

Birlingham Parish Council

Minutes of meeting held on Wednesday 18 March 2015

at Birlingham Village Hall

Councillors:

Councillor Morris
Councillor Hill
Councillor Aston
Councillor Comins
Councillor Conder
Councillor Yates

Present:

County Councillor Adrian Hardman

Apologies for absence:

Councillor New's apologies were accepted due to illness.
District Councillor Ron Davis apologies were accepted as he was away.
Footpath Warden, Bruce Hayward
Tree Warden, Karl Grimston

Welcome

The Chairman welcomed everyone to the meeting. He thanked all the member's for their time and contributing to a very good parish council, as it was the last meeting before the election.

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)

Councillor Hill declared his interest in Item 15. He also declared an interest in Item 11, along with Councillor Morris in their association with the Jubilee Committee.

2. Minutes of Previous Meeting

The Minutes of the meeting held 21 January 2015, a copy of which had been circulated to all Councillors, were agreed as a true record and duly signed by the Chairman.

Note: The minutes of the November 2014 meeting, that have already been agreed, incorrectly stated in Item 6 b) 2013/2014 when they should read 2014/2015.

Draft minutes from 1 April 2015

Annex A of the transparency Code summarises the information to be published.

Draft minutes must be published no later than one month after the meeting has taken place.

3. Democratic Opening

See Appendix 1

4. Progress Reports

- a) Footpaths – nothing at this time.
- b) District Councillor sent his report:

- i. Wychavon has now agreed its budget for the forthcoming year and the Council tax increase will be limited to 1.99%.
- ii. The joint M/D – CEO position with Malvern Hills District Council is working as first thought and further integration of senior posts will (subject to each Council agreeing) be taking place soon with possible further salary savings of £35/40K.
- iii. As we promised at the last Election, car parking fees will remain at £1.00 per hour which is promised for a further 4 years with the addition of a possible third hour being free (subject) to approval of the Full Council.
- iv. Wychavon is extending its garden waste facility by an extra 2000 bins from April 2015 which, hopefully, will help us achieve our recycling target of 50%.
- v. The planning application for 63 houses by the Defford Arms has been refused and the other large application is still pending.

As this is the last council before the Elections can I say “thank you” for support over the last 4 years. It has been an honour and privilege to serve as your District Councillor and I look forward to your continued support in May. We have not always been able to agree on some issues but that is democracy.

The clerk had thanked Councillor Davis for his report and his support and attendance at the Parish Council meetings.

- c) County Councillor:
 - i. The County Council have a set the budget and unfortunately there would be a 1.94% council tax rise.
 - ii. 700 children in care requiring intervention. Trying to recruit.
 - iii. The road budget is to remain stable.
 - iv. The subsidence near the Old Rectory had been filled in.
Councillor Hardman was thanked by the parish council for his involvement in this.
 - v. Surface redressing in Lower End is still pending.

The Councillor was asked if the speed limit between Birlingham and Pershore could be standardised. He would action an inspection with Highways (Kieran) and drive the route.

Church Street resurfacing is still pending.

Upper End flooding; a solution is still being considered.

- d) Clerk – [See Appendix 2](#)

5. Planning

- a) Current applications pending
 - i. W/14/00223/PN Peacock Cottage, Lower End, Birlingham WR10 3AD
Two storey extension to Peacock Cottage
Decision due: 21 April
Parish Council comments: pending
 - ii. GPMB/15/00432/GPMB The Paddocks, Lower End, Birlingham WR10 3AD
Prior approval application - change of use of agricultural building to dwellinghouse use and associated operational development
Decision: 15 April
Parish Council comments (although not statutory consultees): pending

History: The original application for the conversion of the barn to residential use was refused by the District Council in 2012 and the appeal was refused by the Inspector (12/0111). The chief grounds were that the application did not accord with policy RES8 of the local plan and did not meet the criteria for development outside the development area.

The application for conversion to a Work/Live Unit (13/01226) was allowed.

6 April 2014 - Additional change of use permitted development rights applying in England- agricultural to residential - new class MB allows change of use and some associated physical

works from buildings used for agricultural purposes to residential use (C3). This involves a 'prior approval' process and the local planning authority can consider impacts of the proposed change. Up to 450 square metres of retail space will be able to change to up to three dwellings. This new right does not apply to land protected by article 1(5) of the General Permitted Development Order.

b) Applications refused

- i. W/14/01881/OUCU - T01881/OU - Land surrounding and including 1 and 2, Avon Bank, Upton Road, Defford
Boundary of Birlingham: Outline application for the creation of a residential development comprising of 63 units
REFUSED

Enforcement - The Manor stables, Lower End

The Enforcement Officer confirms that a letter has been sent to Mr Byrne stating that the stable has a condition attached to its approval (11/00443/CU) that should be complied with: There shall be no storage of vehicles and horse boxes on the site hereby approved. There is no evidence that this is being breached.

6. Financial Matters

- a) Bank Balance: £4,832.65 as at 27 February 2015.
- b) Accounts for 2014/2015 were resolved. Discussion took place on the Provisions and the Lengthsman Budget which has a remaining balance of £780.00. The Lengthsman Scheme for 2015-2016 was still to be funded by Worcestershire County Council at the same level of £1,780.15. The contract would be returned as it was agreed that Carl Brassington could continue as Lengthsman. It was further reviewed that his contracted rate should increase to £12.00 an hour and members were prepared in review in future. Clerk to contact Carl.
- c) Receipts:
 - i. £60.00 – Worcestershire County Council
 - ii. £140.00 – Worcestershire County Council – Lengthsman
 - iii. £140.00 – Worcestershire County Council – Lengthsman
- d) Payments:
 - i. £900.00 – New Homes Bonus allocated to Birlingham Cricket Club (cheque 315)
 - ii. £500.00 – Clerks pay (cheque 327)
 - iii. £25.00 – Clerks expenses (cheque 328)
 - iv. £60.00 – Lengthsman November 2014 (cheque 329)
 - v. £140.00 – Lengthsman December 2014 (cheque 331)
- e) Future Payments:
 - i. £21.00 – BVH for 2 February 'plan' meeting (posted into BVH letterbox) (cheque 330)
 - ii. £140.00 - Lengthsman January 2015
 - iii. £125.00 – HM Revenue & Customs (Jan, Feb, Mar)
 - iv. £500.00 – Clerks pay
 - v. £25.00 – Clerks expenses
- f) CALC subs - calculations as per CALC Issue 4

For note: CALC quotes, "The Executive Committee confirmed its proposal to increase subscriptions for 2015-2016, at the meeting on 21 January. The fee will be 43.08 pence per elector, capped at an electorate of 1,306. The NALC affiliation fee will be 5.6 pence per elector, but this is not capped".

This increase will still be within the forecast budget set by members.

g) Enclosing the year end accounts in the Minute Folder as a record. Coincides with the legislation, Transparency Code, changing on the electronic version.
Agreement on the following:

- The hardcopy of the Audit Return (once finalised by the auditor) to be attached to the May Annual Parish Council minutes, possibly from the next meeting?
Since the agenda was published the Transparency Code has been issued and therefore this is now a statutory requirement. Councillors agreed.
- Do we want the hard copy of the spreadsheet as well?
Councillors agreed that this was not required to be published at this time and the summary was included in the Audit Return anyway.
- Changes in the law requiring publication on a Parish Council website (Birlingham has its own website) *See Appendix 3*
All Councillors agreed that this was a necessity anyway.

h) Precept clarification/explanation – the budget requirement to Wychavon District Council is combined as precept and grant and the audit receipts for this financial year will show this separately. This shows on the spreadsheet and will therefore show on the Audit Return.

(The figures for the Precept are £4,882 an increase of 1.26% over last year. Band D £30.18 an increase of £0.59 (the Budget request of £5061 is reduced by a grant of £179 to give our Precept – the charge to parishioners).

i) Draft budget in November
Agreement on following:

- To discuss *draft budget* in November but make budget decision in January when all figures are available?
- Move Parish Council meeting to 2nd week of January, if necessary?

It was agreed that it would be a draft budget in November. Once the tax base is received in January then the decision could be made on the budget and precept requirement. It was further agreed that the January meeting should therefore be earlier in order to set the Parish Council budget and to return the budget requirement to Wychavon District Council without email discussions as previously encountered.

j) Provisions (Litter Pick bursary, Tree from Litter Pick, Plane Tree, Election)
An agreement was required on whether to look at setting up a deposit account to hold the total of the provisions? The objective is to show the 'free reserves'. Councillor Hill would investigate further.

7. **Agendas and summons by email** *See Appendix 4*

Discussed at July 2014 meeting and Members agreed to accept the agenda if they had an email address. Clarify again that the agenda includes the summons and put in writing by each Councillor on a note to be attached to minutes. Signature or initials, date and email business address to be obtained. Standing Orders to be reviewed at May meeting will include layout of agenda and how summons is written.

