AGENDA

Birlingham Parish Council

June Hiden, Lamorna, Broadway Road, Birlingham
birlingham_clerk@yahoo.co.uk

To Members of Birlingham Parish Council
You are duly required to attend the next meeting to be held on
Wednesday 18 March 2015
Village Hall
7.45pm

Welcome

Present

Apologies for absence

1) 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.

(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)

2) Minutes of the previous meeting **Appendix 1*
To consider the minutes of the meeting held on 21 January 2015 and minutes to be approved.
To note that the minutes of the November 2014 meeting, that have already been agreed, incorrectly state in Item 6 b) 2013/2014 when they should read 2014/2015.

3) Democratic Opening

4) Progress Reports
a. Footpath Warden
b. District Councillor (if not present request written report)
c. County Councillor (if not present request written report)
d. Clerk

5) Planning
a. Report on outstanding planning applications
b. Applications granted/refused

6) Financial Matters

a. Bank balance

b. The Accounts for 2014/2015 for resolution

c. Receipts

£60.00 – Worcestershire County Council
£140.00 – Worcestershire County Council

Payments –
£900.00 – New Homes Bonus allocated to Birlingham Cricket Club (cheque 325)
£500.00 – Clerks pay (cheque 327)
£25.00 – Clerks expenses (cheque 328)
£60.00 – Lengthsman November (cheque 329)
£140.00 – Lengthsman December (cheque 331)

d. Future payments

£21.00 - BVH for 2 February 'plan' meeting (posted into BVH letterbox) (cheque 330)
£140.00 – Lengthsman January
£125.00 – HM Revenue & Customs (Jan, Feb, Mar)
£500.00 – Clerks pay
£25.00 – Clerks expenses

e. CALC subs – calculations as per CALC Issue 4

For note:
CALC Quotes "The Executive Committee confirmed its proposal to increase subscriptions for 2015-2016, at the meeting on 21 January. The fee will be 43.08 pence per elector, capped at an electorate of 1,306. The NALC affiliation fee will be 5.6 pence per elector, but this is not capped".

f. Enclosing the year end accounts in the Minute Folder as a record. Coincides with the legislation changing on the electronic version.

Agreement on the following:

- The hardcopy of the Audit return (once finalised by the auditor) to be attached to the May Annual Parish Council minutes, possibly from the next meeting?
- Do we want the hard copy of the spreadsheet as well?
- Changes in the law requiring publication on a Parish Council website (Birlingham has its own website) ****See Appendix 2**

g. Precept clarification/explanation – the budget requirement to WDC is combined as precept and grant and the audit receipts for this financial will show this separately.

(The figures for the Precept are £4,882 an increase of 1.26% over last year. Band D £30.18 an increase of £0.59 (the Budget request of £5061 is reduced by a grant of £179 to give our Precept – the charge to parishioners).

h. Draft budget in November

Agreement on following:

- To discuss *draft budget* in November but make budget decision in January when all figures are available?
- Move Parish Council meeting to 2nd week of January, if necessary?

i. Provisions (Litter Pick bursary, Tree from Litter Pick, Plane Tree, Election)

Agreement on following:

- Look at setting up a deposit account to hold the total of the provisions?

7) Agendas and summons by email ****Appendix 3**
Discussed at July 2014 meeting and Members agreed to accept the agenda if they had an email address. Clarify again that the agenda includes the summons and put in writing by each Councillor on a note to be attached to minutes. Signature or initials, date

and email business address to be obtained. Standing Orders to be reviewed at May meeting will include layout of agenda and how summons is written.

8) Village meeting to decide on a Neighbourhood Plan
Briefing notes *Appendix 4

Update from 2 February meeting. Survey. Further progression.

9) Litter Pick
Update. Date is Saturday 21 March with the following week as an alternative, plan b. Carl is available to collect full sacks and place on village green ready for collection on Monday.

10) Jubilee Wood
Update from Jubilee Committee and Tree Warden

- Successful in getting some replacement trees for the Jubilee way. Should have been 105 arriving with Warden before 2 March?

- Will we need to ask for volunteers to help with the replanting?

11) Village emails and website still 'owned' by Parish Council
Update from Jubilee Committee

Village emails

- Are Councillor's still happy with Village emails (regular events, announcements, general info, businesses) and therefore including:-
  - Promotion of regular events (e.g. Cuppa & Chat, church services)
  - Include deaths when it's someone from village or connected with village
  - Include more general information when it's likely to be of real interest to the community
  - Do not promote businesses unless they can be classed as an 'event'

Are members in agreement that the Parish Council emails are acceptable in their present format?

Website *Appendix 5

- Are members happy with Parish Council website:-
  - Website (advertising and anything else anyone wants to mention)
  - future adverts on right of Home page, with the ads scrolling each day
  - Jubilee Committee (to agree) that they incorporate the Website Group – make suggestion once the advertising revenue starts coming in.

