Birlingham Parish Council

Minutes of meeting held on Wednesday 16 November 2022

In Birlingham Village Hall

draft

Councillors:

Councillors Aston, Byrne, Cook, Griffin, Luff, Porter and Yates.

In attendance:

District Councillor Ron Davies and Clerk, June Hiden.

Welcome – The Chairman thanked everyone for attending.

1. Apologies for absence

Apologies were tendered by County Councillor Adrian Hardman. Apologies given by the Footpath Warden Bruce Hayward, Lengthsman Carl Brassington and Tree Warden Rupert Keys.

2. Declaration of Interest

a) Register of Interests: Councillors are reminded of the need to update their register of interests.
b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
c) To declare any Other Disclosable Interests in items on the agenda and their nature.
d) Written requests for the Council to grant a dispensation (S33 of the Localism Act 2011) are to be with the Clerk at least four clear days prior to a meeting.
e) Dispensation forms have been received from all Councillors for the term of office ended May 2024.

Note: Councillors who have declared a Disclosable Pecuniary Interest, or Other Disclosable Interest which falls within the terms of paragraph 12(4) of the code of conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

3. Minutes of the previous meeting

The Minutes of the meeting held on 21 September 2022, a copy of which has been circulated to all Councillors, was agreed as a true record and duly signed by the Chairman.

Democratic Opening

The meeting was adjourned for public question time. There was nothing to report.

4. Progress Reports

a) Footpath Warden:

i. Footpath 510 (The Avenue to Withy Walk) – obstruction removed and finger post replaced.

The finger post is missing in Upper End and the 'hole' in the hedge has grown over at Footpath 501 (above Hills Cottage).

b) Tree Warden:

i. There have been a few branches falling from trees between the cricket pitch and Court House. If the residents / landowners of Birlingham could keep a check on overhanging trees and fallen debris especially at this time of year it would help in identifying any further issues with tree health and also keep highways clear.

ii. It was noted that some clearance down past the shooting ground had taken place over the last month or so. Unfortunately, all the debris had been piled up into the ditch. Please could this be removed by whoever placed it there as soon as possible.

Councillor Aston to publish a message in the Birlingham News for a replacement Tree Warden. The Parish Council would like to hear from anyone who would be willing to volunteer for this role which is not onerous and to contact the Clerk.

c) Lengthsman – see ***Appendix 1***

i. Nothing exceptional further to report for meeting.

d) District Councillor:

i. There is a special District Council meeting this evening to approve the recommended changes to polling stations following the Boundary Commission Review.

ii. SWDP review is ongoing. The 3 Councils to agree going forward. Wychavon District Council do not have a 5year land supply in place. The Planning Department is in turmoil with too many appeals; cost to the local authority and officer time.

e) County Councillor – no report.

f) Clerk - See ***Appendix 2***

5. Planning

a) Planning applications pending: -

i. W/22/01882/FUL - Lower End Farm Berwick Lane WR10 3AD

Demolition of garage (with planning approval) and construction of replacement visitor accommodation as alternative.

Applicant – Mr and Mrs Keys

Parish Council comments:

"*The Parish Council view is that they have a responsibility to support local enterprises which often need to diversify to continue to be viable, subject to there being no or acceptable levels of impact to local amenity and environment. We see that the proposal and its stated use for visitors for the training facility would aid this enterprise considerably. So, the Parish council do not object to the proposal, provided the appointed planning office attaches appropriate conditions to the consent.*

The Parish Council would like the planning officer to consider imposing a condition that the development approved shall only be used as ancillary to the dwellinghouse known as Lower End Farm. (Possibly with the reason to define the permission in the interests of the amenities of the locality in accordance with policy SWDP21 of the South Worcestershire Development Plan, or indeed our policy reference)

Alternatively, as the existing predominant use appears to be that of a farm/landscaping, impose an agricultural tie on the proposed development."

b) Applications granted: -

i. W/22//00841/HP - Nafford Parva, Nafford Road, Eckington WR10 3DJ

Demolition and replacement of existing garage and proposed new boat shed

Applicant - Mr & Mrs Anderson

Parish Council comments:

"*The Parish Council do not have any specific objections to the application. However, the Parish Council do have one observation which, if possible, we would like the planning officer to consider placing as a condition of the approval and it relates to the garage/office element. The Parish Council note that the new garage/office includes a shower room, and we would ask you to consider stipulating that the accommodation cannot be used as a residential dwelling, whether used in tandem with the main property or as a separate residential dwelling*."

