

Birlingham Parish Council*

Minutes of meeting held on Wednesday 20 May 2015

at Birlingham Village Hall

Councillors:

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

Present:

June Hiden and Steve Conder

Welcome

The Chairman welcomed everyone to the meeting. He thanked Paula Aston and Steve Conder; Paula for her tremendous six years work and Steve for his very hard work over the last year. The Chairman was pleased to welcome Stuart Allen and Ken Fitch as Parish Councillors and hoped they would enjoy the next four years in their roles.

Apologies for absence:

County Councillor Adrian Hardman who was attending the Wychavon District Council meeting.
District Councillor Davis who had attended the Annual Meeting.
Paula Aston.

1. Election of Chairman and signing of Declaration of Acceptance of Office

Steve Morris was nominated and unanimously voted for as Chairman. He signed his Declaration of Office.

2. Election of Vice-Chairman

John Hill was elected as Vice-Chairman. The Chairman thanked John for his work in various roles over the last four years. Councillor Hill said it would be a pleasure to continue in his role.

3. Signing of Declaration of Acceptance of Office and Register of Members' Interests

The Declaration of Acceptance of Office must be signed at the first meeting of the Council after the election, in the presence of the proper officer of the Council.

All members signed their Declaration of Acceptance of Office for standing as Councillors at this new four year term of office.

All members had received their Register of Members Interests forms which must be returned within 28 days to Wychavon District Council. All members would renew their Interests (as suggested by CALC for transparency reasons). Clerk to collate and return.

There is a legal obligation in the Localism Act to put the information on the Wychavon website and the Parish Council website.

4. Councillors' acceptance of agenda's by email.

Acceptances to be attached to hard copy of minutes. All Councillors' confirmed signatures, date and email business addresses except one. Councillor New was not on email.

Since the Parish Council's initial discussion on this, NALC has revised legal topic note 5 in which paragraph 17 refers to this law.

5. 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.

The Clerk distributed the hard copies of the dispensation form. Any dispensation can last for a maximum period of four years.

There were no declarations of interest for this 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.

6. To appoint members and consider the Parish Council's scheme of delegation

- a) Appointment of Footpath Warden under the authority of Worcestershire County Council. Bruce Hayward had confirmed he was happy to continue as the Footpath Warden and this was agreed.
- b) Appointment of a Lengthsman. Carl Brassington had agreed to continue as the Lengthsman on a contractual basis. A copy of his business insurance policy, showing his indemnity, was held on record.
- c) Appointment of Tree Warden. Karl Grimston would continue as Tree Warden and this was agreed.
- d) Planning Group. The group acts under the scheme of delegation which is to be reviewed as part of the Standing Orders.

It was agreed that Councillor Comins would continue as lead with Councillor Yates and Councillor Fitch as the other delegated members. Councillors Allen and New would provide reserve cover when necessary.

7. Confirmation of arrangements for insurance cover

The Parish Council is required by law to assess, at least annually, the risk of its various activities and to update its insurance and asset register. This was agreed with examples being the litter pick with public liability of up to £5 million any one event.

The understanding for the Insurers (Zurich) is that: the precept is under £25,000, the wages are under £20,000, All Risk's total is under £10,000 (bench, kiosk and mower) and there are no major events or public services undertaken during the year on behalf of the Parish Council (e.g. events that have more than 100 people). (see Item 17 e)

8. Review of the Parish Council's subscription to other bodies

The Parish Council subscribe to CALC (Worcestershire County Association of Local Councils). CALC is a member organisation offering support, training, advice and guidance.

9. Review of the Parish Council's complaints procedure

CALC have a model complaints procedure and this needs to be brought in with the Parish Council's Standing Orders. The Parish Council need to draft and adopt a standard and formal procedure for considering complaints.

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

The Freedom of Information Act 2000 allows the public access to certain types of information held by the Parish Council in two ways: public authorities are obliged to publish certain

information about their activities and members of the public are entitled to request information from public authorities. The Parish Council need to make this available or advisory from the parish website and from the Clerk. The Parish Council need to draft and adopt a procedure to be included with Standing Orders.

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

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

12. Determining the time and date of ordinary meetings and the next annual meeting

The Parish Council has bi-monthly meetings, usually on the third Wednesday of the month at 7.30pm. The following dates were agreed: 15 July 2015, 16 September 2015, 18 November 2015, 13 January 2016 (earlier because of budget setting), 16 March 2016 and 18 May 2016.

Further discussion took place regarding the Annual Parish meeting which does not have to be held by the Parish Council. Members thought that perhaps more emphasis could be given to this meeting with potential speakers or displays. It should be more inclusive.

13. Minutes of Previous Meeting

The Minutes of the meeting held 18 March 2015, a copy of which had been circulated to all Councillors, were agreed as a true record and duly signed by the Chairman.

Note: Page 384 'Financial Matters' d) has been amended by the internal auditor where 'cheque 315' should read 'cheque 325'.

14. Democratic Opening

The meeting is adjourned for public question time.

Note: The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting but notes will be appended to the minutes as an aide memoire. *See appended notes*

15. Progress Reports

- a) Footpaths
 - i. Worcestershire County Council Footpath Warden form completed.
 - ii. Footpath 506 (near village green) – strimmed.
 - iii. Footpath 511 (Withy Walk) – strimmed.
 - iv. Footpath 520 (other side of Nafford Lock) – strimmed.
- b) District Councillor – had given his report at the Parish meeting.
- c) County Councillor – none.
- d) Clerk - *See notes*

16. Planning

- a) Current applications pending
 - i. W/15/00839/PN Lower End Farm, Berwick Lane, Birlingham WR10 3AD
Demolish existing garage and erect a three bedroom holiday home

Parish Council comments:

It is noted that policy RES 8 of the 2006 Local Plan states that conversion of an existing building outside the defined development boundary would only be permitted when it is demonstrated that all reasonable efforts to find employment for the building have been unsuccessful and that it would meet a specific identified local housing need.

Policy 16 of the submitted South Worcestershire Development Plan states, amongst other requirements, that development of Rural Exception sites need to

demonstrate a proven and as yet unmet local need and that there are secure arrangements to ensure that housing will remain permanently affordable to meet the continuing needs of local people.

SWDP 35 states "that outside development boundaries new build tourist accommodation will not be permitted".

SWDP 34 states a site for tourist development should be readily accessible by public transport.

The Council is surprised that the site is described as a "working farm" as it is believed that the small amount of land previously attached to the property is no longer in the same ownership and the buildings are used for the applicant's landscaping business.

The Parish Council considers that the application does not meet the required criteria and that this development outside the settlement boundary and in the Conservation Area should be rejected.

- ii. W/15/00850/PP – Rough Hill House, Upper End, Birlingham WR10 3AA
External and internal alterations to create larger living room, bed 1 to include en suite, pitched dormers to front elevations plus ground floor entrance porch

Parish Council comments: The Council has no objection to the proposed alterations to the property.

b) Current applications approved

- i. GPMB/15/00432/GPMB The Paddocks, Lower End, Birlingham, Pershore, WR10 3AD
Prior approval application - change of use of agricultural building to dwellinghouse use and associated operational development.
Decision: General Permitted Development (Conditional)
- ii. W/15/00223/PN – Peacock Cottage, Lower End, Birlingham WR10 3AD
Two storey extension to Peacock Cottage
Approved

17. Financial Matters

- a) Bank Balance £6,513.65 as at 30 April 2015.
- b) Accounts for 2014/2015 were resolved (as per the audited financial year end).
- c) The Accounts for 2015/2016 were resolved as per the spreadsheet, summary and provisions. (The Audit Return states that there must to a continuous period of review which is what members do at this point).

There was acceptance of the accounting receipts and payments so far in the current financial year. Also, that the budget figures have been increased by 2%. More than 2% would not be in line with the precept calculated by Wychavon District Council.

It was agreed that at this time to only pay for items that are absolutely necessary, for example the Clerk, insurance, CALC and HMRC until the true costs are known. There are limited resources and the precept comes in two halves. The Survey has not been fully costed and there has been a contested election.

The Clerk was instructed to write to the Birlingham Village Hall (BVH) and say that due to the election costs, predicted at over £700.00, the usual contribution was not be paid until the second half of the precept was received, usually in September.

Acceptance of the 'provisions' for Tree from Litter Pick, Lengthsman, Litter Pick and Plan Tree as below:

Provisions – Councillor Hill gave an explanation and clarification. The provisions represent amounts set aside to meet the costs of exceptional expenditure thus allowing the Parish Council to meet its legal, statutory and proper duties and/or responsibilities. These provisions are identified as follows:

- Tree Provision which is used for the work of the Tree Warden and other expenditure relating to trees in the village.
- Lengthsman Provision which is used for the work of the village lengthsman and is funded currently by Worcestershire County Council.
- Plane Tree Provision which is used to meet future work on the village plane tree. A yearly payment of £500.00 from the Precept will be made until the provision reaches £4,000.00.
- Litter Pick Provision which is to be used to top up the Tree Provision.
- Election Provision which is to be used to meet the future costs of Parish Council elections. Starting in 2016/2017 an annual amount of £250.00 will be made from the Precept until the provision reaches £2,000.00.

