

# Birlingham Parish Council\*

Minutes of meeting held on Wednesday 15 July 2015

at Birlingham Village Hall

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## **Councillors:**

Councillor Allen  
Councillor Comins  
Councillor Fitch  
Councillor Hill  
Councillor Morris  
Councillor New  
Councillor Yates

## **Present:**

Councillor Ron Davis  
Clerk

## **Welcome**

The Chairman welcomed everyone to the meeting.

### **1. Apologies for absence:**

Footpath Warden

### **2. 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.
- d) Written requests for the Council to grant a dispensation (S33 of the Localism Act 2011) are to be with the Clerk at least four clear days prior to a meeting.

Councillor Morris and Councillor Hill declared an interest in the Jubilee Committee request.

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. Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

### **3. Minutes of Previous Meeting**

The Minutes of the meeting held 20 May 2015, a copy of which had been circulated to all Councillors, were agreed as a true record and duly signed by the Chairman.

There had been an oversight in the Minutes at the item to appoint members and consider the Parish Council's scheme of delegation. Further to discussion it was agreed that Councillor Hill had been appointed as Financial Support Officer (May agenda item 6a). This was agreed again by all Councillors.

### **4. Democratic Opening**

The meeting can be adjourned for Public Question Time. Nothing to report.

### **5. Progress Reports**

- a) Footpaths
  - i. Footpath 511 (Withy Walk) – strimmed and hedge cut back.

- ii. Footpath 518 – (Asham Lane) – mown. Thanks were given to Councillor Yates for his assistance.
  - iii. Footpath 522 – (path between Nafford Lock) – strimmed.
- b) District Councillor
- i. Cuts this year would not be as austere as last year. Budgets are being sorted for the next financial year
  - ii. There would be the joining of certain departments between Wychavon and Malvern District Councils. For example Planning and Legal.
  - iii. Saving costs on waste and recycling. All local authorities to use the same system.
  - iv. Support for the Jubilee Committee application for trestle tables. Cherrie Mansfield was aware of the verbal support.
  - v. Eckington Road speed restriction request from 40mph to 30mph. Support would be given but it is a Highways issue at Worcestershire County Council. Also aware of members concerns for a 40mph extension towards Tiddesley wood.
- c) County Councillor – none.
- d) Clerk - **See appendix**

## 6. Planning

- a) Current applications pending: none
- b) Current applications approved
- i. W/15/01574/NM – The Old Stables, Upper End  
Non-material amendment to planning reference W/14/02266/CU for introducing glazed terrace doors to the south elevation to serve the dining room; arched head introduced to existing windows to the south elevation; revisions to north courtyard elevation  
Approved: 26 June  
There are no Conditions and Reasons applicable to the decision of this application.
  - ii. W/15/00850/PP – Rough Hill House, Upper End, Birlingham WR10 3AA  
External and internal alterations to create larger living room, bed 1 to include en suite, pitched dormers to front elevations plus ground floor entrance porch  
Approved: 22 May
  - iii. W/15/00839/PN – Lower End Farm, Berwick Lane, Birlingham WR10 3AD  
Demolish existing garage and erect a three bedroom holiday home  
Withdrawn: 17 June

## 7. Financial Matters

- a) Bank Balance £6,093.12 as at 19 June 2015.
- b) The Accounts for 2015/2016 were resolved as per the spreadsheet, summary and provisions. See g below.
- CALC has suggested that a future consideration could be given to a 'provision' for the lengthsman (or contractor) for emergency works, for example during bad weather, fallen trees.
- Members discussed and suggested that this should be reviewed at the November budget.
- Members discussed the spreadsheet further. It was agreed that the Financial Support Officer and the Clerk should consider a review of the 'design'.
- c) Receipts:
- £190.00 – Worcestershire County Council
- Payments:
- £243.80 – Zurich Municipal – Annual insurance commencing 1 June (note: remains same as last year)  
Cheque number 336

£166.73 - CALC (Service charge 125.36 and Affiliation fee 16.30 plus VAT)  
 Cheque number 338  
 £10.00 – Clerks training CALC 'preparing for a new council'  
 Cheque number 339  
 £50.00 – Internal auditor as agreed under Finances item 17f 20 May 2015  
 Cheque number 340  
 £190.00 – Lengthsman (February March)  
 Cheque number 341  
 £128.00 - PAYE (April, May, June)  
 Cheque number 342  
 £512.00 - Clerks pay (April, May, June) (£2,562.50 divide 4 = 640.62 less 20% PAYE)  
 Cheque number 343  
 £25.00 – Clerks expenses (April, May, June)  
 Cheque number 344

d) Future Payments:

£204.00 – Lengthsman May  
 £144.00 – Lengthsman June  
 Village survey – pending cost calculations. Three quotes have been requested based on an A5 colour booklet for 350 copies. They are: Pershore Print £395, Worcester Printers £365 and Duplikate £230  
 The specification from Duplikate meets the criteria and is the cheapest. The works can also be turned around in 3 working days. Councillors agree that this is the company to use and they are all in favour of the amount.  
 £500.00 - Birlingham Village Hall contribution (as agreed budget November 2014)  
 Pending – email sent to the BVH Chairman explaining reserves  
 Election costs (estimate was £696.95) – no invoice received at the present time; CALC suggested consider asking for the costs to be reduced or spread them due to the reserves?

e) Confirmation of allowances (as per WDC)

Pence per mile  
 Motor cycles 24.0 per mile  
 Motor cars 45.0 per mile  
 Bicycle 20.0 per mile

The amounts are Inland Revenue approved. It is agreed that the allowance amounts are acceptable.

f) Internal Auditor. The auditor has been thanked for her services for the financial year ended 2014/2015 and a request has also been sent asking her to assist again next year with the Annual Return and audit of the accounts 2015/2016.

g) Provisions/reserves/specific reserves

Clarification was discussed on the definitions of the provisions and reserves. They are as follows:

Provision: This is an amount set aside for a liability of uncertain timing and amount.

Specific Reserve: This is an amount set aside for a specific purpose and is of a known value.

General reserves: This is the amount which has no specific purpose and also no known value. A good example is the surplus of income over expenditure accumulating over financial years.