It was agreed to commence in May (as this will then become 'law') after the elections and to action at the same time as the declaration of office.

8. **Village Meeting to decide on Neighbourhood Plan**

Briefing notes *See Appendix 5*

An update was given from the 2 February 2015 meeting. The vote on the decision to progress with a Plan or not was tied. It was agreed to do a survey around the village. It would be a generic survey on all aspects of village life. Examples of surveys to be circulated.

The members would draft the content of the survey and target finalisation for the end of April. The agreement to distribute would be at the next meeting. It was agreed to have a meeting on Wednesday 15 April at 7.30pm and Councillor Yates was thanked for offering to host the meeting.

9. Litter Pick

The date had been agreed as Saturday 21 March 2015 with the following week as an alternative date.

The sacks would be collected and placed on the village green ready for collection the following Monday by Wychavon District Council.

10. Jubilee Wood

Update from Jubilee Committee:

- Successful in getting some replacement trees for the Jubilee way. Should have been 105 arriving with Warden before 2 March?
- Will we need to ask for volunteers to help with the replanting?

The Tree Warden had sent an update. The trees had arrived suddenly. All the trees had been planted, Karl had been assisted by Will and Stuart. They are a mixture of cherry, birch, rowan, beech and a few others. They have been planted roughly in a line down the middle of each side. This should give a good avenue eventually.

All dead trees were removed. Those left from the previous planting are showing sign of life but are still really struggling.

11. Village emails and website

A summary of the discussion from the Website Group was given.

Village emails

- The Village emails cover regular events, announcements, general information, businesses and therefore include:-
 - Promotion of regular events, for example Cuppa & Chat and church services;
 - Include deaths when it's someone from the village or connected with the village;
 - Include more general information when it's likely to be of real interest to the community;
 - Do not promote businesses unless they can be classed as an 'event'.

Website *See Appendix 6*

- The Parish Council website:-
 - Website - advertising and anything else anyone wants to mention;
 - future adverts on right of Home page, with the ads scrolling each day;
 - Jubilee Committee (to agree) that they incorporate the Website Group – make suggestion once the advertising revenue starts coming in.

Members were happy with the interim report. The Council had agreed last March that the Website and Emails would be run by an independent Website Group. As such, the Website Group will always be happy to hear suggestions from the Parish Council but the Council do not have any responsibility to ask for approval for future changes.

There would be a further report at the May meeting.

12. New Homes Bonus

- Update from BVH – Chairman confirmed (8/2/15) that a commercial quality Samsung microwave was now installed in the kitchen.
- Wychavon website states only £233 available to draw down. No knowledge of the future with NHB until after May.
- Approached by Jubilee Committee; trestle tables

The NHB allocations had been suspended until after the elections.

The Jubilee Committee were considering putting in an application for a new set of trestle tables for the village, for all organisations and all individuals. They could possibly be stored at the Cricket Club and therefore would be covered by insurance. Members agreed in principle but the application would be circulated before submitting.

13. Archiving Minutes Book *See Appendix 7*

Agreement from Members to archive the last minute book (folder) with the Records Office. Last deposit was March 2010 (1975 – 1993) now wishing to deposit November 1993 – November 2009 (have another folder but possibly still useful for reference as recent years). It was agreed by all Councillors to archive the minute book. Councillor Comins offered to take it to The Hive. The Chairman asked to view the book before it was deposited.

14. Council's Healthcheck *See Appendix 8*

Member's discussion and agreement on whether to have CALC healthcheck. Clerk to action / do any members want to attend? All Councillors agreed that it was a good idea and that the Clerk should go ahead and action a meeting for herself with CALC.

15. Community Grant – BVH

Request from BVH to support their application to provide Broadband in the hall. Discussion took place. There was no objection to the BVH applying. The Parish Council are doing a survey which will help identify the community need.

16. Councillors' reports and items for next agenda

A copy of the BVH minutes were requested.

The Chairman wished members good luck in the forthcoming elections.

17. Closure - with nothing further to discuss the meeting closed at 9.18pm.

The next Parish Council Meeting is on Wednesday 20 May 2015 at 7.30pm which is the Annual Council meeting, preceded by the Annual Parish Meeting * *see Appendix 9* at 7.00pm

Signed: **Councillor Steve Morris, Chairman**

Date:

APPENDICES

Appendix 1 – Democratic Opening

When was Superfast Broadband coming to Birlingham? It was rumoured that it was April. Was there an extra charge on individuals for receiving this service? Could the clerk enquire?

There had been complaints following the publication of the road closure notice and its suggested diversion route (saying Church Street but actually indicating Short Hill).

Appendix 2 – Clerks Report

[News e-mail](#)

[Birlingham News 70](#) 29 January

Teas for visitors to the churchyard bulbs will be available during weekends from this Saturday, 31st January. Other events in the coming week are detailed below.

In this issue:

1. St James's Church Services – February
2. Neighbourhood Plan Meeting, 2nd February
3. Cuppa & Chat, 4th February
4. Parish Council, 21st January
5. May Elections

[2. Neighbourhood Plan Meeting, 2nd February](#)

A reminder that the initial Neighbourhood Plan meeting will be held on Monday 2nd February at 6.30pm in Birlingham Village Hall. Andrew Ford, from Wychavon District Council Planning Department, will talk about the advantages and disadvantages of neighbourhood plans and the procedures involved in creating such a plan. He will also answer our questions on the subject.

The meeting will be asked to make a recommendation to Birlingham Parish Council, which will decide whether or not to continue the neighbourhood plan process when it next meets on 18th March.

[4. Parish Council, 21st January](#)

At its meeting on 21st January, Birlingham Parish Council discussed a number of issues, including the following:

- After advice from Wychavon District Council, the Parish Council budget for 2014/15 has been revised to £5061.00. This gives a Band D Council Tax figure of £30.18 for the year, an increase of 59p (just under 2%).
- The application by Birlingham Cricket Club for a contribution from the New Homes Bonus to upgrade its facilities at the cricket ground has been approved.
- The Neighbourhood Plan meeting was confirmed for Monday 2nd February.
- The annual Litter Pick will take place on Saturday 21st March – more details nearer the time but please book the date now.

[5. May Elections](#)

As well as the General Election on Thursday 7th May, local elections will be held for Wychavon District Council and Birlingham Parish Council.

The District Council are holding seminars for prospective councillors on 12th February (district councillors) and 19th February (parish councillors). These meetings will be held at 6.15pm in the Civic Centre. If you are interested in attending either of these events, please phone 01386 565437.

The Notice of Election will be published on Monday 23rd March and nominations will close on Thursday 9th April.

[Birlingham News 71 10 February](#)

We had a successful Neighbourhood Plan meeting last week and we are pleased to announce the appointment of a new vicar for the parish.

In this issue:

1. Bulb Teas & Bulb Sunday, 22nd February
2. Village Litter Pick, 21st March
3. Neighbourhood Plan Meeting
4. Village Film Bus
5. Church News
6. Flower & Produce Show Website

[2. Village Litter Pick, 21st March](#)

The annual litter pick has been confirmed for Saturday 21st March. Please join us for this effort and help us to create a tidy village.

Litter-picking equipment is provided. Meet on the village green at 10.00am.

[3. Neighbourhood Plan Meeting](#)

Thank you to all those who attended the meeting to discuss the feasibility of creating a Neighbourhood Plan for Birlingham. The meeting was extremely well attended and was addressed by

Birlingham Parish Council March 2015

Andrew Ford from Wychavon District Council. After hearing about the complex processes involved in setting up a neighbourhood plan, Andrew answered questions from those present.

The options available were then debated and the general consensus of the meeting was that a village-wide survey should be conducted to discover what needs to be done in Birlingham. A decision can then be made as to whether these needs can best be met through a neighbourhood plan or in some other way. The survey, which will be wide-ranging and will cover issues other than housing, will be discussed at the next Parish Council meeting on Wednesday 18th March.

[4. Village Film Bus](#)

Number 8's charitable purpose is all about facilitating access to the arts for the people of Pershore and the surrounding villages. At the same time they are increasingly aware of the risk of social isolation for the elderly, the infirm or the less physically able.

They would like to see if there is demand in the villages for a bus (probably a minibus from Pershore Volunteer Centre) to call at selected villages each week (probably Thursday afternoons) to pick up those unable to make their way into Pershore under their own steam. The afternoon would include tea or coffee, a chat and a film – and then the bus back.

The initial idea is to call at a central point in each village, although in due course they would look at the logistics of calling at each person's doorstep if that made a big difference to the success of the scheme. Customers would pay the usual costs at Number 8 but they would hope to fund the bus themselves. They expect to run a three month-pilot.

If you would be interested in this service, please contact the Parish Clerk at Lamorna, Broadway Road or email birlingham_clerk@yahoo.co.uk by the end of February.