Specific Reserves – Councillor Hill had provided an explanation:

Specific Reserves - Specific Reserves – these represent amounts that are generally built up over a period of time and are earmarked for specific items of expenditure to meet known or predicted liabilities. Specific Reserves may be used to smooth the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year.

The reserves have not been built up and for the time being the Parish Council must 'hold' on expenditure.

d) Receipts:

£2,531.00 – Wychavon District Council budget requirement (Precept £2,441 and Grant £90)

Payments:

£21.00 - BVH for 2 February 'plan' meeting (posted into BVH letterbox) (cheque 330)

£500.00 – Clerks pay (cheque 332)

£25.00 – Clerks expenses (cheque 333)

£140.00 – Lengthsman January (cheque 334)

£125.00 – HM Revenue & Customs (Jan, Feb, Mar) (cheque 335)

Note: PAYE HMRC will issue fines if any information or payment is late. If cheque signatories are going away please inform the clerk.

Agreement on cheque signatories. The current re-elected signatories, Councillors Morris and Comins would continue and Councillor Yates would be added.
Clerk to action mandate.

e) Future Payments:

£243.80 – Zurich Municipal – Annual insurance commencing 1 June (note: remains same as last year)

£500.00 - Birlingham Village Hall contribution (as agreed budget November 2014) would be delayed. In addition an email was to be sent to the Treasurer asking for a request for auditing purposes; this has been received.

£166.73 - CALC (Service charge 125.36 and Affiliation fee 16.30 plus VAT)

£190.00 – Lengthsman (February March)

£10.00 – Clerks training CALC 'preparing for a new council'

£128.00 - PAYE (April, May, June)

£512.00 - Clerks pay (April, May, June) (£2,562.50 divide 4 = 640.62 less 20% PAYE)

£25.00 – Clerks expenses (April, May, June)

Election costs (estimate was £696.95) still pending

f) Internal Audit - completed on 5 May 2015 (Section 4 of the Statement signed).
Copy of auditor's certificate of qualification available and will be filed.

Note: The Council must have an adequate and effective system of internal audit of the council's accounting records and control systems, as well as carrying out a review of its effectiveness. This should be undertaken on a regular basis and not just at the end of financial year. It was agreed this is and would be undertaken at every future meeting.

Agreement on the Internal Audit for the year end and resolution on payment to the Auditor's payment: £50.00 had been requested and this was agreed.

- g) Audit - Grant Thornton Accountants *Appendix on agenda*
Notice of public rights – the date for the external audit has been received and the public notice has been placed on the noticeboard which is at least six weeks before the date of the external audit. Statement completed on 5 May 2015 and for public inspection from 15 May 2015.

Copies of the Annual Return and variations had been sent to all Councillors.

Approval of the Annual Return:

- Section 1: Accounting Statement 2014-2015
- Section 2: Annual Governance Statement 2014-2015 (also identified in f above)
- Section 4: completed by the internal auditor
- to return the Audit by 15 June as the appointed audit date is 30 June and this is the latest date for the return

It was agreed that the Clerk should return the resolved and completed 2015 Annual Return, together with a year- end bank reconciliation and explanation of any variations (greater than 15%).

The Reserves should be itemised for clarity. Clerk to action.

All Councillors were in agreement with the Audit.

- h) Transparency Requirements/obligations publishing *Appendix on agenda*
Some of the following had been agreed previously so this will reiterate but also new clarities / agreements were accepted as required:-

- All items of expenditure above £100.00 (excluding VAT) – confirm the date the expenditure was incurred, a summary of the purpose of the expenditure, the amount, and the VAT that cannot be recovered;
- End of year accounts;
- Annual governance statement – presently with the external auditor's statement but to be attached to the May meetings once returned from the auditor;
- Internal audit report – agreed that this is included within the annual governance statement.
- List of Councillor or Member responsibilities.

A copy of the spreadsheet, a summary of the accounts and the Audit Return (once back from Grant Thornton) would be published on the website and attached to the May Annual minutes.

A list of the Councillors responsibilities to be put on the website.

18. Standing Orders – to be reviewed

Future Standing Orders will include layout of agenda and how summons is written. Including the agreed Transparency Code (Legal Briefing L02-15) that Councils subject to the Code should publish draft minutes of council, committee or sub-committee meetings no later than one month after the meeting has taken place (paragraph 29 of the Code). They should publish the agenda and associated papers for council, committee or sub-committee meetings no later than three clear days before the meeting to which they relate is taking place (paragraph 30 of the Code). And that the information specified in the Code must be published on a publicly free of charge website.

The Dispensation item has not been updated from July 2014. *Appendix on agenda*

Further revision may be required after the 'healthcheck' by CALC in June. A timetable needs to be set for reviews during the year.

Consideration of review at the next meeting. Deferred.

19. Village Survey

An informal meeting was held on 15 April 2015. *See separate notes attached to agenda*

The Chairman signed the notes.

The meeting was held to discuss the progress made to date in creating the survey and to agree a timetable for implementation of the survey, publication scheme and presentation of the results.

Further update from the Chairman.

It was agreed that there should be another 'get together'. There should be explanatory notes. To decide if a) all options put on website with hard copy if requested b) two separate documents or c) all into a single booklet. It was agreed to encourage use of the website but offer hard copies and expand the information.

20. Superfast Broadband

There had been an open evening with 'Superfast Broadband' at Eckington village which the Chairman had attended and gave an update. It eventually become apparent that Eckington Road and Upper End telephone service was directly from the telephone exchange and would not be considered for the foreseeable future.

The Parish Council need to start 'shouting'. Clerk to contact the Worcester Superfast Team and ask why and when Superfast Broadband will come to Birlingham. Residents and the Parish Council to 'hassle' to get a new cabinet.

21. Wychavon 2015 Parish Games

Birlingham would be entering the Parish Games again this year. Denise McGowan has again volunteered to co-ordinate Birlingham's entry in the Games.

22. Councillors' reports and items for next agenda

- Speed limits
- Auto enrolment
- Invitation to visit Birlingham Cricket Club

23. Closure - with nothing further to discuss the meeting closed at 10.04pm.

The next Parish Council Meeting is on Wednesday 15 July 2015 at 7.30pm

Signed: **Councillor Steve Morris, Chairman**

Date:

* The annual meeting of the Council may be held on any date in May agreed by the parish council except in an election year when the **annual meeting must take place between 12 and 29 May (The Local Government Act 1972 Section 243)**

Democratic Opening

Steve Conder offered his assistance regarding the village survey, particularly to help with analysis of the survey.

He went on to say that the parish council financial reserves have improved over the last couple of years, but still hold some risk, should exceptional payments be required. Last year the parish council again increased its portion of council tax and pledge to increase the reserves. This year the parish council will have to fund election costs, estimated at £700, but it could be much higher. Therefore, he suggested that it would be wrong to make a grant decision until the full cost of the election is known.

Further, as this year's BVH grant had been previously questioned by the parish council, causing the Council to seek confirmation from BVH that it was required and the BVH reserves were higher than the Councils own, it should not be automatic. A fairer approach was to offer grants to all elements within the parish on a needs basis, for specific things. Other beneficiaries might include, Church, Gun club and cuppa-and-a-chat.

A member also mentioned the fact that the Survey had not been included in the budget so there were further constraints.

PACT – Chris Reynard had mentioned that the police were looking for a Parish Council member to be a representative although Chris was happy to continue. Councillor Hill offered to also be a representative.

Clerk's Report

Strong Communities event

25 March - Email received from Tracy Perkins, Localism and Communities Officer, Strategy and Communications saying that the event had been postponed until after the Election due to not having had such a good response as is normally received. There would be a new date shortly.

2 April - A further email received from Wychavon District Council, as follows:

Dear Clerk

Strong Communities event

The new date for the Strong Communities event is 9 June 2015 from 6pm to 8.15pm in the Council Chamber at the Civic Centre, Pershore. The event will include a presentation on community renewable energy, an update on the New Homes Bonus and information about the Rural Communities Programme. There will be an opportunity to hear from the Police and Crime Commissioner's Community Ambassador. Places will be limited to two per Parish Council so contact me to book a place if you want to attend.

New Homes Bonus

It's great that parish councils are continuing to submit New Homes Bonus proposals to us. Unfortunately, we've had to return several proposals recently because they were very difficult to read and/or because local communities haven't been consulted about how they would like to see New Homes Bonus spent in their area.

Personal information on Parish Council website

Email contact from Solicitor at Worcestershire County Council 19 March, as below:

Dear June

I am writing further to the temporary road closure of Lower End, Birlingham. As is normal practice, we provided you with a copy of the form containing the details of the closure. We understand the notice is on the Parish Council's website. The lady who has dealt with the application gave her mobile number as the 24 hour contact on the form. The lady is now being called by members of the public on this number. She asks for the information to be removed from the website as it is affecting her privacy. Although it is normal practice, to circulate the details, and most of the information on the form is given in a business capacity, we think this is a case where the personal mobile telephone number should not be in the public domain, now that we are aware that it is a private number. The Parish Council has clearly acted in good faith and I am in no way saying it has done anything wrong. Equally, however, the lady concerned has provided her number not realising it would enter the public domain. I hope the above all makes sense. Can you help please? Please ask me if you have any questions.

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A councillor was contacted who knew nothing of the form or its content.
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The matter has been resolved in that the noticeboard information has been removed and the website has been corrected.

