

Birlingham Parish Council

Minutes of meeting held on Wednesday 16 March 2016

at Birlingham Village Hall

Councillors present:

Councillor Allen
Councillor Conder
Councillor Fitch
Councillor Hill
Councillor Morris
Councillor New
Councillor Yates

In attendance:

County Councillor Adrian Hardman
District Councillor Ron Davis
Tree Warden
Clerk

Welcome

The Chairman welcomed everyone to the meeting.

1. Apologies for absence:

The Footpath Warden had sent his apologies due to other commitments.

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.

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 13 January 2016, a copy of which had been circulated to all Councillors, were agreed as a true record and duly signed by the Chairman.

4. Democratic Opening

None.

5. Progress Reports

- a) Footpath Warden – none.
- b) Tree Warden

The Tree Warden reported: -

- i. The majority of the trees planted last Spring are growing, the Jubilee Wood has lost 10/20 saplings due to the repairing of fences and the trees behind the barn near Withy Way have not taken.
- ii. Further discussion took place on the information from the Woodland Trust and the 'free trees' available for communities in commemoration of the First World War. Karl believes the scheme is the same as previously notified but would look into it further. If the trees can be obtained Karl will ask around to see if any are wanted. They are a mixture of cherry, larch and beech.

Councillor Davis reported:-

- i. That the SWDP was signed off. Running alongside this now is the Traveller and Showpeople Site Allocations (see information in Clerks report). No site has been identified within the Eckington Ward, apart from a known site in Bredon village.
- ii. The CIL (Community Infrastructure Levy) should be in place this year. The Levy will be set on planning applications rather than just S106 legal agreements. 10% figure potentially.
- iii. The Reserves are £47.1657m at this time.

c) County Councillor reports: -

- i. The budget was set on 12 February 2016 and part of that was another round of capital for roads. Not A's and B's where it is more stable but for C's and D's. On the Bredon Division, Church Street, Birlingham was included.
- ii. Harriet Baldwin is debating Eckington bridge; a new bridge? Comments have been made that a preference would be to raise the road either side of the bridge. Raise the causeway or make a causeway. There is no easy solution. Adrian Hardman suggested that this be given some thought.
- iii. The 382 bus route is changing. Councillor Hardman has written to the Regional Director with his concerns. The changes come into effect mid-April and the details are on the County website.

Councillor Hardman was asked about speeding in Upper End (see Clerks report) and how this could be 'enforced'? This was a police matter or it could be taken up with the Community Police representatives (Simon Williams). Should the residents get the evidence; Eckington Parish Council had undertaken a survey. Councillor Hardman would ask about a 'speed count' as one had not been done in Birlingham for some years. He would also ask about repainting the red boxes.

Councillor Hardman would also look again at the speed limits on the A4104 and a proposed extension to the signage of the limits. Could this also include Eckington Road which was residential?

d) Clerk - [See appendix 1 clerks report](#)

6. Planning

a) Current applications pending: none

b) Current applications approved/refused:

- i. W/15/02882/PP – 4 Church Street
Two storey extension to side of property
APPROVED: 19 JANUARY
- ii. W/15/03049/PP – 1 Brook Cottage, Eckington Road
Two-storey rear / side extension and porch to front elevation
APPROVED: 8 FEBRUARY
- iii. W/15/03010/PP (planning application) - The Old Rectory, New Barn Lane
Demolition of garden structures and erection of Garage block
APPROVED: 10 February

7. Financial Matters

a) The Accounts for 2015/2016

i. Bank balance £5,112.27 as at end February

ii. Receipts:

£120.00 – Worcestershire County Council

£156.00 – Worcestershire County Council

iv. Payments to be agreed:

£120.00 – Lengthsman (November 2015) cheque number 428

£156.00 – Lengthsman (December 2015) cheque number 429

b) Future Payments for consideration:

£156.00 – Lengthsman (January 2016)

c) Budget

The Precept has been submitted to Wychavon District Council and accepted at £5,354.00.

Councillor Hill circulated a budget forecast. Inflation and the clerk's salary are still outstanding and could not be finalised at this meeting.

The meeting with CALC has taken place regarding the clerk's salary and expenses. It has been extremely useful and the Chairman has been given details to enable the Parish Council to put the Clerk on a recognised pay scale calculating scale profiles and functions to reach a bench mark range. Calculations for expenses were discussed and will be expedited going forward in the agreed format. The Chairman and Vice-chairman would prepare some notes so that the matter of both the salary and expenses can be formalised at the next meeting.

Poppy wreath – budget agreement at £55.00 for two wreaths.

BVH hire charges – information was received that the proposed charges were to be £9.00 per hour plus £3.00 for use of the kitchen. There would be a discount for bookings made in advance. There had been no increase in the hire charges for the hall for 7 years. To be agreed at the BVH AGM and to commence in September. Awaiting confirmation of this proposal from the BVH Chairman.

The budget would be finalised at the next meeting once the individual cost heading had been revised following the discussions with CALC about the Clerks pay and expenses.

d) Provisions

Transfer of each provision to be agreed. Following discussion, it was agreed that the transfers take place in April (commencement of the next financial year) as previously actioned in the present financial year.

e) Community Provision

Agreed in principle in January. Discussion took place on the 'rules'. Councillor Hill and Councillor Allen would look at the various concepts of the application process / rules. When would this provision be transferred? It was agreed that the transfer would take place at the beginning of the next financial year (2016/17) along with the others. To agree the amount of the transfer at the May meeting.

f) Printer/scanner for Clerk

The Clerk needs a satisfactory printer and scanner for the role she does including data storage. The Transparency Funding may provide assistance for purchasing a scanner /

computer / laptop for the Clerks work. Chairman to action and assist with application. It was agreed that the Clerk should be provided with all the equipment required to efficiently perform her duties and that an application should be made to the Transparency Fund.