[5. Church News](#)

The Bishop of Worcester is pleased to announce that he has offered the post of Priest in Charge of the Benefice of Pershore with Pinvin, Wick and Birlingham to the Rev. Claire Lording, and that the offer has been accepted.

Claire is currently Team Rector of the Tenbury Team Ministry and Rural Dean of the Ludlow Deanery in the Diocese of Hereford. She has been in the Hereford Diocese since being ordained and is passionate about parish ministry and overseas links. Claire and her greyhound, Paddy, are very much looking forward to joining the Pershore Benefice.

Claire's Licensing by the Bishop of Worcester is to take place at Pershore Abbey on Friday 29th May at 7.00pm.

[Birlingham News 72 28 February](#)

As well as the usual round-up of events, this time we also have news from New Zealand.

In this issue:

1. St James's Church Services – March
2. Cuppa & Chat, 4th March
3. News from New Zealand
4. Birlingham 40mph Speed Limit
5. Village Film Bus

[4. Birlingham 40mph Speed Limit](#)

The County Council are currently reviewing speed limits and have asked for comments on the existing limits. They are not planning to change the existing 40mph limit on the A4104 Pershore-Defford road, which currently starts just before the turn to Upper End (as shown on the map at www.birlingham.org/docs/birlingham_40mph.pdf).

They have asked for comments by Wednesday 4th March, so if you have any views on the matter please let us know as soon as possible or contact the Parish Council Clerk, June Hiden, at birlingham_clerk@yahoo.co.uk

[5. Village Film Bus](#)

A reminder that Number 8 are proposing to introduce a Village Film Bus and would like to know whether there is any demand for it to call in Birlingham. The bus would be free and would take anyone interested to and from Number 8 on Thursday afternoons. The afternoon would include tea or

coffee, a chat and a film. Normal charges would apply for the film (and, presumably, the tea and coffee).

The Parish Council will be sending in a response at the beginning of next week, so if you think you might be interested in this service at some time in the future, please let us know as soon as possible.

[Birlingham News 73 11 March](#)

It's beginning to feel more like Spring, so time to start thinking about your Flower & Produce Show entries.

In this issue:

1. SARA Raffle
2. Parish Council Meeting, 18th March
3. Village Litter Pick, 21st March
4. Church News
5. Flower & Produce Show News
6. Road Closure
7. Planning Applications

[2. Parish Council Meeting, 18th March](#)

The next meeting of Birlingham Parish Council takes place on Wednesday 18th March at 7.45pm in Birlingham Village Hall. Among other items on the agenda, there will be a discussion about the village survey, which was proposed at the recent Neighbourhood Plan meeting. This is your opportunity to express your views on all local issues, so please come along.

The Agenda for the meeting will shortly be available at www.birlingham.org/pc_info/pc_agenda_2015-03-18.pdf and the minutes of the last meeting on 21st January can be viewed at www.birlingham.org/pc_info/pc_minutes_2015-01-21.pdf.

[3. Village Litter Pick, 21st March](#)

The annual litter pick takes place on Saturday 21st March. Please join us and help to create a tidy village.

Litter-picking equipment is provided. Meet on the village green at 10.00am.

[6. Road Closure](#)

The road from the war memorial towards Lower End will be closed for up to 12 days from Monday 13th April to Friday 24th April. The closure will be in front of the Old Coach House, near the junction with Whitehall Lane, and the reason is to make a sewer connection.

A map of the closure can be viewed at www.birlingham.org/docs/road_closure_apr_2015_map.pdf and full details are at www.birlingham.org/docs/road_closure_apr_2015_form.pdf.

[7. Planning Applications](#)

The following planning applications have been received by the Parish Council:

Peacock Barn, Lower End: Two storey extension to Peacock Cottage (Case No. 15/00223). Awaiting decision by Wychavon District Council. (Consultation period ends on 3rd April.) Full details can be viewed on the Wychavon DC website at www.e-wychavon.org.uk/pl/pl.exe?cs=15/00223.

The Paddocks, Broadway Road: Prior approval application – change of use of agricultural building to dwellinghouse use and associated operational development (Case No. 15/00432). Awaiting decision by Wychavon District Council. (Consultation period ends on 18th March.) Full details can be viewed on the Wychavon DC website at www.e-wychavon.org.uk/pl/pl.exe?cs=15/00432.

Land surrounding and including 1 and 2, Avon Bank, Upton Road, Defford: Outline application for the creation of a residential development comprising of 63 units (Case No. 14/01881). **Refused**. Full details and reasons for refusal can be viewed on the Wychavon DC website at www.e-wychavon.org.uk/pl/pl.exe?cs=14/01881. (Not in Birlingham but the Parish Council have been consulted because the application site comes down to our boundary.)

Neighbourhood Plan

Notice put on village board and kiosk.
Letter sent to interested residents, as follows:

The Parish Council met in November and decided to go ahead with a meeting to give residents the decision on whether to create a Village Plan / Neighbourhood Plan which is a community-led framework for guiding future development, regeneration and conservation in an area.

A meeting has been arranged for Monday 2nd February at 6.30pm in Birlingham Village Hall to discuss the feasibility of a Plan. It will be attended by a member of Wychavon District Council Planning Department, whom will advise us on the suitability of such a plan for the village and will answer questions on the processes involved in creating a plan.

The Neighbourhood Plan would be led by the Parish Council and interested members of the community. The plan can range in complexity depending on the wishes of local people – they may be very simple or go into considerable detail as to where people want development.

All are welcome to the meeting, which will decide whether or not to proceed with a plan.

Thank you for showing your interest and hope you can attend the meeting on 2nd February.

4 February - Chairman requested a list of the attendees at the 2 February meeting and these were passed on.

An email was sent to all the attendees from the Chairman, as follows:

Dear all,

Thank you so much for coming to the Neighbourhood Plan meeting last Monday. It was an excellent turnout and good to see so many people taking an interest in planning for the future of the village.

I am very grateful to Andrew Ford from Wychavon for spending so long with us and being so patient in explaining the procedures involved in setting up a neighbourhood plan.

I believe that the decision reached at the end of the meeting was the most sensible way forward. When we have conducted a wide-ranging survey of the village, covering all issues and not just housing, we will be in a far better position to decide what the needs of the village are and how those needs can best be met. The survey will give the residents of Birlingham an opportunity to express their views on all aspects of our village.

The survey will be discussed at the next Parish Council meeting on 18th March and we will plan to get the survey out to the village shortly afterwards. We will keep you informed of progress over the next few weeks.

Many thanks again for showing such an interest.

Steve

[Clerk to Andrew Ford:](#) quotes, Thank you – for attending the meeting and giving your time.

[Andrew Ford reply:](#) quotes, Thanks, much appreciated! I/we in the team have developed pretty thick skins over the years with the SWJCS/SWDP events, but I was a little taken a back the other evening to be honest. It comes with the territory though!

Keep me posted how the parish council get on with the survey anyway and happy to be of further help.

Further communication.

Quotes, "Further to the meeting with the parish council last week please find attached a summary of the broad pros/cons of undertaking a neighbourhood plan. Also I have provided an example of a typical village survey that may help develop your own one. Community First, based in Malvern, are also a good source of help and support on village appraisals, and of course Kirstie May-Jones may be able to help re. housing needs.

I've also put in a leaflet for Stratford District Council that, for a fee, will produce and provide analysis of a village survey. A firm through Community First, called Data Orchard will do a similar job should the parish council wish to spend some cash!

If I can be of any further assistance please get back to me".

Planning decision welcomed

Two landmark planning decisions were made this week with Wychavon welcoming both with open arms.

The first is the throwing out of an intensive chicken farm at appeal. The application sparked controversy with locals and animal rights groups last year when an application was submitted on agricultural land in Upton Snodsbury.

Local councillor Linda Robinson was particularly adverse to the development, she said: "We're delighted that this has been refused especially as so many residents have worked together on this. The planning inspector has agreed that this development was not in keeping with rural nature of the area due its industrial nature. It's great to see local democracy in action."

The other appeal applied to a housing development in Bredon for 33 houses. This appeal was won on the basis that Wychavon was able to demonstrate a five year land supply – something that has previously been difficult given the South Worcestershire Development Plan has not yet been fully approved.

Councillor Adrian Hardman said: "We're ecstatic that we have won this appeal, especially on the basis of being able to demonstrate a five year land supply. Bredon in particular has had a lot of development in recent years and this proposal was met with local opposition plus the planning committee felt the scale and character of the proposal was not appropriate."

Village Film Bus

Email received from Andy Smart, Chairman of the Board of Trustees, Number 8 Limited, Pershore and circulated to all Councillors, quotes

"The purpose of this note is to ask you if you could help sound out your parishioners about this idea.

Number 8's charitable purpose is all about facilitating access to the arts for the people of Pershore and the surrounding villages. At the same time we are all increasingly aware of the risk of social isolation for the elderly, the infirm or the less physically able.