Approved – 18 October 2022

c) Enforcement: - none

6. Financial Matters

a) The Accounts for 2022/2023

i) Bank balances - current is £11,052.58 as at 14 October 2022 and Business saving balance is £8,292.09 as at 10 October 2022.

ii) Receipts

i. £3,617.00 – Wychavon District Council (£3,528.00 Precept 2 and £89.00 grant)
ii. £97.50 – Worcestershire County Council

iii) Payments agreed: –

i. £55.00 - Internal Audit (673)
ii. £100.00 - Wychavon District Council Jubilee Funding to Jubilee Committee (679)
iii. £210.00 – Lengthsman June 2022 (662)
iv. £120.00 – Lengthsman July 2022 (667)
v. £97.50 – Lengthsman August 2022 (669)
vi. £155.00 - Clerks PAYE April, May, June (663)
vii. £620.00 - Clerks pay April, May, June (670)
viii. £104.28 - Clerks expenses April, May, June (671)
ix. £155.00 - PAYE July, August, September (666)
x. £20.00 – Birlingham Village Hall – July 2022 (668)
xi. £20.00 – Birlingham Village Hall – September 2022 (672)
xii. £125.00 – additional charge for kiosk refurbishment (item 10 below)

Note: £25.00 – Birlingham Village Hall – October 2022 / Airband meeting (cancelled)

b) Future payments for consideration

i. £2,515.00 – Telephone kiosk (deposit paid July - £1,775 Additional charge for delivery paid September - £125) balance outstanding

Councillor Hardman's funding of £1775 received. Funding from Jubilee Committee and Bystander £250 each pending

ii. £105.00 – Lengthsman September
iii. £165.00 – Lengthsman October
iv. £20.00 - Birlingham Village Hall – November 2022
v. £20.00 – Birlingham Village Hall – January 2023
vi. £155.00 – Clerks PAYE – October, November, December
vii. £620.00 – Clerks pay – October, November, December
viii. £104.28 – Clerks expenses – October, November, December

Payment to Rupert Keys for gravel around the bench – previously discussed as necessary groundworks. Estimated as £60.00 on 16 November 2022 in conversation with Rupert. Agreed.

Payment for contractor for phone box base prior to re-siting. Need to obtain quotations. Agreed.

c) Projects – deferred to the Budget setting: A pre-budget meeting has been held. Consideration to be given to the following:

To commence with discussion on level of balances it is appropriate for the Council to hold.

- Precept request / application to be considered for January submission
- Grant is confirmed as £179.00

Included discussion–

- Clerks pay, PAYE and expenses – quarterly payments as per financial year and in line with RTI
- Charities
- Car allowance – 40 pence per mile (Adoption of Local Authorities (Members' Allowances) (England) Regulations 2003
- Insurance due in May – included discussion regarding increase to insurance premium to cover assets
- CALC's fees – consider any increase in subscriptions
- Village Hall charges
- Training

The budgeted figure was agreed. Still waiting Wychavon District Council's budget summary.

- Projects and provisions:

Plane tree (Tree Preservation order) – tree surgeon pruning/ concerns/insurance.

The Parish Council revisited the minutes from 2013 in which it was found that the ownership of the plane tree was unclear. This position is further supported by research confirming that the village green is not common land. Members therefore believe Highways should be responsible for the tree due to the adopted roads that surround its location on the village green. Discussion took place regarding the state of the tree which is subject to a Tree Preservation Order. For reasons of driver visibility and safety and to aid access to the Millennium Bench it would be helpful to employ a tree surgeon to undertake lifting of the canopy. The tree surgeon could also conduct a general survey of the tree at the same time. Although the Parish Council do not own the tree, they decided that for the benefit

of the village they would get quotations for this work and depending on the cost, fund the necessary work from council reserves.