.....

If a number is given and put on the website in 'good faith' then the Parish Council are not liable for that content.

Litter Pick

Thank you to the volunteers; Tara Kirkham-Evans, Alex and Olivia, Paula Aston, Steve Cant, Steve Diston, Bruce Hayward, Sue Dennett, John Hill, Ann Maxwell, Steve Morris, Gwyn Webb and Ian Yates for their participation on Saturday 21 March 2015.

Message sent to Revills:

The usual volunteers did another litter pick this weekend and felt that it wasn't so bad along Short Hill. However, I am going to nag again about litter in hedgerows around the fields of Revill's and Bennett's from the plastic bottles, bags, crates, blue gloves and rubber bands. Its sole destroying seeing the lanes and footpaths of our village and the river area strewn with rubbish. I notice that the workers are returning so please can you stress to them that they take away their litter. And could I also ask another favour. Some person(s) have fly-tipped in the field entrance on New Barn Lane and Upper End near the junction yesterday. I realise this isn't the farm but as a gesture of goodwill please can it be removed from your accesses. On behalf of residents and the parish council; thank you.

Neighbourhood Plan – survey

Councillor Yates kindly offered to host the Survey meeting on 15 April 2015. Councillors to send questions/ suggestions to the clerk to collate prior to the meeting.

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Clerk received 'homework' and responses from Councillors Yates, Comins, Aston, Hill, Conder and Morris

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Notes from the Survey meeting have been written up and will be 'agreed' at the next Parish Council meeting.

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To the villagers:
From the Chairman

The Parish Council have recently had a meeting to discuss the village survey, so I thought this would be a good time to bring you up to date.

The councillors have been working hard on the survey and our plan is to have a draft ready for the next Parish Council meeting on 20th May. The survey covers many aspects of village life, as well as housing and the possibility of a Neighbourhood Plan, and will provide the new Council with a sound basis for future decisions.

The intention is to deliver the survey all households in June, collate the responses in July and call a public meeting in August to present the results. A decision can then be made on whether or not to go ahead with either a Neighbourhood Plan or a Village Design Statement.

Thank you for your continuing support and interest in the future of the village.

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Councillor Yates contacted all Councillors to start working on the draft survey and explanation for the meeting on 15 April. Start with some basic questions for our survey and then add to it. The survey is in Excel and the explanation in Word.

Councillor Yates and Councillor Morris have been collating the material for the Survey and have been extremely busy working on its content and format. There had been 8 revisions to date.

Clerk contacted BVH Chairman to ask if the Hall letterbox could be used to collect the returned surveys. Steve Morris to liaise with BVH secretary, Edward Farrar.

Speed Limit consultation – A4104 Birlingham and Defford 40mph

[Solicitor at Worcestershire County Council](#), quotes

Dear Sir/Madam

I am writing on behalf of the Network Control Manager at the County Council.

Following a review, it has been decided to update speed limit orders to generally assist enforcement.

The proposed order will not change the existing speed limit or its extent, as apparent on the ground and shown on the attached plan.

The 40mph limit will continue to apply to the following lengths of road in Birlingham, and Defford and Besford

That length of the A4014 from a point 25 metres north east of its junction with C2271 to a point 345 metres south west of U46411 Spring Bank, Defford.

Related orders will be revoked/amended as appropriate.

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

[Clerk replies and copies in County Councillor](#) to consultation but asks a further question.

The Parish Council have commented on the consultation on 23 February.

Further to this I have been asked the following questions:

I know they've asked for comments relating to Birlingham but I do feel they need to reconsider the speed limit on the A4104 coming out of Pershore. If you remember, this was originally a 40mph limit and then they changed it several times in quick succession a couple of years ago. We now have a 50mph limit there, which ends just before the dangerous bend. I never understood the logic of those changes and feel that (a) 40mph would be more appropriate and (b) it would be more sensible for the limit to extend to the other side of the bend.

Would you know if this is to be considered or could you make a comment so that I can pass this on? At the time of the changes even the County Councillor Adrian Hardman was confused by the illogical speed restrictions.

[Solicitor response to Clerk and County Councillor and copied to all Councillors](#)

Mar 19

Dear June and Adrian

Thank you both for your comments on this proposal.

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

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

Notice of Election

20 March

Email circulated to all Councillors, as follows:

Good morning

Please find attached pdf copies of the notice of election for each Town / Parish council. Notices need to be displayed on Monday 23 March. A copy can be printed from this pdf by selecting the relevant page that applies to your council and printing just that page. I will also post a copy 1st class today along with the District notice of election for your area for display.

Please let candidates know that nomination forms can be handed in to the Showell Room at the Civic Centre, Pershore from Monday 23rd March until 4pm on 9th April. We are happy to do informal checks before forms are submitted formally but we recommend not leaving it too late so that we can identify any potential problems in good time and with as little stress as possible. We are expecting over 600 nomination forms during this period so please allow time when visiting us in case of queues. Nomination forms can be handed in by the candidates themselves or someone they trust to do so.

After the close of nominations the statements of persons nominated will be on our website www.wychavon.gov.uk/current-elections on Friday 10th April which will show candidates standing. Many thanks for your help

Regards

Elaine Dicks, (AEA Cert.)

Deputy Returning Officer and Electoral Services Manager

Wychavon District Council, Civic Centre, Queen Elizabeth Drive, Pershore, Worcs. WR10 1PT

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Notices put on noticeboard morning of 23 March and email news to go out giving details.

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Circulated to all Councillors. Statement of persons nominated and uncontested results notices

Good Afternoon

All statements of persons nominated for election and the uncontested results notices are available on the wychavon website via this link <http://www.wychavon.gov.uk/current-elections>

Individual paper copies for your parish will be posted out to you but I thought you might like to see them in advance. District notices are also on there to view

CAB Volunteer

21 March

From Councillor Ron Davis

Good afternoon Ladies,

It appears that the CAB system is changing and we have a dedicated contact for the Eckington Ward.

Can I suggest that you extract what information you may need from the attached and display in your Parish notice boards giving the contact details of Carole Kingston.

Kind regards.

.....

17 March

From: Carole Kingston <carolekingston@hotmail.co.uk>

Dear Mr Davis

Further to our conversation yesterday I am attaching our poster and some extra information about the new initiative. The CAB will also be putting out press releases in the area. If it would be easier to send

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hard copies of the posters please let me know. Thank you for your assistance in circulating the information to relevant contacts in local villages. If you feel it would be effective for me to attend any council meetings and maybe just take 5 minutes to introduce myself, I would be happy to come along.

I look forward to hearing from you and thank you very much for your support.

Best Regards

Carole Kingston

Notice put on board and birlingham news

Pensions – details submitted to The Pensions Regulator

Details have been submitted to The Pensions Regulator for Birlingham Parish Council. The clerk will be sent all future letters and email updates. Thank you to Councillor Hill for his assistance.

Automatic Enrolment Support - email received as follows:

23 March

Thank you for confirming your contact details with The Pensions Regulator. We have updated our records for BIRLINGHAM PARISH COUNCIL with the details you provided. You'll be sent all future letters from the Pensions Regulator. Email updates will also be sent to you where no secondary contact has been nominated.

You should expect to receive correspondence at least 12 months before your staging date. If you've nominated a secondary contact, they'll receive regular emails to help ensure that your automatic enrolment duties are met.

In the lead up to your staging date, there are important tasks to complete and duties you must meet to comply with the law. We'll keep in touch with help and guidance.

Parish Council meeting start times

The bookings secretary for BVH has confirmed that the hall is not being used for Zumba on Wednesday evenings. Therefore, the start times of the meetings have changed and will commence at 7.30pm and not 7.45pm.

Health E News

Mar 24

Email received from Ron Davis

Good morning All,

I thought you might like to display this in the Parish Notice Boards for a month.

Regards.

Ron

Please click the link below for the latest edition of the [Wychavon Health E Newsletter](http://www.wychavon.gov.uk/health-e-news)

<http://www.wychavon.gov.uk/health-e-news>

Please feel free to pass this on to anyone that might be interested

If you would like to put anything in the next edition, please email it across.

Emma Gardner

Wychavon Community Health Improvement Coordinator

Adult Services and Health Directorate, Worcestershire County Council

Parish Lengthsmans Scheme – new contract

27 March

Email received from [Rachael Benson](#), Member Support and Customer Relationship Officer
Customer & Community Unit, County Hall

To All Parish Clerks

Good morning,

You may be aware that Linda Bibby has now retired and now having a well-earned rest. Linda dealt with all your Lengthsman invoices and related queries. I've asked Paul Finch to take over this role and he spent some time with Linda before she left 'learning the ropes'. Please can I ask you to continue to submit your invoices in good time for payment to be made. If you do have any queries, Paul will be happy to help or, alternatively, you can contact David Hunter or myself. Paul's direct number for Parish Lengthsman enquiries only is 01905 768373 or via the usual email lengthsmanscheme@worcestershire.gov.uk. Please continue to use our online reporting system for all other reports http://www.worcestershire.gov.uk/homepage/98/report_it

.....