Our idea is to see if there is demand in the villages for a bus (probably a mini bus from Pershore Volunteer Centre) to call at selected villages each week (we think probably Thursday afternoon) to pick up those unable to make their way into Pershore under their own steam - for a tea/coffee, a chat and a film - and then the bus back.

Our initial idea is to call at a central point in each village - although in due course we could look at the logistics of calling at each person's door step if that made a big difference to how successful the scheme is.

Customers would pay the usual costs at Number 8 but we would try to fund the bus itself. We would expect to run a three month pilot and then evaluate what we do next.

I'd be grateful if you could sound out some people in your village to see if this idea could provide some benefit. I'd be grateful for a reply by the end of February. If you have any queries then of course please get in touch".

- Email sent to representative of The Row and an organiser of the Cuppa and Chat group.
- Requested that the information be put on the village news.

- Asked Neighbourhood Watch representative to circulate to residents in Lower End.
- Notice to be placed on parish board.

Clerk response sent 7 March

Quotes "This sounds like an excellent idea to me personally but I have only had one enquirer. I think we have a village where fortunately most people aren't in social isolation or less physically able because they drive, have reasonable health or have good neighbours and friends.

If there is an interest from Defford or Eckington please let me know because the interested party lives on the road en-route to Pershore. Also, if numbers were needed to make up a mini bus maybe residents would walk to the main Eckington Road (the normal scheduled bus stop is outside Brook Cottages) and ride from there.

Good luck with the scheme"

Road Verge Seminar for Parish Council

Email circulated to all Councillors from Mark Connelly, Land Management Officer, Cotswolds Conservation Board (T: 01451 862006 M: 07841 663606) Quotes

"Dear all, A date for the diary – the Cotswolds Conservation Board is hosting two seminars for Parish Councils to look at road verge management one the north Cotswolds near Moreton-in-Marsh and a second for the south between Bath and the M4.

North Cotswolds – Thursday 5th March, 10.00am, Adlestrop Village Hall

South Cotswolds – Thursday 26th March, 2.00pm, Doynton Village Hall

The seminars will look at the importance of roadside verges, their management and how Parish Councils and other local groups can become involved. Further detail will be emailed in the near future, but I would appreciate it if you could bring this to the attention of the Parish Council".

Strong Communities Event 25 March - 6pm

Email received from Tracy Perkins, Localism and Communities Officer, Strategy and Communications and circulated to all Councillors, quotes

"We are holding a Strong Communities event on Wednesday 25 March from 6-8.30pm in the Council Chamber at the Civic Centre.

Topics to be included: New Homes Bonus, Rural Communities Programme, intelligence and trends about the district and the latest update about what's happening at Wychavon District Council. An invite with more details will be sent shortly, but in the meantime please make a note of this in your diary".

Prospective Candidates seminars

Letter and notice received from Electoral Services Manager publicising the seminars for those thinking of standing for election at parish or district elections.

Anyone attending should call. More details about the elections will be sent in the near future.

Notice circulated to all Councillors and information put on noticeboard.

A focus for rural housing

Email circulated to all Councillors from the quarterly bulletin of the Rural Services network and produced in partnership with the Rural Housing Alliance, highlighted a selection of current rural housing issues and opportunities.

Quotes

"A focus for rural housing

New National Guide for Parish Councils launched

The updated version of the practical guide to affordable housing, produced in partnership between the Rural Housing Alliance and RSN, was published in December and is available via this link. First produced in 2010, the guide has proved a great way to allow Parish Councils to begin to understand how they can get much needed affordable homes built in the places they want. The new guide has proved incredibly popular with hard copies distributed to those County Associations of Local Councils who have requested them together with rural housing enablers, housing providers and others across rural England.

In the foreword to the guide HRH The Princess Royal, Patron of English Rural Housing Association, says: "Small scale affordable rural housing developments help to rebalance communities, keeping families together whilst providing a boost for local services. Parish and town councils are a driving force for change and a key partner in delivering affordable homes for local people." In support of the guide, Peter Moore, Chair of the Rural Housing Alliance and Chief Executive of Cornwall Rural Housing Association, says: "The importance of this problem should not be underestimated. This is not a new crisis, but one that continues to get worse. Many rural communities are approaching a watershed moment where, if nothing is done, longstanding local families, businesses and cultures will disappear, damaging the very way of life that makes our villages so appealing. Maintaining a balance of income earners, household types and age groups is crucial to keeping villages vibrant and active. Developments of affordable rural homes help to achieve this balance and diversity."

Litter Pick Communities Against Litter – Parish Litter Pick Scheme

Wychavon District Council contacted regarding the village requirements. Letter received back from Wychavon District Council stated that it intends to continue the Parish Litter Pick Scheme but it has been decided due to the current economic climate this service will be offered without the Bursary. Disclaimer form, 'do's and don'ts', health and safety received. The parish council need to confirm public liability.

Clerk to contact Wychavon and action the confirmed date as Saturday 21 March. WDC have put the date in their schedule.

Clerk emailed Councillors regarding the confirmed date. To assist and encourage others around to help too.

Highway Reporting

[Report number 6533271](#) – clerk reported 'missed' potholes on Broadway Road and Lower End. Marked up previously but have not been done.

[Answer = 11-FEB-2015](#): Checked this location - no safety issues evident and repairs as instructed by the inspector appear to have been repaired.

[Report number 6533486](#) Eckington Road (item xii below aswell) – clerk reported overhanging vegetation as previously reported by resident. Suggested it is something for the Local Response Team (September email from Jon Fraser) and which is beyond the remit of the lengthsman.

Informed resident that the issue had been reported supporting their request for more action to take place.

Lengthsman – Quote "I spoke to this chap when highways were clearing the road culvert near to his property and he mentioned the footway then. I cleared it as much as I could which was the time shown on my timesheet.

I can work legitimately on the footway but not in the roadway. It's far too dangerous anyway to be standing there without traffic control. I haven't ventured on to Eckington Road much in the past as I seem to remember I was instructed to stay in the actual village. It doesn't bother me where I work as long as it is safe to do so.

Note to clarify:

Lengthsman are contracted to work in the following areas:-

Verges and footways (any class of road)

Carriageway of C and unclassified road (minor roads with low traffic flows and where speeds higher than 30mph are unlikely)

Carriageway of A and B roads where the speed limit is 30mph or less (major roads)

[Chairman to Lengthsman](#) quotes "Although the footpath looks like it could do with a good clean it looks to me like it's wide enough to walk along now, which was the original complaint I think".

[Clerk update. Worcestershire County Council quote](#) RJD – Work order sent to contractors.

[Clerk advising Lengthsman of request to Highways](#) - clearance of culvert below Woodfield House and gully below The Moors.

[Report number 6441181 – New Barn Lane](#) Pleased to report that at as 13 February subsidence had been repaired.

[NHB, Strong Communities Event and Village workshops](#)

Circulated to all Councillors an email from Localism and Communities Officer, Strategy and Communications

Quotes,

New Homes Bonus

This week our Executive Board decided to put a hold on releasing any **new** tranches of New Homes Bonus (NHB) due to be made available to parish/town councils from 1 April 2015. This is until the next government's policy on NHB has been clarified.

The decision to suspend NHB payments affects all Year 5 allocations, plus, the remaining tranches of Years 2 to 4 allocations. NHB money that is already available to draw down is unaffected by this decision and will continue to be available after 1 April. You can find out what your parish/town currently has available and how much is potentially at risk here.

We have made this decision because one of the major political parties has indicated that it intends to scrap NHB with immediate effect if it gets into government. If we don't receive NHB from the government, we can't pass it onto parish and town councils.

I'm attaching a detailed briefing explaining what the decision means for your parish/town council in practice. We hope that this will only be a temporary pause in releasing further tranches of NHB funds. We will be in touch again in May or June once the future direction of NHB is clear.

Strong Communities event

You are invited to our Strong Communities event for Parish councils on 25 March 2015 from 6.00-8.15pm at the Civic Centre in Pershore.

The event will include an update on the New Homes Bonus, the latest news from Wychavon and we will show you intelligence and trends in the Wychavon district. You will hear about the Rural Communities Programme, which is about supporting parish councils that want to play a greater role in supporting vulnerable people in their communities and reducing social isolation. There will also be a presentation on community renewable energy.

Please let me know by Friday 20 March whether you would like to attend, numbers are restricted to two people per parish/town council. A programme will be sent out a week or so before.

Village SOS workshops

We thought you also may be interested in two Village SOS workshops being run by The Rural Services Network which are free and open to anyone from a rural community who needs inspiration, skills or support to get a great idea or budding project off the ground. For details click on the link – <http://www.rsonline.org.uk/community/village-sos-workshops-launched>
REMINDER

Mar 11 at 3:09 PM

Circulated to all Councillors

Dear all

I've attached the programme for the Wychavon Strong Communities event being held on Wednesday 25 March 2015 at 6.00-8.15pm in the Council Chamber at the Civic Centre, Pershore. The event will include a presentation on community renewable energy, the latest news on New Homes Bonus, you will hear about the Rural Communities Programme and you will also hear from the Police and Crime Commissioner's Community Ambassador.