In the context of Birlingham Parish Council the following applies:

Tree Provision £106.66. Whilst the purpose is defined the eventual amount is not ascertained so this is a PROVISION.

Litter Pick Bursary £676.00. Here the purpose is defined but as the amount cannot be ascertained it remains a PROVISION.

Plane Tree £1,000. The purpose is ascertained which would indicate it is specific but the liability is not known so it remains a PROVISION. Whilst the Parish Council have agreed an upper limit to this they do not know with certainty the costs which may be incurred, if any, so it remains a PROVISION.

Year on year surplus of income over expenditure is a general reserve. The Parish Council have agreed to build this to be equal to the annual costs of £4,000. This can be used for general costs and so is a GENERAL RESERVE.

## 8. To consider the layout of the agenda and the layout of the minutes

The **agenda** should be as detailed as possible and show background papers as appendices for assistance. Appendices will not show on the minutes in future but on the agenda and therefore (as should be good practice) in future the agenda will be put as a hard copy for reference attached on the minute file. This was discussed and agreed.

A **draft agenda** was discussed. It was agreed that a draft agenda would be circulated 1 to 2 weeks before the final agenda is published so that members would not only be checking at that stage that nothing was omitted but that they were also letting the Clerk know what they wanted for consideration.

It was also agreed that a **slim version of the agenda** could be placed on the noticeboard so that the items could be viewed on one page; the subject headings and the details of the spending decision. A note on the bottom of the slim agenda would inform people that a full agenda would be available in the old telephone box for reference or is on the website.

The current minutes have the **democratic opening as an addendum**. This was discussed and Councillors agree that the democratic opening would remain as an addendum and therefore be noted as part of the minutes.

Should the **Clerks Report** be put on file as notes for reference or remain as an appendix to the minutes? This was discussed. The Report was there as an important record for all to see and one that Councillors make their decisions so to omit it would mean there was no understanding of why the decision was reached. The other reports i.e. Councillors are included so why should the Clerks Report not be. The Clerks report would remain as an appendix and not as a note for the hard copy file. This was agreed.

## 9. Standing Orders

The current standing orders (originally adopted in November 2003 and revised when necessary) were discussed. They are to be reviewed in line with CALC's model standing orders. The Chairman and Clerk would adapt and re-draft for consideration. It had previously been agreed that In future Standing Orders were too reviewed on an annual basis at the Annual Council meeting and throughout the year whenever necessary.

The Clerk would do the final collation to include items 12, 13, 14 and necessary 'models' for example the agenda format.

## 10. Village Survey

Discussion took place on the progress made to date. There would be a meeting at the end of July to discuss the delivery, collection and analysis and a meeting in September to discuss the collation of the information and to determine the final outcome.

It was agreed that the meeting in July would take place on Thursday 30 at Lower Farm. Steve Conder and Sarah Brown would attend too as consultants. All Councillors were invited to attend.

An article could be placed in The Bystander to update residents.

**11. Superfast Broadband**

The Chairman had not received a phone call as promised from Worcestershire Superfast Broadband. It was agreed that early next year they should be pressured again regarding the connection to the upper part of the village. There was a suggestion for a cabinet on the A4014. It was believed there was a BT services point opposite the entrance to Lower Farm. This would be pursued.

**12. Review of the Council's complaints procedure**

CALC have a model complaints procedure. This needs to be adapted/adopted to go along with Standing Orders. It was agreed that a draft should be prepared so that there is an adoption of a standard and formal procedure for considering complaints. Councillor Allen was delegated with the action.

**13. Review of the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

The Freedom of Information Act 2000 allows the public access to certain types of information held by the Parish Council in two ways: public authorities are obliged to publish certain information about their activities and members of the public are entitled to request information from public authorities. The Parish Council need to make this available or advisory from the parish website and from the Clerk. The Parish Council need to draft and adopt a procedure to be included with the Standing Orders. The Chairman would action because of the actions on the website and give instructions to the Clerk.

**14. Review of the Parish Council's policy for dealing with the press/media**

There could be requests from the press or other media for an oral or written comment or statement from the Parish Council, its Councillors or staff. This has to be handled in accordance with the Parish Council's policy in respect of dealing with the press and or other media. To draft and adopt a procedure to be included with the Standing Orders. This action was delegated to Councillor Fitch.

**15. Councillors' reports and items for next agenda**

New Homes Bonus draft application had been received from the Jubilee Committee which has already been agreed in principle. The proposal is for community tables. As there is only currently £233 of NHB available it is planned to make two applications. The first application will be for 12 tables costing £489.60, of which £233 will come from the NHB and the remaining £256.60 from Jubilee Committee funds.

The second application will be made if and when the NHB scheme restarts and will be for a further 13 tables costing £530.40, of which £265 will come from this year's NHB allocation and the remaining £265.40 from Jubilee Committee funds. This was approved but will be brought to the next meeting.

We are required to publicise the proposal, so it will be included in the next Birlingham News.

- Speed limits
- Auto enrolment
- Invitation to visit Birlingham Cricket Club
- Village Plan is collapsing
- Highways old finger post.

**16. Closure** - with nothing further to discuss the meeting closed at 20.39pm.

The next Parish Council Meeting is on Wednesday 16 September 2015 at 7.30pm

**Signed:** ..... **Councillor Steve Morris, Chairman**

**Date:** .....

## Appendix

### Clerk's Report

#### Dog fouling and off leads

The item was discussed at the Parish Council meeting following concerns from residents about the increase in dog fouling and owners not controlling their dogs. An article to be placed in BN to remind villagers of their responsibilities and legal obligations.

#### Superfast Broadband

Birlingham News has had several requests regarding the connection to Superfast Broadband. The Group asked that the Parish Council write to the Superfast Broadband Team and put some pressure on Birlingham to be done early.

**Clerk** has written to the Worcestershire Team asking for information, timetable and any schedule of implementation giving various postcodes.

#### Response

The Superfast Worcestershire programme team in partnership with BT Openreach have developed a comprehensive website [www.superfastworcestershire.com](http://www.superfastworcestershire.com). The website includes all relevant information regarding the programme and the extension programme, including details of the anticipated coverage area, what cabinets have already gone 'live' and frequently asked questions. Recently, we have also updated our postcode checker, which contains the details of both our fibre programmes as well as the Community Pathfinder Project:

<http://e-services.worcestershire.gov.uk/broadbandproject/PostcodeStatus.aspx>. The postcode checker will confirm whether requested postcodes are in or out of the programme.