Make the Jubilee Committee a charity.

Are members in agreement that the Parish Council website is acceptable with the present format and the future proposals?

12) New Homes Bonus

- Update from BVH – Chairman confirmed (8/2/15). A commercial quality Samsung microwave is now installed in the kitchen.
- Wychavon website states only £233 available to draw down. No knowledge of the future with NHB until after May.
- Approached by Jubilee Committee; trestle tables

13) Archiving Minute Book *Appendix 6

Agreement from Members to archive the last minute book (folder) with the Records Office. Last deposit was March 2010 (1975 – 1993) now wishing to deposit November 1993 – November 2009 (have another folder but possibly still useful for reference as recent years)

14) Council's Healthcheck *Appendix 7
Member's discussion and agreement on whether to have CALC healthcheck. Clerk to action / do any members want to attend?

15) Community Grant - BVH
Request from BVH to support their application to provide Broadband in the hall. Discuss.

16) Councillors' reports and items for future agenda

17) Closure and next meeting on 20 May 2015 which is the Annual Council meeting at 7.30pm preceded by the Annual Parish Meeting *Appendix 8 at 7.00pm

Clerk
March 2015

Appendix 1 – Draft minutes
Annex A of the transparency Code summarises the information to be published.
Draft minutes must be published no later than one month after the meeting has taken place.

Appendix 2 – Changes in the Law Legal Topic Note 5 – item 20
Legal Topic Note 5 refers to the Transparency Code for Smaller Authorities, which will require councils with an annual turnover not exceeding £25,000 to publish specified information on a website publicly available free of charge. Turnover is the greater of receipts or payments.

The Code suggests at paragraph 32 that the website could be the council's own, or that of its billing authority. In Worcestershire, parish and town councils may all use the dedicated web pages on the County Council's web site.

Annex A of the code summarises the information to be published, most of which is to be published by 1st July each year.

The information to be published by 1st July is that contained in the annual return to the external auditor, plus a list of payments above £100, a list of councillors and details of public land and buildings owned by the council.

It is expected that parliament will approve regulations making the code mandatory by the end of March, and that the requirement to publish agendas and minutes on a web site will begin in April.

Appendix 3 – Email the agenda
CALC ISSUE 6 18 February 2015
Quotes "Email the Agenda – a Great Leap Forward

Parish and town councils may now lawfully issue the summons to meetings and the agenda by email, but only in England. You will be thrilled to know that what councils have been doing for years received Eric Pickles's fiat on 30th January, except in Wales.

NALC has revised legal topic note 5, Parish and Community council Meetings, in which paragraph 17 refers to this great innovation".
17. Service of summonses and agendas by email has long been accepted practice for many councils in England and Wales. However, service by electronic methods (such as email) did not comply with legislation. Only service by postal delivery or delivery by hand complied with the

1972 Act. The Local Government (Electronic Communication) (England) Order 2015 ("the 2015 Order"), which came into force on 30 January 2015 changes the legal (if not the practical) position in England. It amends paragraph 10(2)(b) of schedule 12 to the 1972 Act to permit email service of the summons and agenda. Councils must obtain a councillor's consent to email service and to the email address that they will use. A councillor can withdraw consent to service by email at any time. The legal (and practical) position remains unchanged in Wales".

It is expected that parliament will approve regulations making the code mandatory by the end of March, and that the requirement to publish agendas and minutes on a web site will begin in April.

Appendix 4 – Neighbourhood Plan (NP)

- What is neighbourhood planning - Neighbourhood Planning is a new system which is intended to give local communities more say in planning the development of their area. Neighbourhood planning is voluntary, so that a NP will only be made for a given area if a local council (parish or town) or local group takes the initiative to prepare one.
- Neighbourhood area - A NP covers a neighbourhood area. This is an area designated as such by the local planning authority (LPA). A designation must be initiated by a "relevant body" i.e. a local council. To qualify as a relevant body, a neighbourhood forum must: be established to promote or improve the social, economic or environmental well-being of the area; to open to membership to people who live or work in the area or are elected councillors of a principal local authority which includes the area within its boundaries; have a written constitution, have a minimum of 21 members.