Please use the Civic Suite entrance to the rear of the building (through the café) and sign in with myself and pick up your name badge.

The car parks are pay and display (free after 6pm) and details can be found by clicking [here](#).

Places are limited so please let me know if you wish to attend by Friday 20 March 2015

[Eckington Road Footway](#)

[Clerk to resident](#), quote, "At the recent Parish Council meeting the Chairman asked if there was an update on the request you had sent (again) to Worcestershire County Council. I have not heard anything.

I have put in a report on your behalf through the Parish Council and have said that this is something the Parish Lengthsman cannot action as it's out of his jurisdiction.

So, I also have a Report Number with WCC. Hopefully, between us something more can be done".

Response ".....back home on 22nd and will look up status when I return. Regards"

Reply as above regarding Highway Reporting.

Reply from [Edward Thompson](#)

"Dear June, I have been overseas for a couple of weeks or so and on my return have just noticed that the hedge on the bend of Eckington Road has been savaged and reduced substantially. Of course the actual path remains overgrown...but some progress so perhaps our efforts have not been entirely in vain.

I'm happy to go on record as a campaigner for preserving the paths that exist. I would dearly love to be able to walk down to Pershore or to Eckington even but there's no provision and it's wrong. I must come to a Parish meeting when I can find time.

Regards Ed"

[Names in minutes](#)

Confirmation from Richard Levett, Executive Officer, Worcestershire County Association of Local Councils:-

- The minutes have to record the names of the council members present - paragraph 40 of schedule 12 of the Local Government Act 1972 requires this.
- Other than that, names should not be *routinely* recorded in minutes, and the names of members of the public present at meetings should not be recorded, unless they specifically give their permission. This is a requirement of the Data Protection Act 1998.

[BVH queries](#)

From BVH quotes "An apology to members regarding the heating issue. The Zumba class do not want any heat for their time in the hall and there needs to be an improvement with the programming. Timings, either 7.30 or 7.45 on the next agenda for further discussion. Zumba starts at 6.15 and finishes at 7.15, if the PC wishes to book the hall from 7.30 can see no problems except that during the Winter period there may not be sufficient time for the Hall to warm up adequately for meeting".

[Land Drainage completed works](#)

L/15/00001/FAS Eckington Road, Birlingham - A letter had been sent confirming works had been actioned by the landowner at Pentwyn following Highway investigations in the area.

L/15/00002/FAS Woodfield Farm - A letter had been sent confirming works had been actioned by the landowner with an advisory note to say that some tidying work needs to be carried out and then Highways are due to revisit to check the culvert.

L/15/0004 Upper End – a letter has been sent to Birlingham Estates Messrs Porter following investigations by Worcestershire Regulatory Services. A formal letter has now been sent as there had been no response.

Parish Election Timetable

Circulated below letter to all Councillors and members have acknowledged receipt.

Dear Town / Parish Clerk

A reminder that there is a Town / Parish prospective candidate's seminar being held on Thursday 19 February at the Civic Centre at 6.15pm. It would be helpful to know numbers in advance.

I have also attached the election timetable which has the important nomination dates for candidates shown in red.

Nomination forms can be submitted between 23 March and 4pm on the 9th April (being aware that Easter falls in the middle of this period).

Candidates need to be aware of the new deadline time of 4pm and the fact that the close of withdrawals is the same time which is a change in law from previous elections.

Nominations must be delivered by hand either by the candidate, or a person they trust, to The Showell Room, Civic Centre, Queen Elizabeth Drive, Pershore between 9am and 5pm on normal working days Monday - Friday (excluding Bank Holidays and weekends).

I will be sending some more guidance to parish clerks shortly but candidates need to be reminded that nominations are their own legal responsibility and that they should read the electoral commission guidance closely to avoid errors. This can be found at www.electoralcommission.org.uk<<http://www.electoralcommission.org.uk>>.

Many thanks
Elaine Dicks, (AEA Cert.)
Deputy Returning Officer and Electoral Services

Nominations forms received from Electoral Services and hard copies posted to all Councillors by hand by 6 March.

A4104 Birlingham and Defford 40mph limit

Circulated below letter to all Councillors.

Dear Sir/Madam

I am writing on behalf of the Network Control Manager at the County Council. Following a review, it has been decided to update speed limit orders to generally assist enforcement. The proposed order will not change the existing speed limit or its extent, as apparent on the ground and shown on the attached plan.

The 40mph limit will continue to apply to the following lengths of road in Birlingham, and Defford and Besford That length of the A4014 from a point 25 metres north east of its junction with C2271 to a point 345 metres south west of U46411 Spring Bank, Defford.

Related orders will be revoked/amended as appropriate.

Please may I have any comments on the proposal in writing within 21 days of the date of this e-mail. If I do not hear from you, we will assume you are content and will continue with the consultation process.

Yours faithfully

Tom Pollock

Senior Solicitor

Worcestershire County Council, Spetchley Road, Worcester, WR5 2NP, 01905 766687

Collate the comments from Councillors and return.

Comments from Birlingham Parish Council sent 22.2.15 as follows:

The limit is not enough as it exists.

The 25 metres from the junction with C2271 is not enough to slow down vehicles approaching any village vehicles turning right towards Pershore and really the limit should start when the road straightens out.

It should be extended; the 40mph limit from its point 25 meters North East of its junction with C2271 (i.e. by turning to Birlingham) in the Pershore direction to the top of Tyddesley bank where the parish boundary crosses the A4104, covering the access to Lower Farm would certainly be a safety improvement.

Also, the inappropriate signage because the large sign showing Eckington encourages drivers to signal left early, causing confusion with drivers waiting at the village junction C2271.

I trust these comments will be taken into account and a suitable speed limit enforced.

June Hiden

Clerk to Birlingham Parish Council

Reply from County – Thanks for the email June. Safely received.

[Bystander – dates for the diary](#)

The Parish Council dates had been requested from the Secretary for The Bystander and were sent by email to Edward Farrar.

Quote, "Further to your letter, here are the Wednesday dates for the Parish Council this year:-

18 March

20 May - Annual Parish Meeting at 7pm and Annual Parish Council at 7.30

15 July

16 September

18 November

[SWDP Consultations](#)

Circulated to all Councillors.

Dear Sir/Madam

SWDP Consultations

- Community Infrastructure Levy Revised Preliminary Draft Charging Schedule (PDCS)
- DDraft Developer Contributions Supplementary Planning Document (SPD)
- Affordable Housing Supplementary Planning Document (SPD)

Plus

•Call for Sites for Travellers & Travelling Show people

Birlingham Parish Council March 2015

Three new six-week consultations on planning documents supporting the South Worcestershire Development Plan (SWDP) will open on 16 February 2015. The funding of new infrastructure, from roads and schools to village facilities and guidance on where and how affordable housing is built, will all come under the spotlight.

At the same time, as part of the development of a Travellers and Travelling Show people Development Plan Document, there is a Call for Sites.

Residents, developers, town and parish councils, and other interested parties can make their views known at www.swdevelopmentplan.org. The consultations and Call for Sites conclude at 9.00am on 30 March 2015.

These consultations and Call for Sites complement work on the SWDP, which is being jointly developed by the councils for Malvern Hills, Worcester City and Wychavon.

Details of the three consultations are:

Community Infrastructure Levy Revised PDCS

The south Worcestershire councils are proposing to apply a Community Infrastructure Levy (CIL) on developers who gain planning permission for new housing and other types of large scale development. This will help fund essential strategic infrastructure, such as new or safer transport schemes; flood defences; education, community, health and social care facilities; park improvements; green spaces and leisure centres. Each council is required to produce its own charging schedule and, because of the different land values across the area, the rates across south Worcestershire will vary. Views are now being sought on whether the level of those charges is appropriate.

Representations received on the Revised Preliminary Draft Charging Schedule will be considered in preparing the Draft Charging Schedules. Representations will be invited on the Draft Charging Schedules in the summer of 2015 prior to an examination in public by an independent Planning Inspector. If you have any questions please contact Andrew Ford on 01386 565362 (andrew.ford@wychavon.gov.uk) or Corin Beames on 01684 862140 (corin.beames@malvern hills.gov.uk).

Draft Developer Contributions SPD

Planning guidance is being proposed on how and when developers will need to make contributions towards local infrastructure in order to ensure their proposals are acceptable in planning terms, in line with SWDP policies. Opinions are being sought on this guidance, which is set out in a Supplementary Planning Document at www.swdevelopmentplan.org. If you have any questions please contact Adrian Becker on 01905 722545 (abecker@worcester.gov.uk).