If you / parishioners would like to know more on how they are connected (which street cabinet or telephone exchange) they are connected to, this can be established by visiting [www.dslchecker.bt.com](http://www.dslchecker.bt.com) this provides access to a 'phone number' checker, which will tell you the cabinet and/or exchange you are most likely connected to. If the number is not recognised, please try the 'address checker' or the 'postcode checker' via the same link.

Knowing your exchange and cabinet number you can visit the 'cabinet status' page available via the following link; <http://superfastworcestershire.com/cabinet-status>. This page provides the latest cabinet level information and anticipated dates of first connections. If your cabinet is not listed yet, it does not necessarily mean it is not included in the programme. This page also outlines areas of deployment and anticipated timeframes for future phases.

If at present your cabinet has not been publicised on the 'cabinet status' page, we recommend referring to the 'coverage map' available on the home page, which provides an overview of the areas included in the deployment.

In April 2015, a new scheme was launched in Worcestershire to enable eligible businesses and voluntary organisations to claim grants of up to £3000 towards the cost of upgrading to superfast broadband. Businesses and voluntary sector organisation can apply individually or they can apply as a group. Simplified form for businesses to complete is available: <http://voucherapply.com>

Answers to the most frequently asked questions are available on our FAQs page <http://www.superfastworcestershire.com/faqs>.

I trust this has provided you with some guidance on how to obtain details regarding the current deployment and the future Superfast Extension deployment.

Kind Regards

**Robert Stepniewski**

Project Manager

Strategic Change Team

**Clerk REPLY:** Thank you for your response. The parish council chairman attended the meeting at Eckington recently so your standard reply seems to say what was already known.

I will ask if there is anything the villagers feel is new and if not maybe we can be more precise and contact you again. I think people want more precise answers because the 'publicity' has promised so much.

**Project Manager response:** Thank you June. The postcode checker will provide an answer whether or not individual premises are in the programme or not. I would refer your parishioners to the checker – this way they can check themselves what the status of their premise is. Once they know that they are in scope – for some that may be enough, some will want to know more – I.e when. This can be determined by the cabinet status page, where we publicise all cabinets, which have been surveyed and are therefore confirmed.

I hope this helps?

Many thanks

**Robert Stepniewski**

#### **FURTHER LOBBY**

Dear Robert

Thank you for your response however this standard reply does not actually say anything that isn't already known.

We know that the affected properties are connected to 'Cabinet 601', which is in fact a direct connection to the Eckington exchange.

The Cabinet Status page does not mention Cabinet 601.

I think it would be useful if you could inform us/residents when you are planning to install a physical cabinet, or at the very least when you will decide what action you will be taking.

The Parish Council on behalf of residents would like to get a reply to the specific enquiry rather than just a standard response.

**Reply:**

Please can you let me have your telephone number and I will give you a call. It is not a straight forward answer and any answer I provide may not be sufficient for a group of residents / business.

**CHAIRMAN has given consent to have his telephone number given to Superfast Broadband to discuss the issues. Awaiting call.**

#### **Parish Matters**

Copies of the May 2015 newsletter available to all Councillors

#### **Notice of Meeting and Election of Officers – Wychavon Area CALC**

Email circulated to all Councillors from Wychavon Area Clerk, as follows:

NOTICE OF MEETING & ELECTION OF OFFICERS - WYCHAVON AREA COUNTY ASSOCIATION OF LOCAL COUNCILS - 3RD JUNE 2015

Dear Members

Please find attached the Agenda for the forthcoming Annual General Meeting on the 3rd June, 2015, at Pershore Library. As informed in the previous minutes the date of the meeting has been changed from the 4th June to the 3rd June. The meeting commences at 7.30pm and the speaker is Louise Bennett from the Wychavon Elections Team, to give an overview of the Election process. We look forward to welcoming you on the evening. Do please contact me on 01386 446549 if you have any further queries.

#### **Cotswolds AONB Landscape and Guidelines – survey of use**

*The Cotswolds Conservation Board published a Landscape Character Assessment for the Cotswolds AONB over 10 years ago in 2004. This was followed by the adoption of a set of Landscape Strategies and Guidelines for each of the 19 Landscape Types that make up the Cotswolds. You can find on-line versions of these documents at: <http://www.cotswoldsaonb.org.uk/planning-management-advice/landscapestrategy/>*

*Whilst our goals remain the same – to conserve and enhance the outstanding landscape – the pressures on the landscape change. It is important, therefore, that our professional guidance in such documents is kept up to date and useful. We are starting a review of the Landscape Strategy and Guidelines, and to ensure that we meet the needs of all our 'customers' we are keen to know who uses them and why and how they might be improved.*

Birlingham Parish Council July 2015

The Board would be grateful if a representative of the Parish/Town Council, Neighbourhood Planning Group etc could spend a few minutes completing this short questionnaire (12 questions maximum, mostly tick-box).

<https://www.surveymonkey.com/r/CCBLSandGMAY2015>

A response was completed by Councillor Comins representing the Planning Group of the Parish Council.

### Candidate Expenses Return

All Councillors confirmed that their returns had been completed and returned to Wychavon Democratic Services. This is a 'legal' requirement for the member's.

### Register of Member's Interest

All Councillors have completed their forms and they have been returned to WDC.

Clerk – checked with Support Services at WDC and they are now available to view on the website.

### Birlingham Cricket Club update

May - Mark Yeomans will be in touch later in the summer with a possible date for a visit for the Councillors on the progress of the refurbishment following the NHB grant.

June - Work has recommenced with the digging out of the ground for the new concrete ramp up to the new access door on the machine shed. Hopefully by September the project will be complete.

### Asham Lane

**Request from resident:** The PRW from Eckington Road along Asham Lane towards the village is completely impassable with chest high grass etc is this something the lengthsman would deal with? People are walking in Asham Meadow and have created a pathway through the hay crop.