Clerk to Lengthsman

At the meeting last Wednesday, during the item on finances, the Lengthsman budget was discussed and I informed the members of your request to increase your hourly rate by 50%. Members have agreed to allow the rate to be increased from £10 to £12 which they believe is in line with an approximate 2% increase over the year(s). I trust this is acceptable to you and that you can confirm you are still able to continue being our parish Lengthsman.

Lengthsman to Clerk

29 March

I confirm that I am happy to continue on the terms.

BVH grant application

Mar 24

Clerk to Chairman of BVH

Quote, "I believe Valerie rang Steve Morris saying that she did not understand my email. I trust this clarifies my response further:-

Birlingham Parish Council will shortly be conducting a wide-ranging survey of the parish to establish the views of its residents on how the village should develop in the future. This survey will cover many aspects of village life. The Parish Council are happy to include a question regarding the use of the new broadband service in the Village Hall, which will help to identify those in the community who require this service and will aid its implementation.

Meanwhile, members appreciate that the deadline for Community Grant applications is very close and therefore hope that Wychavon District Council will consider the Birlingham Village Hall application very carefully".

Superfast Broadband

The clerk had found a couple of web links and contacted the resident who had enquired about the parish broadband facilities.

<https://www.superfast-openreach.co.uk/where-and-when/Where and when - Superfast Fibre Broadband>

Email news to contain further information.

.....
'Birlingham News' is continuing to get resident enquiries regarding the availability of Broadband as the information from providers seems to be conflicting. For example the Eckington Road lines appear to be on a different cabinet that is currently under review.
.....

Clerk at Eckington Parish Council emailed, as follows:

As you will see below, this is all very short notice but if you are able to circulate anything regarding the BT event on Monday, that would be great.

Regards, Louise

-----Original Message-----

From: Charles Kerrigan

Sent: 22 April 2015

Subject: Superfast Broadband - Open Evening with BT

All

You may have seen the attached poster appearing on telephone poles around Eckington, advertising the Open Evening with BT to be held next Monday, 27 April at 7:30 - 8:30. Please come along if you can and spread the word.

Superfast Broadband is now live in Eckington, Defford and Birlingham.

Find out more:

- What is Superfast Broadband?
- What are the benefits?
- Is it available for my house or business?
- How do I get it?
- How much will it cost?
- Can I use a different service provider to BT?

Presentation followed by open Question & Answer

.....

Chairman attended the meeting at Eckington.

Annual Return – Council Tax Support Grant

30 March – from the External Auditor

Dear Mrs Hiden

Council Tax Support Grant

In 2013/14 approximately 30% (900) of all the Annual Returns we received did not have Council Tax Support Grant recorded correctly on the Annual Return.

Please note that Council Tax Support Grant is paid over at the same time as the precept. Only the precept should be recorded in box 2 (Annual precept) on the Annual Return. The Council Tax Support Grant should be included in box 3 (Total other receipts).

The Council Tax Support Grant, if paid, may be annotated separately on the documentation sent to the Council by the District/Borough Council when the payments were made. If it is not, you should contact your District/Borough Council to find out how much Council Tax Support Grant was paid for 2014/15.

Please do not reply to this e mail, if you have any queries please call Abby Wilkins on 0117 305 7825 or e mail her on abby.h.wilkins@uk.gt.com.

We look forward to receiving the completed 2015 Annual Return and other requested information in due course.

Kind regards

Bridget Bowen

Letter also received from the External Auditor. Members and clerk are aware of this from the previous year and have separated this out on the accounts (spreadsheet).

BVH Annual Meeting

1 April

[Clerk request to BVH secretary](#)

We seem to have stopped exchanging minutes, on my part because they are on the website. Would it be possible to have a copy of your AGM and accounts for the year end for information?

Response: Thank you June, I will send them to you in due course. Kind regards. Edward Farrar

[Hard copies received.](#) Copied to all Councillors.

Healthcheck for Parish Council

Email received from CALC confirms meeting with Clerk, as follows: "I have managed to pin down Jenny and Richard for your council healthcheck and I have booked Tuesday June 23. Nearer the time I will send the checklist and procedure to you. Hope all is well with you"

Birlingham Parish Council May 2015

Caroline Sutton (Administrator)
Worcestershire County Association of Local Councils (CALC)
[Clerk reply](#): I await the checklist.

Surface Dressing Programme 2015

10 April

Email received from Highways, as follows:

"Good Morning,

We are just about to embark on our Surface Dressing programme for 2015 and thought it might be timely to attach a leaflet which outlines some of the key advantages of this treatment. This will be distributed to any residents who are directly affected by this work.

Surface dressing is a weather sensitive process and can be delayed by wet, cold and very hot weather. We do try wherever possible to advise residents of forthcoming works and signs are placed on site in advance. Temporary speed restrictions will remain in place for 2-3 days after completion of surface dressing, this ensures that the chippings are properly embedded".

Kind regards
Rachael Benson
Member Support and Customer Relationship Officer
Customer & Community Unit
County Hall

Invitation to the next Parish Conference, Worcestershire County Council 4th June 2015

Email received from Member Engagement Officer & Project Manager for Act Local Legal & Democratic Services, Commercial & Change (COaCH) Directorate and circulated to all Councillors, as follows:

13 April

Dear Parish & Town Councils,

Hurry and book your place at the 11th Parish Conference taking place at County Hall, Worcester on Thursday 4th June 2015!

I am also looking for Parish/Town Councils who would like to take part in the Parish Spotlight session. This part of the conference is always popular so please get in touch with me if you would like the opportunity to share your successes with the audience.

These well attended Parish Conferences enable you to hear about County Council initiatives and how they could affect you and your communities so don't delay, book now.

There will be an Information Market Place outside the Council Chamber from 5.30pm where you can speak to officers and find out more about:

- Fostering
- Community infrastructure levy
- Minerals and waste
- Changing Futures Fund
- Healthwatch

..... and much more!

The main conference starts at 6.30pm and the theme of the conference is 'Digital Parishes'.

Presentations will cover:

- Digital Inclusion – how Worcestershire County Council can provide advice and support to enable residents to access services on line.
- Digital Champions – vital volunteers to provide this advice and support.
- Your Life, Your Choice - the new website and online market place for adult care and health services.

Birlingham Parish Council May 2015

At the end of the conference there will be a question and answer session where you can put any questions important to you to the assembled panel to include Clare Marchant, Chief Executive of Worcestershire County Council, Councillor Adrian Hardman, Leader of the Council, Councillor Lucy Hodgson, Cabinet Member with responsibility for localism and communities as well as CALC representatives and senior officers from the County Council.

I am really looking forward to hearing from you to register your attendance using my contact details shown below.

2015 Wychavon Parish Games

Email received with letter attached, from Susan Collins, Secretary of Wychavon Sport ([Organisers of the Parish Games - Competition and Community Coming Together www.wychavongames.org](http://www.wychavongames.org)) as follows:

13 April

WYCHAVON SPORT

Dear June

2015 Wychavon Parish Games

I am writing to invite Birlingham to participate in the 2015 Parish Games, and assume you will be taking part. Rules/entry form pack will be sent to your parish organiser within the next ten days.

Please note that invoices will be sent out at the beginning of August, and we do need these paid within 28 days please. We would, therefore, ask you to get your Parish Council's agreement to entering the Games now, so there is no delay in getting the cheque signed.

I also attach a copy of the 2014 results and winners list, together with a list and venues for this year's one-day events.

With best wishes

SUE COLLINS

.....
Information passed to Denise McGowan. Also asked if she would be interested in carrying on as organiser.
.....

Chairman has confirmed that Denise will carry on.

BVH Contribution

[Clerk to BVH](#) - The BVH contribution is on the Parish Council agenda for payment at the next meeting in May, as reviewed and agreed in the November budget, at £500.

As you know this contribution is for the support of the hall and is currently covered under the legislation for community buildings.

I would ask you to send a request for the contribution in order that the Parish Council have the necessary paperwork for the auditor.

[From Hon Treasurer to Clerk](#) - A letter was received from BVH requesting a contribution for this financial year.

Register of Interest Forms

16 April

Received from Kim H Paul, Administration Assistant, Wychavon District Council

Dear Parish/Town Clerks

Please kindly note that following the election there is no requirement, if Councillors are continuing, to complete a new Register of Interests form unless they wish to do so.

Birlingham Parish Council May 2015

However, please could you remind continuing Councillors it is essential that they keep their forms up to date.

In the case of new Councillors there is a requirement that the Register of Interests form is completed and returned to the Monitoring Officer within 28 days of their election.

I have attached a copy of the Register of Interests form. Please can you return the completed forms to me at the address below.

.....

CALC have said that it may be good practice to fill in the Register of Interest forms anyway as existing members are then being reminded and new members would have to do one anyhow.

Electronic publication of the Strategic Housing Land Availability Assessment (SHLAA) – 5th Edition

13 April

Email circulated to all Councillors, as below:-

Dear Town and Parish Clerks

South Worcestershire Development Plan - Strategic Housing Land Availability Assessment (SHLAA) April 2015

I am writing to let you know that the above report is now published. The report is part of the background evidence that has been put together to assess the potential availability of housing land in South Worcestershire, to feed into the South Worcestershire Development Plan (SWDP) which is being undertaken by Malvern Hills District Council, Worcester City Council and Wychavon District Council. The previous version was published in December 2012, ahead of the submission of the SWDP, and this latest version incorporates sites submitted to the three councils since April 2012.