Affordable Housing SPD

The SWDP proposes that most new housing developments should include a proportion of affordable housing, such as rented accommodation managed by housing associations. A Supplementary Planning Document now needs to be compiled to give detailed guidance on this, covering issues such as whether flats or houses should be built, how many bedrooms should be included in affordable dwellings, and the circumstances in which developers will have to make a financial contribution towards affordable housing being built away from their own developments. This consultation asks for comments, particularly from landlords and housing developers, on the detailed advice that needs to be included in this document. If you have any questions please contact Rosie Murray on 01684 862354 (rosie.murray@malvern hills.gov.uk) or Denise Duggan 01386 565267 (denise.duggan@wychavon.gov.uk).

Call for Sites for Travellers & Travelling Showpeople

Running concurrently with the three consultations described above there is also a call for possible sites that could be used as pitches for Travellers and Travelling Show people. The SWDP includes policies for the provision of up to 20 new pitches for Travellers. In order to comply with national planning rules the South Worcestershire Councils are now preparing a Site Allocations Development Plan Document that

will identify land to accommodate Travellers and Travelling Show people up to 2030. If you have any questions please call the Worcestershire Hub on 01905 765765.

The consultations and call for sites are part of the programme of work in the Local Development Scheme that was approved by the three councils on 30 September 2014.

CIL / Developer Contributions SPD Seminars

In relation to the Community Infrastructure Levy Revised PDCS and the Developer Contributions SPD you may be interested to know that the South Worcestershire Councils are organising a seminar for developers and the town and parish councils throughout south Worcestershire. These will be held on the afternoon (developers) and evening (parish and town councils) of 9 March 2015. Further details and invitations for these events will follow shortly.

How to Comment

A copy of the documents, including comment forms, can be viewed and downloaded via the following web addresses

- CIL Revised PDCS http://www.swdevelopmentplan.org/?page_id=9878
- Draft Developer Contributions SPD http://www.swdevelopmentplan.org/?page_id=9739
- Affordable Housing SPD http://www.swdevelopmentplan.org/?page_id=9741
- Call for Sites for Travellers and Travelling Show people http://www.swdevelopmentplan.org/?page_id=9752

For background context the deposited SWDP and associated (on-going) examination material can be viewed at www.swdevelopmentplan.org

Alternatively, the consultation documents can be viewed at the following locations: County Hall, Wychavon District Council Offices (Pershore), The Hive, Malvern library, Tenbury Wells library, Upton-upon-Severn library, St. Johns library, Warndon library, Droitwich Spa library, Pershore library, Evesham library and Broadway library.

Comments can be made via the following means by 9.00am on 30 March 2015:

- **Email** contact@swdevelopmentplan.org
- **Post** South Worcestershire Development Plan
c/o Wychavon Civic Centre
Queen Elizabeth Drive
Pershore
WR10 1PT

Representations must be received by 9.00am on 30 March 2015. Any representations made after that date and time will be considered "Not Duly Made" and will not be taken into account.

Please note that your comments cannot be treated as confidential and will be available as public documents.

Yours faithfully
Paul Bayliss
SWDP Project Manager

Oil Group

Communication from Defford Parish Clerk

Quotes, "Thank you for coming back to me so quickly. I think the councillors may have been remembering the group that you ran previously."

The Parish Council has been approached by an Oil Buying Club based in Kenilworth and that is what started the discussions. The plan is to ask this group to make a short presentation to the next Parish Council meeting in March. I will let you know how it goes".

Linda Blake

Clerk to Defford and Besford Parish Council

(As I said this should be approached with caution and what commitment would the oil company want and how they would set their pricing? Is there a penalty clause? An individual can never have less than 500litres delivered as a regulation so how would the 'bulk' delivery be achieved when a lot of homes wouldn't be able to synchronize with others (i.e. limited tank size, don't use a large amount) I would be interested to know the outcome).

Letter from Oil Company circulated to all Councillors advising that Defford had a meeting.

[Parish Games Newsletter](#)

Issue 3 February. Circulated to the organiser.

[Worcestershire County Council – Adopted Validation Document](#)

Feb 18

Quotes "Dear Mrs Hiden

Worcestershire County Council has now adopted their Validation Document.

The County Planning Authority welcomed your comments on the Draft Validation Document and considered these when producing the final version of the document. Please view the adopted Validation Document and the response document at the link below to see how we dealt with your comments:

www.worcestershire.gov.uk/validdoc

If you have any queries then please do not hesitate to contact me.

Kind regards,

Emma Johnston

Principal Planner

Business, Environment and Community

[Sports Facility Strategy](#)

Feb 18

[Councillor Davis](#) email received as follows:

Good morning Ladies,

Please ensure you bring this to the attention of your parish Council at their next meeting. It is very important that requests for S106 monies is requested in good time to ensure we negotiate with developers from the outset otherwise we could fail to secure project costs for our numerous clubs/ recreation requirements for each parish. The questionnaires need to be completed by all Parish Councils during this consultation period.

Thank you for your support.

Kind regards.

Ron Davis

District Councillor

Eckington Ward

Subject: FW: Sports Facilities Strategy.

Last night it was suggested that members could play a role in gathering evidence for the Sports Facilities Strategy. This will be a key document providing an evidence base for the South Worcestershire Development Plan's Community Infrastructure Levy 123 list (the strategic projects that are required to meet the infrastructure needs resulting from housing growth) and help prioritise existing 106 expenditure. The work is being carried out by Neil Allen and Associates, and involves consultation with Parish/Town Councils Schools and local sports clubs. For information they will also be talking to the National Governing Bodies of Sport, the County Sports Partnership and other stakeholders (as well

as bordering local authorities, clubs, etc.). One of the key elements are the attached consultation documents and I would appreciate the members assistance in ensuring that we have as many returns as possible so in your meetings with Parish Councils can you please prompt clerks to make a timely response. Obviously the consultant will keep me informed and at some point I will also chasing up returns.

It is important to note that the questionnaires will be coming from the consultant rather than Wychavon District Council.

If you have any questions just get back to me.

Thanks for your assistance in this matter.

Jem (Jeremy) Teal
Community Development Manager

[Worcestershire CALC Agenda](#)

Feb 18

Received email from Kaye Angus, Area Clerk and circulated to all Councillors.

Dear Members

Please find attached the Agenda for the forthcoming meeting on the 4th March, 2015, together with the minutes of the previous meeting held on the 4th December, 2014. We look forward to hopefully seeing you at the next meeting when the speaker is Mrs. Maggie Collins from Healthwatch Worcestershire,

[Community Involvement \(SCI\) update February 2015 Publication](#)

Circulated to all Councillors as follows:

Feb 18

Dear Sir/Madam

Please find attached a letter informing you of the publication of the Worcestershire County Council Statement of Community Involvement (SCI) Update, February 2015.

The County Council consulted on the draft Statement of Community Involvement for six weeks over the summer of 2014. Responses received were recorded and used to amend the document. Copies of both the Statement of Community Involvement and the consultation response document can be access via the Council's website at:

<http://www.worcestershire.gov.uk/communityinvolvement>

Kind regards

Natasha Friend
Principal Planner
Strategic Planning
Worcestershire County Council
County Hall

[Council Healthcheck](#)

From CALC quotes "CALC will be offering a new service to member councils at no extra cost. We will come to you to give your council a healthcheck and procedural audit to ensure that you fulfil all the basic requirements for a well-run council. The check will be comprehensive, and we will produce a report highlighting the positive aspects of your council and making any suggestions for improvement. We don't expect the check to take up a huge amount of your time.

Please let me know if you are interested, and we can start booking some dates".

Birlingham Parish Council March 2015

Response

Thanks for the reply.

We would probably only want to meet with you unless you wanted a councillor in attendance and we will send a check list of evidence required before going through everything so that you are prepared. It isn't a fault finding mission, it is merely to add to the support we give to our members and guide them to best practice.

Look forward to hearing from you again

Warm regards

Caroline

Clerk has given dates in June and is awaiting a response.

Public Notice

Received 2 March, as follows:

Dear Mrs Hiden

WORCESTERSHIRE COUNTY COUNCIL TEMPORARY ORDER 2015

I attach for your information a copy of Public Notice which will be published shortly in the appropriate local newspaper next week.

Yours sincerely

Marilyn Williams

Legal Clerk

Legal & Democratic Services

Worcestershire County Council

Spetchley Road

Worcester

WR5 2NP

DE 29941 Worcester 2

T 01905 766625

WORCESTERSHIRE COUNTY COUNCIL

PUBLIC NOTICE

Road Traffic Regulation Act 1984 (As Amended)

(C2271 Lower End, Birlingham)(Temporary Closure Order) 2015

The Council intend, not less than seven days from the date of this Notice, to make an Order to close that part of C2271 Lower End, Birlingham, from a point 67 metres from its junction with U46417 Whitehall Lane in a northerly direction, in order to facilitate sewer connection works.