8. Review of the Council's procedures

- Standing Orders – still to be progressed
- Handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – still to be progressed.
- Complaints:

Councillor Allen has drafted a Complaints procedure and notified the Clerk. This will be forwarded to all Councillors for consideration after this meeting and for formalisation at the May meeting.

9. Action on future of External Audit

Under the Local Audit (Smaller Authorities) Regulations 2015 ('the Regulations') SAAA is required to make audit arrangements for all smaller authorities (less than £25,000 budget) other than those that have given notice that they wish to make their own arrangements. The SAAA scheme will therefore cover all authorities that have not formally decided to opt out. Authorities covered by the SAAA scheme are referred to as 'opted-in' authorities.

By law, every authority will still have to complete and publish an annual financial return irrespective of whether it is opted-in or opted-out. This requirement has not changed.

The Parish Council decision was agreed and recorded to not be 'opting out' and therefore automatically would remain opted in. As no notification of the decision to opt out would be sent by 31 March 2016 the Parish Council is regarded as opted-in for the five-year period beginning on 1 April 2017 and ending on 31 March 2022.

If a parishioner/elector raises a query, an external audit can be called but the audit would be free of charge.

10. Village Design Statement (VDS)

Councillor Yates and Councillor Hill gave an update. They have had a meeting with Andrew Ford at Wychavon District Council. The results have been circulated.

A summary is appended to the agenda, including the following points:

'Kick-off' meeting scheduled for mid-April / May;

Character of the village / influence on planning;

Volunteers / Invite volunteers to a meeting. Encourage volunteers from the village survey to attend;

Newsletter - others welcome. Invite parishioners via a newsletter;

Expected timeline for completing the VDS is 6 – 9 months;

Ian to arrange meeting date;

Hall booking and resources / clerk;

Projector quotation / BVH shared ownership. A projector required to support meetings both in BVH or elsewhere to be discussed at next meeting as proposal not on the agenda for this meeting.

Ian and John to lead;

PC members to attend first meeting; all were in favour of supporting leaders.

11. Litter Pick

The 'Clean for the Queen' litter pick has taken place on Saturday 5 March covering all the village roads / hedges and the Jubilee Wood. There has been a good turn-out of volunteers and thanks were given to Neil Lightbody, Terry and Jacqueline Griffin, Steve Conder, Ken Fitch, Gemma Hiden, John Moore, Steve Diston, Mary-Anne Dyer, Tara Kirkham-Evans with Alex and Olivia, June Hiden and Carl Brassington for using his pickup. Refreshments were taken at The Swan.

Another litter pick was confirmed for Saturday 19 March at 10am to cover the area leading to and around Swans Neck and Berwick Lane into Nafford and up to the Nafford Road.

12. 2016 Wychavon Parish Games

Discussion took place and it was agreed to support the Parish Games for another year. The Secretary had emailed to confirm that the fee would be £18.00. The Chairman confirmed that Denise McGowan would continue as the parish organiser to co-ordinate the teams. Thanks were given by the Chairman to Denise and to the teams taking part.

13. HGV's – Councillor Hardman

Discussion took place on heavy vehicles and signage. Was it possible to have a sign at the end of New Barn Road/junction with Eckington Road? The road is unsuitable for HGV's and there are limited passing places. A good length of the lane is 40mph but it is narrow and there is a blind spot where the road narrows further. Heavy vehicles are also travelling behind the church (Church Lane) where the road is narrower still. Councillor Hardman will ask Worcestershire County Council (Kieran) what he thinks is reasonable; a sign and/or passing places.

14. Berwick Lane

Ongoing at this time.

15. PC Representative to BVH Committee

The question of a representative had been raised a few years ago (to improve relationships at that time) and was being asked again by the BVH Chairman. Would the Parish Council be willing to provide a volunteer? Following discussion, it is felt that it was good in principle but with two Councillors already on the BVH committee and with others committed to the VDS and other committees it is not feasible. Councillor Allen will discuss with the BVH Chairman and report back.

16. The Annual Parish Meeting

Is it feasible to hold the VDS meeting on the same date at the Annual Parish meeting? It is felt that a separate date is needed. Previously it had been mentioned that the Annual Parish meeting should be more informal and other organisations invited to attend. Something to consider in the future. The date of the Annual Parish meeting is Wednesday 11 May at 7pm and not Wednesday 18 May as given online.

17. Councillors' reports and items for future agenda

Councillor Conder's working arrangement means he would be unable to undertake his duties as a Councillor and was considering having to resign as a member. A formal resignation would be required to be sent to the Chairman.
Councillor Fitch tendered his apologies for the May meetings.

18. Date of next meeting

The next Parish Council meeting is on Wednesday 11 May 2016 at 7.30pm.
With nothing further to discuss the meeting closed at 21.22 pm

Signed: **Councillor Steve Morris, Chairman**

Date:

Appendix

Appendix 1 Clerk's Report

New Homes Bonus - update

18 January – email received from Localism and Communities Officer, Strategy and Communications asking for an update/ progress on the New Homes Bonus trestle tables. Wychavon District Council wanted to know if the 25 tables were purchased, had they been used by other organisations and were there any comments about them?

A reply was sent which quotes, "As the NHB application was dealt with quickly and efficiently this enabled the tables to be used by the Flower and Produce committee, for their Autumn show, as soon as they were

purchased. Many compliments were received upon their ease of use. The Jubilee Committee have been fortunate to have been offered the cricket club facilities in the centre of the village for the storage of the trestles which means they are more easily accessible for anyone wanting to use them".

Litter Pick – March 2016

Saturday **5 March** - weekend to coincide with the 'Queens Clean'

22 January - Email received from Client Services, quotes "That weekend is already booked up because of the queen clean but we have ordered some new stock so hopefully it won't be a problem. I've attached the forms etc but I should be grateful if you could give me some idea of how many kits you'd like as soon as possible so I know what I'll have left.