It should be noted that the SHLAA does not allocate sites for development, and does not provide the policy judgements as to which sites should be allocated, but does provide background information on potential sites. Any decisions on which sites are appropriate to allocate are taken at a later plan-making stage that is subject to further public consultation. Once the Development Plan is adopted, the SHLAA will continue to provide background information at the review stage and increasingly play more of a monitoring role.

The report can be viewed on the South Worcestershire Development Plan website (www.swdevelopmentplan.org - under publications/Supporting Evidence/Housing & Population). A hard copy of the report will be available, after 20 April, for reference at the following locations:

- Wychavon District Council, The Civic Centre, Pershore;
- The Hive, The Butts, Worcester; and
- Malvern Library, Graham Road, Malvern.

Alternatively, a hard copy of the SHLAA can also be purchased on request.

Should you have any queries on the content of the report, please contact Sam Holder on 01684 862316 (Malvern Hills District Council); Adrian Becker on 01905 722545 (Worcester City Council) or Sarah Matthews on 01386 565453 (Wychavon District Council).

Yours faithfully

Paul Bayliss

Project Manager - South Worcestershire Development Plan

Police website

Email from Julie Pardoe, Police Community Support Officer, Pershore Rural North & South Safer Neighbourhood Team circulated to all Councillors, as below:-

4 April

Hello All

West Mercia has recently launched a new look website which is accessed via www.westmercia.police.uk

Birlingham Parish Council May 2015

The site is very user friendly and informative with news stories and events, which directly affect your area, general advice and links to our Partner agencies.

You can also see all the future events where your local Safer Neighbourhood Team will be present and you can contact and view details of all the team members as well as taking part in our online poll.

Regards

Wychavon Together e-news Issue 1 April 2015

Email received from Wychavon District Council, circulated as below:-

27 April

Welcome to the first issue of **Together e-news**, the newsletter for our partners. The purpose is to share news with you from our Localism and Communities Advisory Panel and for partners to give updates on the latest happenings within their organisations. We will produce two or three issues a year, normally after our Partners Together events have taken place or when there is a lot of news to share. We hope you find Together e-news useful. Do forward it to anyone you think may be interested. Get in touch with us if you have any feedback and suggestions on what you would like to see in future editions.

Partners Together events

Our twice-yearly Partners Together events bring together public, private and voluntary sector organisations to explore our response to key issues and challenges affecting the Wychavon district. We set these events up following the abolition of our Local Strategic Partnerships in 2014, as we recognised partners valued the opportunity to get together regularly.

There was a packed programme for the first Partners Together event held on 27 November, which focused on the theme of culture. Artistic Director and Chief Executive of the mac Birmingham, Dorothy Wilson, spoke passionately about what culture is and why it matters. We watched a film about what Wychavon residents think about culture and our Arts Development Officer, Jenny Davis, highlighted many of the things we already support across the district. You can find out more in the event write-up.

The second event, held on 19 March, focused on how partners can work together to ensure that an ageing population with an increasing life expectancy, is an active, healthy and happy one. Jennifer Taylor from Cotswold District Council, presented the results of research into the scale and extent of loneliness and isolation in the Cotswold district's over 65s. The programme also included some facts about Wychavon's over 65s, a film about growing older in Wychavon and information about Wychavon Rural Communities programme.

The next event will take place on 4 November from 9.15am-12.30pm. The theme this time is Skills for 16-24 year olds. Please let Tracy know if you would like to attend and do let us know if you have ideas for future topics for these events.

Localism and Communities Advisory Panel

Localism aims to shift power from central government back into the hands of individuals, communities and councils. The 2011 Localism Act was intended to provide new freedoms and flexibilities for councils; give new rights and powers to local communities and individuals; reform the planning system to make it more democratic and effective; and, ensure that decisions about housing are taken locally.

We set up our Localism and Communities Advisory Panel (LCAP) in July 2012 to provide advice and policy development support on implementing parts of the act, including the four new community rights. The Panel has had a busy and varied term of office. It has recommended eight nominations for assets of community value and supported applications to designate neighbourhood areas in six parishes. It has overseen our Meet Your Council programme, which saw councillors and officers meeting residents and businesses at community events or through ward visits.

The Panel has considered applications for Wychavon Community Grants, New Homes Bonus proposals and applications for off-site Section 106 funding under the old planning system. In total, the Panel has directed nearly £2.5 million of funding. This has had a wide-reaching impact on projects and communities across Wychavon - from canal side improvements and flood alleviation schemes to village hall extensions and vehicle activated speed signs,

Birlingham Parish Council May 2015

The Panel has taken an active interest in community programmes and projects and has sponsored events for parish councils and community groups to provide information and share best practice on a wide range of issues. The next event takes place on 9 June.

Find out more in the LCAP's End of Term Report [here](#) and click [here](#) to view LCAP's meeting agendas and minutes.

Wychavon Rural Communities programme

The Rural Communities Programme follows on from the Opportunity Vale of Evesham project. Its aims are:

- To support vulnerable individuals and communities in rural Wychavon including older people and the socially isolated.
- To implement a model for strong rural communities by developing existing networks and establishing community champions.
- To focus on building community capacity, thereby enabling professionals to refer into community groups.
- To maximise uptake and impact of existing public, voluntary and community services in rural areas whilst not increasing reliance on them.

Having identified our 13 priority wards, David Manning, the Programme Manager, has been meeting with parish councils in those areas. The parishes have responded very positively, with a number of them identifying a key community contact point and agreeing to hold community folders and take part in our new Rural Health Check. The health check takes people through an assessment of their own village, looking at its strengths and weaknesses and then pointing towards some local best practice to help strengthen the communities.

Another major development has been the launch of a microsite as a way for community groups and parish councils to share and access best practice and find out more about their own communities. It's well worth a look.

One of the ways we are engaging with older residents in rural areas is by visiting them on their doorsteps and talking to them about the range services on offer to them. This has been very successful in the past. If you would like to help out or find out more contact Tracy Perkins. Door-knocks will be taking place over the next few months and we are looking for people to do half a day or more.

News from partners

St Richard's Hospice

2014 was a challenging year, but eventually St Richard's emerged unscathed and continued to expand its services. While admitting more than 300 patients to our In-Patient Unit, the greater majority of our properly coordinated compassionate care across all community settings has helped over 2,000 people. Described as a "one stop shop" our specialist nurses, Hospice at Home, Chaplaincy and Family Support and Bereavement teams, supported by local Community Volunteers, help across the whole of South Worcestershire. Meanwhile Day Hospice, Out-Patient Clinics and our doctors provide very specialist advice and care at Worcester. This model of properly integrated health and social care is something that all of our health and social care partners seek to achieve.

St Richard's Hospice is about to appoint a Specialist Breast Cancer Clinical Nurse Specialist to work full time alongside our NHS partners in the new Oncology Centre at Worcester Acute Hospitals NHS Trust.

Worcestershire Partnership

Nominations are now open for this year's Worcestershire Apprenticeship Awards. Organised by Worcestershire Local Enterprise Partnership, Worcestershire Business Central and Worcestershire County Council, the awards are being held at West Midland Safari Park on the evening of 12 November 2015. For further information and nomination forms click [here](#).

Worcestershire County Council is encouraging organisations to apply for funding to support community transport services for people within Worcestershire. You can find out more about the application process at an event at County Hall, Worcester on Wednesday 29 April between 1.00 –

4.00pm. The deadline for submission of applications is 4pm on Friday 29 May. For more information click [here](#) or contact Suzy James on 01905 728650.

Friday 8 May marks the 70th anniversary of VE (Victory in Europe) Day. A national two-minute silence will be held at 3pm, marking the moment Winston Churchill broadcast his historic speech formally announcing the end of the war. Worcestershire County Council has been invited to take part in a national chain of beacons and will be lighting a gas beacon at 9:32pm in a ceremony at the Worcestershire Beacon on Malvern Hills. Towns, parishes and local communities are encouraged to join this celebration by lighting their own bonfire beacon. For more information on the wider celebrations and commemorations planned, visit www.gov.uk and search for VE Day.

Events and consultations

Worcestershire Children's Services are seeking views on community health services. There are three surveys which are for:

- Child and Adolescent Mental Health Services (CAMHS)
- Speech and Language Therapy Service (SALT)
- Community Short Breaks Services for Children with Disabilities.

Each survey has an option to complete as a parent/carer, young person or a professional. The closing date is 30th April 2014. All of the surveys can be accessed [here](#).

Local newsletters

[Future Lives 'Keeping Well' newsletter](#)

[Police and Crime Commissioner newsletters](#)

[Voluntary and Community Sector news](#)

[Worcestershire Voices monthly e-bulletins](#)

[Worcestershire LEP's newsletter.](#)

[Worcestershire Armed Forces Community Covenant newsletter.](#)

Parish Council Election

The Notices for display had been put on the village noticeboard following the request from the Electoral Services Manager, Wychavon District Council.

.....
27 April

The Birlingham Website Group had asked candidates for information for the website. The election page was available at www.birlingham.org/council/elections_2015.htm.

Wychavon CALC minutes of meeting held on 4 March and notification of change of date for next meeting (AGM)

27 April

Email received from Kaye Angus, Area Clerk as follows:

Dear Members

Please find attached the minutes of the Worcestershire CALC Wychavon Area Meeting held on the 4th March, 2015.