Exemptions: to permit access to any land or premises fronting the highway affected where there is no other form of access; and to allow the works to be undertaken.

Alternative routes: - U46414 The Avenue, C2271 Church Street, C2271 Broadway Road C2271 Lower End and vice versa.

Maximum duration: 18 Months. Anticipated duration: 2 weeks: Commencing: 13 April 2015.

Simon Mallinson Head of Legal and Democratic Services County Hall Spetchley Road

Worcester

12 March 2015

Clerk replied asking for an explanation and map to explain exactly where

REPLY: For sewer connection outside The Old Coach House.

.....

A notice has been put up on village noticeboard, sent through email news and circulated by email to Lower End residents

Defford Airfield

Mar 2

To barry.flux@yourshout.com

From Vice Chairman

Quotes,

Hi Barry

Having spoken to your office today I am sending this email as a follow up.

We spoke some while ago about the community funds from the above planning application and you kindly offered to address Birlingham Parish Council on this subject. Following that conversation things sort of 'went on the back burner'. However we do have a meeting on 18th March in Birlingham Village Hall starting at 19.45 and I have been asked by the council to ascertain whether that offer is still available.

Perhaps you could kindly let me know.

From: Emily Marshall **Sent:** 03 March 2015

To: John Hill

Cc: Barry Flux

Subject: Defford Solar Farm

Dear John Hill,

Barry Flux has passed on your details to me following your enquiry about the community fund in association with the proposed Defford solar farm.

We were delighted to receive planning permission for the proposed solar farm at Defford airfield last year but unfortunately the project could not be determined at Committee in time, which had an implication for when the project could be entered in to the new round of auctions for the new Government subsidy programme – Contracts for Difference. This means that the project will have to be entered into the next round of subsidy allocation, which the Government plans to hold this October. Whilst we have the planning permission, we do not have subsidy certainty for the project and so we do not know if the project will be built. Should we get the subsidy allocation in October then we will be looking to build the project in 2016. And of course, should the project be built then SunEdison will honor the community benefit payment as set out to Wychavon Council.

At this point however there is no further update I can provide.

Best Regards

Emily Marshall

Stakeholder and Communications Manager

BVH letter regarding Community Grant

A letter received (7/3/15) from Valerie Gilmore

Quotes

"I am a Committee Member of the village hall and we are currently trying to raise funds for a project, being the purchase of the installation of Broadband and a couple of PC's, printers etc to provide a village computer centre based in the hall. It is also hoped to provide training free of charge for the initiated as well as current users. Costs have been estimated at about £3,000. We are making a Community Grant application to Wychavon District Council and local support of projects is strongly encouraged.

We would be grateful if formal support of the project could be provided by the Parish Council.

I have spoken to Steve on the telephone and he advised me to put the request in writing before your next meeting. The application has to be at Wychavon at the very latest on 27 March.

If you need further information, please contact me or Kelvin Hartshorne.

Birlingham Parish Council March 2015

Thank you in anticipation".

BVH Chairman confirmed that Val (as the applicant) has attended a briefing session.

[CALC – report to Area Meeting](#)

Report circulated to all Councillors from Richard Levett, Executive Officer, Worcestershire County Association of Local Councils

EXECUTIVE OFFICER'S REPORT TO AREA MEETINGS March 2015 Transparency Code for Smaller Authorities

I mentioned the code in last week's Update, and I thought it might be helpful to give some more detail about it. It is expected that the code will become mandatory in March, and that councils will have to comply with it from April. It requires parish and town councils with an annual turnover not exceeding £25,000 to publish information on a web site which is publicly accessible free of charge. The code suggests that this could be done by publishing on the council's own web site, or that of its billing authority, but it appears not to require billing authorities to comply with the suggestion. Turnover is defined as the greater of receipts or payments. The information to be published is • all items of expenditure above £100 • end of year accounts • annual governance statement • internal audit report • list of councillor or member responsibilities • the details of public land and building assets • Minutes, agendas and meeting papers of formal meetings. All but the last of these relate to the financial year, and are to be published by 1st July following the year of account. Information in the last item is to be published from April this year onwards. Agendas and agenda papers must be published not later than three clear days before the meeting, and draft minutes must be published no later than one month after the meeting. Annex A to the code gives the detail of the information to be published. Annex B gives a timetable, and mentions 'proposed new burdens funding for smaller authorities to assist compliance with the Code', in Spring 2015. I will circulate information about this as soon as it is issued. When the current contracts for external audit end in 2017, smaller councils will not be subject to external audit, and the requirement to publish specified information will replace formal scrutiny with public scrutiny. The future of external audit is one of the topics which Bridget Bowen from Grant Thornton will talk about at our training morning on 16th April. We will circulate information about that shortly.

[Parliament in the Making programme](#)

Mar 12

Circulated to all Councillors a letter from Peter Luff.

[Mandy Ladds](#)

[Civic & Administration Supervisor](#)

Dear Colleague I am writing to you in my role as Commons Chair of the Speakers' Advisory Group for the 2015 Anniversaries within the Houses of Parliament. We have many events, cultural activities and educational projects planned for this year as part of our UK-wide 'Parliament in the Making' programme, which coincides with the anniversaries of Magna Carta and the Montfort parliament. We believe that these constitutional anniversaries coinciding with an election year provides a unique opportunity to inspire and educate the public and encourage further participation in the democratic process at all levels. We are confident that our programme for the year will offer many entry routes and useful resources for Local Government – whether that be library toolkits, join-in opportunities or participatory projects. In particular I would like to draw your attention to a project entitled 'LiberTeas' that we are planning on Sunday 14 June. To coincide with the 800th anniversary of sealing of Magna Carta (15 June 1215) the Houses of Parliament, in partnership with the National Trust and the Central Council of Church Bell Ringers, are asking the nation to take a moment to celebrate, debate and reflect on those rights which we can very often take for granted but which people throughout history have campaigned to make happen or fought to preserve. Communities across the UK are being encouraged to organise or attend a local event, to create a simultaneous celebration of their freedoms and rights. There will be a national peal of bells at 3pm after which we will ask the public to take a simultaneous cup of tea. Whether it's an afternoon tea for a few friends at home, a history talk or walk, a street party, a parade, a trail around the local museum – a LiberTeas event can be anything that you want it to be. Participation is in no way restricted to marking the Medieval Magna Carta moment – perhaps you have a local history that you'd rather celebrate or perhaps an issue

which is very important locally? You can find event ideas and further information at www.liberteas.co.uk. I hope that you could encourage your local communities and Parish Councils to take part on the day. You and your officers may also want to organise something yourselves? Perhaps tea in the Mayor's Parlour? A special public debate? Making a park available for the entire community to come to picnic? The first 400 people to register an event will be offered two tickets to attend the national Magna Carta commemorations on 15 June at Runnymede Meadows. We do hope that you will be able to find a way to ensure your communities learn about and can take part in this opportunity. We can send electronic and print marketing materials to you if that would help, and someone from Parliament should be available to speak to any large groups of organisations or community representatives that you could organise. Yours sincerely, **Sir Peter Luff MP** Commons Chair for the Speakers' Advisory Group for the 2015 Anniversaries
12 March 2015

[Lengthsman Scheme](#)

Letter received from Worcestershire County Council (dated 17 March) quotes "Thank you for making this another successful year for Worcestershire's Lengthsman Scheme. Despite increasing financial pressures we are pleased to have been able to maintain funding at the same level as the previous year, as such your budget to cover the period 1 April 2015 to 31 March 2016 will be £1780.15. I have enclosed your new contract for you to complete and return, please note that we will not be able to settle invoices until a signed agreement has been received. Please continue to use last year's invoice and worksheet for future submissions. Digital copies can be email to you if required. Finally, a Lengthsman training session has been booked for 4 May 2015, please contact me if you would like to reserve a place on this course. Yours sincerely David Hunter, Senior Highways Liaison Engineer"

[External Auditor – annual return](#)

Letter received (dated 12 March) from Grant Thornton for the Accounts for the year ended 31 March 2015. Grant Thornton have been appointed by the Audit Commission to audit the accounts of Birlingham Parish Council. Enclosing the Annual Return and giving the return date as 15 June. Clerk has asked the same internal auditor as last year for her services.

[Wychavon Sport](#)

Circulated to all Councillors.

[Susan Collins](#)

Mar 15

Hi all

I attach the AGM Minutes, together with the accounts, the secretary's report and a list of the dates for most of the one-day events.

As soon as I have a date for the Bowls and the Table Tennis I will let you know.

Invitations to Parishes will be going out in the next couple of weeks, and entry form, rules, etc, will be coming out to Parish Organisers early in April.

If anyone has trouble downloading any of the documents, please let me know, and I will be happy to send you a hard copy.

