

Birlingham Parish Council

Minutes of meeting held on Wednesday 20 July 2016

at Birlingham Village Hall

Councillors:

Councillor Allen
Councillor Fitch
Councillor Hill
Councillor Morris
Councillor Yates

Present:

District Councillor Ron Davies, the Clerk, Paula Aston and two residents

Welcome

The Chairman welcomed everyone to the meeting.
Birthday wishes were given to Councillor Hill.

1. Apologies for absence

Apologies were given by the Footpath Warden and the Tree Warden.

2. Declaration 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 Yates declared an interest in c) as his property lies adjacent to the planning application site at the Rifle Range in Besford.

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 the Previous Meeting

The Minutes of the meeting held on 11 May 2016, a copy of which had been circulated to all Councillors, were agreed as a true record and duly signed by the Chairman.

4. Casual vacancy – Co-option of 7th Councillor

Following the resignation of Councillor Conder, the application(s) for co-option had been viewed by all Councillors.

It was agreed unanimously that Paula Aston should be co-opted as Councillor and she then signed the Declaration of Acceptance of Office. Paula has previously been a Parish Councillor. She was congratulated for becoming a Councillor again.

Paula Aston was given a copy of the Register of Members' Interest form to be completed and returned to Wychavon District Council before the next meeting.

Democratic Opening

The meeting was adjourned for public question time. There were no comments.

5. Progress Reports

a) Footpaths

The following is a summary from Bruce Hayward:

- i. Footpath 500 (behind Birlingham Nurseries) – strimmed.
- ii. Footpath 501 (Upper End, near Maryworth Barn) – fingerpost cleared.
- iii. Footpath 506 (near village green) – strimmed.
- iv. Footpath 510 (The Avenue) – fingerpost cleared.
- v. Footpath 511 (Withy Walk) – strimmed.
- vi. Footpath 514 (headland – Eckington Road to Manor House) – cut by County Council contractors.
- vii. Footpath 520 (other side of Nafford Lock) – tree removed from path and strimmed.
- viii. Footpath (between Nafford Weir and Lock) – strimmed.

b) Tree Warden

The following is a statement from Karl Grimston:

- i. Jubilee Wood – the majority of the trees planted last year are now growing well and getting established. The long grass and brambles do not seem to be impeding them too much. There are now around 160 trees going strong from the two batches planted. Although this means we have lost a lot, the remainder along with around another 30 more mature should be sufficient. There are however a couple of areas where even the newly planted trees have failed to survive. I will address these with the stock of potted trees that I have.
- ii. Footpaths behind barns off Whitehall Lane – only about 50% of these have survived. Failed ones will be replaced in the Autumn. The sweet chestnut at the point where the finger post needs to go has disappeared. I'll work with Bruce to replace that when the finger post is installed.
- iii. Elsewhere – all look in good health.

c) District Councillor

- i) Wychavon District Council's Joint Working Advisory Board with Malvern Hills and Worcester City has had a slight setback on the waste collection joint venture, due to a lack of support from Worcester City. Whilst this may reduce the anticipated savings of £200k Wychavon and Malvern will continue on with the emerging plan.
- ii) Wychavon District Council now has £36.4 million in their reserves.
- iii) Resurface car parks (short stay) outside Asda stores in Pershore (£160,000) and Bewdley Street, Evesham (£75,000).
- iv) Evesham Observer article regarding council chief scrap metal policy. (see Clerk's report)

The Chairman thanked Councillor Davis for his time in attending the meeting.

- d) County Councillor – Councillor Adrian Hardman was not present but has forwarded the road surveys.
- e) Clerk – *See appendix number 1*

6. Planning

a) Current applications pending

- i. W/16/01187/PP - Burnside, Whitehall Lane, Birlingham WR10 3AB
Removal of existing utility building to the rear and the conservatory. Extension of existing house to provide rear facing lounge, dining room and kitchen areas. Removal of existing redundant chimney stacks.

The Parish Council has no objection to the application.

- ii. W/16/01600/PP – Emil, Whitehall Lane, Birlingham WR10 3AB
Erection of single storey side extension, conversion of garage and insert bay window to form third bedroom and insertion of 2no. sun pipes to eastern roof slope of bungalow

The Parish Council comments were not available at this time.

Note: A communication was received from the applicant/prospective purchaser. It gave personal reasons for the development. A reply was sent acknowledging the email and copied to members.
 - iii. NM/16/01524/NM (non-material amendment) Notification of minor amendment upon previously approved planning W/13/01226/CU (change of use) for minor revision to layout and fenestration
No consultation required. Planning Officer recommendation.
- b) Current applications approved/refused
- i. W/1601045/CU – Lower End Farm, Berwick Lane, Birlingham WR10 3AD
Extend and convert existing garage into a 2-bedroom holiday and short course let
APPROVED: 16 June 2016
 - ii. W/15/03130/PN - Rifle Range, Salters Lane, Besford WR8 9AX
New shot gun shelter on shooting range and rifle range with hard standing adjacent to training centre.

Parish Council comments: Birlingham Parish Council objects to the siting of the new shotgun shelter. The location of the new shotgun shelter is of concern in so far as its proximity to livestock and a residence in Birlingham Parish will have a detrimental effect due to the associated noise problems.

The direction of fire appears to be towards Tyddesley Wood with the possibility of a hazard to the general public from falling debris and unnecessary trauma to wildlife that use the wood as a refuge.

Date of amendment: 30/06/2016
Description of amendment: Change of proposal description - Removal of the clay pigeon shooting

APPROVED : 14 July

Parish Council comments on the amendment: Birlingham Parish Council understand that this amendment removes the Shot Gun Shelter and its use as a shot gun firing point from the application and that the application now only comprises the erection of the air rifle firing range building and hardstanding next to the training centre. On that basis the Parish Council have no further objection to this application.
- c) Planning application suffix - *See appendix number 2*
- d) Procedures/guidelines – Chairman has started to draft and to be included with Standing Orders. Bring to September meeting as final draft.

7. Financial Matters

- a) Bank Balance £6,462.17 as at 31 May 2016.
- b) Accounts for 2015/2016 were resolved (as per the audited financial year end).
- c) Receipts: none

Payments agreed:-

- £251.85 – Zurich Insurance (434)
- £150.00 – Lengthsman February (435)
- £90.00 – Lengthsman March (436)
- £180.25 – Worcestershire CALC (service charge per elector 0.4739 – 26.92 + NALC affiliation fee) (437)
- £50.00 – Internal Auditor (438)
- £18.00 – Wychavon Parish Games (due in July – no invoice received to date)

d) Future payments for consideration

BVH – hire of hall for Parish Council meetings and VDS meetings (public/16 May 2016 and group leaders/27 June dates previously agreed) as follows:-

- £104.00 - Parish Council meetings 2016/2017 (440)
- £45.00 - VDS meetings (441)

£72.00 - Lengthsman (April) *

£128.60 - HMRC (April, May, June) (439)

£514.90 - Clerks pay (April, May, June)

Clerks expenses – in future they will be in two specific parts

i) Standard - including contribution towards home as office and itemised costs incurred for example stationary, printing, postage etc

Clerks standard expenses (Quarterly April, May, June) – not formalised so deferred to September meeting

ii) Clerks 'itemised' expenditure

£55.11 - (April, May June) (breakdown provided as per method agreed at May meeting and sales receipts shown)

£96.00 - Lengthsman (May) *

£72.00 - Lengthsman (June)

£6.00 – Wychavon Sports (Parish Games) One entry for cross country (previously agreed as above)

- Due as one amount £168.00 (£72 and £96)

e) Accounts for 2016/2017

The Accounts were resolved as per the spreadsheet, summary and provisions.

8. Community Provision

Report on progress - agreed in principle in January. Discussion took place in May on the 'rules'/ procedures. Councillor Hill and Councillor Allen have looked at the various concepts of the application process / rules to action a draft. Councillor Hill has circulated the Guidance Notes in draft but amendments are required following a check from CALC. Final draft to be sent to all Councillors.

Councillor Allen to complete a draft of the application form and circulate to all Councillors.

Final Guidance Notes and Application form to be agreed at September meeting.

9. Historic audit and accounts

To agree the storage of the audit and accounts from previous years. It is understood that the Inland Revenue require storage and availability of accounts to be for 5 years plus the previous financial year. Councillor Hill will scan 6 years (year ended March 2002 up to year ended March 2007). These Annual Returns will then be archived at The Hive and made available on birmingham.org (as these predate the requirement under the Transparency Code ruling which now requires Annual Returns to be filed yearly with the Annual Parish Council Meeting minutes).

10. Standing Orders and Council's Procedures

Report on progress on the following:

- Complaints - The Complaints Procedure has been drafted. To agree the acceptance of the draft after comments by members. Final draft to be passed to CALC to consider the format for adoption by the Council. To agree at September meeting.
- 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.

11. Councillors' reports and items for next agenda

- Village Design Statement (VDS) update – Councillor Hill gave an update on the finance. Councillor Yates gave the following update following the meeting on 27 June 2016:-
 - i. First time the working groups had come together. Four working parties with around 25 volunteers.
 - ii. History of village obtained from The Hive on the archaeology of the parish resulting in a 21-page document summary. 7-page bridged version.
 - iii. More photographs required from residents.
 - iv. Residents views required to validate the contents of the VDS.
 - v. Open day probably end of September so that villagers can see what has happened so far.
 - vi. Councillor Yates to contact group leaders to schedule.

Everyone was thanked for their input and hard work.

The next meeting is to be Monday 5 September 2016.

The Chairman thanked Councillor Yates and Hill for their time.

- Printer/scanner for Clerk – action still needed through Transparency Fund – Chairman
- Berwick Lane – Chairman has said that the worse potholes have been filled with rubble. A more permanent job needs to be discussed with all parties involved so that the lane is more passable.
- Traffic Surveys to be provided in a clearer format – action by Chairman.
- Saving Account – Chairman to action.
- New Homes Bonus – Chairman and Councillor Hill to bring forward.

12. Closure - with nothing further to discuss the meeting closed at 8.05pm.

The next Parish Council Meeting is on Wednesday 21 September 2016 at 7.00pm.

Signed: **Councillor Steve Morris, Chairman**

Date:

Appendix 1

Clerk's Report

Worcestershire County Association of Local Councils AGM June 2016: Minutes of previous meeting: Constitution for information

May 12 - An email was received from Worcestershire CALC forwarding the agenda for the forthcoming meeting at The Civic Centre, Pershore on Thursday 2 June 2016, together with the Minutes of the previous meeting. Also attached were details of the Constitution. The AGM is when members are being elected for the various positions.

Receipt of Annual Return – WRC018

May 18 - An email was received from Jo Farr at Grant Thornton acknowledging the receipt of the Annual Return saying that the Return was received on 18 May 2016 and that the auditors would be commencing their audit work in the next few weeks and would contact if there were any audit queries.

Casual Vacancy

May 18 – An official Notice of Vacancy was put on the parish board regarding the vacancy after an email was received from Electoral & Customer Services Officer at Wychavon District Council. This process is the first stage before going to co-option. After 8 June the authority to advise whether anybody has requested an election.

New Chairman for 2016/17 elected at WDC Annual Council

May 19 - An email was received from Wychavon District Council giving notice that at the Annual Council Meeting, Cllr Mrs Frances Smith was duly elected as Chairman of the Council for 2016/17. Her Consort will be Cllr John Smith. The Vice-Chairman is Cllr Mrs Liz Eyre. The Chairman's chosen charity for her year of office is St Richard's Hospice.

BVH changes

An email was received from the BVH Chairman (to the regular users of the hall), as follows:

The Changes Letter identifies the major changes that are about to happen in the way in which the Hall operates and the newly live Birlingham Village Hall website. The other attachments provide the details of the new charges being implemented from 1st September and the new Terms & Conditions and Booking form, all of which can be found at on the website- <http://www.birlinghamhall.co.uk/index.html>

There are still a few gremlins to remove from the new website and the content is being constantly improved, however it is now possible to book on line and within the next week invoices will be raised and payments will be accepted. You will need to create your own login identity and there is specific advice on how to navigate and complete the various fields. For the interim we will populate the reserved bookings on your behalf and once we are completely confident in the system we will contact you so that you can start to make your own bookings.

If you have any website problems, please either contact admin@birlinghamhall.co.uk or myself.

Regards
Kelvin Hartshorne
Chairman"

Parish Matter 2016

An email was received from Communication Officer at Wychavon District Council with the latest issue of Parish Matters. The issue contained details of the new strategy and promises for the coming four years, news of our Intelligently Green Awards, an update on the New Homes Bonus, and a reminder about the Worcestershire Viewpoint survey, which runs up until 10 June. As explained when circulating the last issue, the Council are no longer printing and posting out copies of Parish Matters. The next Parish Matters will be out later this year (autumn/winter).

Deadline for publishing 2015-16 financial information

The deadline for publishing the year end accounts is 1 July 2016. The following information has been published by Birlingham Parish Council:

All items of expenditure above £100.00
End of year accounts.
Annual governance statement
Internal audit report
List of Councillor's responsibilities

Vehicle Counts and Classification for Upper End

The traffic data for Upper End, Birlingham was carried out and the average daily volume of traffic, based on a 7-day count, was 734 vehicles and the breakdown of these was as follows:

Pedal cycles/Motor cycles - 9
Cars - 628
Cars with trailer - 11
Light Goods Vehicles - 59
3 axle truck or bus - 5
4 axle truck - 0
3 axle articulated - 0
4 axle articulated - 4
5 axle articulated - 9
6 axle articulated - 3

Those vehicles classified as heavy goods vehicles (7.5 tonnes+) accounted for 2.9% of total traffic. If the weekend data is omitted, where there are very few HGV movements, this percentage of HGV traffic for a Mon to Fri count rises to 4.6%

As a comparison, on a national level roads of B/C Classification carry around 1.4% HGV traffic. Given that there is no 'through route' in Birlingham we know these vehicles are gaining legitimate local access.

Regarding speeds, the mean speed during a 7-day period was 32mph. The 85th percentile was 38mph.

Vehicle Counts and Classification for New Barn Road

The traffic data for Upper End, Birlingham was carried out between 18 May and 25 May the average daily volume of traffic, based on a 7-day count, was 293 vehicles and the breakdown of these was as follows:

Pedal cycles/Motor cycles - 2
Cars - 256
Cars with trailer - 2
Light Goods Vehicles - 26
3 axle truck or bus - 1
4 axle truck - 0
3 axle articulated - 0
4 axle articulated - 0
5 axle articulated - 0
6 axle articulated - 0

Regarding speeds, the mean speed during a 7-day period was 27mph. The 85th percentile was 47mph.

Complaint – The Stables, Upper End

An email was received from the Planning Department at Wychavon District Council following a complaint from a resident regarding the consent (14/02266) and why there had been no consultation as part of process and concerns over the re development of this site, primarily during construction and the access to the site.

It reads as follows, *"Thank you for your email received today regarding application 14/02266 – The Old Stables. I forwarded your email to the case officer who dealt with the planning application and*

he has advised that as your property Dairy Cottage does not abut the red line application site of The Old Stables then we would not have consulted you however the officer did place a miscellaneous site notice nearby to highlight the proposal to anyone in the surrounding area. As the access road is private, you would need to liaise with the owner/purchaser regarding the upkeep or any possible damage to the access. I hope this information is helpful".

Various Road Closures, Birlingham

Works being carried out by Western Power. The contractors are continuing on the various sites and the major work is going to be in Church Street. Trench work has already been done starting in Whitehall Lane, around the church and into Church Street. They have said that access will be available to properties in the evenings.

County Councillor Hardman confirmed that he was going to visit Church Street with a representative from County Council to inspect the area requiring resurfacing on 20 May.

A request for an update has been sent.

Asham Lane

A resident had requested that someone should inspect at Asham Lane as along its length the grass was 'waist high'. The footpath warden was away but the Chairman was informed and would action further. A report was lodged with Worcestershire County Council for an inspection.

Co-option of a replacement Parish Councillor

The Chairman sent a letter to Wychavon District Council notifying them that there was a casual vacancy. They confirmed that they had not received a request from ten electors for an election to take place. In other words, it is official from the local authority that the Parish Council can go ahead at the July meeting and co-opt a replacement member.

As a reminder to qualify a Councillor must confirm that they comply with one or more of the following:

1. Name is on the current electoral register.
2. Lived in the parish or within 3miles/4.8kms of the parish boundary (as the crow flies) for at least 12 months.
3. Main place of business has been based in the parish for at least 12 months.
4. Have occupied property within the parish for at least 12 months.

Village Design Statement – meeting of group leaders 27 June

Councillor Ian Yates headed the group meeting on 27 June for members to discuss the progress already made.

There are now around 20 members of the village participating in four working groups to develop the VDS.

Bryan and Christina Horrocks are working on the 'Existing Village and its History'. They have compiled a short document for the VDS and also a more detailed one for presentation. Material will be made available for the VDS open day

Steven Byrne and his team have been compiling data on the 'Village Architecture, Landmarks and Monuments'. They have been classifying village properties to create a database of information along with photographs of how properties are seen by the public from the road, the placement of the properties within their setting and any key features. This information will be summarised for the VDS along with a small selection of example photographs.

Dan Stratford and his team are responsible for 'Landscape Views, Protected Areas and Natural Heritage'. As reported in the last newsletter, they have asked villagers to send in their photographs representing important aspects of the village and its setting. The photos will be used to identify areas of the village and the views that residents consider important. The data will be summarised the VDS report and will also be put onto the village website.

Mary-Anne Dyer is keen to get 'Resident's Views' to ensure that what is published in the VDS has the support and agreement of the village. She will also be collecting feedback during the VDS Open Day later in the year.

The Open Day is an opportunity to get resident's views and to ask villagers more questions to ensure they agree with material being shown. Needs to be publicised.

All of this material will form the background data in the VDS and will be used to guide the final section of the document called 'Guiding Principles for Development'.

Highway Sign Clearance Programme

An email was received from Customer & Community at Worcestershire County Council, as follows:

Highways Sign Clearance Programme

We have now completed the first major cut of the rural roads network, including visibility splays and hot spots. Ringway are now moving onto the clearance of highways and safety signs on the Highway. The focus in the first instance will be on the A and B roads across Worcestershire. They have four tractors out and about doing these works and will complete this task as soon as practicable over the next few weeks.

In addition, and not least in light of the particularly strong vegetation growth this year, Ringway have two further gangs on standby for other safety signing clearance issues. If you are aware of any other safety signing including on C and Unclassified roads, where visibility is obstructed by vegetation, please let us know and Ringway will get this cleared as soon as practicable.

Please contact the Highways Control Centre by telephoning 01905 843070 or using our online facility if you wish to report any sign clearance issues.

Tree Preservation Order Birlingham No 001 2016 – land to the north of New Barn Road

A notification was received from WDC regarding an Order made by the Council on 24 June 2016 on land to the north of New Barn Road. A map and the order were provided.

Footpath Warden request

A request came from a resident regarding the footpath across to the Old Rectory Garden (number 506) quote *"Is there any chance of getting the footpath warden to trim a pathway through the thistles and brambles that are trying to block the route from the road to the stile into the Glovers' field? All the rain has encouraged them to grow like mad. People are just about managing to fight their way through, but it's tricky"*

The Footpath Warden actioned the request straight away and trimmed a clear path through despite the weather.

An acknowledgement from the resident asked that the footpath warden be thanked for his actions.

Briefing Session on "Dealing with development proposals beyond SWDP2 development boundaries" – 28 July 2016

An email was received from Wychavon District Council, as follows:

Parish / Town Council Briefing - 28 July 2016

Dear Parish & Town Clerks

You are invited to a briefing session to be held on Thursday 28 July 2016 at The Court Room, Guildhall, Worcester.

The briefing will be on "Dealing with development proposals beyond SWDP2 development boundaries".

Please arrive at 6.15pm. The presentation will start at 6.30pm to be followed by a question and answer session to finish at 7.30pm.

Birlingham Parish Council July 2016

For further information, please contact Fred Davies on 01386 565367 or email fred.davies@wychavon.gov.uk

Scrap Metal Dealers Act 2013 – Consultation on Draft Scrap Metal Licensing Policy and Guidelines

An email was received from Worcestershire Regulatory Services Senior Practitioner (Licensing), as follows:

Wychavon District Council is proposing to adopt a Policy and Guidelines in relation to its licensing responsibilities under the Scrap Metal Dealers Act 2013.

The provision of a policy and guidelines aims to provide residents, applicants and other agencies with a benchmark of the licensing authority's expectations and will assist them in understanding statutory requirements. This document will also assist people to submit complete and accurate applications thereby reducing unnecessary work and delays.

The Council has prepared a draft Policy and Guidelines and now wishes to carry out consultation on this document with relevant parties and the general public.

The draft Scrap Metal Licensing Policy and Guidelines is attached to this email.

The Council is keen to receive comments on the draft document, which will be considered before the finalised document is adopted. If you would like to make any comments on the draft document, please email them to wrsenquiries@wrcsregservices.gov.uk – please use the subject line "Wychavon District Council Scrap Metal Consultation."

Alternatively, comments can be submitted in writing to:

Wychavon District Council Scrap Metal Consultation
Worcestershire Regulatory Services
Wyre Forest House
Finepoint Way
Kidderminster
DY11 7WF

*This consultation will remain open until **30 September 2016** and all comments received by this date will be considered by the Council before it adopts a Scrap Metal Licensing Policy and Guidelines.*

Lengthsman

An article in the July issue of the CALC (Worcestershire County Association of Local Councils) newsletter advertised a Lengthsman training session, as a requirement that all Lengthsman have attended this half-day course.

The Clerk confirmed that this was not an additional course and the Senior Highways Liaison Engineer (the Lengthsman Scheme Manager) confirmed that it is the same course that has run previously so Carl will not need to attend again.

Parish Mower

The parish mower is still in storage at Phaeton House and has recently been serviced.

Collapsed verge – below Woodfield Farmhouse

The collapsed verge has been reported to Revills and they will action a repair as soon as practically possible.

15/7 the verge has been actioned and a thank you has been forwarded to Revills for their response

Tree Warden information

CALC had provided details in their newsletter regarding the following two topics:

TCTOP (Three Counties Traditional Orchard Project)

Aiming to restore at least 40 orchards and to have planted 500 local variety trees by the time the project closes in November 2017. Also plan to have enjoyed, investigated and celebrated our traditional

orchard heritage. Whether you simply read the newsletter or have been along to work days and events, we'd love to hear from you.

Just click on the link below to help us –the survey is quick and simple – and help us to build on what we've done so far.

[Three Counties Traditional Orchard Project - volunteer questionnaire](#)

The Scythe and the Orchard - or the Strimmer is Dead – Long Live the Scythe

A free workshop from the Three Counties Orchard Project

Friday 12th August, 9.30am until 1 pm, at the Knapp and Papermill Nature Reserve, Alfrick, Worcestershire.

In recent years there has been a resurgence of interest in scything as an eco-friendly form of vegetation management, largely due to the availability of Austrian scythes as opposed to the old English scythe - these are lighter in weight and easier to use. This half day course will attempt to show how these wonderful tools can be used as an eco-friendly form of managing orchard sward. No fuel, no noise, no fancy gear..... just scything.

To book a place reply to WorcestershireWardens@worcestershire.gov.uk further details will then go to participants nearer the time. Places strictly limited, first come first served. In the event of being oversubscribed we may endeavour to run a second course at a future date.

Wade Muggleton Karen Humphries

Senior Greenspace Officer

The Countryside Centre

This information was passed to Karl Grimston

Lengthsman

A report was submitted by Carl for The Avenue, as follows:

There has been an update to your reported Highway issue at LOWER END (169526)

19th May 2016. Thank you for your enquiry. There are no photos attached with this report that I can see. When I inspected this site last month I found no obvious problems. If you could provide some specific information as Lower End is a long lane and some photos, then I will be more than happy to re-investigate this issue. Worcestershire Highways would like to apologise for the delay in this response to you. This has been due to an internal audit taking place in order to ascertain the progress updates and responses to customers from our teams involved in carrying out the works across the Worcestershire area. If you feel this issue has not been resolved, please do get back in touch with us via the Report it section of www.worcestershire.gov.uk.

It has been reported again as there is an ongoing issue of a blocked drain which causes highway flooding. Ref: 201918

New Homes Bonus

Still have £1,999 available to draw.

Use of New Homes Bonus to fund property marking schemes (Smart water)

An email was received from Wychavon District Council; Localism and Communities Officer, Strategy and Communications, as follows:

I'm contacting you to let you know that yesterday our Executive Board agreed a variation to our New Homes Bonus Protocol relating to the use of New Homes Bonus (NHB) monies towards property marking schemes aimed at preventing household and business crime. The following applies with immediate effect

** We will consider supporting contributions of New Homes Bonus towards community led property marking schemes designed to reduce and prevent crime where a satisfactory New Homes Bonus consultation has been carried out with the community and clear evidence of community benefit is provided. The kind of evidence we would want to see will include levels of crime for your parish and/or survey or similar evidence that concerns about crime are a real concern for your parishioners.*

* That any NHB contribution towards such schemes is no more than 50% of the total cost of the project, with the balance being met by the community. This could be met through householder contributions, by the parish council or some other funding source.

* That parish or town councils wishing to implement any scheme should ensure that households who are unable to afford joining any scheme are not excluded.

* That any schemes supported through NHB funding will be subject to a review six months after implementation by the Parish/Town Council, to determine the effectiveness of the implementation and the results of the review will be considered by our Localism and Community Funding Panel. We would expect the review to include details about the number of property marking kits purchased and distributed, how many have been used to mark property and what difference the scheme is making in your parish.

* Any proposals to use NHB as a contribution towards a property marking scheme will still need to be considered by the Localism and Community Advisory Panel in the usual way.

The Board has taken time to consider the merits of property marking schemes and the role of New Homes Bonus in helping fund such schemes. The approach set out above is intended to ensure community buy-in and wider participation levels in such schemes, whilst continuing to support local communities' crime reduction and prevention. You can read a copy of the Executive Board report about this matter under item 5

Here <http://mgov.wychavon.gov.uk/modern.gov/ieListDocuments.aspx?CId=314&MId=4240&Ver=4>

Can I take this opportunity to remind some of you again about the requirement that you properly consult your community about how all New Homes Bonus allocations for your area should be spent, and provide evidence that this has been done. We have recently returned a number of proposals where this has not happened or evidence has not been supplied. Any New Homes Bonus consultation should involve the following elements:

- a) Informing residents how much New Homes Bonus is available for your area.
- b) Inviting ideas and suggestions from residents about how they would like to see it spent - not just asking them whether they support a specific project.
- c) In addition to b), putting forward any suggestions or recommendations that the parish/town council wishes to make (optional).

You can find further guidance and some examples on our website
<http://www.wychavon.gov.uk/newhomesbonus>

I hope to see your parish/town council represented at our Clean, green and safe places event on 15 September.

Birlingham email news

[Birlingham News 107 - 11 May](#)

The first of the A bumper issue this time, with information on forthcoming events, a round-up of recent problems in the village and a fascinating history of an old Birlingham family.

In this issue:

1. Annual Parish Meeting, Wednesday 11th May
2. Village Design Statement – Initial Meeting, Monday 16th May
3. IW History Walk, Thursday 21st July
4. Flower & Produce Show, Saturday 3rd September
5. Lunn Family History
6. Antisocial Behaviour
7. Planning Applications

Birlingham Parish Council July 2016

1. Annual Parish Meeting, 11th May

The Annual Parish Meeting takes place this evening (Wednesday 11th May) in Birlingham Village Hall at 7.00pm. This meeting will be followed by the regular bi-monthly Parish Council meeting at 7.30pm. The Parish Council is your link to the District and County Councils and is there to protect the interests of the village. So do come along and have your say on village matters.

The Agendas for the meetings are available at www.birlingham.org/pc_info/pc_agenda_2016-05-11A.pdf and www.birlingham.org/pc_info/pc_agenda_2016-05-11B.pdf. The draft minutes of the last Annual Parish Meeting on 20th May 2015 are at www.birlingham.org/pc_info/pc_annual_2015-05-20.pdf and the draft minutes of the last Parish Council meeting on 16th March are at www.birlingham.org/pc_info/pc_minutes_2016-03-16.pdf.

2. Village Design Statement – Initial Meeting, Monday 16th May

A reminder to everyone that there will be a meeting in Birlingham Village Hall on Monday 16th May starting at 7.00pm to discuss the development of a Village Design Statement. The meeting will cover:

- What is a VDS and why do we need one?
- What does it contain and what is the process for developing it?
- How you can help in various working groups by volunteering your time.

We are looking for volunteers to help in the development of our VDS, so please come along.

6. Antisocial Behaviour

Over the past few weeks there has been a spate of reports of antisocial behaviour in the village. This includes:

- Litter. For many months now residents of Lower End have been experiencing regular littering of lager and cider cans. The cans are left on the roadside and in hedgerows or even thrown into the fields where sheep are kept. On one occasion 11 cans were picked up. If you see anyone dropping litter, please report it.
- Dog fouling. There is a continuing problem with dog mess in the village, particularly around Lower End. If you are out walking, please clean up after your dog.
- Graffiti. Some very poor graffiti recently appeared on the phone box and the road signs around Church Street. This was cleaned off straightaway but if you know who was responsible, please let us know.
- Fly tipping. A large pile of rubble has been tipped at the end of Berwick Lane. If you see any vehicle going down the lane with similar loads, please make a note of the registration number.

All these problems, and more, can be reported directly to Wychavon District Council at www.wychavon.gov.uk/report-it but please also keep us informed at news@birlingham.org.

7. Planning Applications

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

- Lower End Farm, Berwick Lane: Extend and convert existing garage into a 2-bedroom holiday and short course let (Case No. 16/01045). Awaiting decision by Wychavon District Council. (Consultation period ends on 27th May.) Full details can be viewed on the Wychavon DC website at www.e-wychavon.org.uk/pl/pl.exe?cs=16/01045.

Birlingham News 108 - 25 May

It's time to celebrate the Queen's birthday again, with a party on the cricket ground. Tickets will be available this weekend – full details below.

In this issue:

1. Church Cleaning Party, Saturday 28th May
2. Cuppa & Chat, Wednesday 1st June
3. St James's Church Services – June
4. Cricket Club Charity Quiz, Friday 10th June
5. Queen's Birthday Brunch, Sunday 12th June
6. Village Design Statement – Photos
7. Birlingham Book Shop at St. James's Church
8. Churchyard Mowing

6. Village Design Statement – Photos

Dan Stratford writes:

Work has begun on creating a Village Design Statement (VDS) to help guide future planning activities within the village. The aim of the VDS is to capture and record the character of the parish and state which aspects of that character are most important to the community, so that we might protect it for you in the future. Since the VDS is a community-centred document it is crucial that as much data as possible is gathered from you, otherwise the document may not accurately represent your views.

One aspect of the VDS in particular focuses on the landscapes, views, natural heritage and protected areas of the village (essentially all the green stuff!) The team that will be focusing on this will be led by Dan Stratford at Field Cottage. Another aspect is buildings, landmarks, monuments and physical features (essentially all the non-green stuff!), which will be led by Steven Byrne. We'd like to record any of these within the parish boundaries that are important to you.

Therefore, if you have any photographs of views, landscapes, landmarks, buildings, monuments or physical features that have been taken from within the parish that are important to you (e.g. Swan's Neck, the view of Bredon Hill, the church, the phone box etc.), please send them to dan_stratford@hotmail.com. We will then give your photos to the relevant teams for them to work on. If you'd like to include comments on why the photograph is important to you that would be very helpful, but is not compulsory.

If you don't have any pictures, feel free to take some on your phone or camera while out walking the dog or strolling around the parish. Don't worry about the quality or the number of the photos, the key is to get as much information as possible from the community.

In order to guarantee your feedback is included in the VDS, please send your photos by 30th June. Thank you in advance.

Birlingham News 109 – 7 June

Birlingham News is being published a day early this week, as there are two important social occasions this weekend and you don't have much time left to get your tickets.

In this issue:

1. Cricket Club Charity Quiz, Friday 10th June
2. Queen's Birthday Brunch, Sunday 12th June
3. Village Design Statement Update
4. Parish Council Vacancy
5. Planning Applications

[3. Village Design Statement Update](#)

During the initial Village Design Statement meeting four working groups were set up to look at various aspects of the plan:

- Existing Village and its History, led by Bryan and Christina Horrocks
- Landscapes and Views, Protected Areas and Natural Heritage, led by Dan Stratford
- Residents' Views, led by Maryanne Dyer
- Landmarks and Monuments, and Village Architecture, led by Steven Byrne

If you would like to be involved in any of these groups, please contact the group leader.

[4. 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 21st July.

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.

[5. Planning Applications](#)

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

Rifle Range, Salters Lane, Besford: Description (Case No. 15/03130). Full details can be viewed on the Wychavon DC website at www.e-wychavon.org.uk/pl/pl.exe?cs=15/03130. (*Not in Birlingham but the Parish Council has been asked to comment as it is adjacent to the boundary.*)

[Birlingham News 109 – 14 June - update 1](#)

[Village Design Statement Update](#)

A short update on the Village Design Statement: As you know, there are a number of fellow villagers who have volunteered to 'map and survey' areas of environmental and scenic interest, as well as detail the architectural mix within the village boundary. As well as photographs, their survey will incorporate brief details to produce a reflection of what our village looks like today from an architectural perspective.

Those participating in the survey all reside in the village and will be recognisable to most, although if you have any queries please email [Birlingham News](#).

[Birlingham News 109 – 20 June - update 2](#)

[Wychavon Parish Games – Bell Boating, Saturday 25th June](#)

As part of the Wychavon Parish Games this year, Birlingham is entering a team in the Bell Boating competition. This event takes place next Saturday, 25th June, at 8.30am in St George's Field, Pershore.

[Birlingham News 110 – 30 June](#)

There's a busy summer ahead, with the Car Rally and a special church service next month, along with all the usual village activities. We also have reports of several recent events.

In this issue:

1. St James's Church Services – July
2. Cuppa & Chat, Wednesday 6th July
3. Wychavon Parish Games – Cross Country, Monday 18th July

4. Vintage & Classic Car Rally, Friday 22nd July
5. Flower & Produce Show – Hanging Basket Competition
6. Village Design Statement Update
7. Annual Parish Meeting & Parish Council (11th May)
8. Cricket Club Charity Quiz (10th June)
9. Queen's Birthday Brunch (12th June)
10. Planning Applications

3. Wychavon Parish Games – Cross Country, Monday 18th July

Jon Komor writes:

Last year's cross country was a great event in which Birlingham's team came third overall. We are hoping to enter again this year and maybe even challenge the front runners, Fladbury and Eckington. The race distance is 3000 metres, and runners need to be aged 14 or over. Please email jon.komor@hotmail.co.uk if you would like to take part.

The race takes place at Pershore High School on Monday 18th July at 7.15pm.

6. Village Design Statement Update

Ian Yates writes:

We now have around 20 members of the village participating in four working groups to develop the VDS for Birlingham. The lead members of the working groups met again on 27th June and a lot of progress has already been made.

- Bryan and Christina Horrocks have been working on the 'Existing Village and its History'. They have spent time at The Hive in Worcester, both in the library and archaeological department, and have been given access to a large archive that covers the history of Birlingham from medieval times through to the present day and includes details of many older properties in the village. This has now been compiled into a short document that will form one section of the VDS but they plan to show some of this fascinating material at the VDS Open Day for villagers later in the year.
- Steven Byrne and his team have been compiling data on the 'Village Architecture, Landmarks and Monuments'. They have been classifying village properties to create a database of information along with photographs of how properties are seen by the public from the road, the placement of the properties within their setting and any key features. This information will be summarised for the VDS along with a small selection of example photographs.
- Dan Stratford and his team are responsible for 'Landscape Views, Protected Areas and Natural Heritage'. As reported in the last newsletter, they have asked villagers to send in their photographs representing important aspects of the village and its setting. **THEY NEED MORE PHOTOS PLEASE.** Please send to dan_stratford@hotmail.com. These photos will be used to identify areas of the village and the views that residents consider important.
- Mary-Anne Dyer is keen to get 'Resident's Views' to ensure that what is published in the VDS has the support and agreement of the village. She will be looking to get feedback by meeting residents, so if you would like to provide any input, then please email Mary-Anne at maryanne.dyer@courthouse.online. She will also be collecting feedback during the VDS Open Day later in the year.

All of this material will form the background data in the VDS and will be used to guide the final section of the document called 'Guiding Principles for Development'.

7. Annual Parish Meeting & Parish Council (11th May)

At its meeting on 11th May, annual reports were received from our District and County Councillors, Parish Council representatives (Footpath Warden, Lengthsman, Tree Warden and PACT Representative) and the Jubilee Committee. These reports will be included in the minutes of the Annual Parish Meeting.

This was followed by the regular bi-monthly meeting, at which Birlingham Parish Council discussed a number of issues, including the following:

- Steven Conder was thanked for his time on the Council, particularly in planning matters. He has had to leave the Parish Council because of new work opportunities and will be greatly missed. The Council will co-opt a new member at their next meeting on Wednesday 21st July. 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
- Councillor Adrian Hardman agreed to organise traffic censuses in New Barn Lane and Upper End. [These have now been completed and results will be available soon.] He is also investigating options for improved signing on Eckington Road, Church Lane and Upper End.
- It was agreed that in future all Parish Council meetings will begin half an hour earlier, at 7.00pm, in Birlingham Village Hall.

Full minutes of the Parish Council meeting will be available shortly at www.birlingham.org/pc_info/pc_minutes_2016-05-11.pdf

10. Planning Applications

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

- Paddock Barn, Broadway Road: Non-material amendment to planning approval W/13/01226/CU for minor revision to layout and fenestration (Case No. 16/01524). Awaiting decision by Wychavon District Council.
- Burnside, Whitehall Lane: Removal of existing utility building to the rear and the conservatory. Extension of existing house to provide rear facing lounge, dining room and kitchen areas. Removal of existing redundant chimney stacks. (Case No. 16/01487). Awaiting decision by Wychavon District Council. (Consultation period ends on 22nd July).

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

- Lower End Farm, Berwick Lane: Extend and convert existing garage into a 2-bedroom holiday and short course let (Case No. 16/01045). Approved. Full details and conditions can be viewed on the Wychavon DC website.

Birlingham News 111 – 13 July

It's a busy time for Birlingham next week, particularly with the ever-popular car rally at the cricket ground a week on Friday.

In this issue:

1. Parish Council Meeting, Wednesday 20th July
2. IW History Walk, Thursday 21st July
3. Vintage & Classic Car Rally, Friday 22nd July
4. New Book Selection at the Birlingham Bookshop, St James's Church
5. Planning Application

1. Parish Council Meeting, Wednesday 20th July

The next meeting of Birlingham Parish Council takes place on Wednesday 20th July at 7.00pm in Birlingham Village Hall. Among other items on the agenda, the Parish Council will be co-opting a new member. During the meeting there is an opportunity to express your views on local issues, so please come along.

The agenda for the meeting will shortly be available at www.birlingham.org/pc_info/pc_agenda_2016-07-20.pdf and the draft minutes of the previous Parish Council meeting on 11th May can be viewed at www.birlingham.org/pc_info/pc_minutes_2016-05-11.pdf.

Please note that the meeting begins at the new, earlier time of 7.00pm and should be concluded by 8.30pm.

5. Planning Applications

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

- Emli, Whitehall Lane: Erection of single storey side extension, conversion of garage and insert bay window to form third bedroom and insertion of 2 no. sun pipes to eastern roof slope of bungalow. (Case No. 16/01600). Awaiting decision by Wychavon District Council. (Consultation period ends on 27th July.) Full details can be viewed on the Wychavon DC website

Appendix 2

Planning application suffix

What do these suffix codes mean? Code Description

AA - Advertisement consent for signage.

AB - Prior approval for agricultural/forestry/proposed road.

CA - Conservation area consent. These are proposal with demolition of buildings within a conservation area.

CAA - Certificate of Appropriate Alternative Development Land. These are applications relating to compulsory purchase CM/DD These applications belong to Worcestershire County Council but a copy is submitted to us as a consultee due to the application being situated within our District. The same would apply to other district councils.

CU - Change of use of buildings or land.

DB - Prior approval for demolition of buildings.

DD - Worcestershire County Council applications. However, they notify us of the application as a consultee to comment.

DW3 - These are applications on land owned by Wychavon.

DW4 - These are applications on land GPDE Prior Approval Householder Larger home extensions – 42-day decision deadline. GPDA, IA, J, K, M, MA, MB, C, N, O, P, Q, R, S, T, E, J Prior Approval – 56 days decision deadline (see Prior Approval at the end of this glossary). HAZ Hazardous Substances Consent.

LB - Listed Building Consent application relating to internal and external works to buildings.

LUE - This is a legal document stating the lawfulness of past or present of operational development. It is not a planning application. The issue of a certificate depends entirely on factual evidence about the history and planning status of the building or other land and the interpretation of any relevant planning law or judicial authority. The responsibility is on the applicant to provide evidence to support the application.

LUP - This is a legal document will give the reason for determining the use or operation to be lawful and specify the date of the application for the certificate.

LULB - Certificate of Lawfulness for Listed Buildings 12 Code Description.

NM - Asking for changes to original planning permission and seeking to see if planning is required on the proposed changes.

OL - Prior Approval for electricity companies for installation or changes to electricity overhead lines.

OU - Outline is an application asking in principle if a development is possible on the site outline in red. When applying you can reserve matters for which approval is being sought when determining on the proposed outline. At the bottom of the first page of the form you will see Description of the Proposal – None – Access – Appearance – Landscaping – Layout – Scale PN Full planning permission.

PO - Planning Obligations (also known as Section 106 agreements). These are private agreements made between local authorities and developers can be attached to a planning permission to make acceptable development which would otherwise be unacceptable in planning terms.

PP Householder type developments such as porches, extensions, conservations.

RM - When an outline application has been approved then a reserve matters that were not determined as part of the outline can now be done on a Reserve Matters application.

SO - Screening/Scoping Opinions A screening opinion is the process of deciding which projects require an Environmental Impact Assessment (EIA) to identify those projects that are likely to have significant effects on the environment A Scoping opinion is when a development may ask the local planning authority for their formal opinion on the formation to be supplied in the Environmental Statement (ES). The provision allows developers to be clear about what the local planning authority considers what the main effects of the development are likely to be and, therefore, the topics on which the ES should focus

TC - Telecommunication applications for mobile antennas, masts etc. Prior Approval Means that a developer has to seek approval from LPA that specified elements of the development are acceptable before work can proceed. The matters for prior approval vary depending on the type of development and these are set out in full in the relevant parts in Schedule 2 to the General Permitted Development Order.

LPA cannot consider any other matters when determining a prior approval application. The regulations state consultations on these is a site notice (no press advert) and only consultees relevant to the application i.e. Bio diversity issues, Environmental issues). Parish councils or neighbours are not consulted however, if they wish to make a comment they can if they wish to.