**Clerk:** The Lengthsman isn't tasked with PRW's but I will mention it to the Footpath Warden. The track has been an issue in the past because it gets overgrown usually with the hedgerow. I'll see if anything can be done.

**Clerk to Footpath Warden:** Enquiry made to Footpath Warden regarding the lane being overgrown. The Footpath Warden was making enquiries regarding the cutting of the track as it had been suggested that a frail cutter was needed rather than just a mower (topper).

**Resident:** Can you thank whoever cut Asham Lane on Saturday I think it was. Great to be able to walk along here again and thanks to you for sorting.

**Thanks - Clerk not to take credit for sorting as it was done voluntarily by Councillor Yates.** He said it was nice to receive a note of thanks from a resident.

### CALC – Executive officer's report to area meetings June 2015

EXECUTIVE OFFICER'S REPORT TO AREA MEETINGS June 2015 - After the Election

Congratulations to all the newly-elected councillors, and welcome back to everyone who has been re-elected. Councils will all have had their annual council meeting by now, and all the annual parish meetings will have been held. Apart from making sure that you have all returned your statement of election expenses, and registered your disclosable pecuniary interests (deadline of 8th June for the latter), it is back to business as usual.

Of course, there are still vacancies to fill by co-option following the election. From 25th June, the district council will be able to call another election to fill any remaining vacancies. If your council will not be able to fill its vacancies by then, it would be worthwhile checking with the district council what its intentions are about this.

Apart from the vacancies caused by insufficient candidates at the election, one or two casual vacancies are already happening, as people have failed to sign their declaration of acceptance of

office by the end of the first meeting after the election, or having done so, belatedly decide they didn't really mean it and resign.

New councillors in particular are strongly urged to take up any training opportunities which are available to you. If your district council offers code of conduct training, do go to it if at all possible as it is essential to know and understand the code which applies to you. CALC is also offering training in the basics of being a councillor – details have been circulated. There are sessions throughout this month, and there will be more later on. I think we tend to forget that many of the quirks of parish and town council administration can strike the uninitiated as being a little odd.

I was at a county officers' meeting last week, and one or two of the topics are worth mentioning.

Unity Trust Bank

This bank is based in Birmingham, and specialises in providing services to not for profit organisations. It does not have branches, but its customers can use any NatWest or RBS branch. As well as the traditional banking services, it provides internet banking adapted for parish and town councils whereby one person can initiate a payment, and two others authorise it. Limits can be set on the scope of authority of each of these people. A feature which may appeal is that they do not require proof of identity for authorised signatories.

DCLG John Connell from the Department for Communities and Local Government said that he had a number of priorities for this year. One was to provide certainty about the application of the referendum principles to parish and town councils. For new inmates, this is what the government calls capping, or the central control of local authority budgets. The proposal is that capping would apply to the biggest one hundred or so parish and town councils in the same way that it does to principal authorities, and there would be no review of this decision for five years. He said that size would probably be measured by value of precept, or perhaps turnover, and that it was proposed to consult about level at which the threshold would be set.

He also mentioned that the business rates review was waiting on information to be provided by the Treasury – the possibility here is that some proportion of business rates may be passed to parish and town councils.

The Department is looking at the possibility of paying council tax benefit subsidy directly to parish and town councils, or of issuing explicit instructions to principal authorities to pay over an identified amount.

Transparency Code for Smaller Authorities The requirement to comply with the code was made mandatory by regulation in March, as I reported to you in my last area report. The government has provided a fund to NALC to support small councils to help them to be able to comply with the code. We are waiting to hear what conditions will apply to obtain some of this money, but if your council has an annual turnover of £25,000 or less, and is proposing to spend money to enable it to comply with the code, I'd suggest hanging fire for a little while.

Richard Levett 2nd June 2015

### **Training event on the Code of Conduct and the Standards Regime**

Letter received from Wychavon District Council and email circulated to all Councillors, as follows:-

Dear Members

A letter has been received from Wychavon District Council's Monitoring Officer to say they are holding a training event for Clerks and Councillors on the Code of Conduct and the Standards regime.

All Clerks and Councillors are welcome to attend but this is particularly relevant for new Clerks and Councillors.

The training will be held on MONDAY 20 JULY at 7pm in the Council Chamber at Pershore Civic Centre and repeated on TUESDAY 28 JULY at 7pm.

CALC will also be in attendance.

There is no need to confirm attendance in advance.

Regards

Clerk

### **Strong Communities event**

Slides and write up sent by Tracy Perkins, Localism and Communities Officer and circulated to all Councillors, as follows:

Jun 11

Birlingham Parish Council July 2015

Dear Councillor/Parish Clerk

We had a good turn out at the Strong communities event here this week. Thanks to everyone who attended, we hope you found it informative and it will lead to further discussions within your parish/towns councils about your role in supporting strong local communities. Do get in touch with any of our speakers if you'd like to find out more or to discuss taking community energy schemes, a village health check, community folders or affordable housing projects forward in your area.

The event slides are on our website [here](#). I'm attaching a short summary of the event, this contains hyperlinks to further information. You will need to press Ctrl and click to follow the links or you can right click and copy the hyperlink into your web browser. We will put our own ward profiles on our website over the next week or so, do keep an eye out for them on this page of our website <http://www.wychavon.gov.uk/information-about-the-district>

If you would like to sign up to the Police and Crime Commissioner's weekly newsletter – please let Richard Morris know [richmoz@hotmail.com](mailto:richmoz@hotmail.com)

### **[Update on Worcestershire Hospital Reconfiguration project](#)**

Councillor Davis passed on the following information and it was circulated to all Councillors:

Dear all

You may be aware that yesterday there was a significant development in relation to the future of hospital services here in Worcestershire.

The West Midlands Clinical Senate, which has been assessing the proposed new clinical model for the make up of hospital services in the county, has issued its report.

This report made a number of recommendations which are summarised as follows:

1 – Inpatient paediatrics currently provided at the Alexandra Hospital site in Redditch should be centralised at Worcester

2 – Consultant-led births at the Alexandra Hospital and associated services (such as neonatal services) at the Alexandra Hospital site in Redditch should be centralised at Worcester

3 – Emergency surgery at the Alexandra Hospital site in Redditch should be centralised at Worcester

4 – Gynaecology services at the Alexandra Hospital site in Redditch should be centralised at Worcester

5 – The Alexandra Hospital should retain some form of emergency department but not in the way proposed by clinicians

The programme board, overseeing the reconfiguration project, has stated as the senate has agreed to the centralisation of inpatient paediatrics, consultant-led maternity and emergency surgery that they intend to consult on those later in the year while continuing to work on a safe and sustainable model for A&E at the Redditch site.