Briefing Notes….
NP Meeting
Steve Morris, Chair - The 'plan' idea was a process that the PC started about 3 years ago as a Parish Plan but the Government changed its policies and now there is a process for a Neighbourhood Plan.
Chairman introduced Andrew Ford, Senior Policy Planner from Wychavon District Council and thanked him for his attendance.
Andrew explained his background. He has worked and been involved in the production of the SWDP and has guided its development up to 2013. He also supports communities in producing NP's.
WHAT are NP's?
He went on to give an un-bias opinion on NP's - There are 1/2 dozen up and running. 1/2 dozen interested parishes. Cleeve Prior and North Claines are at draft plan stage.
2011 the Localism Act was introduced and NP's came about. It is a legal document carrying legal weight as opposed to a Parish Plan which doesn't.
NP - driven by regulations. It is specific to the community. Has to be positively prepared i.e. have a vision, policies, a need for a site for a particular use e.g. a village hall, housing development (over and above the SWDP)
Topic specific re design
Process requires key stages
PC lead
Consultation
Draft plan - 6 weeks
Consultation
Submit to WDC
Independent examiner to decide on referendum.

WHY -
Do you need a plan? What are the pressures?
Birlingham is a 4b category village - so effectively mean WDC would not seek development
Conservation
Environmental issues
Design
Could be more 'topic based'
Housing needs survey - parish council to do
Rural exception site to understand the needs if any

Grants available from Government at least into next financial year WDC to match with £8000 Volunteer's time
Could cost up to £15000
Time consuming
Extra funding
Free advice from Planning Aid
Again positively prepared (was reiterated)
2/3 years timescale
Cost comes with getting evidence
Is there an issue (s) to be addressed (said again)
Parish Plan still have actions or evidence
SWDP has a design policy
Residential Design Guide is being reviewed

There was a question and answer session

It was proposed that we could go ahead with a Neighbourhood Plan.
Vote took place - The vote was tied
A further proposal was that we start by conducting a survey of the village to identify our needs.
This was carried with no votes against.

Village survey

SUMMARY:
Pros and Cons summary of undertaking a neighbourhood plan.
Pros
- carries real legal weight as part of Local Plan (SWDP)
- planning applications and appeals determined against it
- certainty re community-led/supported development – fewer objections; speedier action

Cons
- technical, formal process
- time, responsibility, commitment
- uncertainly re available support
- uncertainty re cost

Appendix 5 - Website

Since May 2012 the number of pages viewed is nearly 24,000
Had over 9000 visits, of which first-time visitors are estimated to be about 1500.
The number of visitors is rising steadily each quarter, particularly over the last year.
Searching for 'Birlingham' on Google consistently results in birlingham.org being in the top three results, and most of the time its number 1

Appendix 6 – Archiving Records

Our reference: U560/01/01/04H

Dear June Hiden
Thank you for your enquiry regarding the deposit of Birlingham Parish Council minutes. We would be pleased to accept your offer to deposit records with us. They will be stored here in The Hive and, after processing, made available for public perusal.
If you are able to bring the deposit to The Hive yourself, you are very welcome to bring it directly to the 'Explore the Past' desk on Level 2 during our opening hourshttp://www.worcestershire.gov.uk/info/20207/visiting_us/1053/opening_hours_and_travel_information
If you would prefer to make other arrangements for getting it to us, please get in touch with us again.
You will be asked to complete and sign a short Accession Form, one copy of which will be returned to you for your records. This form asks for a brief description of the items and information about its creators and owners. It also asks on what basis you (or the individual/organisation on whose behalf you are acting) are making the deposit (e.g. as a gift or loan), what you would like us to do with any material we are unable to

keep, and its copyright status. The information you provide will help us create a more comprehensive catalogue of your deposit, and determine how members of the public will access and take copies of the material. It is understood, though, that you may not have all of this information available, and staff will be able to assist with the forms.
Thank you again for thinking of us in this regard.

Yours Sincerely,
Charlene Taylor

Charlene Taylor, R.M.A.R.A.
Archivist
Worcestershire Archive & Archaeology Service, The Hive, Sawmill Walk, The Butts, Worcester, WR1 3PD

Tel: 01905 822866
Email: archive@worcestershire.gov.uk
archaeology@worcestershire.gov.uk
Website: www.worcestershire.gov.uk/waas

Appendix 7 - Healthcheck

CALC ISSUE 4 5th February 2015 - Council Healthcheck

Quotes, "From June next year, CALC will be offering a new service to member councils at no extra cost.
We will come to you to give your council a healthcheck and procedural audit to ensure that you fulfil all the basic requirements for a well-run council. The check will be comprehensive, and we will produce a report highlighting the positive aspects of your council and making any suggestions for improvement. We don't expect the check to take up a huge amount of your time.

Please let me know if you are interested, and we can start booking some dates".

Appendix 8 – Annual Parish Meeting

Annual Council Meeting after the Election. Most parish and town councils in Worcestershire have their ordinary election on May 7th this year. For those that do, of course, your annual council meeting has to take place between the fourth day after the election and the fourteenth day after that, rather than on any day in May, as in other years. Definitive guidance from NALC that this period is calculated using the ordinary rules for council meetings, and so the annual council meeting has to take place between 12th and 29th May, omitting from the calculation Sundays and bank holidays.