IMPORTANT:-

Please also note that the scheduled date of the next meeting previously Thursday 4 June 2015, has been changed to Wednesday 3 June 2015, when we will be holding our annual general meeting. The meeting will be held at Pershore Library commencing at 7.30pm.

Draft Street Trading Policy Consultation

28 April

Email received from Wychavon District Council, as follows:

Dear Clerk

Birlingham Parish Council May 2015

Please find attached details on the Draft Street Trading Policy Consultation being undertaken by Worcestershire Regulatory Services.

Kind regards

Mel Harris, Senior Member Support Officer

Attachment reads:

Dear Sir/Madam

Consultation on Draft Street Trading Policy

Wychavon District Council recently resolved to designate all streets in the district as "consent streets" for the purpose of controlling street trading within them.

This resolution will take effect on 1st September 2015 and means that anyone carrying on street trading activities in the district after this date will need to hold a street trading consent granted by the Council.

Following on from this decision, the Council is now seeking views on a draft street trading policy. This draft policy sets out how applications for street trading consents should be made and how they will be processed and consulted upon by the Council. The draft policy also sets out what will be considered when determining applications and also sets out the standard conditions that will be attached to street trading consents granted in the district.

The Council is keen to hear the views from as many people as possible including those that currently carry on street trading activities in the district as well as the wider public who may be affected by street trading activities taking place in their local area.

The draft policy and consultation document can be downloaded from the Council's website at www.wychavon.gov.uk/streettrading. The consultation will be open for responses until 31st July 2015 and all responses received will be given appropriate consideration by the Council.

Yours faithfully

Dave Etheridge Senior Licensing Practitioner Worcestershire Regulatory Services

On behalf of Wychavon

Community Exchange

Circulated Leaflet received from Community Exchange which is a partnership made up of Community First, Data Orchard CIC and Bulmer Foundation.

Details on Neighbourhood Plans.

No Purchase Order, No Pay Policy

Letter received from Worcestershire County Council dated 24 April.

From 1 May 2015, WCC is implementing a 'No Purchase Order, No Pay' policy in order to reduce processing times and streamline the process for payment of invoices. Without an official purchase order, invoices will be returned.

Birlingham Cricket Club – NHB update

Birlingham Cricket Club NHB Grant: Update 6th May 2015

The project includes replacing the machine shed roof and improved access and security for the building.

Early season work in preparing the ground for play has delayed commencement of the works, as has the lead time for the manufacture of the new access doors.

The doors have had to be made to order and delivery of these from Hartwells of Weston Sub Edge is imminent.

The cost of the doors is approximately £320 (excluding locks and fittings) The aluminium roofing sheets (to match the scoreboard and club house roof) are available ex stock but these will not be ordered until the work is about to commence (in order to reduce the risk of theft of materials from site). We are planning to put in a small concrete ramp for easier access for the machinery.

We anticipate the work being completed during July and will invite Parish Councillors to inspect the work once completed.

Mark Yeomans
On behalf of BCC Committee

Clerk response :

Thank you for your prompt response. I am in receipt of your letter for auditing purposes and thanks for letting me know the update on the works.

I will put your report into my parish clerk's report to let the councillors know the current position. Maybe, the councillors will wish to visit the club and grounds before/after the next council meeting on 15 July if the works are progressing.

BCC Committee : *I should be able to give you an update by early July. We cannot be precise on the completion date as we rely on unpaid labour (the committee members!) to carry out the works. Of course this has to fit in around their availability/holidays etc.*

However we are hopeful of having made significant progress into July

Newly elected members

Clerk to Members on 19 May sent message:

Today is your first official starting day on Birlingham Parish Council. Welcome to Stuart and Ken as newly elected members and welcome back to Steve, John H, John C, Ian and Marion.

So, you have taken office today and you will be able to act as Councillors once you have signed your 'Declaration of Acceptance of Office' which will take place at the first meeting of the Parish Council. This meeting is preceded by an Annual Parish meeting at 7pm which is where we hear from the County and District Councillor and any reports from representatives for the parish.

As newly elected members you have 28 days from becoming a member (20 May) to notify the monitoring officer (Wychavon District Council) of your disclosable pecuniary interests.

BVH minutes for March

Circulated to all Councillors. Email received from the secretary attaching the Minutes of the Village Hall Committee Meeting held on 26th March 2015.

Dog fouling

Resident: *I feel I need to bring to the Parish Council's attention what to me seems a dramatic rise in the amount of dog fouling on the grassed areas around my property over the last few months. I am sure that the Council members will agree that this is totally unacceptable and gets all dog owners, including the responsible ones a bad name. I am sure that I don't have to remind the Council that it is an offence for a dog owner not to clear up after their dog has fouled in a public area.*

I am not in favour of littering the village with warning signs, but I hope the Council could remind residents via the newsletter that all dog owners should clean up after their dog has fouled.

Response: *I am sorry to hear that you are having the problems with irresponsible dog owners. I personally agree and I am sure the Council members will agree also that it is unacceptable and gives the village a bad name.*

I will inform the members (and therefore include it in my report) and ask the Website Group to put a message on the Birlingham News. 'We' know it is an offence and I am sure the offenders realise. Not only in public areas but also where dog walkers use areas of private land which can spread disease as well.

I have experienced this nuisance in other parts of the parish and it is very frustrating and difficult to catch the culprits.

I will certainly put out a message and hope that our remarks are noted.

Members discussion: *Should we consider the provision of dog bins so people have somewhere to put the bags after they have picked it up? It is almost as bad to see the little black bags tied to trees as it is to see the mess in the first place. At least the mess degrades. The black bags and their contents don't!*

Cotswolds AONB Landscape Strategy and Guidelines – survey of use

20 May

Dear Sir/Madam,

Cotswolds AONB Landscape Strategy and Guidelines – survey of use

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

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

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

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

Your response will be very helpful to the Board.

Many thanks in anticipation,

Mark Connelly
Land Management Officer
Cotswolds Conservation Board
T: 01451 862006
M: 07841 663606

Councillor Comins was asked to fill in the form and pass back to the Clerk.

Birlingham News

A flyer had been distributed to all properties informing villagers of the newsletter which was available via email or in paper format.

As examples that follow:

News e-mail

Birlingham News 74 20 March

Here are a few updates on items mentioned in the last issue.

In this issue:

1. Village Litter Pick, 21st March
2. Parish Council, 18th March
3. Road Closure

1. Village Litter Pick, 21st March

A reminder that the litter pick takes place tomorrow, Saturday 21st March. The more people that come along, the more quickly we can get the job done, so if you have an hour to spare tomorrow please join us.

Meet on the village green at 10.00am.

Birlingham Parish Council May 2015

2. Parish Council, 18th March

At its meeting on 18th March, Birlingham Parish Council discussed a number of issues, including the following:

- The dead trees in the Jubilee Wood have been removed and an additional 105 trees have been planted. They are a mixture of cherry, birch, rowan, beech and a few others, which have been planted down the middle of each side. A number of other trees have also been planted over the last few months.
- Councillors will be meeting during the next few weeks to decide the contents of the Neighbourhood Plan survey.
- Nominations for the Parish Council election in May open on Monday 23rd March. Nomination forms are available from Wychavon District Council or online at www.wychavon.gov.uk/current-elections. Please contact the Parish Clerk at birlingham_clerk@yahoo.co.uk if you require further assistance.

Full minutes of the meeting will be available in due course.

3. Road Closure

We have now been told that, provided there are no complications, the road closure at the Old Coach House is expected to last no more than three days, beginning on Monday 13th April with the road re-opening on Thursday 16th April. There will be a further brief closure during one day in the following week.

A map showing the proposed diversion can be viewed at www.birlingham.org/docs/road_closure_apr_2015_map.pdf.

Birlingham News 75 23 March

It's time for spring cleaning, and with the village now free of litter the next task is to clean the church!

In this issue:

1. Friends of St James's Church AGM, 25th March
2. Cleaning of St James's Church, 28th March
3. Parish Council Election, 7th May
4. Village Litter Pick
5. SARA Raffle

3. Parish Council Election, 7th May

Nominations are now open for the Birlingham Parish Council election on Thursday 7th May. The Parish Council consists of seven councillors, who will serve for four years until May 2019. Nomination forms are available from Wychavon District Council or can be downloaded from www.wychavon.gov.uk/current-elections. You need to complete the Nomination Paper (page 4) and Consent to Nomination (page 6).

Nomination forms can be handed in to the Showell Room at the Civic Centre, Pershore from Monday 23rd March until 4.00pm on Thursday 9th April. The council officers are happy to do informal checks before forms are submitted formally but they recommend not leaving it too late so that they can identify any potential problems in good time and with as little stress as possible. They are expecting over 600 nomination forms during this period so please allow time when visiting in case of queues. Nomination forms can be handed in by the candidates themselves or someone they trust to do so.

After the close of nominations the statements of persons nominated will be on the District Council website www.wychavon.gov.uk/current-elections on Friday 10th April, which will show candidates standing.

Please contact the Parish Clerk at birlingham_clerk@yahoo.co.uk if you require further assistance.