Thanks

Sue

[Clerk to Chairman](#) send to interested parties

[Neighbourhood Planning Workshop](#) 24th March - planning for sustainability

CALC

To: All member councils

Dear Colleague,

Community First, in conjunction with Data Orchard and the Bulmer Foundation, is holding a seminar for councils interested in making a neighbourhood plan. It will be about planning for sustainability – a

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vital part of any planning document, as the National Planning Policy Framework decrees that the purpose of the planning system is to promote sustainable development.

There is still time to book a place - the revised deadline is noon on Friday 20th March. Details are in the attached agenda.

A booking form is at https://www.surveymonkey.com/s/NDP_WS_Booking_form

If you have any queries about the event, please contact Sally Herbert at Community First - sallyh@comfirst.org.uk

The event is free to parish and town councils in Worcestershire, and is funded by Locality.

Best wishes,

Richard Levett
Executive Officer
Worcestershire County Association of Local Councils,

Leaflets given to Councillors.

The Pensions Regulator

Enrolment. Letter received

Appendix 3 – Changes in the Law Legal Topic Note 5 – item 20

Legal Topic Note 5 refers to the Transparency Code for Smaller Authorities, which will require councils with an annual turnover not exceeding £25,000 to publish specified information on a website publicly available free of charge. Turnover is the greater of receipts or payments.

The Code suggests at paragraph 32 that the website could be the council's own, or that of its billing authority. In Worcestershire, parish and town councils may all use the dedicated web pages on the County Council's web site.

Annex A of the code summarises the information to be published, most of which is to be published by 1st July each year.

The information to be published by 1st July is that contained in the annual return to the external auditor, plus a list of payments above £100, a list of councillors and details of public land and buildings owned by the council.

It is expected that parliament will approve regulations making the code mandatory by the end of March, and that the requirement to publish agendas and minutes on a web site will begin in April.

Appendix 4 – Email the agenda

CALC ISSUE 6 18 February 2015

Quotes "Email the Agenda – a Great Leap Forward

Parish and town councils may now lawfully issue the summons to meetings and the agenda by email, but only in England. You will be thrilled to know that what councils have been doing for years received Eric Pickles's fiat on 30th January, except in Wales.

NALC has revised legal topic note 5, Parish and Community council Meetings, in which paragraph 17 refers to this great innovation".

17. Service of summonses and agendas by email has long been accepted practice for many councils in England and Wales. However, service by electronic methods (such as email) did not comply with legislation. Only service by postal delivery or delivery by hand complied with the 1972

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Act. The Local Government (Electronic Communication) (England) Order 2015 ("the 2015 Order"), which came into force on 30 January 2015 changes the legal (if not the practical) position in England. It amends paragraph 10(2)(b) of schedule 12 to the 1972 Act to permit email service of the summons and agenda. Councils must obtain a councillor's consent to email service and to the email address that they will use. A councillor can withdraw consent to service by email at any time. The legal (and practical) position remains unchanged in Wales".

It is expected that parliament will approve regulations making the code mandatory by the end of March, and that the requirement to publish agendas and minutes on a web site will begin in April.

Appendix 5 – Neighbourhood Plan (NP)

- What is neighbourhood planning? - Neighbourhood Planning is a new system which is intended to give local communities more say in planning the development of their area. Neighbourhood planning is voluntary, so that a NP will only be made for a given area if a local council (parish or town) or local group takes the initiative to prepare one.

- Neighbourhood area - A NP covers a neighbourhood area. This is an area designated as such by the local planning authority (LPA). A designation must be initiated by a "relevant body" i.e. a local council. To qualify as a relevant body, a neighbourhood forum must: be established to promote or improve the social, economic or environmental well-being of the area; to open to membership to people who live or work in the area or are elected councillors of a principal local authority which includes the area within its boundaries; have a written constitution, have a minimum of 21 members.

Briefing Notes....

NP Meeting

Steve Morris, Chair - The 'plan' idea was a process that the PC started about 3 years ago as a Parish Plan but the Government changed its policies and now there is a process for a Neighbourhood Plan. Chairman introduced Andrew Ford, Senior Policy Planner from Wychavon District Council and thanked him for his attendance.

Andrew explained his background. He has worked and been involved in the production of the SWDP and has guided its development up to 2013. He also supports communities in producing NP's.

WHAT are NP's?

He went on to give an un-bias opinion on NP's - There are 1/2 dozen up and running. 1/2 dozen interested parishes. Cleeve Prior and North Claines are at draft plan stage.

2011 the Localism Act was introduced and NP's came about. It is a legal document carrying legal weight as opposed to a Parish Plan which doesn't.

NP - driven by regulations. It is specific to the community. Has to be positively prepared i.e. have a vision, policies, a need for a site for a particular use e.g. a village hall, housing development (over and above the SWDP)

Topic specific re design

Process requires key stages

PC lead

Consultation

Draft plan - 6 weeks

Consultation

Submit to WDC

Independent examiner to decide on referendum.

WHY -

Do you need a plan? What are the pressures?

Birlingham is a 4b category village - so effectively mean WDC would not seek development

Conservation

Environmental issues

Design

Could be more 'topic based'

Housing needs survey - parish council to do

Rural exception site to understand the needs if any

Grants available from Government at least into next financial year WDC to match with £8000

Volunteer's time

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Could cost up to £15000
Time consuming
Extra funding
Free advice from Planning Aid
Again positively prepared (was reiterated)
2/3 years timescale
Cost comes with getting evidence
Is there an issue (s) to be addressed (said again)
Parish Plan still have actions or evidence
SWDP has a design policy
Residential Design Guide is being reviewed

There was a question and answer session

It was proposed that we could go ahead with a Neighbourhood Plan.
Vote took place - The vote was tied
A further proposal was that we start by conducting a survey of the village to identify our needs.
This was carried with no votes against.

Village survey

SUMMARY:

Pros and Cons summary of undertaking a neighbourhood plan.

Pros

- carries real legal weight as part of Local Plan (SWDP)
- planning applications and appeals determined against it
- certainty re community-led/supported development – fewer objections; speedier action

Cons

- technical, formal process
- time, responsibility, commitment
- uncertainty re available support
- uncertainty re cost

Appendix 6 – Website

Since May 2012 the number of pages viewed is nearly 24,000
The page has received over 9000 visits, of which first-time visitors are estimated to be about 1500.
The number of visitors is rising steadily each quarter, particularly over the last year.
Searching for 'Birlingham' on Google consistently results in birlingham.org being in the top three results, and most of the time its number 1

Appendix 7 – Archiving

Our reference: U560/01/01/04H

Dear June Hiden

Thank you for your enquiry regarding the deposit of Birlingham Parish Council minutes. We would be pleased to accept your offer to deposit records with us. They will be stored here in The Hive and, after processing, made available for public perusal.

If you are able to bring the deposit to The Hive yourself, you are very welcome to bring it directly to the 'Explore the Past' desk on Level 2 during our opening

hours http://www.worcestershire.gov.uk/info/20207/visiting_us/1053/opening_hours_and_travel_information If you would prefer to make other arrangements for getting it to us, please get in touch with us again.

You will be asked to complete and sign a short Accession Form, one copy of which will be returned to you for your records. This form asks for a brief description of the items and information about its creators and owners. It also asks on what basis you (or the individual/organisation on whose behalf you are acting) are

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making the deposit (e.g. as a gift or loan), what you would like us to do with any material we are unable to keep, and its copyright status. The information you provide will help us create a more comprehensive catalogue of your deposit, and determine how members of the public will access and take copies of the material. It is understood, though, that you may not have all of this information available, and staff will be able to assist with the forms.

Thank you again for thinking of us in this regard.

Yours Sincerely

Charlene Taylor, R.M.A.R.A.

Archivist

Worcestershire Archive & Archaeology Service, The Hive, Sawmill Walk, The Butts, Worcester, WR1 3PD

Tel: 01905 822866

Email: archive@worcestershire.gov.uk
archaeology@worcestershire.gov.uk

Website: www.worcestershire.gov.uk/waas

Appendix 8 - Healthcheck

CALC ISSUE 4 5th February 2015 - Council Healthcheck

Quotes, "From June next year, CALC will be offering a new service to member councils at no extra cost.

We will come to you to give your council a healthcheck and procedural audit to ensure that you fulfil all the basic requirements for a well-run council. The check will be comprehensive, and we will produce a report highlighting the positive aspects of your council and making any suggestions for improvement. We don't expect the check to take up a huge amount of your time.

Please let me know if you are interested, and we can start booking some dates".

Appendix 9 – Annual Parish Meeting

Annual Council Meeting after the Election. Most parish and town councils in Worcestershire have their ordinary election on May 7th this year. For those that do, of course, your annual council meeting has to take place between the fourth day after the election and the fourteenth day after that, rather than on any day in May, as in other years. Definitive guidance from NALC that this period is calculated using the ordinary rules for council meetings, and so the annual council meeting has to take place between 12th and 29th May, omitting from the calculation Sundays and bank holidays.