles Hastings Way
[Suggest this is be put in news email](#)

vii) [South Worcestershire Development Plan \(SWDP\) – Briefing on Wychavon Council meeting 30 September](#)

Circulated to all Councillors.

Dear All

Up to 3 representatives from your Parish / Town Council are invited to the briefing sessions on Monday 22 September or Thursday 25 September from 6pm – 7:30pm at the Council Chamber, Pershore.

The purpose of the attached letter is to invite you to attend one of the Parish and Town Council briefing sessions either on Monday 22 September or Thursday 25 September from 6pm – 7:30pm at the Council Chamber, Pershore. This is in advance of the Wychavon Council meeting on 30 September 2014 that will be taking the SWDP forward to the next stage. Please read the attached letter for further information.

If possible, it would be appreciated if you could let me know which meeting you would like to attend, either Monday 22 September or Thursday 25 September by Friday 5 September. Please email your preferred date to sarah.matthews@wychavon.gov.uk <<mailto:sarah.matthews@wychavon.gov.uk>> or alternatively call me on 01386 565453.

Kind regards

Sarah Matthews
Planning Officer (Policy)
Wychavon District Council

COUNCILLORS ATTENDING:
Monday 22 September - John Comins and Ian Yates
Thursday 25 September - John Hill

viii) [Open Evening](#)

Councillors were invited to the Opening Ceremony of South Worcestershire Citizens Advice Bureau, Malvern Office. RSVP's by Wednesday 20 August 2014. bureau@malvernhillscab.org.uk 01684 567146

From: Ann Parry, Office Manager, Wychavon District Office, South Worcestershire CAB

ix) [Communicate – August 2014 final edition](#)

Circulated to all Councillors.

From: Tracy Perkins, Partnership Support Officer, Strategy and Communications

Quotes, Dear all, Attached is the final issue of Communicate. Thank you to all our readers for their interest, involvement and commitment to Wychavon's LSPs over the years.

We'll be replacing Communicate with a periodic e-newsletter with a focus on strategic issues and localism news.

I will keep you on the mailing list unless you ask to be removed.

September 2014

x) Autumn Training

Circulated to all Councillors.

From: Caroline Sutton (Administrator), Worcestershire County Association of Local Councils (CALC)

Quotes, "We are in the process of planning the training for the autumn and have a variety of subjects that will be included in the programme. That said we would also like to know if you have any particular subjects that would be useful for you and your council. Please do not hesitate to contact us if you have any requests and we will do our best to include them either in one of the sessions or as a stand-alone subject. We look forward to hearing from you. Kind regards. Caroline

Response from a member - suggestion would be an introduction to planning rules, such that PC planning committees have an understanding of what are valid objection, difference between delegated and committee assessed planning decision, etc

xi) NHS Health Check

Circulated to all Councillors.

CALC has been contacted by Katie Hazelgrove of NHS Public Health to send the request as copied below:-

Dear Sir/Madam

I am contacting you as part of the Worcestershire Health and Care NHS Trust, to make you aware of the free Health Check Service presently being offered by the NHS.

The service is relatively new and has been commissioned by Public Health to deliver health checks throughout the Worcestershire area . The team are currently visiting large organisations i.e. local businesses, local government offices, NHS services, and local schools, to provide the free health checks for employees.

This check is to assess an individual's risk of developing heart disease, type 2 diabetes, kidney disease and stroke and is available to anyone aged between 40 and 74 if they have not already been diagnosed with the conditions mentioned. Identification of potential risk early on can improve their chances of living a healthier life and therefore reduce the potential for absence from work due to ill health.

- The check will take 15-20 minutes
- They will be asked some simple questions. For example, about family history and lifestyle choices.
- We will record height and weight and Body Mass Index to establish whether clients fall into the healthy weight range.
- We will take blood pressure
- And do a simple blood test to check cholesterol and blood glucose levels. Results of the tests are given during the appointment.

During the health check we will discuss how to reduce risk and stay healthy. This can be carried out on the day but if a client's test results fall outside the healthy parameters then they may be advised to see their GP for further tests.