4. Village Litter Pick

Thank you to everyone who took part in the Village Litter Pick last weekend, ensuring that the village is once more clean and tidy.

A photo of those who took part on Saturday can be viewed at www.birlingham.org/village/gallery/gallery_av_15.htm.

[Birlingham News 76 31 March](#)

Superfast broadband is now available in Birlingham – details below.

In this issue:

1. Cuppa & Chat, 1st April
2. Easter and April Services
3. Local Elections
4. Superfast Broadband
5. CAB Volunteer
6. Healthwatch Worcestershire

3. Local Elections

Nominations for Parish and District Councils close on Thursday 9th April at 4.00pm. Birlingham will be electing seven parish councillors and there will also be an election for the District Council's Eckington ward, which covers Birlingham, Eckington, Defford and Besford. Nomination forms for either election can be downloaded from the Wychavon website at www.wychavon.gov.uk/current-elections. In both cases, councillors are elected for four years, until May 2019.

Please contact the Parish Clerk at birlingham_clerk@yahoo.co.uk if you require further assistance.

4. Superfast Broadband

Superfast broadband is now available in Birlingham and can be ordered through your service provider. Go to www.superfast-openreach.co.uk/where-and-when for more details. Information for BT customers is available at www.productsandservices.bt.com/products/upgrade-your-broadband/ec-upg-bb-sc-fft-c-copper.html.

Speeds of up to 76 Mbps are possible with superfast broadband (compared to the 7 Mbps we currently receive), depending on the upgrade package you choose. However, the speeds are likely to be less than half of that on our local wiring. If you do decide to upgrade, we would be interested to hear what speeds are achieved on your line.

5. CAB Volunteer

As part of a county-wide two-year lottery-funded project, South Worcestershire Citizens Advice Bureau (CAB), in partnership with Worcestershire Advice Network (WAN), is working to increase access to advice services within our rural communities through the Community Champions programme. The aim of the project is to increase awareness of, and access to, the many different services provided by the CAB, which include advice about housing, debt, benefits, employment, finance, relationships, health and consumer issues.

As part of this project they are launching a new drop-in service for people living in Eckington and the surrounding rural areas. Carole Kingston, Community Champion, volunteer, is the contact for Eckington and she'll be available to chat with people on Thursdays from 10.00am to 12.00pm at Holy Trinity Church, Eckington. No appointment is necessary, people can drop in at any time, and Carole will be able to help determine what assistance they may require and then direct them to the service they need.

Further information is available at www.birlingham.org/docs/cab_eckington.pdf.

6. Healthwatch Worcestershire

Healthwatch Worcestershire is giving everyone in Worcestershire the opportunity to have their say about how health and social care services are run and developed. They record the experiences of Birlingham Parish Council May 2015

patients and residents and then pass them on to the relevant decision makers about the future provision of these services. Healthwatch has a seat on most of the boards where these decisions are made.

They would very much like to hear about the experiences of people living in rural areas so that they can build a better picture and they would like to hear from you. More information on how to submit your comments is available at www.birlingham.org/docs/healthwatch_worcestershire.pdf. All personal information will be confidential and not included in the comments that are passed on.

[Birlingham News 77 10 April](#)

For the first time in many years, there will be an election for Birlingham Parish Council this May.

In this issue:

1. Election Nominations
2. Swan Inn Closure, 11th-20th April
3. Road Closure, 13th-16th April
4. Calligrapher Wanted
5. Parish Council Minutes, 18th March

[1. Election Nominations](#)

Nominations for parish and district elections have now closed. Birlingham Parish Council has ten candidates for the seven seats on the council. The candidates are: Stuart Allen, Paula Aston, Alan Bradley, John Comins, Steven Conder, Kenneth Fitch, John Hill, Stephen Morris, Marion New and Ian Yates.

For the Wychavon District Council seat (Eckington Ward), there are two candidates: Cilla Cameron (Labour) and Ron Davis (Conservative).

A full list of candidates for all parish elections in Wychavon District can be viewed at www.birlingham.org/pc_info/parish_elections_2015.pdf and for district elections at www.birlingham.org/pc_info/district_elections_2015.pdf.

[3. Road Closure, 13th-16th April](#)

A reminder that the road from the war memorial towards Lower End (at the Old Coach House) will be closed from Monday 13th April. The road is expected to reopen on Thursday 16th April.

[5. Parish Council Minutes, 18th March](#)

The minutes of the meeting of Birlingham Parish Council on 18th March can now be viewed at www.birlingham.org/pc_info/pc_minutes_2015-03-18.pdf.

[Birlingham News 78 27 April](#)

Information on your Parish Council candidates is now available on the Birlingham website – details below.

In this issue:

1. Superfast Broadband Open Evening, 27th April
2. St James's Church Services – May
3. Cuppa & Chat, 6th May
4. Parish, District & Parliamentary Elections, 7th May
5. Easter Flowers
6. St James's Church Cleaning
7. New West Mercia Police Website

8. Planning Applications

1. Superfast Broadband Open Evening, 27th April

We have received very late notice of an open evening being organised by BT tonight (27th April) from 7.30pm to 8.30pm at Eckington Village Hall. There will be a presentation followed by a question and answer session. Full details can be viewed at www.birlingham.org/docs/superfast_broadband_open_evening.pdf.

While much of Birlingham now has access to superfast broadband, there are some areas that are not currently connected. It is hoped that at the end of this meeting we will have a clearer idea of which these areas are and when they can expect to be upgraded.

4. Parish, District & Parliamentary Elections, 7th May

Elections for Birlingham Parish Council, Wychavon District Council and the UK Government take place on Thursday 7th May 2015. The Polling Station at Birlingham Village Hall will be open from 7.00am until 10.00pm and the results will be announced the following day.

There are ten candidates for Birlingham Parish Council and you can vote for up to seven of these. Each of the candidates has provided a brief introduction, telling us what previous council experience they have, what other village organisations they are involved in, and what particular expertise they can bring to the Council. You can read about them at www.birlingham.org/council/elections_2015.htm.

There are two candidates for the Eckington Ward of Wychavon District Council: Cilla Cameron (Labour) and Ron Davis (Conservative). There are links to both candidates' literature on the website.

And there are five parliamentary candidates for the West Worcestershire constituency: Harriett Baldwin (Conservative), Richard Chamings (UKIP), Julian Roskams (Green Party), Daniel Walton (Labour) and Dennis Wharton (Liberal Democrat).

7. New West Mercia Police Website

West Mercia Police have recently launched a new-look website, which is accessed via www.westmercia.police.uk. The site is very user-friendly and informative with news stories and events, general advice and links to their Partner agencies. This is a new approach from West Mercia Police and replaces the Neighbourhood Watch emails.

You can also see on the website all future events where your local Safer Neighbourhood Team will be present and you can contact and view details of all the team members, as well as taking part in their online poll.

8. Planning Applications

The following planning application has been received by the Parish Council:
[Rough Hill House](#), Upper End: External and internal alterations (Case No. 15/00850). Awaiting decision by Wychavon District Council. (Consultation period ends on 5th May.)

The following planning application has been determined by Wychavon District Council:
[Peacock Barn](#), Lower End: Two storey extension to Peacock Cottage (Case No. 15/00223). Approved.

[Birlingham News 78 update 29 April](#)

Superfast Broadband Open Evening, 27th April

The Superfast Broadband Open Evening was well attended, with about fifty people present, including several from Birlingham. After a presentation on superfast broadband there was a question and answer session with representatives from BT and Worcestershire County Council. The way in which superfast broadband is being installed was explained, along with its benefits.

It appears that the majority of Birlingham properties can now receive the new service. However, most properties in Upper End, Eckington Road and Defford Road will not benefit from superfast broadband until the next stage of implementation has been completed, which should be some time before the end of 2017.

You can find a report of the evening, with an explanation of why some properties have yet to be connected, at www.birlingham.org/docs/superfast_open_evening.pdf. The report also includes information on how the service works, speeds and prices, and who to contact if you cannot get superfast broadband.

[Birlingham News 79 9 May](#)

The results from the elections are in and you now have a new Parish Council.

In this issue:

1. Election Results
2. VE Day 70th Anniversary Ringing, 9th May
3. Churchyard Tidy, 16th May
4. Planning Applications

1. Election Results

The results of Thursday's elections (7th May) were announced on Friday and the main headlines are as follows:

- In the West Worcestershire parliamentary election, Harriett Baldwin was returned as our MP with 55.9% of the vote. The constituency turnout was 74%.
- Existing Wychavon councillor, Ron Davis, retained his seat as our representative for the Eckington Ward with 69.4% of the vote. The turnout for the ward was 76%.
- In a very close contest, the seven members elected to Birlingham Parish Council were: Stuart Allen, John Comins, Ken Fitch, John Hill, Steve Morris, Marion New and Ian Yates. The turnout in Birlingham was 83%, which is exceptionally high.

Full results for all these elections can be viewed at www.birlingham.org/council/elections_2015_results.htm.

[2. VE Day 70th Anniversary Ringing, 9th May](#)

To mark the 70th anniversary of VE Day, bells will be rung around the country today, Saturday 9th May. The Birlingham bell ringers plan to ring a quarter peal on the bells of St James's Church at 11.00am. The ringing will last for approximately 45 minutes.