27 January - Further email quotes, "I've booked you in for 20 x adult and 10 x kids kits. You may be interested in the fact that we've ordered some new Union flag litter picks especially for the Clean for the Queen campaign and if the Parish signs up to 2 litter picks a year we will give you 10 sets of kit to keep. You just need to book another date in the year and they're yours. First come first served". With the agreement of the Chairman and Vice-chairman and copied to all Councillors a response was sent saying that a further litter pick would take place on 19 March.

29 January - email received quotes, "Thanks for the second booking. I'll mark you down for a set of 10 to keep. We will still supply sacks and collect the waste after the collection".

24 February – Request form for two litter picks, insurance liability and confirmation form returned (by hand to main reception).

Cotswolds AONB e-Newsletter Winter 2016 Cotswold Conservation Board

An email was received from the Conservation Board and circulated to all Councillors. For note it is a Golden Anniversary year for the Cotswolds as they celebrate 50 years of being designated as an Area of Outstanding Natural Beauty (AONB). The Board will be organising celebration events to mark the occasion and to encourage everyone to protect, enhance and conserve this beautiful landscape.

Birlingham Parish Council Budget Requirement 2016-17

Email received on 29 January from Senior Accountancy Assistant at WDC which quotes, "I acknowledge receipt of the 2016-17 budget requirement for Birlingham Parish Council in the sum of £5,354.00".

Superfast Worcestershire – first communities to benefit from the extension programme announced

An email was received from Robert Stepniewski at The Broadband Team and circulated to all Councillors. It quotes, "Superfast Worcestershire Announces next communities to benefit from superfast broadband roll-out. More than 8,000 more homes and businesses across Worcestershire set to benefit from expansion of faster fibre broadband programme. The Superfast Worcestershire Partnership is continuing the drive to bring access to Superfast Broadband across Worcestershire!

The website (www.superfastworcestershire.com) can be checked for the latest programme updates and to find out when your area's superfast fibre broadband goes live.

29 January – further email Quotes, "Dear Broadband Supporter, we are writing to you, as you have previously contacted us with regard to availability of faster broadband. Over 1.5 years into the deployment, we have already made fibre broadband available to approximately 50,000 premises across the county. There is still more to do, and only this week, we announced the first communities to benefit from the extension programme, which will see 8,000 more premises connected to the fibre infrastructure (more information attached).

To check whether fibre broadband is available to you please visit:
<http://www.superfastworcestershire.com/when-where>.

You can find the latest information about the Superfast Worcestershire programme on our website at www.superfastworcestershire.com, where you can also register to be kept up to date with progress in your area: www.superfastworcestershire.com/when-where/register.

Furthermore, Superfast Worcestershire has recently secured additional funding (£3.25m) to extend coverage of superfast broadband even further across the county. We are currently in the process of

investigating how re-investment could be best utilised and what the potential timescales are to extend the scope of the current plans. We will announce the outcome of these discussions as soon as we are able. In the meantime, we are asking communities, not scheduled to benefit from Superfast Broadband under the current programmes, to complete this short survey by 31 January 2016 and share it with their neighbours and networks.

www.superfastworcestershireshire.com

Traveller & Travelling Showpeople Site Allocations Development Plan Document

Email received regarding a Town & Parish Council Briefing on Traveller Site Allocations DPD - 6:00pm on 15th February - County Hall

Quotes, "I am writing to invite you to a briefing for all Town and Parish Councils in south Worcestershire on the emerging Traveller & Travelling Showpeople Site Allocations Development Plan Document. The briefing will be held in the Council Chamber at Worcestershire County Council, Spetchley Road, Worcester, WR5 2NP on Monday 15 February, commencing at 6:00pm.

The briefing will provide Town and Parish Councils with an update on the emerging draft consultation document in advance of the publication of papers due to be considered by Malvern Hills District and Worcester City Councils on 23rd February and Wychavon District Council on 24th February.

As background, the purpose of the briefing is to outline work which has been undertaken to identify potentially deliverable and developable Traveller pitches in south Worcestershire over the next ten years, as required by national planning policy. The draft consultation document proposes 34 new pitches on 7 sites in south Worcestershire over the next five years, the majority on existing Travellers' sites, with up to 20 more to be built in the following five years as part of the proposed "urban extensions" to the west and south of Worcester.

To enable us to arrange sufficient refreshments for the briefing I would be grateful if you could let us know whether you will be attending the briefing by midday on Wednesday 10th February. I would be grateful if you could email confirmation of your attendance to David Clarke at Malvern Hills District Council at the following email address - david.clarke@malvernhillsgov.uk

Yours sincerely,

Denise Duggan

Senior Planning Officer (Policy Plans)

The Clerk asked the Planning Officer if any of the sites were around Pershore. A reply was received which quoted "The information is not in the public domain at the moment, so I am unable to say whether any of the sites are within surrounding areas of Pershore".

Hire of BVH

The Bookings Secretary was contacted regarding the hire of Birlingham Village Hall for the bi-monthly meetings from the next financial year. Copied in were the Chairman and Secretary of BVH and Chairman of PC. With the exception of the May meeting, which includes the parish meeting commencing at 7pm, all other meetings start at 7.30pm and are usually finished by 9pm. To allow for the opening of the hall at 7.20pm and closing no later than 9.20pm the Parish Council would be hiring the hall (on average) for the maximum of 2 hours. The kitchen facilities are not used.

Confirmation was asked whether this was acceptable and to confirm the hourly rate and therefore the total of the yearly invoice for meetings starting May 2016 and going through until March 2017.

This agreement makes the Parish Council more transparent as advised by the Worcestershire County Association of Local Councils.

A reply was received confirming that a note had been put in the diary as regards the new payment arrangements and that the booking charges for the hall are under review. As things stand at the moment the charge is £7.00 per hour for the use of the hall only.

A follow up email was sent to the BVH Chairman regarding the charges following receipt of the BVH draft minutes.