All we require from you is agreement to visit your organisation and access to a room in which to conduct the checks on a date convenient to you. In advance of this we can forward an appointment list so that individuals can be allocated appointment times. This would need a small amount of coordination from someone within your organisation but we aim to make the process as simple as possible.

I hope that this is something that we could arrange to provide and look forward to hearing from you.

Kind regards

Katie Hazelgrove, NHS Health Checker, Woodside, Perry Wood Walk, Wyld's Lane, Worcester, WR5 1ES Phone: 01905 681333 Email: Katie.Hazelgrove@hacw.nhs.uk

xii) [Droitwich CVS Training and Traineeships](#)

Circulated to all councillors.

Droitwich CVS have a range of training opportunities for the voluntary and community sector. Some of our courses are free and others have been subsidised through lottery funding.

I have attached the training information along with booking forms so please feel free to circulate to others or simply complete and return if you would like to attend.

I have also attached information on a Traineeship programme we are running for young people 16 – 18. If you would like any more information please call or email and I would be happy to tell you more about the programme.

Kind Regards, Julie Keen, Development Worker, Droitwich Spa and Rural Council for Voluntary Service

The Old Library Centre, 65 Ombersley Street East, Droitwich WR9 8QS Tel: 01905 779115 Email: julie@droitwichcv.org.uk

xiii) [New Homes Bonus](#)

Clerk to Mark Yeomans:

Apologies for not letting you know the outcome of the meeting but I am sure you have seen Steve Morris.

The members agreed that the Cricket Club should have some funding and that it would be supported through the New Homes Bonus scheme.

I am behind with the minutes/notes but as soon as I have drafted and checked what was said I will update you further.

xiv) [Electoral registration](#)

As part of the national move to individual electoral registration all electors have recently been put through a data matching process.

The outcome of this is that you will receive one of two letters in the next few weeks. Either a letter to confirm that you have matched and do not need to do anything else or a letter requesting more information, national insurance number and date of birth.

September 2014

If you received the latter please reply promptly to save costly reminder letters having to be sent. The letter will show a secure web address where this can be done in a couple of minutes or you can complete and return the paper form.

Please also encourage friends and relatives to do the same !

Many thanks Electoral Services

xv) [Lengthsman Training](#)

Linda at Worcestershire County Council:

We have rebooked the lengthsman training for Tuesday 02 September 2014 at Worcester County Hall Redditch Room 9:00 – 13:00pm. Please could you confirm if your lengthsman will be attending.

The trainer didn't show so it had to be re-arranged.

xvi) [Cotswolds Conservation Board Annual Review and Cotswold Lion](#)

Circulated to all Councillors.

Dear Parish Clerk

The Cotswolds Conservation Board Annual Review 2013/14 is now available to view and download via the [Cotswolds AONB website](#).

The Annual Review summarises the work undertaken by the Board's staff, members, voluntary wardens and partner organisations during the last financial year. Despite economically challenging times, the support and partnership working across the area has continued to bring many benefits to the Cotswolds AONB and its local communities.

I also have pleasure in informing you that the Cotswold Lion Autumn/Winter 2014 edition is now available. A copy of the Lion together with your copy of the Annual Review will be sent to you shortly.

I do hope that you enjoying reading both our publications and, if you have any queries or require any further information, please do not hesitate to contact me.

With best wishes

Nicola Greaves

Information & Interpretation Officer, Cotswolds Conservation Board, Fosse Way, Northleach, Gloucestershire GL54 3JH

xvii) [Land Drainage](#) - L/13/12873/EFAS Eckington Road, Birlingham

Copied to Ward Member

Letter formalising action to be carried out. The nesting season has finished and now some works need to be scheduled through Worcestershire Wildlife.

From: Engineers, Wychavon District Council

September 2014

xviii) [Tour of Britain road closures on Wednesday 10 September](#)

Circulated to all Councillors.

ixx) [Autumn Training](#)

Caroline Sutton at Worcestershire CALC:

Dear Clerk

We are in the process of planning the training for the autumn and have a variety of subjects that will be included in the programme. That said we would also like to know if you have any particular subjects that would be useful for you and your council.

Please do not hesitate to contact us if you have any requests and we will do our best to include them either in one of the sessions or as a stand-alone subject. We look forward to hearing from you.

Suggestion of 'planning'

REPLY: Thank you so much for the reply and yes I agree planning is a big, big issue. We do have it on the list and we will try and source a few experts to help us out. We are putting together the timetable and will circulate it as soon as it is completed.

xx) [New Project of help women in business](#)

Circulated to all Councillors.

FW: Parish Councils - Women2Web Free Training & Mentoring for women who want to start up a new business or help an existing company

New project to help women in business

A new venture to help Worcestershire businesswomen has received a £75,000 boost of Government funding.

Worcestershire County Council has successfully applied to the Department of Culture, Media and Sport's Superfast Broadband Challenge fund.

Some of the £75,000 for the new Women2Web project is being used to fund a series of free networking sessions, starting next month, for women business owners and budding female entrepreneurs.

The County Council applied for the money in partnership with the Chamber of Commerce, Federation of Small Business and Midwest Rural Enterprise Network and WiRE.

As well as the sessions, there will be free training and one-to-one mentoring for women who want to start up new businesses or to help existing companies to grow.

The first network/training session takes place on September 9 In Pershore and there will be other events in Evesham, Redditch, Malvern, Bewdley, Droitwich, Upton-Upon-Severn, Kidderminster, Tenbury Wells and Worcester.

The sessions will focus on a number of subjects including:

- How to set up an online business
- Creating and maintaining a website, and Search Engine Optimisation
- Social media as an engagement and marketing tool

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- Using faster broadband to support rural / farm-based industry
- Online security

Nicky Morgan, Minister for Women, said:

"This fund will give women the practical help needed to get their businesses on-line and take advantage of superfast broadband. This will include mentors, business clubs and training courses so that women all over the country can benefit."

Cllr Simon Geraghty, Cabinet Member for Economy, Skills and Infrastructure, said: "This is a fantastic, free opportunity for female business owners across the county to access tailored workshops and training sessions to help support their business growth and understand the benefits that Superfast Broadband can have on their business.

"For those women who are thinking about starting their own business, it will give them the basics and help equip them with the knowledge they need to make their business dreams a reality."

The Superfast Broadband Challenge Fund was set up on the back of the Women's Business Councils' findings on enterprise, they found that:

- There could be an extra one million female entrepreneurs if women started businesses at the same rate as men; and
- There are over 2.4 million women who are not in work but want to work, and over 1.3 million women who want to work more hours.

To register your interest in the project, please contact Business Central on 0300 1231440

xxi) [Wychavon Area Meeting](#)

Dear All,

I believe Kaye, the Area Clerk, may be having problems with her emails, so here is a reminder for tomorrow evening's area meeting. The agenda and minutes of the June meeting are attached, which Kaye circulated in July.

Please make sure that your council's representatives attend the meeting, as this is the one which elects the chairman, and representatives to the CALC Executive Committee and any external organisations.

The guest speakers will be Elaine Dicks and Kath Smith from Wychavon District Council to explain the new arrangements for electoral registration, the procedures for running elections for parish councils and how to attract more people to stand for election, so this will be timely for the run up to the elections in May.

The meeting starts at 7.30, and is at the Pershore library – directions are in the agenda.

Best wishes, Richard Levett. Executive Officer, Worcestershire County Association of Local Councils

xxii) [Residents concerns over development and traffic](#)

[Clerk to Ron Davis](#)

Dear Ron

Planning reference 14/01171 - Location: Land rear of, Roman Meadow, Eckington
 Proposal: New residential development of 26 dwellings including 8 affordable dwellings with associated infrastructure.

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At our last parish council meeting concern was raised regarding the above application and other smaller residential ones coming through. Obviously, Birlingham sympathises with Eckington during these 'free for all' times. I realise the planning officer is due to go on maternity leave and issues are not usually answered by the officer direct. Therefore, could you comment on the following issues:

Is the infrastructure adequate? The ancient bridge for instance.

Should there be a levy? (I think they mean something from the S106 agreement).

The increase in traffic on the Eckington to Pershore road which causes queuing at the Birlingham junction and therefore the village is becoming a rat run.

The affordable homes being increased.

I was asked to bring the issues to your attention so perhaps you could answer some of the matters at the meeting next week.

Ron to Clerk -

As far as the Eckington development of 26 houses is concerned, this has always been in the SWDP for Eckington and subject to design will go ahead. Other rumoured developments in the Eckington Ward will be considered (if and when they become a full application) in line with the SWDP and whether or not they would be sustainable, this would take into account the infrastructure and access to potential sites. Planning in the Wychavon area has become very emotive and we continually strive to maintain a balance!

We believe that Wychavon has a robust 5 year land supply which should help us to determine future applications in context.

xxiii) [BVH](#)

Draft minutes received from the Secretary of Birlingham Village Hall.

Appendix 3: New Permitted Development Rights

At the March 2014 Planning Committee training, members were given a briefing on the new 'permitted development' powers.

The Government continues to move forward with a three tier planning system which focuses on:

- Allowing small scale alterations through the use of permitted development;
- Prior approval rights for development requiring consideration of specific issues,
- Planning permission for other and larger scale developments.

The purpose of this paper is to 1) explain the prior approval mechanism, 2) what consultations are taken on such submissions and 3) the process for determination.

Background

According to the Department for Communities and Local Government (DCLG), permitted development rights are a national grant of planning permission by Parliament, not the local authority, which allow certain building works and changes of use to be carried out without having to make a planning application. Traditionally, they involved small-scale developments, but larger scale changes are increasingly being allowed. The General Permitted Development Order sets out classes of development for which a grant of planning permission is automatically given.

A developer has to seek approval from the local planning authority that specified elements of the development are acceptable before work can proceed. The government's new online Planning Practice Guidance describes prior approval as applying "where the principle of the development has already been established". The applicant firstly asks the authority if prior approval is needed. If it is, the proposal is judged against the criteria and prior approval is either granted or refused. If no decision is made in 56 days, prior approval is given.

The benefits of the prior approval system are deemed to be:

- Speed up the decision-making process and, by reducing the number of traditional applications,

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- Cut the workloads of council planning departments so they can focus on other areas like local plans, infrastructure provision and regeneration.

Concerns about the process include

- A lack of consultation on such proposals
- Confusion in relation to the planning system
- The minimal fee related to the submissions does not cover the costs of the work required.
- Wide spread use would reduce fee income coming to councils impacting on the resources available

Prior approval mechanism

Members will be familiar the prior approval mechanism which has existed for some time in relation to the following areas;

- Demolition
- Agricultural proposals
- Small scale telecommunications

The use of the powers has extended into other areas which are detailed below. The process remains the same, so long as an applicant has prior approval the proposed development does not need planning permission.

Members should note:

- Prior approval assumes that the principle of the proposed development is acceptable;
- Prior approval needs to be considered in a set period of time. If a council fails to communicate its response in time, prior approval is deemed to have been granted.
- Only the matters referred to in the 'subject to' column can be considered albeit all changes under permitted development are required to meet necessary habitats and environmental legislation and regulations. Section 40 of the Natural Environment and Rural Communities Act 2006 (NERC) requires all public bodies to have regard to biodiversity conservation when carrying out their functions.

Appendix 4: Planning Notices

18 September 2014 Rebecca Gore, Housing & Planning Support Manager, Wychavon District Council

Dear Parish and Town clerks

I thought it would be useful to let you know of the following.

You will be aware of planning notices being put up relating to planning applications within your area. This is due to planning legislation. I have been asked if a note can appear at the bottom of the notice of when these notices can be removed. I can confirm that has now been done.

The wording is as follows: **“Please feel free to remove this notice after (date)”**

We appreciate we are unable to remove these notices ourselves due to time and resource. We hope this will assist in the cause of when these can be removed if or when they are seen.

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