Quotations requested by the Clerk from BlueSky, Stuart Blunson and Chris Radbourne.
The Chairman has also had a conversation with BlueSky who did work in the churchyard. The arborist (Luke) said he had already looked at the tree while working in the village. He suggested a crown lift and to reduce the size of the tree given its age. He has been asked to give a quote.

Insurance for assets and third-party cover, including plane tree.

The transfer of £500.00 from the business account to the deposit account has been actioned.

Financial Officer and Clerk to summarise the agreed precept for 2023/2024 and circulate together with the provisions (plane tree, election and community) and the projects.

Lengthsman (Worcestershire County Council set target)
Footpath Warden – budget comes through WCC

d. External Auditor – CALC Update 22-17 External Auditor
The SAAA have published the External Audit Contract information on their website that details which External Auditor has been allocated to Counties in England. This will cover the period of the Contract 2022/2027.

All Town and Parish Councils should now be notified by their External Auditor to inform them that they have been appointed for the contract period.

Worcestershire will again be served by PKF Littlejohn.

7. Millennium Bench

Councillor Cook gave an update. The carpenter/restorer, Ian and Rupert Keys have met. The carpenter has a template and both have assisted each other so that the bench can be returned and installed in early December. The carpenter has asked where the engraving on the bench should face and it was agreed as towards the memorial. Rupert has constructed the base for the bench around the time capsule on the village green. The Parish Council thanked Rupert Keys for volunteering his time and effort to do this.

8. Full Fibre Broadband (Fibre to the Premises – FTTP)

The Chairman gave an update. As previously reported, the Parish Council has been working with Airband to bring Full Fibre broadband to Birlingham much earlier than the government's general rollout which continues to be pushed back according to recent media reports. Airband have already completed many successful Full Fibre projects in Worcestershire and are planning to install Full Fibre in Birlingham (and Defford/Besford) provided there is sufficient interest from residents. With more than 70 Birlingham residents having already registered their interest in being connected via Airband's website, the Parish Council believe there is sufficient interest to ensure the project goes ahead. A further message will be put in the Birlingham News to encourage interest explaining that Airband are paying for the installation so there is no cost to residents and that registration does not commit to using their service.

The latest update is that Airband will start to install the Full Fibre infrastructure in January or February.

9. Telephone Kiosk

Councillor Cook gave an update. The telephone box has now been fully restored by a specialist company and will be returned to its original position opposite the village hall. The gardener for The Old Shop will cut the overhanging ivy back. A new concrete base will be constructed. The exact measurements for the base have been sent through by the restoration company. Once the base is in place the box can be returned and installed before Christmas.

10. Remembrance

Councillor Griffin represented the village by placing the poppy wreath during the Friday service on the village green. Councillor Cook represented Birlingham at the Sunday service in Eckington. It was a disappointing turnout in Eckington with only 4 wreaths in total. Both Councillors were thanked for their time.

The agreed budgeted amount of £55.00 for the 2 wreaths will be sent to the Royal British Legion. Clerk to action.

11. Dog / litter Bins

Clerk has chased again at the beginning of November with no response. A telephone call to the manager rings engaged so another email has been sent to Wychavon for an update. Clerk to progress this week.

12. Councillors' reports and items for next agenda

Nothing to report.

13. Closure and date of next ordinary meeting

With nothing further to discuss the meeting closed at 8.30pm and the Chairman thanked everyone for their attendance.

The next Parish Council Meeting is scheduled for Wednesday 18 January 2023 at 7.00pm.

The meeting will be held in Birlingham Village Hall. Clerk to book hall.

Signed: ..... Councillor Ian Yates, Chairman

Date: ……

Appendix 1 – Lengthsman's Report

UPPER END
Barncroft
Reference Number 6055 (drainage) dated 10 November 2022

Reply from Worcestershire County Council Highways:

> "*Thank you for your enquiry, we attended to the location yesterday and raised a four-week order for the gullies to be emptied and jetted*."

CHURCH STREEET / SHORTHILL
Reference Number 5002 (drainage) to Worcestershire County Council
21 October - blocked gully junction of Church Street and Shorthill

Reply from Worcestershire County Council Highways:

> "*Thank you for your enquiry. An inspector attended the site yesterday and raised a four-week order for the gully to be emptied and jetted*."