The senate report also makes it clear there are a number of issues around capacity at the Worcestershire Royal site which still need to be addressed, particularly around inpatient paediatrics.

Although the impact of these changes will be felt most heavily by those in the north of the county, there are still issues we need to address and seek assurances over to ensure the proposed changes do not destabilise the services our residents currently rely on.

I have attached the report along with the press statement from the three Worcestershire CCGs for those who wish to read the full detail.

It is also worth noting commissioners in Redditch and Bromsgrove have called an urgent meeting to discuss the report at 1pm today (Friday). It is expected they will vote to refuse to support the plan and look for other options to provide services, including working with other providers such as University Hospitals Birmingham NHS Foundation Trust. It is not clear what the outcome will be if they pursue this course of action but I will endeavour to keep you all updated.

Sent on behalf of Cllr Linda Robinson

Leader of Wychavon District Council

### **[Annual Return for the financial year ended 31 March 2015](#)**

[Clerk has returned the Annual Return to Grant Thornton to reach the auditor before 15 June 2015](#)

Email received from Jo Farr at Grant Thornton, as follows:

Dear Mrs Hiden

Birlingham Parish Council WRC018

Thank you for the 2015 Annual Return for Birlingham Parish Council which we received on 15th June 2015.

Birlingham Parish Council July 2015

We will be commencing our audit work in the next few weeks and we will contact you then if we have any audit queries.  
Kind regards.

### [NP flyer](#)

An advertising letter was received from Foxley Tagg introducing themselves as a company assisting in NP's. Put on file.

### [Electoral Register requests](#)

Democratic Services have up to date hard copies of the Electoral Roll for Birlingham which are available only to the Parish Council. Also copies of the marked polling station register where there is a statutory charge for *everyone who is entitled*. This is £12 for Birlingham. The marked postal voters register this would be another £12.

### [Road Traffic Regulation Act 1984 \(as amended\) Worcestershire County Council \(A4104 Birlingham and Defford\) \(40mph Speed Limit\) Order 2000 \(Revocation\) and \(A4104 Birlingham and Defford\) \(40mph Speed Limit\) 2015](#)

[Worcestershire County Council](#) received a copy of a Public Notice, draft Order Statement of Reason for making an Order in respect of the above. The notice will be published in the local newspaper and comments have to be received by 16 July 2015.

Member's comments below;

Am I the only one who finds it difficult to understand this gobbledegook?!

I think they are saying they want to extend the 40mph limit from the Birlingham turn to Spring Bank in Defford as it is dangerous.

What about the previous discussions and our request to extend the 40 or 50mph limit from Pershore to the Birlingham turn? That bit of the A4104 is at least as dangerous given the number of accidents on the bend by Tiddesley Wood. They don't seem to have considered that. As our feedback, I would propose that we again request a reduction in the speed limit on that part of the road.

Oh – I took it to mean that they were just restating the regulation and leaving it as it is.

The discussions we have had with Adrian Hardman and in fact our recommendations appear to have been completely ignored, but I doubt they will feel sorry next time there is an accident. So much for localism. Perhaps we should make a further protest before the 16<sup>th</sup> July.

### [Armed Forces Day](#)

Email received from Wychavon District Council informing of a ceremony at the Civic Centre on Monday 22 June.

### [Local Enforcement Plan publication](#)

Jun 17

Circulated to all Councillors. Letter to Parish/Town Councils from Wychavon and document sent from Planning Enforcement. Copy to be put on file.

### [Planning Information Pack for Parish/Town Clerks](#)

- Jun 17 Copied to all Councillors

Dear Parish and town clerks

You may recall recently the call for suggestions in pulling together a planning information pack. The information pack will hopefully provide an insight into the different sections that makes up the Development Management team within the Planning Department.

Birlingham Parish Council July 2015

With all the suggestions you kindly put forward to me, the attached pack has now been produced. The document includes useful web links, definitions and glossaries. I hope this will be a helpful knowledge tool for you to use within your roles for any day to day queries you may have. In addition, I will also be sending the same Councillors, as I appreciate you may have newly elected members within your areas. The information document has been uploaded and stored on our "Planning Publications and General Information page" under Development Management. <http://www.wychavon.gov.uk/planning-publications>. This link is the location of where the document is stored, just in case you will need it to access it in the future.

Rebecca Gore  
Housing & Planning Support Manager  
Wychavon District Council

### **Mandate – variation form for bank signatories**

Clerk - went into Lloyds bank but not allowed to get a hardcopy of the form. Given a ridiculously long list of steps to get to the mandate variation form off the website. Obstacles with Adobe Reader etc. Can get the page to preview but it will not go any further. Asked the Chairman for assistance. He also went into the bank where they said the only way to get the form is by downloading it from the website. Having eventually managed to find his way through it produced the same scenario. There is obviously something wrong with the PDF except the bank say they do not have access to the internet. Obtained a business telephone number and will try that. Hard copy of form received 22 June and given to Councillor Yates to complete. Returned to clerk and forwarded to two existing signatories for their authorisation.

### **Request to Footpath Warden**

A resident had sent a request via the email news that the path to Nafford was blocked by overgrown nettles. A request was sent to the Footpath Warden. Bruce replied to the resident: "I went down last evening with the strimmer, and have made it passable again. Please let me know if you have any more problems". The Chairman thanked Bruce for his efficiency in dealing with the request so promptly.

### **Healthcheck meeting**

A Healthcheck is service offered to member councils at no extra cost. Visit gives the council a healthcheck and procedural audit to ensure that 'we' are fulfilling all the basic requirements for a well-run council. The check will be comprehensive and a report will be produced highlighting the positive aspects of your council and making any suggestions for improvement.

Email received and then a hardcopy giving the list of items to be covered during the check. It is a guide to be sure the Clerk is happy with the way in which the council is administered and for CALC.s subsequent advice on good practice. A copy was requested of the last meeting that has been agreed of The notice, The agenda, The minutes and from the Annual Parish Meeting the same. Following the visit a comprehensive report and feedback will be sent to the Clerk with any observations and conclusions.

### **Request to Lengthsman**

June - The Vice Chair had been approached by a resident saying that The Avenue (by the cricket ground) and Whitehall Lane had not been cut. Clerk asked Lengthsman if it would be something he could assess and undertake. If he wasn't able to do this then Highways would have to be contacted. The verges had been cut the previous weekend. Carl was happy to have a go - probably next Wednesday if all goes to plan and I'll let you know if it gets too much. July - Whitehall Lane was not actioned. Ask Lengthsman again.

Note: 10 July - not actioned however I have been informed that Highways never do this until late summer because of nesting birds and vegetation for insects. No one in the lane has complained.

Inform Carl not to action.

11/7 Lengthsman comments: I had a look last week and it's quite thick so can't say I'm sorry to leave it. I did The Avenue which wasn't too bad. Let me know if things change.

### [Request to BVH delaying the contribution](#)

Clerk to Chairman 22 June

Hello Kelvin

I have been asked to write to you following the Parish Council meeting last month. I have just finished drafting the minutes and the finances were considered in great depth. To cut a long story short the financial year 2015/16 will be extremely difficult as the Parish Council reserves are low, meaning we have to rely on this year's precept. The cost of the contested election has been estimated at over £700 although we have not received an invoice yet, and there is a village survey to also complete. The resulting cash flow squeeze means that only essential expenditure will be agreed against the current precept (it is received in two parts) until the other half of the precept is received in September (usually comes through then).

Therefore, the agreed budgeted contribution for the BVH of £500.00 will not be paid until at least September. The Parish Council is aware that the BVH reserves are healthy and therefore the delay should not impact.

Regards

### [List of home numbers](#)

Clerk to WDC

WDC were asked for a list of the number of homes to assist with the village survey. The parish council are doing a survey which is Neighbourhood Planning based and it would be helpful for the results of the survey to get a definitive total of homes so that everyone is included i.e. you may have an annex that we don't.

Confirmed by WDC - 152 at October 2014.

### [Speed Limits](#)

**From:** "Pollock, Thomas

**Copied** Adrian Hardman

**Sent:** Thursday, 19 March 2015, 10:04

**Subject:** A4104 Birlingham and Defford 40mph limit

Dear June and Adrian

Thank you both for your comments on this proposal.

*This proposal is a purely administrative exercise for enforcement reasons and the actual extent of the existing limit has not been evaluated. This is because such a review normally entails a detailed investigation. During the last review of speed limits on A and B classified roads no change was recommended at this location. The Traffic Management team would be happy to investigate this again, but this would take some time and would not have a certain outcome. This would significantly delay the present exercise, so we propose to proceed with that in the meantime.*

**The site will, however, be put on the list for review following Cllr Hardman's comment that this should be looked at.**

Regards

Tom Pollock

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## **Clerk to Legal at WCC**

Dear Tom

At the Parish Council meeting in May I was asked to follow through on your email to myself and Adrian and get an update.

The Parish Council would like the speed limits/restrictions reviewed from the parish boundary (above Tiddesley Wood near the access to Lower Farm) to the 40mph at Bakers Hill which is under consultation currently. The 40mph needs to be extended.

Ideally the limits should be reviewed from Pershore (near the cemetery) through the Tiddesley Wood section of highway. Adrian agrees that the limits are illogical or inconsistent and need to be investigated.

Numerous seasonal workers walk this road and there are no footways in place.

There are many dangerous bends. Perhaps safety should be considered as well.

I would ask if you could give an update as I have another meeting next week.

Kind regards

June Hiden, Clerk to Birlingham Parish Council

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Dear June

Thanks for the e-mail. The Traffic Management Team would look into altering limits on the road, so I have copied in Kieran Hemstock.

Dear Kieran, could you let June and Adrian know what the process would be please?

Thanks very much

Tom

## **Website changes – Parish Council section following CALC healthcheck**

- Councillor positions need to be put on the website i.e. Chairman, Vice-Chairman, Financial Support Officer and the Planning Group.
- Timetable of Parish Council meetings. This is under 'events' and advertised in The Bystander but needs to be put on the section of the Parish Council information.

*Clerk and chairman to meet to discuss procedures.*

## **CALC healthcheck**

- Use of hall (or other venue) for Parish Council meetings. The premises should not be licenced at the time of the meeting. In principle it would seem to be alright to be having 'free' hire of the premises but perhaps this needs further consideration. Why does the Parish Council give a contribution to the hall; where is the original record of this consideration/agreement?
- Parish Council should have a set of objectives and therefore policies. This should come out of the Survey. Need to have a strategy over a period of time and adopt if necessary.
- Is the administration 'safe'? Maybe the Parish Council should consider the necessity of a laptop for the clerk.

## **Village Survey**

Several councillors have been working behind the scenes to get to the draft copy stage of the Survey. Version 7 was produced by Councillor Yates as the final draft to be considered by all Councillors

Jun 10 at 4:10 PM

Dear all,

Thanks for all your comments on the Village Survey. Steve and I have continued to work on this and have incorporated your comments in the final draft. I'd like to thank Steve for all his "Quarking" and I think you'll agree it is now looking very polished. Of course if you have any last minute comments then please let me know but we now need to move to the printing and distribution phase of the project in order to hit the deadlines we have set.

Birlingham Parish Council July 2015

There is still much work to be done by us all. In parallel with the printing we need to agree:

- Who will deliver the survey to which areas of the village
- Who will analyse the results and what methods and tools will be used to ensure a consistent process
- How we are going to chase up non-responders and when
- How we are going to present the results at the public meeting and then in what format are we going to make the results more generally available afterwards
- How we are going to action the findings of the survey.

We also need to agree a realistic schedule for all of this.

Unless you have any objections, Steve and I will have an initial discussion on these topics and propose how we might action the above. We will send this to you so that we can get your comments and suggestions. We may then all need to meet to finalise the details.

Councillor Morris was working on the website details and putting the information on the web pages.

#### Jun 10 Notes

Feedback has been given on the version of the survey. Final edits are being made. Comments and ideas are still required on items such as:

Printing - quotations for the end of June, surveys will be hand delivered in an A5 envelope which will have a label on the front stating "From Birlingham Parish Council. Please respond by 31<sup>st</sup> July latest", a second A5 envelope will be enclosed with the surveys. This will have a label with the return address, meet once the surveys have been printed to coordinate distribution areas, Non responders, The target date for return of the surveys is end July latest, We should target a return rate sufficient to ensure we have representative views from the village as a whole (~80%?),

Analysis of results, Prior to any analysis, it will be important for the PC to agree key trigger points. For example if a majority of the village want a Neighbourhood Plan is that sufficient or is there some other percentage we should use? How do we measure a majority? Is it 51% of households, 51% of adults, 51% of respondents etc. Same might apply to requests for say a bus service. Your thoughts and ideas would be welcome!

Ex PC member Steve Condor has offered to help with the analysis. Ian will contact him to confirm. We will need to brief Steve C on how we want the data from the surveys to be collated and what relationships between the data are likely to be of interest. (eg: we might want to sort the data by age of respondent, area of the village they live in, time they have lived in the village etc.) Other suggestions welcome. The assumption is that data will be entered into a spreadsheet. This will also make publishing the results easier.

Publishing of results - Results of the survey will be presented at a village meeting. Target date likely to be end September, This will show a summary of the most important findings using a Powerpoint style presentation displayed with a projector (does anyone have access to a projector?) Following the meeting a full set of results will be made available on the village website. Format for the full results will be a spreadsheet, listing the number of responses to each possible answer for each question and summarising/consolidating written comments where applicable. The PC may also wish to add its own comments alongside the results. For example we may wish to comment if 80% of the village request a Neighbourhood Plan but no-one volunteers to help put it together!

#### Jun 22

Completed survey available shortly (including a printers' PDF). The extra information should be online by Wednesday. Clerk obtaining upto date electoral roll. Labels ready to print. C5 envelopes ready (required for delivery and reply). Three quotes to be obtained. Hopefully print by the end week and get the surveys out next week.

July 2 still waiting final quote from Duplikate. Received one from Worcester Printers and another from Pershore Printers.

Meeting to discuss the analysis. [Thursday 30<sup>th</sup> July at 7.00pm](#). By then we should be starting to have a feel for number of replies and the complexity of the task. i.e. details / analyse relationships To attend – Chairman, Councillor Yates, volunteers Steve Conder (analysis) and Sarah Brown (research).

## [Birlingham News 81 27 May](#)

This week we welcome our new priest-in-charge, Claire Lording.  
In this issue:

1. Claire Lording Licensing & Welcome
2. Carousel, 1st–6th June
3. Cuppa & Chat, 3rd June
4. Asparagus Tour, 3rd June
5. St James's Church Services – June
6. Annual Parish Meeting & Parish Council, 20th May
7. Churchyard Tidy
8. Planning Applications

### **1. Claire Lording Licensing & Welcome**

*Ann Maxwell writes:*

The service for the Licensing and Installation of the Rev. Claire Lording as Priest-in-Charge of the Benefice of Pershore with Pinvin, Wick and Birlingham takes place in Pershore Abbey on Friday 29th May at 7.00pm. All welcome.

On Saturday 30th May, there will be an Open House at Claire's home, 58 Three Springs Road, between 10.00am and 3.00pm. Everyone is welcome to come and meet Claire and Paddy the dog over a cup of tea and a biscuit. (Parking is very limited.)

There will be a Four-Parishes Eucharist in Pershore Abbey on Sunday 31st May at 10.30am. Evensong in St James' Church, Birlingham, will be at 5.30pm on that day. Claire Lording will be officiating and there will be an opportunity to meet her after the service. We hope the church will be full, so please come.

### **6. Annual Parish Meeting & Parish Council, 20th May**

At the Annual Parish Meeting on 20th May, and the Parish Council meeting that followed, Birlingham Parish Council discussed a number of issues, including the following:

Annual reports were received from our District Councillor, Parish Council representatives, the Jubilee Committee and Birlingham Website Group. These reports will be included in the minutes of the Annual Parish Meeting.

The Village Survey is currently being finalised and will be distributed to all residents during the next few weeks.

As Upper End, Defford Road and Eckington Road are not able to receive superfast broadband, the Parish Council will be lobbying for them to be connected at the earliest possible opportunity. Full minutes of both meetings will be available shortly.

### **8. Planning Applications**

The following planning application has been determined by Wychavon District Council:

**Rough Hill House**, Upper End: External and internal alterations to create larger living room, bed 1 to include en suite, pitched dormers to front elevations plus ground floor entrance porch (Case No. 15/00850). **Approved**. Full details and conditions can be viewed on the Wychavon DC website at [www.e-wychavon.org.uk/pl/pl.exe?cs=15/00850](http://www.e-wychavon.org.uk/pl/pl.exe?cs=15/00850).

## [Birlingham News 81 update 2 June](#)

### **Asparagus Tour, 3rd June**

The tour of the Asparagus Packing Plant tomorrow (Wednesday 3rd June) is only open to members of Friends of St James's Church. However, you can become a member of the Friends on the night.

Annual membership is £15 for an individual or £20 for a couple – contact Adrienne Woodward on 01386 750936 for more details.

### **Birlingham News 82 17 June**

The Cricket Club bar opens for the summer this weekend, commencing with a darts competition. In this issue:

1. Cricket Club Darts Competition, 19th June
2. Cricket Club Bar Opening Times
3. St James's Church Garden Party, 11th July
4. Speed Limits

#### **4. Speed Limits**

Worcestershire County Council are currently reviewing speed limits in the area. Birlingham Parish Council have asked them to consider extending the 40mph limit on the A4104 towards Pershore, to allow traffic more time to slow down before reaching the junction with Upper End. At this stage, however, the County Council are planning to leave the speed limit unchanged, although there may be another chance later for it to be reviewed.

The proposed order can be viewed at [www.birlingham.org/docs/speed\\_limit\\_2015.pdf](http://www.birlingham.org/docs/speed_limit_2015.pdf). You may discuss the proposals with Joy Till on 01905 766629 but any objections or representations must be submitted in writing to Simon Mallinson, Head of Legal and Democratic Services, County Hall, Spetchley Road, Worcester, WR5 2NP or emailed to [roadtrafficregs@worcestershire.gov.uk](mailto:roadtrafficregs@worcestershire.gov.uk). All representations must be received by Thursday 16th July.

### **Birlingham News 83 2 July**

We're just over a week away from the Garden Party and preparations are going well. In this issue:

1. St James's Church Services – July
2. St James's Church Garden Party, 11th July
3. Wychavon Parish Games
4. Cross Country Team
5. Planning Applications

#### **3. Wychavon Parish Games**

This year Birlingham will be entering teams in the Skittles, Men's Darts and Cross Country competitions in the Wychavon Parish Games.

If you would like to take part, please contact Bruce Hayward (Skittles), Steve Jeavons (Men's Darts) or Jon Komor (Cross Country). For more information on the games, contact Denise McGowan on 01386 750443.

#### **4. Cross Country Team**

*Jon Komor writes:*

Birlingham has entered a team in this year's Parish Games Cross Country, but a few more runners are still needed to make up a full team. Each extra runner who takes part will allow us to avoid automatic penalty points, so you do not have to be Mo Farah to do your bit for the team!

Event details: Pershore High School, Monday 13th July. Registration 7.15pm, Race starts 7.30pm. Distance 3000m.

Please could any runners contact Jon Komor ([jon.komor@hotmail.co.uk](mailto:jon.komor@hotmail.co.uk)). We know you are out there!

## 5. Planning Applications

The following planning application has been received by the Parish Council:

**The Old Stables**, Upper End: Non-material amendment to planning reference W/14/02266/CU for introducing glazed terrace doors to the south elevation to serve the dining room; arched head introduced to existing windows to the south elevation; revisions to north courtyard elevation. (Case No. 15/01574). Awaiting decision by Wychavon District Council. Full details can be viewed on the Wychavon DC website at [www.e-wychavon.org.uk/pl/pl.exe?cs=15/01574](http://www.e-wychavon.org.uk/pl/pl.exe?cs=15/01574).

The following planning application has been withdrawn:

**Lower End Farm**, Berwick Lane: Demolish existing garage and erect a three bedroom holiday home (Case No. 15/00839). **Withdrawn**. Full details can be viewed on the Wychavon DC website at [www.e-wychavon.org.uk/pl/pl.exe?cs=15/00839](http://www.e-wychavon.org.uk/pl/pl.exe?cs=15/00839).

## [Birlingham News 84](#) 8 July

There's a busy weekend ahead, with a darts competition at the Cricket Club on Friday and the Summer Garden Party on Saturday.

In this issue:

1. Cricket Club Mixed Doubles Darts Competition, 10th July
2. St James's Church Garden Party, 11th July
3. Parish Council Meeting, 15th July
4. More News from New Zealand
5. Planning Applications

## 3. Parish Council Meeting, 15th July

The next meeting of Birlingham Parish Council takes place on Wednesday 15th July at the new, earlier time of 7.30pm in Birlingham Village Hall. Among other items on the agenda, there will be a discussion about the forthcoming village survey, the current status of superfast broadband and the Council's standing orders. 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\\_2015-07-15.pdf](http://www.birlingham.org/pc_info/pc_agenda_2015-07-15.pdf) and the minutes of the Annual Parish Council meeting on 20th May can be viewed at [www.birlingham.org/pc\\_info/pc\\_minutes\\_2015-05-20.pdf](http://www.birlingham.org/pc_info/pc_minutes_2015-05-20.pdf).

## 5. Planning Applications

The following planning application has been determined by Wychavon District Council:

**The Old Stables**, Upper End: Non-material amendment to planning reference W/14/02266/CU for introducing glazed terrace doors to the south elevation to serve the dining room; arched head introduced to existing windows to the south elevation; revisions to north courtyard elevation. (Case No. 15/01574). **Approved**. Full details can be viewed on the Wychavon DC website at [www.e-wychavon.org.uk/pl/pl.exe?cs=15/01574](http://www.e-wychavon.org.uk/pl/pl.exe?cs=15/01574).

## [BVH agenda](#)

BVH agenda circulated to all Councillors.

## [Worcestershire Minerals Local Plan: Call for sites. Resources and infrastructure and consultation on background evidence.](#)

Information circulated to all Councillors, as follows:

Worcestershire County Council is preparing a new Minerals Local Plan. Once completed, the Minerals Local Plan will be used by the County Council to guide where mineral workings should be developed, how they should be restored and to make decisions about planning applications for mineral extraction and processing in the county.

Please see the attached consultation newsletter, which contains information about:

- A second call for sites - this is your opportunity to propose sites for working any type of mineral in Worcestershire
- A call for information on mineral resources and essential infrastructure that supports mineral working which should be safeguarded in the Plan
- An opportunity for you to comment on our evidence base so far
- Information about the 2013/2014 Annual Monitoring Report

If you represent a group, such as a Parish Council, an Aggregate Working Party, or are part of a large organisation, please ensure this information reaches all relevant members of that group or organisation.

All the relevant information and documents are available on our website [www.worcestershire.gov.uk/minerals](http://www.worcestershire.gov.uk/minerals). If you have difficulty accessing any documents please let us know.

Any comments should be sent to us by 25<sup>th</sup> September 2015.

Email: [minerals@worcestershire.gov.uk](mailto:minerals@worcestershire.gov.uk)  
Post: FREEPOST RTHC-XXCK-AJGY  
Minerals and Waste Planning Policy  
Worcestershire County Council  
County Hall  
Worcester  
WR5 2NP

If you have any queries about this consultation or would like to request a free paper copy of any of the documents, please contact Marianne Joynes in the Minerals Planning Policy team at Worcestershire County Council, on 01905 766734 / 01905 766800 or by email: [minerals@worcestershire.gov.uk](mailto:minerals@worcestershire.gov.uk). Copies of the documents can also be provided in formats suitable for the blind or visually impaired, deaf or hard of hearing or in a language other than English.

Emily Barker  
Strategic Planning & Environmental Policy Manager  
Business, Environment and Community Directorate  
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