The bells of St James's Church were rung on VE Day (8th May 1945) and again on VJ Day (August 1945). The ringing is commemorated on an inscription in the church (www.birlingham.org/pics/veday.jpg).

[3. Churchyard Tidy, 16th May](#)

Adrienne Woodward writes:

We are having a session on Saturday 16th May, starting at 10.00am, to tidy the churchyard before Carl mows the grass. Volunteers will be welcome to come for any length of time and will need rakes and/or secateurs. If anyone can offer the use of a trailer that would be most useful as well. Please ring me on 01386 750936 with any offers of help.

[4. Planning Applications](#)

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

Birlingham Parish Council May 2015

Lower End Farm, Berwick Lane: Demolish existing garage and erect a three bedroom holiday home (Case No. 15/00839). Awaiting decision by Wychavon District Council. (Consultation period ends on 29th May.)

The following planning application has been determined by Wychavon District Council: **The Paddocks**, Broadway Road: Prior approval application – change of use of agricultural building to dwellinghouse use and associated operational development (Case No. 15/00432). Approved.

[Birlingham News 80 14 May](#)

The new Parish Council meets next Wednesday, with a parish meeting immediately beforehand.

In this issue:

1. Annual Parish Meeting, 20th May
2. Wychavon Parish Games

[1. Annual Parish Meeting, 20th May](#)

The Annual Parish Meeting will take place on Wednesday 20th 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_2015-05-20A.pdf and www.birlingham.org/pc_info/pc_agenda_2015-05-20B.pdf. The minutes of the last Annual Parish Meeting on 21st May 2014 are at www.birlingham.org/pc_info/pc_annual_2014-05-21.pdf and the minutes of the last Parish Council meeting on 18th March are at www.birlingham.org/pc_info/pc_minutes_2015-03-18.pdf.

[2. Wychavon Parish Games](#)

Denise McGowan has again volunteered to co-ordinate Birlingham's entry in the Wychavon Parish Games this year. Events include Angling, Bell Boating, Bowls, Crib, Cross County, Ladies' and Men's Darts, Dominoes, Men's Five-a-side, Petanque, Pool, Ladies' Rounders, Skittles and Junior and Senior Table Tennis. Dates for the one-day events are given at www.birlingham.org/docs/pg_2015_dates.pdf.

Last year Birlingham entered teams for Men's Darts and Skittles. Despite only entering two events, we finished in 29th place (out of 31), but there's plenty of room for improvement this year! If you would like to join one of the teams, or better still organise a specific team, please contact Denise on 01386 750443.

More information is available at www.birlingham.org/docs/pg_2015_letter.pdf and the results of last year's games can be viewed at www.birlingham.org/docs/pg_2014_results.p

APPENDICES - as per agenda

NALC – Financial Topic Note F03-15

Local Audit and Accountability Act 2014 Commencement Orders

Introduction

The latest in a series of Commencement Orders (No 7) was promulgated last month. For all practical purposes, the provisions of the Act are now fully in force as affecting local town, parish and community councils.

Current Position

Under the Act, despite the abolition of the Audit Commission on 31 March 2015, all existing external audit arrangements and appointments continue until the end of the Financial Year 2016/17. Annual Returns will continue to be issued to Local Councils by their present external auditors and should be returned to them as previously.

FUTURE CHANGES

The majority of changes to external audit arrangements and appointments will take effect from the Financial Year 2017/18 (commencing 1 April 2017), although the Act does provide for the existing external audit contracts in the event that the new arrangements are not implantable in accordance with the timetable envisaged. This is unlikely to be necessary, but cannot be totally ruled out.

The new (post 1/4/18) appointments will be made, in accordance with the ACT, by a new Audit Appointments body (currently referred to as the Sector Led Body – SLB). This is currently being worked up by NALC and SLCC in association with the Association of Drainage Authorities and other (small authorities) representative bodies.

Briefly, all local authorities will be contacted by the SLB during 2016 to confirm (or otherwise) their wish to be part of the central appointment arrangements or (as allowed under the Act) whether they wish to opt out and make their own external audit appointments. These arrangements apply to all Local Councils with Income and Expenditure less than £6.5million pa.

Local Councils with Income or Expenditure (whichever is the higher) less than £25 pa will be exempt from external auditor (but will still have an external auditor appointed for the purpose of the exercise of electors' rights). All other councils will experience little or no change to their external audit arrangements, save only that their external auditor may change as a result of the new audit contracts under the SLB arrangements.

Smaller Authorities

Smaller authorities (those under £25K) should note that their **entitlement to exemption from external audit does not commence until F Y 2017/18**, but in the meantime they are (from 1 April 2015) subject to the mandatory publishing of the Transparency Code.

To ease the financial effects of this additional burden on smaller authorities, government have recently signed off on the establishment of a **Transparency Fund** (worth £4.7 million), to be administered by NALC through its County Associations. The precise mechanics as to the eligibility and disbursement of the fund will be wide publicised as soon as they have been finalised.

NALC – Legal Briefing L02-15

Introduction of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 – transparency obligations for parish councils with an annual turnover not exceeding £25,000 (England only)

The Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494, which come into force on 1 April 2015, will make compliance with the Transparency Code for Smaller Authorities ("the Code") issued in December 2014 mandatory for parish councils and other smaller authorities with a turnover not exceeding £25,000.

Code of Conduct and dispensations

England

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.

b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

d Dispensation requests shall be in writing and submitted to the Proper Officer (Clerk) as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the council, or committee or sub-committee for which the dispensation is required] and that decision is final.

f A dispensation request shall confirm: i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates; ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote; iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and iv. an explanation as to why the dispensation is sought. Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required].

g A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies: i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or ii. granting the dispensation is in the interests of persons living in the council's area or iii. it is otherwise appropriate to grant a dispensation.

Notes from the informal meeting held on Wednesday 15 April 2015 – see separate page

Birlingham Parish Council

Notes from the informal meeting held on Wednesday 15 April 2015

at Lower Farm Office

Councillors:

Councillor Morris
Councillor Hill
Councillor Aston
Councillor Comins
Councillor Yates

Present:

Clerk

Apologies for absence:

Councillor New's apologies were accepted due to the Flower and Produce Show meeting.
Councillor Conder's apologies were accepted as he was out of the country.

1. Reasons for the meeting

The Chairman had called the meeting to discuss the Survey and to progress both the Survey and the covering report. A draft would be prepared and the target for finalisation would be the end of April.

2. Welcome

The Chairman welcomed everyone to the meeting. He thanked all the member's both present and absent for their time and their contributions to the Survey.

The Chairman and those present all thanked Councillor Yates for his hospitality and their gratitude for what he had done both on the Survey (version 1) and the covering report (background and explanation).

3. Collation of Councillors suggestions and proposals

The Chairman thanked Councillor Yates for starting the draft for the survey (V1) on a spreadsheet and a covering report and also the other members for their ideas. Councillor Conder offered to 'test' the survey once initially drafted. All the topics were debated. i.e. the survey should not be too long, attempt to get it onto two sides of A4, clearly laid out, the use of tick boxes, who would receive the survey (per household or each resident, should it be anonymous, not to put in topics over which the Council has no control, influence or can't deliver e.g. a village shop although village development and expansion may be a good idea, the way in which the results are analysed look more toward environmental things such as open spaces, traffic flows and speeds for example).

3. Agreement on subject headings

With each section, the Councillors agreed the need to ask three questions: Why are we asking this? How are we going to analyse the responses? What are we going to do with the results? The Why determines whether we need to ask the question in the first place, the How helps us to phrase the question in a useful way, and the What tells us how important the question is and therefore how much detail is required.

Need to decide how the results are going to inform the Parish Council on the usefulness of a Neighbourhood Plan, as that was the initial reason for doing a survey.

It was agreed that the content of the form was going to be the time-consuming part so it was suggested that having decided on the topics and questions it may be delegated. The topic headings were:

Purpose (why)
Eligibility

Distribution & Collection
Timing
Explanatory Text
Layout & Design
Preparation
Analysis & Results
Consultation
Content

4. Further agreement

The survey would be up to 4 A4 pages. Approximately 1000 sheets of paper would be printed. Envelopes would need to be provided. Councillor Hill was tasked with costings. The survey would be confidential.

5. Conclusion

The task of updating the draft survey (V2) to date would be actioned by Councillor Yates. He would make the agreed changes and edits as discussed and reword some of the questions. He would also include a map for references of the village settlement area, parish boundary and conservation area. This would then be distributed to all Councillors for further consideration, comments and/or changes. All Councillors would be delegated the task of contributing to the draft survey. This was a survey to inform organisations not just for the Neighbourhood Plan. It was estimated that 150 houses would be contacted. Could BVH letterbox be used to collect replies? The final draft would be agreed and then the 'Survey' would be printed and distributed to all residents by 1 June and to be returned by 30 June. Responses would be chased up between 1 July and 14 July. Another meeting in mid-August to present the results. There would be a written executive summary highlighting the main points.

5. Closure - with nothing further to discuss the meeting closed at 10.20 pm. The next Parish Council Meeting is the Annual Council meeting on Wednesday 20 May 2015 at 7.30pm. This Extraordinary meeting will be agreed and signed at the Annual meeting. The Annual meeting will include a summary of the Survey to date.

Signed: **Councillor Steve Morris, Chairman**

Date: