

# Birlingham Parish Council

Minutes of meeting held on Wednesday 16 September 2015

at Birlingham Village Hall

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## Councillors:

Councillor Allen  
Councillor Fitch  
Councillor Hill  
Councillor Morris  
Councillor Yates

## Present:

Clerk  
Footpath Warden, Bruce Hayward  
Tree Warden, Karl Grimston  
Paula Aston  
Steve Conder  
Resident

## Welcome

The Chairman welcomed everyone to the meeting.

### 1. Apologies for absence:

Councillor Davis had tendered his apologies as he had only just arrived back from Europe.

### 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 16 July 2015, a copy of which had been circulated to all Councillors, were agreed as a true record and duly signed by the Chairman.

### 4. Resignation of Councillor John Comins

Councillor Comins is leaving the village and has sent his resignation with regret to the Chairman. The Clerk will write to Councillor Comins thanking him for his time and assistance serving on the Parish Council as a member for over ten years. All Councillors agreed that John has been a valuable member especially in his role as the planning group leader. He has worked hard and would be missed. He always spoke sensibly and could steer a discussion.

Members agreed that John should receive a small gift for his services. It was suggested that maybe he could be persuaded to come to a meeting so that Councillors could express their

thanks. All Councillors agreed that a book token would be purchased to the value of £30.00. Clerk to action.

## 5. Casual vacancy – Co-option of 7<sup>th</sup> Councillor

With the resignation of Councillor Comins this has left a vacancy on the Parish Council for a seventh member.

Two applications have been received for co-option and have been viewed by all Councillors before the meeting. All attendees, apart from the Councillors, were asked to leave the room so that a vote could take place for a new Councillor. The Chairman counted the votes. It was extremely difficult with two interested participants. The result was that Steve Conder was elected. Paula Aston was thanked for her time in what was a close co-option.

Steve Conder was welcomed back again onto the Parish Council.

A Declaration of Acceptance of Office was duly signed.

## 6. Democratic Opening

The meeting can be adjourned for Public Question Time. [See appendix 1](#)

## 7. Progress Reports

### a) Footpaths

- i. Footpath 500 (Orchard Hill to Tiddesley Wood) concerns over definition / route with representative at the County Council, who in turn has raised it with the charity who owns the land. They have said that they will re-establish the path in its correct position along the hedge-line – removing all the brambles at the same time.
- ii. Footpath 501 (opposite Orchard Hill) - finger post cleared.
- iii. Footpath 502 (from Eckington Rd to Defford bridge) - path and stile cleared.
- iv. Footpath 507 (from Eckington Rd to Defford, near Gravelly Hill Cottages) - overgrown headland near the brook has been reported to County Council.
- v. Footpath 510 (on the Avenue) - finger post cleared.
- vi. Footpath 511 (Withy Walk) - strimmed, and hedge cut back by land owner.
- vii. Footpath 512 (behind Gravelly Hill Cottages) - stiles cleared.
- viii. Footpath 519 (near Almshouses) - finger post cleared.

The weed sprayer that had been inherited from the previous Tree Warden was not working. The Warden is happy to use his own. Councillors agreed that the Warden can destroy the old one.

The Warden was thanked for his hard work.

### b) District Councillor. A report sent by the Councillor was read out:-

- i. Still looking at ways to cut costs and share more services with Malvern Hills District Council.

Please wish John Comins all the very best for the future and express my thanks to him for his long and devoted service to the parish of Birlingham.

### c) County Councillor – none.

### d) Clerk - [See appendix 2](#)

## 8. Planning

### a) Current applications pending:

- i. W/15/02185/LB - The Old Rectory, New Barn Lane, Birlingham WR10 3AB  
Internal alterations, additional windows, alterations to windows/doors.

Decision due: 27 October

Parish Council comments: pending

- b) Current applications approved/refused: none  
The hard copy planning applications from the last ten years have been received from John Comins and will be stored for the time being by Councillor Hill. They are available electronically on Wychavon District Council's website.
- c) Planning Group:  
With the resignation of Councillor Comins this has left a vacancy as Group leader to steer the delegated group. The Group will continue with the remaining existing members, Councillor Yates, Councillor Fitch and Councillor Allen. Councillor Conder will also now join the Group as he has past experience. It is agreed that Councillor Fitch will steer the Group. If there are any queries the Chairman can be contacted to give his advice.

## 9. Financial Matters

- a) Bank Balance £5,878.12 as at 26 August 2015.
- b) The Accounts for 2015/16
- To consider the re-design and the spreadsheet layout.  
John Hill was thanked for his assistance with the new design for the spreadsheet. All Councillors agreed that the new layout was clearer.
  - To resolve the accounts at the current date, including the budgets, reserves and provisions.
- All Councillors agreed that the accounts were correct.
- c) Receipts:  
£204.00 – Worcestershire County Council (Lengthsman May)  
£144.00 – Worcestershire County Council (Lengthsman June)  
£500.00 – Wychavon District Council
- Payments:  
£204.00 - Lengthsman May (cheque number 345)  
£144.00 - Lengthsman June (cheque number 346)  
£230.00 - Village survey. Three quotes were obtained. (Duplikate invoice)
- Pending but previously agreed -*  
£500.00 - *Birlingham Village Hall contribution (as agreed budget November 2014)*  
*Pending but awaiting actual invoice -*  
*Election costs (estimate was £696.95)*
- d) Future Payments:  
£500.00 - New Homes Bonus as Item below – Payable to Birlingham Jubilee  
Note: the trestle tables had all been used at the Flower and Produce Show  
£18.00 - Wychavon Sport 2015 Parish Games  
£168.00 - Lengthsman July  
£144.00 - Lengthsman August
- e) Audit Return  
The Audit Return is available on the website. The Notice of Conclusion of Audit has been posted. [See appendix 3](#)
- f) Clerk's Pension  
The automatic enrolment for pensions will trigger in 2017. Officially the Parish Council must write to the Clerk to ask if a pension is to be considered. The Clerk does not want to join a pension scheme. Realistically the Clerk as proper officer would have to write to herself.
- g) Clerk's Training  
Councillors were asked to consider the Clerk's attendance to the CALC meeting in October reporting on the Transparency Code for smaller councils; publishing information and the format. Councillors agreed that the Clerk could attend the training.

The training is £10 and everyone was in agreement.

h) **Bank Signatory**

The current signatories are Steve Morris and Ian Yates. The mandate needs to be amended to delete John Comins and replace with another Councillor. The Councillors agreed that Stuart Allen would be the third signatory. Clerk to action mandate.

## **10. Tree Warden Report**

The Councillors considered including a report by the Tree Warden at each meeting as happens with the Footpath Warden. A report from the Tree Warden is important and could include feedback from villagers. Councillors thought this was a good idea and that in future a Tree Warden Report would be added to the agenda under Progress Reports.

## **11. New Homes Bonus**

An update was given on the New Homes Bonus application submitted on behalf of the Jubilee Committee. Councillors had agreed that a combined submission of both proposals should be put as one application. Councillor Davis had been contacted for his support on combining the similar two requests. [See appendix 4](#)

There was also an update on the Birlingham Cricket Club progress since the grant last year. Councillors Hill, Yates, Fitch and Allen and the Clerk had met with representatives of the Cricket Club; Secretary Adrian Pawsey, David Clasen Hon Treasurer, Mark Yeomans Committee Member to view the progress of the works being undertaken.

The Cricket Club are very pleased with the works so far and although they are not finished they are very close. The buildings will be more secure and functional.

## **12. Standing Orders**

There had been no progress to date. The Chairman and Clerk need to action the next stages. Standing Orders would include reference to Item 13.

## **13. Review of the Council's proceedings**

The following policies were to be considered:-

- Complaints – no progress to date. To be actioned for the November meeting by Councillor Allen.
- Handling request made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – no progress to date. To be actioned for the November meeting by the Chairman and Clerk.
- Policy for dealing with the press/media – Councillor Fitch had drafted a policy. The Clerk had amended this and circulated to all Councillors before the meeting. The draft was agreed and will be placed within the Standing Orders.

## **14. Millennium map, case and frame**

Progress to date: The map was removed to the Church by Ken Fitch and Karl Grimston; the 'ladies' were contacted by the Clerk and have made the necessary repairs; the case has been repaired by Karl and the repairs paid for by donations

The map has been re-instated outside the village hall; BVH are looking at adding the map case to their insurance but are unwilling to take long-term responsibility for the map or case; the Parish Council needs to accept responsibility for the future of the map; discussions about the future of the map, the case and the frame are ongoing and proposals will be brought to a future meeting. [See history on agenda](#)

Thanks were given to Ken Fitch and Karl Grimston for their assistance.

There needs to be a mutual agreement between both the Parish Council and BVH. For example is the map for life or not, the value of the map.

The Chairman will report back to a future meeting on the discussion between the BVH Chairman and himself.

## 15. Village Survey 2015

An update was given on the Village Survey. Steve Conder (and Sarah) were thanked for their work in the collation of the Survey. 124 surveys out of 311 had been returned. The percentage of returns is Upper End 15%, centre 34%. Lower End 45% and the outskirts 25%. The Survey results were confidential in accordance with the Data Protection Act. There has been a large amount of text response. Steve Morris and Ian Yates have met to discuss. The deadline had passed for the survey response to be sent back. It was discussed if more time should be allowed? It was agreed that the final analysis should go ahead as the responses were sufficient. There were no contentious issues.

There will be a power point presentation by the end of October 2015. A summary will be put on the website.

The Survey has been a tremendous amount of work. Thanks were also given to Ian Yates for his part.

A data protection statement was read out.

## 16. HGV's

Damage to verges. Larger vehicles driving in Church Lane. Discussion took place. The Chairman advised that he would need to know what powers the Parish Council had in order to make any future discussion worthwhile. Deferred to next meeting.

## 17. Councillors' reports and items for next agenda

- HGV's using New Barn Road
- Leader – European funding / Patts tourism match funding
- Cycle path – Footpath Warden to enquire with Worcestershire County Council

## 18. Closure - with nothing further to discuss the meeting closed at 9.03 pm.

The next Parish Council Meeting is on Wednesday 18 November 2015 at 7.30pm

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

**Date:** .....

## Appendix

### 1 Democratic opening

The Wychavon website had not redacted certain items of public correspondence.

Tree Warden – Karl reported that there were twenty spare saplings which have been planted in the Jubilee Wood near the path.

The Jubilee Wood has been damaged. Several residents have raised concern. Redstar have been approached. They have offered to meet. It is frustrating. The pickers and vehicles had parked up and also left litter. This is not a public right of way. The landowners' gate was also damaged.

### 2 Clerk's Report

#### Mandate – variation form for bank signatories

Clerk has returned the mandate to Lloyds Bank (Business Banking on 20 July 2015).

Letter dated 31 July 2015 received confirming that the Parish Council instruction to change the mandate has been completed and the details updated as requested. Paula Aston has been removed and Ian Yates has been added.

Birlingham Parish Council September 2015

## Millennium map

Clerk to Ladies Groups, request sent as follows:-

*"Hello Ladies*

*I was told at the Parish Council meeting last week that some residents are concerned that the map is collapsing. I had a look after the meeting and the frame appears sound so the only thing that I believe may be causing concern is that some sections of the collage have moved and in places lifted.*

*After your involvement with its previous repair I wonder if you would mind having a look at the map and giving your view? Is it a matter of sticking the pieces back down or do you think there is more to do?*

*No-one holds responsibility for the up keep / maintenance of the map and I suppose that is why this matter has not been noticed before.*

*Any offers of guidance would be appreciated. I am sure after all your previous efforts you wouldn't mind assisting".*

Response from Karen Crowther, as follows:

*"I have had a look at the map and agree that some remedial work needs to be done. Gus and I are happy to do this. I will speak to Enid over the next couple of weeks to check on her involvement. I am hoping the church will agree to us doing the work there again and subject to that will arrange for some strong men to carry it over there".*

Clerk to the Tree Warden, as follows:

*"You were very kind and did the frame. Is the frame all right in your view? If there is any concern about that as well as the inside it would be useful to know so that I can report that back to the parish council members as well".*

Karl reports as follows:

*"The lower part of the glass frame is starting to rot and needs some repair. The frame wasn't replaced last time as we kept it and the glass. I don't see that there is any water getting into the case so the map should still be OK.*

*If the ladies want to get access to the map to fix it then I can open it up. It's a bit of a job as it is so heavy and has to be carefully lowered onto something to support it. If there are minor fixes then they could be done without removing the map at that time. Otherwise I can remove it providing there is somewhere to store it".*

26 July: Email to church wardens asking for the church to be made available.

REPLY: from church warden as follows: "Welcome to use the church as long as it's after Monday 3 August when the church architect does his Quinquennial Inspection. Perhaps Karen could let us know".

Informed Karen and Karl to liaise and inform church wardens.

Reply from secretary of BVH, as follows:

*"Thank you for your email which I have forwarded to the VH Committee. We discussed the map at our Meeting on Thursday, I will let you have a copy of the Minutes when I have finished them. I will look through past Minutes to see what we said about the map etc".*

28 July - PDF received of the BVH minutes relating to the previous repair work completed on the village map.

Circulated to all Councillors for reference.

30 July - Draft minutes circulated for reference, quoted as follows:

### **Village Map**

June Hiden has commented about the deterioration of parts of the Village Map. KC said that it needs to be taken down and put into the church so that she, Gus and Enid can work on it. KF asked it to be Birlingham Parish Council September 2015

noted that though the VH will assist with the restoration it is not accepting full liability for the cost of restoration.

KF agreed to ask the Churchwardens if they are willing for the map to be in the church.

**KF**

KF asked if anybody knew who is responsible for the upkeep of the map. It was originally paid for by a grant to the Village; therefore no group "owns" it. It was re-furbished by volunteers from the PC and VH about 5 or 6 years ago.

3 August - Clerk to Karl

I don't think members realise that there are three parts to the Millennium map. The collage that Karen, Gus and Enid are going to repair (and that is to be moved by Ken Fitch's 'gang' to the church), the case and the frame.

Could you tell me what you actually did last time that was invoiced to the BVH so it is clear that this was nothing to do with the frame or the glass.

I have told Karen and Ken about your concerns regarding the opening up so I trust Ken will contact you beforehand and also because you wish to assess it while its open.

There is a hole in the glass.

The Birlingham News (number 85) has just gone out:-

*- The Millennium Map, which has been on display outside Birlingham Village Hall since 2000, is in need of some repairs. Therefore over the next few days it is being moved to the church, where the work will be carried out. The Parish Council will be discussing the future of the map at their next meeting on Wednesday 16th September.*

*If you have any views on the future of the map, or would be willing to make a contribution towards its upkeep, the Parish Council would be pleased to hear from you. Please send your comments to the Clerk at [birlingham\\_clerk@yahoo.co.uk](mailto:birlingham_clerk@yahoo.co.uk).*

We will see what response we get, any comments from the Village Hall and then what is decided at the Parish Council meeting.

Let me know if you have heard anything or what's happening?

Many thanks for your help.

5 August email from Ken Fitch, quotes as follows:

Hi all,

*As from 0915hrs Wednesday 5th August the millennium map is lying in state at the rear of the church near the stocks.*

*It is waiting the tender considerations of the village artists.*

*Thanks to Karl for his invaluable assistance in moving the map.*

*On examining the frame it appears watertight and Karl thinks that some minor work on the bottom of the outer framework plus some paintwork will restore the frame to its former glory.*

Email from Karen Crowther on behalf of the Ladies Group - *Work will start shortly, will let you know progress.*

19 August - Clerk to all Councillors - The Chairman has asked me to put together a chronological history of the Millennium Map with the relevant extracts of PC minutes back to when it started (1999) and the extracts we have of the BVH minutes.

I attach a summary, copies of the letters and some other information.

I have put this together to the best of my knowledge as accurately as I can.

I will include the summary as an appendix on the next agenda so that it is retained for the PC's records.

As you will be aware the map is now in the church and the 'ladies group' are working on its repair. Karl Grimston has looked at the frame and case which he says needs some repair

The Chairman is due to meet with the BVH Chairman and I am waiting to hear from the Secretary of the Village Hall once he has collated all members views and given something back in writing. We are also awaiting any responses from parishioners following the request to them through the 'birlingham-news'.

This will be discussed fully as an agenda item at the September meeting.

### **New Homes Bonus**

#### **Update and application from the Jubilee Committee**

15 July – A draft copy of the Jubilee Committee's New Homes Bonus application for the purchase of community trestle tables was circulated by email from the Chairman and hardcopy given to Cllr New.

Quotes, "Although the Parish Council have approved the application in principle approval for the exact amounts applied for is required.

As there is only currently £233 of NHB available we are planning on making 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.

The rumours are that the scheme will begin again very soon and our intention is to have all 25 tables in time for the Flower & Produce Show on 5th September. Therefore we would like agreement for both applications tonight.

We are required to publicise the proposal, so it will be included in the next Birlingham News (later this week) and the statement that there are no objections will (hopefully!) be true by the time the application form is submitted.

17 July

News from Wychavon District Council was circulated to all Councillors, as follows:

Dear Clerk

We're pleased to inform you that we have lifted the hold on 2015/16 New Homes Bonus (NHB) payments to parish and town councils. Following the budget last week, we now have more confidence that the Government will pay the 2015/16 NHB monies due to us this year and we have already received part of the payment. This means that a further tranche of any Years 2 to 4 NHB allocated to your parish/town council is now available to draw down, plus the first tranche of Year 5 allocations.

To find out how much your parish/town now has available click here

[http://swict.malvern hills.gov.uk/sw2nhbparishdatawdc/wdc\\_parishlookup.jsp](http://swict.malvern hills.gov.uk/sw2nhbparishdatawdc/wdc_parishlookup.jsp) or go to [www.wychavon.gov.uk/newhomesbonus](http://www.wychavon.gov.uk/newhomesbonus) and click on parishes. Don't forget you need to consult with residents about how they would like to see NHB monies spent in your area. For allocations of over £10,000 we are looking for proposals for new community facilities and services or significant expansions to existing ones, rather than spend on lots of small items or activities.

We don't yet know anything further about the future of the New Homes Bonus and may well not do until after the Chancellor's Autumn Statement.

Tracy Perkins, Localism and Communities Officer



New Homes Bonus grant	Paid for increases in housing stock between October	Payable from 1 April	Annual allocation	Total over six years	Amount paid to date	Interest deducted	Currently available to draw down	Remaining balance for future years
Year 2	2010 and 2011	2012	£460	£2,760	£1,380	£0	<b>£460</b>	£920
Year 3	2011 and 2012	2013	£0	£0	£0	£0	<b>£0</b>	£0
Year 4	2012 and 2013*	2014	£673	£4,038	£440	£0	<b>£906</b>	£2,692
Year 5	2013 and 2014*	2015	£0	£0	£0	£0	<b>£0</b>	£0
<b>Total</b>			<b>£1,133</b>	<b>£6,798</b>	<b>£1,820</b>	<b>£0</b>	<b>£1,366</b>	<b>£3,612</b>

19 July

Clerk sent email to Councillor Davis, as follows:

Having received the email on Friday from Tracy Perkins updating on the NHB it would seem logical to submit Birlinghams request as one application rather than two. At the meeting the members discussed and agreed in principle both applications as follows:

*As there is only currently £233 of NHB available we are planning on making 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.*

You gave your support for both applications and so would it be acceptable to you for the PC to submit the proposal now as one application?

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Response from Councillor Davis

Good morning June,  
Yes, I would support you on this.  
Kind regards. Ron

26 July

New Homes Bonus application and evidence of communication with the residents (Birlingham News 85) submitted to WDC for consideration.

Birlingham Parish Council September 2015

Clerk to WDC

I have forwarded the email exchanges between myself and Cllr Ron Davis purely for evidence that Cllr Davis is supporting the NHB application that Birlingham Parish Council wish to submit. With the confirmation that the bonus will continue we are submitting one application now rather than two that were originally proposed for the same items when I spoke to you.

I am attaching the application form and providing proof that the PC have communicated with the parish by means of a newsletter that goes out on a regular basis circulated by email and hard copy to residents without computers.

I trust this is acceptable and look forward to hearing from you.

31 July

Response - Everything is fine with your application. As it's less than £1000 it has to have approval from the Local Member and Managing Director. Jack is on leave now till 17 August so I will let you know the decision after that date.

21 August

Email received from Tracy Perkins, Localism and Communities Officer at Wychavon District Council, as follows:

*I'm pleased to say your proposal has been approved and I've attached the outcome letter.*

Letter quotes, "Thank you for submitting a New Homes Bonus proposal for Jubilee Committee – Trestle Tables project. We have approved £500 of your New Homes Bonus allocation as a contribution towards the tables. We will pay the full amount directly into Birlingham Parish Council's bank account within the next few days. Our approval of your New Homes Bonus funding does not mean that we have given any required consents/permissions for your project. For example, you will still need to obtain any necessary permissions. You will also need to satisfy yourself that your project adheres to proper health and safety and procurement practices. If you are doing any publicity associated with the project, please can you acknowledge that Wychavon District Council make the New Homes Bonus allocations to you. Let me know if you need a copy of our logo for this purpose. I will contact you in two month's time to find out how your project is progressing. I may also ask you for a few photos add quotes, which we can use in publicity about the New Homes Bonus. In the meantime if you have any questions, please do not hesitate to contact me".

#### **Update on the Cricket Club**

Quotes, "They have the ramp in place and have acquired the door, roofing material still to get but that will wait until they are ready to fit. In other words making progress but slowly".

#### **Speed Limits**

**From:** "Pollock, Thomas

Copied Adrian Hardman

Thursday, 19 March 2015

**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

[Clerk to Legal at WCC](#)

Dear Tom

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

Eckington Road – reduction in speed

[Email to resident](#) on Eckington Road and copied to Parish Council from Keiren Hemstock, Traffic Management Team, quotes as follows:

I refer to your e-mail to Councillor Hardman regarding speed limits which has been passed for my attention.

When setting speed limits, the County Council works to criteria and guidance set out by the Department for Transport.

Factors such as the local environment, road function, composition of users (including potential level of vulnerable road users), existing speeds and history of collisions are all taken into account.

Where there is substantial frontage development with high levels of vulnerable road users the road would lend itself to a 30mph limit, as in most urban and village environments. Working out from this, a 40mph limit would generally be considered appropriate where there is some frontage development but not as dense or widespread to warrant a 30 limit. Some vulnerable road users would also be expected but not at levels associated with urban/village environments.

Looking specifically at the B4080 in this area, the existing speed limit is considered appropriate given the character of the environment.

Added to this, there have been no recorded personal injury accidents, for the period 01/07/2012 - 30/06/2015, where speed was considered to be a major contributory factor.

Our latest speed data showed a mean speed of 35mph. Such data is considered positive for a 40mph restriction.

Where hazards exist, such as bends or junctions, these are better treated specifically with warning signs. I believe all relevant hazards have been signed.

In summary, I believe the posted speed limit is correct. As with all speed limits, this is a ceiling rather than a target speed and the onus is always on the motorist to drive to the prevailing road conditions.

I am sorry we could not accede to your request in this instance but if you do have any further queries please come back to me.

[Clerk to resident](#): I have received this copy of the email response to you.

I never received your initial request to the parish council. I did say at the July meeting however that I had spoken to you when Councillor Davis mentioned the matter and said it was something that Councillor Adrian Hardman should be contacted about.

If he attends our next meeting in September I will ask him for his comments.

[Internal Auditor](#)

20 July - Response from Internal Auditor as follows:

Apologies for the delay in responding.

Just to confirm I will be happy to do the audit next year.

Regards

Lesley

## External Auditor

Email received from the External Auditor to Clerk:

*Dear Mrs Hiden*

*Thank you for completing the annual return for Birlingham Parish Council.  
I am currently in the process of reviewing the return and would be very grateful if you could answer the following query I have;*

### *Clerk's Expenses*

*Please can you confirm what the £100 clerk's expenses included in Box 6 refers to in order to ensure it is included in the correct box.*

*Thank you in advance for your cooperation*

*Please do not hesitate to contact me if you have any queries*

REPLY: thank you for your email. Clerk's expenses are for administration i.e. photocopying, computer cartridges. I trust that is in order.

RESPONSE:

Thanks June, that's great. Just had to check it wasn't supposed to go in Box 4 instead! I will be submitting my work on the file for review now, should any further queries arise I will be in touch.

## Cotswolds AONB eNews

20 July – circulated to all Councillors

Quotes, "Hello and welcome to the latest edition of Cotswolds AONB eNews, a quarterly newsletter designed to keep you up-to-date on all of the Cotswolds Conservation Board's latest activity, news and insights from across the Cotswolds Area of Outstanding Natural Beauty".

Supplement to the Planning Committee Agenda: Five year housing land supply report to the agenda Thursday, 23 July 2015

20 July – circulated to all Councillors.

The following document has just been published: supplement "Five year housing land supply report" to the agenda for Planning Committee, Thursday, 23 July 2015, 2.00 p.m.

The following items are included in the supplement:

No. Item 7 – Wychavon Five Year Housing Land Supply

## Highway Reporting

1 August - The pothole issue in Church Street has been reported by Carl Brassington to WCC.

Reference number 6743536

8 August – Clerk reports: The hedge that has been planted on the highway verge that is obstructing visibility of vehicles and is causing a danger to road users and pedestrians. Residents have complained about the safety.

REPLY: 8/9 Highway Searches have requested a location map (although one was given).

Reference number 6748583

8 August - Broadway Road – potholes that have still not be filled.

13 August - Reply: Several defects marked for repair. Clerk - not where they were reported?

Reference number 6748584

Meadow Lane (?) - The road from The Clock House to Lower Farm is badly worn (to the point where it is 'lopsided') in places particularly near the junction with Berwick Lane Then the first section of Berwick Lane towards Greenfields has moved as well

13 August - Reply: A single lane low use road. Nothing found that requires immediate attention; however this will be continually monitored by routine scheduled inspections.

Lengthsman – I think they have to be at 'intervention' level whatever that is. I checked some holes out and have filled a few but the surface seems to be breaking up.

### Flood Alleviation Support Grant Scheme

July 21

[Circulated to all Councillors](#)

Details of the second phase of parish flood alleviation support grants to consider.

Clauses attached to this scheme one of which - Guidelines stipulate that applications will be treated on individual merit and priority will be given to schemes that will provide at least 5 properties known to have suffered internal flooding on a least two occasions.

### Parish Council meeting dates

A request was received from Helen Bartram, PA to the Leader of the Worcestershire County Council of the parish council meeting dates. Details sent.

### Street Collection Policy Consultation

Jul 28 [Copied to all Councillors](#) as follows:

Dear Clerk

Please find attached a consultation letter and draft policy document in relation to the revised Street Collection Policy. If you wish to comment on the proposals, please direct these to Worcestershire Regulatory Services as per the consultation letter.

Kind regards

Mel Harris, Senior Member Support Officer (WDC)

Dear Town / Parish Council, Consultation on Draft Street Collection Policy Wychavon District Council is currently consulting on a new policy on the regulation of street collections. This policy sets out how the Council will deal with applications for permits to carry out charitable collections in the streets within their district. A copy of the new policy is enclosed and your views on the new policy are welcomed. If you wish to express any views on the policy, please forward these by email to [wrsenquiries@worcsregservices.gov.uk](mailto:wrsenquiries@worcsregservices.gov.uk) using the subject line "Wychavon Street Collection Consultation." Alternatively if you wish to respond by post, please forward any responses to: Licensing Department Worcestershire Regulatory Services, Wyre Forest House Finepoint Way Kidderminster Worcestershire DY11 7WF The consultation will close on Friday 30th October 2015 and all responses received by this date will be given consideration by the Council before the new policy is finalised and implemented. Yours sincerely

Dave Etheridge Senior Licensing Practitioner

Tel: 01905 822799

Fax: 01562 745516

E-mail: [Dave.Etheridge@worcsregservices.gov.uk](mailto:Dave.Etheridge@worcsregservices.gov.uk)

Web: <http://www.worcsregservices.gov.uk/>

Worcestershire Regulatory Services

Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF

### Gambling Act 2005 - Consultation on Revised Statement of Principles – Wychavon District Council

Jul 29 [Copy to all Councillors](#) as follows:

Birlingham Parish Council September 2015

## **Gambling Act 2005 - Consultation on Revised Statement of Principles – Wychavon District Council**

Wychavon District Council is currently carrying out consultation on a revised Statement of Principles under the Gambling Act 2005. This document sets out the principles the Council will apply when carrying out its functions under the Gambling Act 2005 and has to be reviewed and republished at least every three years.

The draft revised Statement of Principles is attached and has been updated to reflect changes since the last publication. The Statement of Principles now contains an explanation of the principles the Council applies when designating an appropriate body to advise it on child protection matters. The draft revised Statement of Principles also now sets out the process the Council will follow if it considers passing a resolution not to issue casino premises licences.

The Council is inviting comments on the draft revised Statement of Principles from all interested parties including industry bodies, responsible authorities and the wider public and we would be very grateful if you could take the time to look at the draft revised document and provide your feedback. Comments can be sent by email to [wrsenquiries@worcsregservices.gov.uk](mailto:wrsenquiries@worcsregservices.gov.uk) or posted to:

Wychavon Gambling Consultation  
Worcestershire Regulatory Services  
Wyre Forest House  
Finepoint Way  
Kidderminster  
DY11 7WF

The consultation will remain open for comments until 18 September 2015 and all comments received will be considered by the Council before the publication of a new Statement of Principles before the end of 2015.

Regards

### **Dave Etheridge**

Senior Practitioner, Worcestershire Regulatory Services Tel: 01905 822799 Fax: 01562 745516  
E-mail: [Dave.Etheridge@worcsregservices.gov.uk](mailto:Dave.Etheridge@worcsregservices.gov.uk)  
Web: <http://www.worcsregservices.gov.uk/>

### **Casual vacancy**

2 August

Chairman notified by Councillor Comins that he would be leaving the village at the end of August.

3 August 2015

To: Dicks, Elaine

Subject: Birlingham Parish Council

Dear Elaine

The email below was sent yesterday from Councillor John Comins to my Chairman Steve Morris. Regrettably he has sold his home and is leaving the village.

Would you please therefore accept the following as a notification of a vacancy for a parish councillor:-

#### **NOTIFICATION OF CASUAL VACANCY**

To: The Electoral Officer, Wychavon District Council

**A CASUAL VACANCY FOR BIRLINGHAM PARISH COUNCIL  
WAS DECLARED ON Sunday 2 August 2015  
By the resignation of JOHN COMINS**

Birlingham Parish Council September 2015

JUNE HIDEN Clerk to BIRLINGHAM PARISH Council

3 AUGUST 2015

..... And that if necessary this notification will be forwarded to the Monitoring Officer by yourself. Please let me know that this is an acceptable notification and of the next stages to progress the co-option as soon as possible.

REPLY:

We will have to publish notice of vacancy first so I will get that printed for tomorrow and send you a copy for display. If after the 14 days, 10 electors have not requested an election we will notify you that the council can co-opt.

Regards

Elaine Dicks, (AEA Cert.)

Deputy Returning Officer and Electoral Services Manager

5 August

Email to members informing them of the vacancy and that the Notice has been placed on the village noticeboard giving 14 days to call an election if challenged.

28 August

I refer to your Notice of Vacancy in respect of the above casual vacancy and confirm that as I have not received a request from ten electors for an election to take place, it is for your Council to co-opt a replacement member. The appointment should be made as soon as practicable and I would be grateful if you could forward the name and address of the new member to our Support Services Section.

Louise Bennett, Electoral Services Officer

### [Road Traffic Act – Public Notice](#)

On 23 July 2015 Worcestershire County Council made an Order the effect of which will be to update the speed limit Order and continue the existing 40mph speed limit on the length of road in Birlingham and Defford; A4104. The Order comes into operation on 13 August.

### [Footpath 501 – 500 \( c \)](#)

Clerk to Footpath Warden, as follows:

Hello Bruce

At the last parish council meeting concerns were raised regarding FP 501. It is the section once over the stile past the nurseries and entering the area above the river. This has always been a difficult part but maybe it's time to get it signed clearer and defined better. It might help the seasonal workers when they walk to Pershore as well.

Could you make enquiries and get 'whoever' involved?

Many thanks.

REPLY: I've had a look at FP 500, and discussed it with my contact at County. She has raised it with the PTES (the charity who own the land) and they have said that they will re-establish the path in its correct position along the hedge-line – removing all the brambles at the same time.

PTES and County are also in discussion about replacing the stile (at the end of the path by the nurseries) with a kissing-gate.

There are no definitive timescales given.

Hopefully, when the work is done, this should improve the situation a lot.

### [Land Drainage – Birlingham Estate](#)

Aug 12 – copied Ron Davis

Birlingham Parish Council September 2015

Email received from Wychavon District Council (L/15/00004) sent to Messrs Porter asking for a ditch to be cleared. This is a second request following attempts to different addresses for the land owner.

Dear Clerk

I attach a letter for information. Third letter to a different address and hopefully some response.

Regards

Andrew Fell

[Wychavon Area Meeting of the Worcestershire CALC](#) - Wednesday 2nd September, 2015 - Pershore Library & Minutes of the Meeting held on 3rd June, 2015

Aug 11 Circulated to all Councillors, as follows:

Dear Members

Please find attached the Agenda for the forthcoming meeting - the speaker is Maggie Collins from Worcestershire Healthwatch - this should be a very interesting talk and we hope to see you there. In the meantime enjoy the rest of the summer! Please also find attached the Minutes of the previous meeting held on 3rd June, 2015.

If you have any queries, please do feel free to contact me on 01386 446549.

Very best wishes

Kaye Angus

Wychavon Area Clerk

### [New Faces to help tackle business and rural crime](#)

The fight against crime has been boosted with the addition of three new faces to help tackle issues in rural areas and amongst businesses.

South Worcestershire Community Safety Partnership has appointed two new business and rural crime liaison officers to offer support and crime prevention advice to those in rural communities and businesses. Clive Parsons will be responsible for the Wychavon area while Ian White has been allocated to Malvern Hills District. The pair will also share the workload in Worcester City.

Simon Thompson has also been appointed as a business and rural crime co-ordinator to oversee the scheme. All three are ex-police officers with more than 70 years of experience between them.

The new team will be responsible for helping to set up schemes such as horse, farm and shop watch, visiting victims of crime to offer advice and crime prevention devices such as alarms and gathering information on suspicious vehicles, people and incidents which can be shared with police.

The scheme is being funded by £200,000 from the West Mercia Police and Crime Commissioner Bill Longmore, who has pledged to invest £1.5million tackling rural and business crime.

Some of the money is also being spent on new CCTV cameras which can be used to help catch fly-tippers and other criminals.

The National Farmers Union estimates rural crime cost £890,000 in Worcestershire during 2014 while nationally business crime costs £511 million a year.

**Richard Morris, South Worcestershire Community Ambassador for West Mercia Police and Crime Commissioner, said:** "The new team has extensive experience in investigating and preventing crime and will be a valuable asset in developing solutions to drive down crime and provide support to the business and rural communities."

For more information about the business and rural crime scheme, or to get involved in any of the new schemes, contact Simon Thompson by emailing [simon.thompson@wychavon.gov.uk](mailto:simon.thompson@wychavon.gov.uk) or call 07721 919784 on Mondays, Tuesdays and Wednesdays.

Birlingham Parish Council September 2015



## Lengthsman

14 August - I am away over the weekend but I did a run around this morning and everything seems to be going well considering the amount of rain.

The weather seems to be settling down a bit now so hopefully it will stay clear.

## Minute Book

The minute book for 1993 to 2009 has been deposited with the Worcestershire Archive & Archaeology Service. The Accession Form was completed on 15 August 2015 as a loan.

The deposit of Birlingham Parish Council minutes is stored at The Hive and, after processing, made available for public perusal.

## Police Community Awards

Aug 21 - Email received from Wychavon District Council, as follows:

*Dear Parish Clerks*

*Please see the attached that Cllr Richard Morris has asked me to forward on to you.*

*The closing date for nominations is Friday 4th September at 4pm and for more information and to fill in an online application form please go to [www.westmercia-pcc.gov.uk](http://www.westmercia-pcc.gov.uk)*

*Kind regards*

*Mandy Ladds  
Civic & Administration Supervisor*

West Mercia Awards Launched - Please send in Your Nominations! West Mercia Police & Crime Commissioner Bill Longmore has launched a new awards scheme to recognise people who go the extra mile to ensure their communities are safe, healthy and happy places in which to live and work. The West Mercia Awards will be given to people and groups who go 'above and beyond', to make a difference to their community, and help achieve objectives from the PCC's Police & Crime Plan. In each category, there will be an award winner from each of the three counties – Shropshire, Herefordshire and Worcestershire. PCC Bill Longmore said: "In the last 20 years I have seen dramatic changes in our societies, some where we need to look at what our values really stand for today. "At a time when public service budgets continue to be squeezed, I believe it's the people in our communities who can step forward, and play a bigger part in developing & improving the places where they live. There are already thousands of volunteers giving up their time in West Mercia to do so. Their time is free but a lot of the facilities they need still require finance. "I want these awards to encourage and show appreciation of the people who have shown leadership in their communities or inspired change to benefit others. "I hope the event will show the amount of good work that goes on, and that the stories of the winners will inspire others to come forward and work together to improve the lives of people of all ages. "So if you know someone in West Mercia who really makes a difference to life where you live, I'd ask you to nominate them for these awards. We all benefit from the hours of selfless work these people put in, so please take a few minutes to tell us why they're so special." The Award categories are: Individual Champion of the Community Award Awarded to an individual who has been a champion in their local community by, for example:- \* making people feel safer through promoting crime prevention, \* have found solutions to local problems or issues \* have supported victims of crime \* have helped and supported the rehabilitation of those involved in previous offending. The individual will show how the nominee goes 'above and beyond' to help achieve objectives of the West Mercia Police and Crime Plan and ensure this makes a 'real difference' in their community. Group Champion of the Community Award Awarded to a group or organisation which has been a champion in their local community by, for example:- \* making people feel safer through promoting crime prevention, \* have found solutions to local problems or issues \* have supported victims of crime \* have helped and supported the rehabilitation of those involved in previous offending. The group/organisation will show how the nominee has gone 'above and beyond' to help achieve objectives of the West Mercia Police and Crime Plan and ensure this makes a 'real difference' in their community. Dedicated Service Award

Birlingham Parish Council September 2015

Awarded to an individual who has given dedicated service to their communities and, as a result, made people feel safer and happier where they live. The individual will have given service over a period of time which has resulted in real benefits to their community. This award could also be awarded to someone who has consistently supported victims of crime as well as those who have supported the rehabilitation of those involved in previous offending in making a return to their community. The above Awards will be presented at a special ceremony on Thursday October 22nd at Hindlip Hall, Worcester when the Police and Crime Commissioner, Bill Longmore together with the Chief Constable David Shaw and West Mercia Police will also be presenting awards to Police Officers, Police Staff and Police Volunteers who have gone beyond the call of duty to ensure that West Mercia remains a safe place to live, to work, to study and to visit. The closing date for nominations is Friday 4th September at 4pm and for more information and to fill in an online application form please go to:- [www.westmercia-pcc.gov.uk](http://www.westmercia-pcc.gov.uk)

### **CALC Healthcheck – Council Audit**

Aug 17 - Draft copy of the 'audit' email received, as follows:

Please find attached the first draft of the council audit. If you would have a look through and then if you have any points you want to raise just drop me a line back.

I am away for the next few days but will complete and finalise next week. I will then send you a hard copy

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

Chairman shown copy of draft.

Clerk to action: It comes as a set of tables rather than a report so the final version may need collating rather than being all separate documents. Also comments to CALC before final audit.

### **Town and Parish Council Briefing: Proposed Main Modifications to the SWDP (2015)**

Aug 25 - Email received from Wychavon District Council, as follows:

Dear Parish Clerks

Please see the attached letter regarding a Town and Parish Council Briefing Session on 10 September.  
Mandy Ladds, Civic & Administration Supervisor, Wychavon District Council

25 August 2015 Dear Clerk, South Worcestershire Development Plan (SWDP) Town and Parish Council Briefing: Proposed Main Modifications to the SWDP (2015) The purpose of this letter is to invite you to attend a Parish and Town Council briefing event being held on Thursday 10 September 2015 from 5.30pm to 7:30pm, in The Council Chamber, County Hall, Worcester. This is a joint event for the parish and town councils within the three south Worcestershire local authorities of Malvern Hills and Wychavon Districts and Worcester City. You will be aware that the South Worcestershire Development Plan was submitted for Examination in May 2013. Since then the examination has been on-going with hearing sessions held in October 2013 and March 2014 (Stage 1), and February to June 2015 (Stage 2). The next phase of the examination process is to carry out a public consultation on the proposed Main Modifications arising as a result of the examination hearings. As the SWDP is currently under examination, incorporation of the proposed Main Modifications into the SWDP that are featured within the public consultation can now only be recommended by the Inspector. It will be the Inspector that considers the responses received during the public consultation and, combined with those matters discussed at the examination hearings, will determine if any further changes or clarifications are required as part of his overall findings report before the SWDP can proceed to the formal adoption stage. The Proposed Main Modifications are to be considered by all three Councils on Tuesday 22 September 2015 (Malvern Hills) and Wednesday 30 September 2015 (Wychavon and Worcester City). If approved by Members, the public consultation is scheduled to run for six weeks from Friday 9 October to Friday 20 November 2015. The papers for the Council meetings and further information on the timetable and process should be available to view on the three local authority and SWDP websites from Tuesday 8 September 2015 onwards, which is earlier than the usual release date for Council agenda papers. Given that the SWDP has been a long running and complex project, the Councils wish to offer this update briefing to provide Town and Parish Councils maximum opportunity to engage in the forthcoming consultation. It is our intention that the update briefing will comprise a short presentation regarding the SWDP process and the anticipated timetable for the remainder of the project, information relating to the Main Birlingham Parish Council September 2015

Modifications consultation, and a Q and A session. The event also provides for an opportunity to liaise with other fellow councillors. If you would like to come along to the briefing event, please reply by email to [developmentplans@malvern hills.gov.uk](mailto:developmentplans@malvern hills.gov.uk), stating the name of your Parish/Town Council and the person/people attending (please no more than two attendees per parish or town council). If you have any specific or technical questions it would be helpful if you could notify me before the briefing so that we can provide a comprehensive answer to all those attending the session. I hope that you are able to attend the briefing and look forward to seeing you there. Yours faithfully, Paul Bayliss SWDP Project Manager

### [Birlingham Bystander – Autumn 2015 Dates for your Diary](#)

Edward Farrar on behalf of the Bystander has asked for dates and details of meetings and events to be included in the 'Dates for your Diary' section.

Clerk has acknowledged email.

### [Complaint regarding the verges](#)

Email to the Chairman from a resident, as follows:

Could the Parish council raise the issue of HGVs in the village damaging verges in the Avenue and church lane. This is now getting to be a regular occurrence. Whilst I understand the verges are the responsibility of the council (who incidentally never cut the grass) this is dangerous because it is the only pedestrian walkway.

This was mentioned to red star growers today following further driving across the verge.

Trusting this can be raised with appropriate councillors elected to represent our problems.

Clerk to Redstar:

You will see from the email exchanges, between the resident and the chairman, that a resident is very unhappy with damage to the verges. I think the one in particular is opposite the war memorial where the vehicle has mounted the grass bank and caused some damage. I must say it is an eyesore and very noticeable as you drive past.

Could I ask you to make enquiries so that I have an 'official' comment from the company responsible?

Response:

The villager concerned came to the office and spoke to our Sales Director on Wednesday morning who went with him to his property.

Unfortunately the villager could only confirm the lorry was white so we actually don't know whether it was coming to or had just left us. We are only making an assumption as to who it was so it is difficult to target the haulage company and raise the complaint on your behalf without some kind of proof of identity.

What would be extremely helpful is that should this happen again, if we could have the name or anything else to help identify the owners of the vehicle, then we would be able to pass on the complaint immediately, directly to the transport company concerned.

However in the meantime we are speaking to all hauliers who come into us on a regular basis to remind them of their responsibilities and also ask them to ensure their drivers are fully informed of the route out of the village to reach the main road.

Our Yard Manager has also been to meet with the villager and has readily agreed he will repair the damage to the verge. Unfortunately, the weather is against us at the moment but he has assured the gentleman he will carry out the work himself to ensure it is completed to his satisfaction.

I hope this is helpful and would like to reassure all villagers that we do take these matters seriously.

Regards

Finance Director

Chairman to Redstar:

Birlingham Parish Council September 2015

Thank you very much for the information. It is good to know that Redstar are so prompt to act when concerns are raised.

### [Dog fouling and offences](#)

An article has been put in the Birlingham News regarding dog fouling and domestic fly-tipping, potentially by residents.

### [Parish Council Meeting Places](#)

A question was asked of CALC regarding the legislation relating to the Parish Council and where a meeting can be held and the following is the answer:-

It is set out in the Local Government Act 1972, schedule 12, paragraph 10(1), which says:

“Meetings of parish councils shall be held at such place, either within or without their area, as they may direct, but shall not be held in premises which at the time of such a meeting may, by virtue of a premises licence or temporary event notice under the Licensing Act 2003, be used for the supply of alcohol (within the meaning of section 14 of that Act) unless no other suitable room is available either free of charge or at a reasonable cost.

This is reflected in NALC's model standing orders – number 3(a) in the 2013 version or 1(a) in the 2010 version.

As meetings can be held either in the parish or outside it, I think it would be difficult to show that there was nowhere for the council to meet except on licensed premises.

Supply of alcohol has a wide meaning – it is not just the sale of it.

Paragraph 10 prevents the council from meeting on licensed premises during the times when the licence allows the supply of alcohol. If there are times when the licence does not allow the supply of alcohol, the council could meet during those times. If there is part of the venue which is not covered by a licence, the council could meet there. However, I'm afraid I don't know if either of those possibilities is likely.

Best wishes,  
Richard Levett

### [Cotswolds Conservation Board Annual Review 2014/15 and Cotswold Lion](#)

Hard copy of the Review and the Cotswold Lion has been received with a covering letter. This is to be passed on at the meeting and then circulated to all Councillors.

### [Village Survey](#)

Several councillors have been working behind the scenes to get to the final copy stage of the Survey and its distribution

- Requests for addresses, envelopes and two sets of labels.
- Number of adults in each household
- Allocated areas for delivery packs for members and clerk.
- Chairman has delivered the survey PDF and a printed copy for reference to Duplikate and arranged to collect the printed copies next Monday 27<sup>th</sup>

[26 July](#) Envelopes received from Cllr Hill

A meeting was held to discuss the analysis. ([Thursday 30<sup>th</sup> July](#))

Items were:  
Discuss method for analysing the results with Steve Condor and Sarah Brown  
Birlingham Parish Council September 2015

Discuss and agree trigger points for use in the analysis  
Agree survey distribution areas for each councillor -  
Provide surveys, envelopes, labels, list of properties and residents to councillors  
Agree timeline for delivery of the surveys

The aim still remains as the Neighbourhood Plan; so to review the percentage wanting a NP which needs to be a majority.  
Looking for a 40% response rate.  
Discussion on data protection and confidentiality. Clerk to enquire.

[The website was due to go live on 1 August](#)

Deadline of 31 August - Should be starting to have a feel for number of replies and the complexity of the task. i.e. details / analyse relationships.  
Two weeks of chasing.

Thanks given to Cllr Yates for his hospitality.

3 August

[Chairman to all Councillors](#)

The web pages for the survey went online on Saturday morning, and have since been edited and updated.

The pages include the information that is in the survey itself along with some additional explanatory text and some brief notes on individual questions.

We can of course continue to improve this information over the next couple of weeks, particularly as the responses start to come in and we find out what sections people are struggling with. If you would like to suggest any changes, additions, deletions or rewrites or have any other comments, please let me know.

9 August

Update from Steve Conder reports, as follows: "We are using a statistical analysis tool, so we should be able to answer any question you want to know and easily provide tables of responses to questions. It can be exported to excel for use by someone else".

[Birlingham email news](#)

[Birlingham News 85](#) 20 July

Next month sees the 70th anniversary of VJ Day and to mark the occasion there will be a street party at the Village Hall.

In this issue:

1. Church Cleaning, 25th July
2. Wetlands Tour, 9th August
3. VJ Day 70th Anniversary Street Party, 15th August
4. New Homes Bonus Application – Trestle Tables
5. Garden Party Thank You

**[New Homes Bonus Application – Trestle Tables](#)**

Wychavon District Council has announced that the New Homes Bonus scheme is to continue this year. This fund, which is allocated according to the number of new homes occupied in the parish each year, is intended to be used for the benefit of the local community. In the current year, £1366 is available. The Parish Council will look at any ideas for using this money and, working with Wychavon District Council, consider those that fall within the guidance issued. In previous years, some of this money has been used by Birlingham Village Hall for roof repairs and a new microwave and by Birlingham Cricket Club for a new roof for their machine shed and improved security.

Currently there is an application from Birlingham Jubilee Committee to purchase 25 trestle tables for use, free of charge, by organisations within the parish. The tables may also be borrowed by individuals for special events or may be hired out to organisations and individuals from other parishes. The tables measure 6'0" by 2'6", are light but robust, and fold in half, making it possible to transport them easily in the boot of a car. The Cricket Club have agreed to store the tables between events.

The cost of the tables is £1002 and the Jubilee Committee has asked for a contribution of £500 from the New Homes Bonus. The remaining £502 will come from Jubilee Committee funds. The Parish Council is required to consult the community on all applications, so they would be pleased to hear your views before submitting the application; please email any comments to [news@birlingham.org](mailto:news@birlingham.org).

### **Birlingham News 86** 1 August

Over the next few days, the Parish Council will be delivering a Village Survey to every adult in the village. This is your opportunity to have a say in the future of Birlingham.

In this issue:

1. St James's Church Services – August
2. Cuppa & Chat, 5th August
3. Worcestershire Open Studios, 29th-31st August
4. Birlingham Village Survey
5. Millennium Map Repairs
6. Ager Family History

### **Birlingham Village Survey**

Over the next few days, Birlingham Parish Council will be delivering a Village Survey to everyone in the village aged 18 or over. The idea for the survey came from a public meeting held in February to discuss the possibility of creating a Neighbourhood Plan for Birlingham. However, although part of its purpose is to decide whether or not we should go ahead with creating either a Neighbourhood Plan or a Village Design Statement for the village, the survey is about more than just housing development. The Parish Council also want to know your views on many other topics, such as local services, village amenities and public transport. All replies will be treated in confidence.

Surveys should be returned to the postbox at Birlingham Village Hall by Monday 31st August. A public meeting will be held later in the autumn to present the results. More details of the survey are given at [www.birlingham.org/survey2015](http://www.birlingham.org/survey2015).

### **Millennium Map Repairs**

The Millennium Map, which has been on display outside Birlingham Village Hall since 2000, is in need of some repairs. Therefore over the next few days it is being moved to the church, where the work will be carried out. The Parish Council will be discussing the future of the map at their next meeting on Wednesday 16th September.

If you have any views on the future of the map, or would be willing to make a contribution towards its upkeep, the Parish Council would be pleased to hear from you. Please send your comments to the Clerk at [birlingham\\_clerk@yahoo.co.uk](mailto:birlingham_clerk@yahoo.co.uk).

### **Birlingham News 87** 13 August

The end of this month sees the return to St James's Church of two ancient volumes, originally belonging to the Rev Duke in the 1800s.

In this issue:

1. VJ Day 70th Anniversary Street Party, 15th August
2. Return of Rev Duke Books, 30th August
3. Parish Council Vacancy

## **VJ Day 70th Anniversary Street Party, 15th August**

A reminder that there will be a street party to commemorate the 70th anniversary of VJ Day outside Birlingham Village Hall this Saturday, 15th August, from 3.00pm until 6.00pm. Although afternoon tea will be provided, the organisers would be grateful if those coming to the party could bring a plate of food – but don't worry if you can't, there should be plenty of food. You are also welcome to bring alcohol. You are invited to dress appropriately to the period but again this is entirely optional.

At 2.00pm the Birlingham bell ringers will be ringing a quarter peal to mark the occasion. The ringing will last for approximately 50 minutes. The bells of St James's Church were rung by local ringers on VJ Day itself (15th August 1945), as commemorated on an inscription in the church ([www.birlingham.org/pics/veday.jpg](http://www.birlingham.org/pics/veday.jpg)).

On Saturday, the road in front of the Village Hall between the junctions with Whitehall Lane and Church Street will be closed for the day. The official closure notice is available at [www.birlingham.org/docs/road\\_closure\\_2015.pdf](http://www.birlingham.org/docs/road_closure_2015.pdf).

## **Return of Rev Duke Books, 30th August**

We have received an email from Adrian Dence, from Milford on Sea, who has two ancient volumes that belonged to the Rev Rashleigh Duke, who was rector of St James's Church from 1869 until 1908. The books are a lectern-sized Book of Common Prayer and a Missal (also lectern-sized) and Mr Dence would like to return them to the parish. The fascinating story of these books can be read at [www.birlingham.org/docs/duke\\_books\\_history.pdf](http://www.birlingham.org/docs/duke_books_history.pdf) and a picture of one of the books can be viewed at [www.birlingham.org/pics/duke\\_missal.jpg](http://www.birlingham.org/pics/duke_missal.jpg).

The books will be returned to the parish at a special Evensong service at St James's Church on Sunday 30th August at 5.30pm. Rev Claire Lording will be officiating and there will be refreshments after the service.

## **Parish Council Vacancy**

Following the resignation of John Comins, who will shortly be leaving the village, there is now a vacancy on Birlingham Parish Council. John has been a member of the Parish Council for ten years and has worked hard on behalf of the community. He is particularly knowledgeable on planning matters and has led the Planning Subgroup on the Council for many years. His reasoned and measured input to debates will be greatly missed.

The vacancy is being advertised for a period of 14 working days, during which electors can ask for an election to be held. The notice of the vacancy can be viewed at [www.birlingham.org/docs/pc\\_vacancy\\_2015.pdf](http://www.birlingham.org/docs/pc_vacancy_2015.pdf). If ten electors request an election in writing by Tuesday 25th August, an election will be held. Otherwise, the Parish Council will co-opt a new member at their next meeting on Wednesday 16th September.

## **Birlingham News 88 26 August**

There is plenty happening in Birlingham over the next ten days: an art exhibition, a special service at the church, the regular Cuppa & Chat and, of course, the Flower & Produce Show.

In this issue:

1. Forthcoming Events
2. Village Survey Deadline
3. Flower & Produce Show, 5th September
4. St James's Church Services – September
5. Recent Photographs
6. Parish Council Vacancy
7. Advertising on the Village Website

## **Village Survey Deadline**

Birlingham Parish Council's Village Survey has been delivered to everyone in the village aged 18 or over and the deadline for completion is next Monday, 31st August. The Parish Council want to know your views on topics such as planning, local services, village amenities and public transport, so please take a few minutes to complete the survey. All replies will be treated in confidence.

Surveys should be returned to the postbox at Birlingham Village Hall by Monday 31st August. A public meeting will be held in the autumn to present the results. More details of the survey are given at [www.birlingham.org/survey2015](http://www.birlingham.org/survey2015).

## **Parish Council Vacancy**

As no election has been requested for the current vacancy on the Parish Council, the Council will co-opt a new member at their next meeting on Wednesday 16th September.

If you would like more information on the Parish Council and its role, and how you can apply to become a councillor, please email the Clerk, June Hiden, at [birlingham\\_clerk@yahoo.co.uk](mailto:birlingham_clerk@yahoo.co.uk).

## **Advertising on the Village Website**

The village website, [birlingham.org](http://birlingham.org), will be accepting advertising by local businesses from 1st September. With over 12,500 visits and 33,000 pages loaded over the last three years, this is an ideal place to advertise your business. Details of advertising options can be viewed at [www.birlingham.org/docs/advertising\\_options.pdf](http://www.birlingham.org/docs/advertising_options.pdf).

All revenue from the adverts will go to the Birlingham Jubilee Committee and will be used to fund community projects.

## **Birlingham News 89 8 September**

As well as the notice of next week's Parish Council meeting, this edition contains information about keeping the village clean, tidy and safe.

In this issue:

1. Parish Council Meeting, 16th September
2. Dog Fouling
3. Fly Tipping of Garden Waste
4. Rural Crime Liaison Officers

## **Parish Council Meeting, 16th September**

The next Parish Council meeting will be held on Wednesday 16th September at 7.30pm in Birlingham Village Hall. Among other items, the Council will be discussing the Millennium Map and the Village Survey. If you have any issues you would like to talk about, please come along.

The Council will also be co-opting a new member to fill the current vacancy. If you would like more information on the Parish Council and its role, and how you can apply to become a councillor, please email the Clerk, June Hiden, at [birlingham\\_clerk@yahoo.co.uk](mailto:birlingham_clerk@yahoo.co.uk).

The Agenda for the meeting is available at [www.birlingham.org/pc\\_info/pc\\_agenda\\_2015-09-16.pdf](http://www.birlingham.org/pc_info/pc_agenda_2015-09-16.pdf) and the minutes of the last meeting on 15th July are at [www.birlingham.org/pc\\_info/pc\\_minutes\\_2015-07-15.pdf](http://www.birlingham.org/pc_info/pc_minutes_2015-07-15.pdf).

## **Dog Fouling**

There have been reports of an increase in dog fouling in the village. Not only does this create an unhealthy and unclean environment, it is also an offence and dog owners can be fined if they do not clean up after their dogs. We would like to keep our roads and footpaths clean and pleasant to walk



on, so if you see anyone's dog making a mess, please remind their owners to clean it up. Although there are no dog waste bins in the village, there are normal bins and these are emptied regularly.

For more information on Wychavon's dog waste policy and the dog warden, go to [www.wychavon.gov.uk/dog-fouling-removal](http://www.wychavon.gov.uk/dog-fouling-removal).

### Fly Tipping of Garden Waste

We have been asked to remind all residents that the dumping of garden waste is fly tipping and an offence under the Environment Act. Garden waste can be taken to the County Council's Hill and Moor Household Recycling Centre ([www.lets-wasteless.com/cms/recycling-centres/worcestershire-hrcs/pershore-11.aspx](http://www.lets-wasteless.com/cms/recycling-centres/worcestershire-hrcs/pershore-11.aspx)). Alternatively, you can order a brown bin from Wychavon District Council – see [www.birlingham.org/docs/garden\\_waste.pdf](http://www.birlingham.org/docs/garden_waste.pdf) for details.

Grass cuttings take ages to compost and prevent the verges being cut. Please ensure that you do not leave rubbish along any roadside verges, in particular grass cuttings outside your property, and help keep our village clean and tidy.

### Rural Crime Liaison Officers

South Worcestershire Community Safety Partnership has appointed two new business and rural crime liaison officers to offer support and crime prevention advice to those in rural communities and businesses. The new team will be responsible for helping to set up schemes such as horse, farm and shop watch, visiting victims of crime to offer advice and crime prevention devices such as alarms and gathering information on suspicious vehicles, people and incidents which can be shared with police.

Full details of the new team are available at [www.birlingham.org/docs/rural\\_crime.pdf](http://www.birlingham.org/docs/rural_crime.pdf).

### 3 Grant Thornton - Audit

- In accordance with the Audit Commission's scale of audit fees for small bodies there is no audit fee payable as the income and expenditure for the ended 31 March 2015 are both less than £10,000. There are no additional fees.
- It is a requirement that the Notice of Conclusion of Audit is completed and displayed for a period of at least 14 days in a conspicuous place.
- Matter not affecting the audit opinion but drawn to the attention of the Parish Council – Section 1 comparatives. The figures for 31 March 2014 in Boxes 2 and 3 have been restated from the figures presented on the 2014 Annual Return following the other matters noted in last year's external auditor's report. The Council should write 'restated' beneath the '£' symbol of the 2014 column before the Annual Return is made available to the public.
- 2015/16 audit. There will be a change to the provision for electors' rights for the 2015/16 audit. When submitting you either confirm that the dates suggested for the inspection period have been adopted or inform auditor of the alternative dates selected.

### 4 New Homes Bonus

On 19 Jul 2015 June Hiden <[birlingham\\_clerk@yahoo.co.uk](mailto:birlingham_clerk@yahoo.co.uk)> wrote TO RON DAVIS:

Hello Ron

Having received the email on Friday from Tracy Perkins updating on the NHB it would seem logical to submit Birlinghams request as one application rather than two. At the meeting the members discussed and agreed in principle both applications as follows:

*As there is only currently £233 of NHB available we are planning on making 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.*

You gave your support for both applications and so would it be acceptable to you for the PC to submit the proposal now as one application?

Kind regards

June

20 July 2015 RESPONSE:

Good morning June,

Yes, I would support you this.

Kind regards. Ron