NOTICE

Birlingham Parish Council

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

To Members of Birlingham Parish Council

You are duly summoned to attend the next meeting of Birlingham Parish Council
to be held at
7.00pm
on
Wednesday 20 July 2016
at
Birlingham Village Hall

Agenda

Welcome

Present

1) Apologies: To receive apologies and to approve reasons for absence.

2) Declarations of Interest

   a) Register of Interests: Councillors are reminded of the need to update their register of interests.
   b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
   c) To declare any Other Disclosable Interests in items on the agenda and their nature.
   d) Written requests for the Council to grant a dispensation (S33 of the Localism Act 2011) are to be with the Clerk at least four clear days prior to a meeting.

   Councillors who have declared a Disclosable Pecuniary Interest, or Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

   Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

3) Minutes of the previous meeting

   To consider the approval of the minutes of the meeting held on 11 May 2016. (Attached)

4) Casual vacancy – Co-option of 7th Councillor
   Following the resignation of Councillor Conder, the application(s) for co-option have been viewed by all Councillors.
   To Co-opt a Councillor.
   To sign the Declaration of Acceptance of Office
   Register of Members' Interest form to be completed and returned to Wychavon District Council before the next meeting.

5) Democratic Opening
   The meeting is adjourned for Public Question Time.

6) Progress Reports: for information
   a. Footpath Warden
   b. Tree Warden
   c. District Councillor (if not present request written report)
   d. County Councillor (if not present request written report)
   e. Clerk

7) Planning
   a. Report on outstanding planning applications
   b. Applications granted/refused
   c. Planning application suffix – see appendix 1
   d. Procedures/guidelines – Chairman to update

8) Financial Matters

   a. The Accounts for 2015/2016

      i) Bank balance.

      ii) Receipts - none

      iii) Payments agreed:–

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

   b. Future payments for consideration

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

      £104.00 - Parish Council meetings 2016/2017
      £45.00 - VDS meetings

      £72.00 - Lengthsman (April)
      £128.60 - HMRC (April, May, June) (439)
      £514.90 - Clerks pay (April, May, June)
      Clerks standard expenses (Quarterly April, May, June)
      £55.11 - Clerks expenditure (April, May June) (breakdown provided)
      £96.00 - Lengthsman (May)
      £72.00 - Lengthsman (June)

9) Community Provision

Report on progress - agreed in principle in January. Discussion took place in May on the 'rules'/ procedures. Councillor Hill and Councillor Allen would look at the various concepts of the application process / rules and draft.
To be agreed.

10) Historic audit and accounts

To agree the storage of the audit and accounts from previous years.

11) Standing Orders and Council's Procedures

Report on progress on the following:

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

- Handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

12) Councillors' reports and items for future agenda

Village Design Statement update – Councillor Hill
Printer/scanner for Clerk – update on application through Transparency Fund – Chairman
Berwick Lane - Chairman
Any reports or future agenda items?

13) Date of next meeting - To confirm the date of the next meeting which is scheduled for Wednesday 21 September 2016 at 7.00pm.

Signed

June Hiden
Clerk to Birlingham Parish Council

Date:

Appendix

Appendix 1. Planning application suffix

What do these suffix codes mean? Code Description

AA -Advertisement consent for signage.
AB - Prior approval for agricultural/forestry/proposed road.
CA - Conservation area consent. These are proposal with demolition of buildings within a conservation area.
CAA - Certificate of Appropriate Alternative Development Land. These are applications relating to compulsory purchase CM/DD These applications belong to Worcestershire County Council but a copy is submitted to us as a consultee due to the application being situated within our District. The same would apply to other district councils.
CU - Change of use of buildings or land.
DB - Prior approval for demolition of buildings.
DD - Worcestershire County Council applications. However, they notify us of the application as a consultee to comment.
DW3 - These are applications on land owned by Wychavon.
DW4 - These are applications on land GPDE Prior Approval Householder Larger home extensions – 42 day decision deadline. GPDA, IA, J, K, M, MA, MB, C, N, O, P, Q, R , S, T, E, J Prior Approval – 56 days decision deadline (see Prior Approval at the end of this glossory). HAZ Hazardous Substances Consent.
LB - Listed Building Consent application relating to internal and external works to buildings.
LUE - This is a legal document stating the lawfulness of past or present of operational development. It is not a planning application. The issue of a certificate depends entirely on factual evidence about the history and planning status of the building or other land and the interpretation of any relevant planning law or judicial authority. The responsibility is on the applicant to provide evidence to support the application.
LUP - This is a legal document will give the reason for determining the use or operation to be lawful and specify the date of the application for the certificate.
LULB - Certificate of Lawfulness for Listed Buildings 12 Code Description.

NM - Asking for changes to original planning permission and seeking to see if planning is required on the proposed changes.
OL - Prior Approval for electricity companies for installation or changes to electricity overhead lines.
OU - Outline is an application asking in principle if a development is possible on the site outline in red. When applying you can reserve matters for which approval is being sought when determining on the proposed outline. At the bottom of the first page of the form you will see Description of the Proposal – None – Access – Appearance – Landscaping – Layout – Scale PN Full planning permission.
PO - Planning Obligations (also known as Section 106 agreements). These are private agreements made between local authorities and developers can b attached to a planning permission to make acceptable development which would otherwise be unacceptable in planning terms.
PP Householder type developments such as porches, extensions, conservations.
RM - When an outline application has been approved then a reserve matters that were not determined as part of the outline can now be done on a Reserve Matters application.
SO - Screening/Scoping Opinions A screening opinion is the process of deciding which projects require an Environmental Impact Assessment (EIA) to identify those projects that are likely to have significant effects on the environment A Scoping opinion is when a development may ask the local planning authority for their formal opinion on the formation to be supplied in the Environmental Statement (ES). The provision allows developers to be clear about what the local planning authority considers what the main effects of the development are likely to be and, therefore, the topics on which the ES should focus
TC - Telecommunication applications for mobile antennas, masts etc. Prior Approval Means that a developer has to seek approval from LPA that specified elements of the development are acceptable before work can proceed. The matters for prior approval vary depending on the type of development and these are set out in full in the relevant parts in Schedule 2 to the General Permitted Development Order.
LPA cannot consider any other matters when determining a prior approval application. The regulations state consultations on these is a site notice (no press advert) and only consultees relevant to the application i.e. Bio diversity issues, Environmental issues). Parish councils or neighbours are not consulted however, if they wish to make a comment they can if they wish to.