With no response a further communication was sent to the Chairman and copied to the secretary.

Village Design Statement (VDS) - volunteers

Councillors Yates and Hill had a meeting with Andrew Ford, Policy Planner at Wychavon to discuss the process for starting the VDS. As a result of Mr Fords input it was suggested that it would be useful to get a list of those villagers who expressed interest in helping with the VDS. Councillor Conder went through the survey questionnaires and drew up the list of names to see if there are have sufficient people with skills to start the process or if there is a need to make a new request for volunteers.

The survey the questionnaires had been collated to source the volunteers who had put their names forward to assist with the VDS (previously potentially a NP or VDS).

SWDP Inspector's report

An email received from Marketing and Communications Manager, WDC and circulated to all Councillors. Quotes, "Please find attached a copy of the press release being issued to the media this morning regarding the inspector supporting the South Worcestershire Development Plan. The attachments reads:

For immediate release: 5 February 2016

Government inspector backs South Worcestershire Development Plan

The official Examination of the South Worcestershire Development Plan (SWDP), conducted by a Government-appointed independent Inspector, has concluded that the Plan is sound and can now go forward with a recommendation for adoption by the three councils that prepared it.

The Plan sets out a long term vision for south Worcestershire, with the emphasis on boosting the local economy and delivering sustainable housing development, up to the year 2030. It includes plans for 28,400 new homes as well as land for retail and employment.

Malvern Hills District Council, Worcester City Council and Wychavon District Council have jointly prepared the Plan and each of them will now be asked to formally adopt it at meetings on 23 and 24 February.

The Inspector, Roger Clews, has today published his report on the Plan, concluding that it is sound and legally compliant, following an Examination that began in October 2013.

In the report the Inspector says: "The South Worcestershire Development Plan provides an appropriate basis for the planning of Worcester city and the Malvern Hills and Wychavon districts."

His report has today been published at www.swdevelopmentplan.org

The Examination led to the councils producing a range of "main modifications" to the SWDP including an increase from the original housing number of 23,200. It is these modifications, already approved by the three councils, which enabled the Inspector to judge the SWDP as being sound.

Councillor Melanie Baker, who chairs the SWDP Joint Advisory Panel, said: "It's fantastic news that the Inspector has given the Plan a clean bill of health. I am hoping all three councils can now move rapidly to adopting the Plan, which will be a vital tool in delivering the economic growth we need and providing the housing our current and future residents want.

"The SWDP sets out where employment and housing development is to take place, and once it is formally adopted we will have greater powers to resist speculative planning applications for unsustainable or harmful development on sites that are not allocated in the Plan."

The Inspector has accepted that the SWDP is based on extensive evidence and public consultations.

The Plan covers the period from 2006 to 2030. That means a significant amount of the development included in it has already taken place or planning permission has already been given.

In addition to the 28,400 new homes, the SWDP sets out plans for just over 300 hectares of employment land as well as new retail provision focused in Worcester City and the main towns.

The new housing is all set to be built within or on the edges of existing settlements. Development in smaller villages or the open countryside has generally been avoided, although there will be some new housing in larger villages with local services where planning permission was granted during the preparation of the SWDP.

Councillor Baker added: "It is heartening that the Inspector has accepted the strength of the case for three councils producing a strong joint Plan and that the basic building blocks of our strategy for growth and its distribution are sound - in particular the Plan's approach to the settlement hierarchy, settlement boundaries, maintaining of the Green Belt, and the retention of Significant Gaps and green space. The Inspector has also endorsed the links between proposed development and infrastructure provision.

"Housing sites are obviously one of the main focuses of the Plan, however it is important to remember that the SWDP also contains a major overhaul of all of our planning policies and establishes a consistent set of development management policies for south Worcestershire as a whole."

Birlingham Bystander – Spring 2016

A letter was received from Edward Farrar on behalf of "The Bystander" requesting dates, details of meetings and events to be published in the Spring edition. A reply was sent which quotes:

"My apologies as I've just realised the closing date for copy on the 'Dates for your Diary' for 2016 as just passed. For information anyway (if it isn't too late) on the Parish Council meeting dates on Wednesdays this year, starting at 7.30pm, are: -

16 March

11 May - Annual Parish Meeting at 7pm, followed by the usual Parish Council meeting

20 July

21 September

16 November

Also, please accept my apologies for the lack on a final response on the Autumn edition. I was waiting confirmation of the January meeting and any other dates regarding a village meeting which didn't materialise. I missed getting back in touch with you in the end".

BVH draft minutes

The draft minutes had been received from Edward Farrar on 7 February 2016. An email was sent to the BVH Chairman advising and seeking clarify on points raised in the minutes regarding the future of the hall contribution, future hire of the hall and the hire charges, the New Homes Bonus application and payment for the Jubilee Committee (for trestle tables for parishioners) and opening of the hall. No response has been received.

March - An update was sent to the Chairman advising that the hall contribution was being replaced by a 'Community Provision' (agreed in principle January) and that further discussion will take place on this at the next meeting. Unsure that the Chairman had received the email so copied to the secretary.

Reply from BVH Chairman saying that at the last BVH meeting it was understood that the hire costs probably would need to increase, having not had any changes for the past 7 years. A sub-committee was tasked with reviewing finances and setting charges for 2016 and reporting. It was also the view of the Committee in January that the new charges should be implemented from September so as to allow adequate time to inform regular hirers of the impending changes. The Chairman would formally let the Clerk know after the March meeting.

Cotswolds AONB Sustainable Development Fund

An email was received from Leader Programme Assistant at Cotswold Conservation Board and circulated to all Councillors, as follows:

"Please could you let your parish know that the Cotswolds AONB Sustainable Development Fund is currently open to applications for funding.

The Cotswolds AONB Sustainable Development Fund is a regional grants scheme, available to individuals, groups or businesses that have ideas or projects that will improve the Cotswolds both now and in the future. The Fund aims to encourage and support community-based projects that look to provide a clear benefit to the Cotswolds AONB, with particular focus on the environment, community and/or local economy. Public, private, voluntary sector, individuals, businesses or community groups can apply. Individuals or businesses can only be beneficiaries where the project shows a clear benefit to the wider community. Applicants are not required to be based in the AONB, however, all projects must be able to demonstrate the positive impacts on the Cotswolds.

Grants are usually awarded for 50% of project costs. However, this can be extended to 75% for projects led by non-profit making organizations. Grants ranging from a few hundred pounds up to £8,000 are available for the 2016/2017 round of funding.

Projects can include the use of volunteers as an 'in-kind' contribution towards the total project cost. APPLICATIONS TO THE 2016/17 SDF WILL BE ACCEPTED FROM 1ST FEBRUARY 2016. THE DEADLINE FOR APPLICATIONS IS MONDAY 21ST MARCH.

To find out more about the Cotswolds AONB Sustainable Development Fund visit <http://www.cotswoldsaonb.org.uk/grants-and-projects/sdf/> "

Lengthsman Reports

Worcestershire County Council Highways, Drainage or Flooding Issue - Reference Number 6870770

16 February – Carl reported the flooding outside The Old Coach House. Severn Trent have been out and it's not mains water so it must be the broken/blocked highway drain. He also recalled that the last time he reported this, Highways came out with the camera and jetter and discovered a tree root in the drain.

Worcestershire County Council Highways, Drainage or Flooding Issue - Reference Number 6874025

23 February – Carl reported a drainage or flooding issue at Rectory Lane.

Notice of Meeting of the Wychavon Area of the Worcestershire Association of Local Councils – 2 March

An email from Kaye Angus, Wychavon Area Clerk, was circulated to all Councillors with the agenda for the meeting on the 2nd March, at Pershore Library, together with the minutes of the meeting in December 2015.

The speaker for the meeting is Mr David Perridge from The Road Safety Partnership.

Wychavon Parish Games AGM

An email was received from Susan Collins the event organiser of the Parish Games, as follows: -

Hi all

Attached please find Minutes of the AGM, along with the Secretary's report and the Accounts.

For those of you who were unable to attend the AGM, please can you ensure you read these Minutes carefully, as changes have been made which will affect you.

Please could you also circulate as widely as possible around your Parish Captains. I can't believe it's been a year since the last AGM, but it has! 2015 was another very successful year, with Bretforton breaking all the records, winning 3 events and coming second in another 3; giving them a total of 189 points.

We still have Event Captains seemingly not bothering to arrange their ties for the knock-out events within the timescales. This is unfortunate, and, later in the meeting we will discuss how we plan to resolve this issue.

We have had very differing views about this, with one Parish saying we need to start the knock out events earlier, but another Parish refusing to play their first round matches in August. This again will be discussed, but I would like to point out that, when we tried starting the Games earlier, there was so little take up, that we decided not to continue with this – it makes it harder for me, but

Unfortunately, we have lost yet more Committee members this year and desperately need to replace them. Michelle, as I think you all know, has moved out of the area, and Darren had too many other commitments. We keep trying to persuade Carrie to come back, but she, again, has too many other things going on. However, Dennis Stanley has volunteered to join us. It's not onerous – we meet about six times a year, and,

although we have always met at the Piesse in Wyre Piddle, we have now decided that we need at least to alternate that with a different venue that is more convenient for Joan, Dennis and Nigel. We also still need an organiser for the Men's Darts and now need someone to organise the Ladies' Darts as well. If someone else can organise these, it would make my life much easier! It would also be fantastic if someone could take over the Newsletter; I really struggle with this. The weather wasn't brilliant last summer, but we did manage to hold all the knock-out events, even though we all got very wet at the Bowls and did have to postpone the Petanque.

24 Feb - Newsletter received and forwarded to Chairman to pass to relevant organiser. As follows:

2016 GAMES

PRESIDENT - *Shortly after the AGM, Gary Robinson stepped down from his role as President. Gary has been actively involved in the Games since their inception in 1978. During this time, Gary has been involved in bringing new events and new Parishes into the Games. He was also instrumental in getting Severn Trent involved; they have now sponsored Wychavon Sport for the last three years. **THANK YOU GARY***

AGM - *At the AGM, it was unanimously agreed to start the knock-out events earlier in the year to try and avoid so many clashes with league fixtures. Therefore:*

Entries will close on 15th June

The draw will take place in the week commencing 20th June;

Everything will be sent out to Parish organisers and Parish captains early in July.

First rounds will have to be played by the end of August.

*It was also unanimously agreed that **any** Parish failing to turn up to any event should be penalised 3 points. A minimum of 24 hours' notice must be given for all events, apart from the Skittles, where 48 hours is needed in order to be able to inform the alley.*

It was also unanimously agreed that, for the knock out events, each Captain should provide two copies of the names and addresses of their team members. One of these should be retained by the Home Captain for the duration of the year's Games and the other should be retained by the Away Captain for the duration of the year's Games. Matches must not start until both Team Captains have completed their lists. Changes have also been made to the Petanque, with a view to finishing this earlier.

Dennis Stanley has kindly agreed to run the Men's Darts for us, but we still need someone to run the Ladies' Darts as Michelle has moved to Redditch.

SPONSORSHIP - *Severn Trent have already generously agreed to support Wychavon Sport financially in 2016. Many of the individual event sponsors have also already agreed to sponsor the same event again this year.*

Finally, we are always looking for new Committee members, who can bring new ideas to the Committee. It is not onerous, and we promise you won't get lumbered with doing anything you don't want to!!!

A new year; fresh ideas. Competition and Community Coming Together

CALC Spring Training Bulletin

An email was received and forwarded to all Councillors from the Administrator at CALC regarding the latest training bulletin.

Tree Planting Project

An email received from Deborah Dale, Member Engagement Officer & Project Manager for Act Local Legal & Democratic Services, Commercial & Change (COaCH) Directorate and forwarded to the Tree Warden and Councillors copied in, as follows:

County Councillor Anthony Blagg, Cabinet Member with Responsibility for Environment would like to share this information on free trees for communities with Parish & Town Councils.

The Woodland Trust are saying thank you to those who made sacrifices in the First World War by planting millions of native trees across the UK, creating beautiful spaces for the next generation.

You can get involved by:

Birlingham Parish Council March 2016

Creating your own **Centenary Wood**: each wood over five hectares will receive a commemorative plaque and post.

Promoting the Woodland Trust's free tree packs for schools: The Woodland Trust have 3 million free trees available to schools, community and youth groups.

Fundraising: Help plant a tree for every fallen hero in the county in one of the four national flagship Centenary Woods.

To find out more about the First World War Centenary Woods Project contact:

Byron Campbell on 03743 770 5636

Email: governmentrelations@woodlandtrust.org.uk

OR

Access the following links:

www.woodlandtrust.org.uk/fww

For information on MOREwoods landowners for larger areas over .5 hectares and hedgerow packs go to:

www.woodlandtrust.org.uk/plant-trees/help-and-support

For free community or School Packs for small sites go to:

www.woodlandtrust.org.uk/plant-trees/in-your-community

CALC report to Area Meetings

Email received from Richard Levett, Executive Officer attaching his report to Area Meetings for the quarter was forwarded to all Councillors.

Flooding

The following communications were received:-

[Audit of Flood Action Groups](#)

Sarah Payne, Trainee Community Flood Resilience Officer, National Flood Forum, Supporting & Representing Flood Risk Communities

Old Snuff Mill Warehouse
Park Lane
Bewdley
DY12 2EL

To whom it may concern,

I hope you are well. To introduce myself, my name is Sarah Payne and I work for the National Flood Forum, a charity that supports and represents communities at flood risk. I am currently working in the Worcestershire area in partnership with Worcestershire County Council. We are keen to provide support for all those affected by flooding in Worcestershire and one way we achieve this is by working with Flood Action Groups to constructively identify all their flood-related issues, which are taken to a partnership meeting to be discussed with all those involved with flood risk management in the area. Flood Action Groups are made up from grassroots representatives of the local community that have been affected by flooding. In some areas, flood action groups can be an extension/flood arm of the Parish Council, which brings in flood-affected residents to solely address flooding issues. We would like to establish partnership engagement for these local groups in Worcestershire to address their concerns in a non-confrontational way; to support the building of resilience within the community; and endeavour to reduce flood risk and improve response going forward.

Therefore, an audit of Flood Action Groups is important for us to understand what is out there, and where support is needed. If you could please let me know if you are aware of any flood action groups in your parish, this would be really helpful.

If you could also provide the information below this will help with our audit.

Name of Flood Action Group:

Flood Action Group Chair/Leader:

Contact email/number:

Last known meeting:

Composition of group (e.g. residents only/Parish Council Flood Arm):

Birlingham Parish Council March 2016

Last Flood Event:
Type/s of flooding:

If you could please get back to me by 25th March 2016, that would be great.

If you have any further questions regarding this, please do not hesitate to contact me.

[Flooding](#)

Forwarded from Ward member and behalf of WDC

To all councillors

Following the heavy rainfall overnight on 8 / 9 March, we need to know if there have been any flooded properties, either domestic or non-domestic, in the district. If you had any flooded properties on your patch to report then we would need to know the address and whether these have been flooded internally (i.e. into the main living area) or just externally (i.e. gardens, sheds, garages). Can you also let us know if any critical infrastructure such as electricity sub stations, pumping stations have been flooded? Finally, please let us know of any other major issues which we need to be aware of e.g. roads closed or other incidents.

[Notification of South Worcestershire Development Plan \(SWDP\) related Consultations in March/April 2016](#)

Ref: Consultations - Draft Affordable Housing SPD; Traveller and Travelling Showpeople DPD

14 March 2016

Dear Sir or Madam

Notification of South Worcestershire Development Plan (SWDP) related Consultations in March / April 2016

- [Draft Affordable Housing Supplementary Planning Document \(SPD\)](#)
- [Traveller and Travelling Showpeople Site Allocations Development Plan Document \(DPD\)- Preferred Options](#)

This letter is being sent to you as your details are held on the South Worcestershire Development Plan (SWDP) consultation database and you have either made comments on the plan in the past or requested to be notified of its progress, or have been identified as a relevant consultee.

In order to make progress on the implementation of the policies within the recently adopted SWDP, the three South Worcestershire Councils (Malvern Hills District, Worcester City and Wychavon District) are consulting on two planning documents - the Draft Affordable Housing Supplementary Planning Document (SPD); and the Traveller and Travelling Showpeople Site Allocations Development Plan Document (DPD) Preferred Options.

Both of the above documents are being formally consulted upon for a six-week period from 14 March to 25 April 2016. The Draft Affordable Housing SPD consultation is in line with Regulation 13 of The Town and Country Planning (Local Planning) (England) Regulations 2012, and the Travellers and Travelling Showpeople consultation relates to Regulation 18.

Copies of the draft documents, any supporting background information and response forms are available to view online via the following websites:

- South Worcestershire Development Plan www.swdevelopmentplan.org
- Malvern Hills District Council www.malvern hills.gov.uk
- Worcester City Council www.worcester.gov.uk
- Wychavon District Council www.wychavon.gov.uk

Copies of the Draft Affordable Housing SPD, the Traveller and Travelling Showpeople Site Allocations DPD; background papers on the Traveller and Travelling Showpeople Site Allocations DPD, and its associated Sustainability Appraisal and Habitats Regulations Assessment reports can also be viewed at customer

service centres and libraries as detailed below during their normal opening hours. Hard copy response forms are also available.

If you have any queries please see the SWDP website (www.swdevelopmentplan.org) or email contact@swdevelopmentplan.org, or write to The SWDP Team c/o Policy Plans Team, Housing and Planning Services, Wychavon District Council, Civic Centre, Queen Elizabeth Drive, Pershore, WR10 1PT. You can also telephone the SWDP Team on 01386 565565. If you no longer wish to remain on the SWDP database, please let us know and we will remove your details.

Fred Davies
Acting SWDP Project Manager

The Town and Country Planning (Local Planning) (England) Regulations 2012

Affordable Housing Supplementary Planning Document (SPD)

Worcester City Council, Malvern Hills District Council and Wychavon District Council have jointly published a Draft Affordable Housing SPD for consultation in accordance with Regulations 12 and 13 of The Town and Country Planning (Local Planning) (England) Regulations 2012.

Subject Matter and Area Covered: The Affordable Housing SPD explains the details of the South Worcestershire Development Plan (SWDP) policies that relate to the provision of affordable housing. It is a guide intended to help developers, landowners, applicants for planning permission, Registered providers (RPs) and others who are seeking to provide or benefit from affordable housing.

The Affordable Housing SPD covers the administrative areas of Worcester City Council, Malvern Hills District Council and Wychavon District Council.

Period of Representations: The consultation period runs from Monday 14 March until Monday 25 April 2016. All representations must be received by 5pm on the closing date.

Where to Inspect the Document: The draft document is available to view on the South Worcestershire Development Plan website at: www.swdevelopmentplan.org. Printed copies of the Draft SPD can be viewed and consultation response forms can be collected at:

Worcester Customer Service Centre at The Hive; Libraries at St John's and Warndon
Wychavon Community Contact Centres in Pershore, Evesham and Droitwich; Libraries at Evesham, Droitwich, Pershore and Broadway
Malvern Hills Customer Services Centres at Malvern, Tenbury Wells & Upton-upon-Severn; Libraries at Malvern, Tenbury Wells and Upton-upon-Severn

How to make a Representation: Representations can be made in the following ways:

On-line: By completing, and returning by email, an electronic response form available from www.swdevelopmentplan.org / **By email:** contact@swdevelopmentplan.org / **In writing:** To South Worcestershire Development Plan Team, Civic Centre, Queen Elizabeth Drive, Pershore, WR10 1PT
Please note that comments made on the document, together with your name, will be published by the Council.

Notification of Adoption: Any representations made may be accompanied by a request to be notified at a specified address of the adoption of the SPD.

Tree Planting Project

Email received from Deborah Dale, Member Engagement Officer & Project Manager for Act Local Legal & Democratic Services, Commercial & Change (COaCH) Directorate

As follows:

County Councillor Anthony Blagg, Cabinet Member with Responsibility for Environment would like to share this information on free trees for communities with Parish & Town Councils.

Birlingham Parish Council March 2016

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To find out more about the First World War Centenary Woods Project contact:

Byron Campbell on 03743 770 5636

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Access the following links:

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For information on MOREwoods landowners for larger areas over .5 hectares and hedgerow packs go to:

www.woodlandtrust.org.uk/plant-trees/help-and-support

For free community or School Packs for small sites go to: www.woodlandtrust.org.uk/plant-trees/in-your-community/

Traffic

An email was received from a resident with concerns over the traffic in Upper End and that not all vehicles are keeping to the 30mph speed limit. Could the Parish Council consider undertaking a community concern program of monitoring speeds in the village in order to establish the degree of the problem? We understand this was done successfully in Pershore by No Gains over the last year.

To be brought up under 'reports'. (The Safer Roads Partnership deals with this they are part of West Mercia. It needs volunteers to stand there with the equipment. Also support from County Councillor)

Birlingham email news

[Birlingham News 100](#) 27 January

Welcome to the one hundredth edition of Birlingham News. Over the last four years we have covered nearly 500 events, issues, planning applications and other items of interest. We would like to thank all those who have contributed articles and helped to provide such varied content for the emails.

In this issue:

1. Cuppa & Chat, 3rd February
2. St James's Church Services – February
3. Donations for Migrant Camp in Calais
4. Birlingham Snowdrops
5. St Patrick's Party, 19th March
6. Parish Council (13th January)
7. Land Rover Thefts
8. Recycling Information
9. Planning Applications

[6. Parish Council \(13th January\)](#)

At its meeting on 13th January, Birlingham Parish Council discussed a number of issues, including the following:

- The increase in the budget for next year has been kept down to 1.99%. This represents an additional 60p for the whole year on Band D properties.

- A meeting is being organised between members of the Parish Council and Wychavon planning officers to discuss the next steps in the creation of a Village Design Statement.
- The annual Litter Pick will take place on Saturday 5th March. This has been timed to coincide with the national 'Clean for the Queen' initiative, which is part of the Queen's 90th Birthday celebrations.

7. Land Rover Thefts

Following the theft of parts from a Land Rover in Church Street ten days ago, West Mercia Police have asked us to issue a warning to all owners of Land Rovers in the area.

Full details are available at www.birlingham.org/docs/land_rover_thefts.pdf. Please pass this information on to anyone you know in the district who owns a Land Rover.

8. Recycling Information

There is often confusion about what can and cannot be included in our green recycling bins and Wychavon District Council have now produced a comprehensive list on their website. The web page offers advice such as removing plastic wrappers from junk mail and removing bottle tops from glass and plastic bottles. Black plastic cannot be recycled. However, in addition to the usual items, you can now recycle corrugated cardboard, milk and juice cartons, and most types of plastic containers.

The full list of recyclable items and further Information on recycling can be found on Wychavon's website at www.wychavon.gov.uk/what-can-i-recycle.

9. Planning Applications

The following planning applications have been determined by Wychavon District Council or withdrawn:

- [Woolas Farm](#), Woolas Hill, Eckington: Conversion and extension of former MOD Radar Station to provide overnight accommodation to Deer Park Hall Weddings and Business Centre, and for use as a classroom/ meeting room for wildlife and photography workshops (Change of use). (Case No. 15/01723). **Withdrawn**. Full details can be viewed on the Wychavon DC website. (*Not in Birlingham but the Parish Council was asked to comment.*)
- [4 Church Street](#): Two storey extension to side of property (Case No. 15/02882). **Approved**. Full details and conditions can be viewed on the Wychavon DC website

[Birlingham News 100 update](#) 29 January

Land Rover Thefts

There has been a further Land Rover theft in the village and we have received the following information from West Mercia Police:

We have been notified that a Land Rover Defender has been stolen from a property at Lower End, Birlingham. It was stolen between 1.00pm on Wednesday 27th and 11.30am on Thursday 28th. The registration is S961 BDU.

This is the second incident involving a Defender in the village as one was targeted and doors and lights were stolen and steering cowl was damaged.

The theft of Defenders is due to their popularity and ease of breaking down the vehicles.

[Birlingham News 101](#) 10 February

The snowdrops and crocuses are out, so it's nearly time for the Bulb Sunday service again.

In this issue:

Birlingham Parish Council March 2016

1. Bulb Sunday Service, 21st February
2. Village Litter Pick, 5th March
3. Birlingham Village Hall – Grass Cutting Rota
4. Wychavon Community Grants Scheme
5. Superfast Broadband Update
6. Planning Applications

2. Village Litter Pick, 5th March

The annual litter pick will take place slightly earlier than usual this year, on Saturday 5th March, to coincide with the 'Clean for the Queen' initiative, which is part of the Queen's 90th Birthday celebrations. Please join us for this occasion and help us to create a tidy village. Meet on the village green at 10.00am. Litter-picking equipment is provided and this year we have been promised that the litter pickers will be adorned with the Union flag!

The Parish Council are also proposing a second litter pick, on Saturday 19th March, to concentrate on the areas around Swan's Neck and Nafford.

4. Wychavon Community Grants Scheme

Charities and voluntary groups are once again being asked by Wychavon District Council to submit bids for community grants. The total available this year is £50,000 and bids can be made for up to £10,000 for individual projects. (£10,000 is the maximum that can be bid for and only in exceptional circumstances; most bids are likely to be lower.) The theme for 2016 is 'Get Active'.

Bids can be for all aspects of community life: community buildings, sports, arts etc. – any project that makes a lasting contribution to the local community by helping people become more active.

More information on how to apply is available on Wychavon's website at www.wychavon.gov.uk/grants or by calling 01386 565168. The deadline for applications is 31st March at midday. The District Council's leaflet on community grants can be viewed at www.birlingham.org/docs/community_grants_leaflet_2016.pdf.

5. Superfast Broadband Update

Although most of Birlingham now has access to Superfast Broadband, the part of the village served by Eckington 'Cabinet 601' is still without this new service. The current status report suggests that this part of the village will be upgraded between January and September 2017.

The latest information from the Superfast Broadband team can be found at www.birlingham.org/docs/superfast-extension-programme.pdf. Full details of the programme are available at www.superfastworcestershire.com.

6. Planning Applications

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

1 [Brook Cottage](#), Eckington Road: Proposed two-storey rear/side extension and porch to front elevation (Case No. 15/03049). **Approved**. Full details and conditions can be viewed on the Wychavon DC website

[Birlingham News 102](#) 24 February

Congratulations to Cuppa & Chat, which celebrates its second birthday next week.

In this issue:

1. Cuppa & Chat, 2nd March
2. Village Litter Pick, 5th March
3. St James's Church Services – March
4. St Patrick's Party – Cancelled

Birlingham Parish Council March 2016

5. Stable Required
6. Planning Applications

2. Village Litter Pick, 5th March

A reminder that the first of this year's litter picks takes place on Saturday 5th March. The litter pick has been timed to coincide with the 'Clean for the Queen' initiative, part of the Queen's 90th Birthday celebrations. Please join us for this occasion and help us to create a tidy village.

Meet on the village green at 10.00am. Litter-picking equipment is provided. Come along for an hour and help make the most of the special-edition Union flag litter pickers.

6. Planning Applications

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

- [The Old Rectory](#), New Barn Lane: Erection of a Garden Room (Case No. 15/02357). **Approved**. Full details and conditions can be viewed on the Wychavon DC website

[Birlingham News 103](#) 9 March

The first of this year's 'Clean for the Queen' litter picks has been successfully completed and the next one takes place in ten days' time. Come along and help make Birlingham a tidier village.

In this issue:

1. Parish Council Meeting, 16th March
2. Swan's Neck and Nafford Litter Pick, 19th March
3. St James's Church Services – Easter
4. Birlingham Village Hall AGM
5. St James's Church Flower Rota
6. Planning Applications

1. Parish Council Meeting, 16th March

The next meeting of Birlingham Parish Council takes place on Wednesday 16th March at 7.30pm in Birlingham Village Hall. Among other items on the agenda, there will be a discussion about the Council's budget for the year and the proposed Community Fund and the New Homes Bonus. During the meeting there is an opportunity to raise issues with the Council, so please come along.

2. Swan's Neck and Nafford Litter Pick, 19th March

There will be a second litter pick, on Saturday 19th March, to concentrate on the areas around Swan's Neck and Nafford. Please join us and help tidy up these important areas of the village. Meet by the Manor House, Lower End at 10.00am. Litter-picking equipment is provided.

Thank you to all those who took part in the litter pick last Saturday. As usual, a substantial amount of rubbish was collected and this has now been taken away.

6. Planning Applications

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

- [The Old Rectory](#), New Barn Lane: Demolition of garden structures and erection of garage block (Case No. 15/03010). **Approved**. Full details and conditions can be viewed on the Wychavon DC website