WHITEHALL LANE
12 October 2022 The Russells:

> *"I noticed doing my rounds yesterday that they have marked up the carriageway outside The Russells so it looks as though they are going to modify the entrance to help to alleviate this problem."*

Appendix 2 – Clerk's Report

Fallen Tree

26 September - Councillor Porter made Clerk aware of fallen tree in Church Street on the roadside. which was reported to Worcestershire County Council Highways (reference number 3374).

Reply - Overgrown/Fallen Tree or Shrubbery Report

27 September 2022. *"Thank you for your enquiry, this location was attended today. On reaching the site the tree was found to have been cut down and the carriageway was clear of obstruction."*

Repainting of roundels - that were not done properly the last time – County Councillor Hardman

Drainage Issues

Berwick lane now dry? – still not actioned.

Whitehall Lane

From Resident to Councillor Hardman:

> *"I have submitted a report to Worcestershire County Council which I am attaching for your kind attention. It's a matter I had previously discussed with Cllr Dan Boatwright and I believe he has already reported this on our behalf some months ago. Neither of us realised until he submitted the report that we are outside his area, so he suggested I raise this with you directly since I've not actually received any follow up from WCC following the report he filed for me.*

Basically, the highway gulley outside our house at The Russells, Whitehall Lane, Birlingham is now sitting too high to collect the highway storm water. Instead, it is cascading down our driveway, washing away our gravel, overwhelming our soakaway and causing significant ponding on our property. Our soakaway was already operating near capacity and this additional water is now overwhelming it, such that in a heavy storm like this morning our own gutters have no where to discharge water and overflow down the front of our house, causing ponding against our damp proof course.

This is clearly not acceptable and we can't get our own soakaway repaired until it is only coping with our own capacity of water. We'd therefore likely this delay with urgently please, to prevent the highway run off onto our property.

As a related question we have also asked in the report what the process is for requesting to connect to discharge some of our storm water into this highway drain please, as Severn Trent tell us they do not have a mains storm drain in the area.

Thank you in advance for your time and assistance.

Please note I have also copied this to our Parish Council for their information.

South Worcestershire Development Plan Review Publication Consultation (Regulation 19) – online briefing for Parish and Town Councils, 20 October 2022

11 October 2022 - Email message from Spencer Winnett, Member Support Officer, *Wychavon District Council*

"South Worcestershire Development Plan Review Publication Consultation (Regulation 19) and South Worcestershire Traveller and Travelling Showpeople Policy and Site Allocations Development Plan Publication (Regulation 19) Consultation.

In advance of the six-week public consultations on the above planning documents, which commence on Tuesday 1 November 2022, your councillors are invited to an evening briefing meeting. The event is on Thursday 20 October 2022, from 6:00-7:30pm.

It will be chaired by Cllr David Harrison, Portfolio Holder for Planning, Infrastructure and Flooding at Malvern Hills District Council. The meeting will be online and joining details are provided below.

The South Worcestershire Council's will be considering the above Development Plan Documents at respective Council meetings on the 17 October (Worcester City), 18 October (Malvern Hills), and 19 October (Wychavon).

Councillors at these meetings will be asked to approve the plans for the six-week consultation period. The consultations will start on 1 November 2022 and close on 14 December 2022.

A formal notification of the consultation will be sent to all parish and town councils the week commencing 24 October 2022. It will include the publication versions of these plans, as well as how to make comments on the proposed policies and site allocations.

The briefing you are invited to will include a presentation from the lead officers in the Planning Policy Teams, and then provide an opportunity for a Q&A session on the proposed policies and site allocations in the plans.

It would be helpful if you could provide details of those attending from your parish or town council so that we can keep a record of attendance and get an idea of likely numbers. Please reply to contact@swdevelopmentplan.org. "

Defibrillator

The Village Hall committee have confirmed that the defibrillator on the hall is a Sam rescue semi-automatic defibrillator.

The email received by the Clerk regarding a product recall would appear to be a scam from a company calling themselves Wel Medical.

WDP Consultation (as above) and the Traveller and Travelling Showpeople consultation

1 November 2022 – from Ian Dipple, Head of Marketing and Communications

> *"Please find attached notification letters regarding two consultations that have started today.*
>
> *One is for the publication of the revised South Worcestershire Development Plan and the other is for the Traveller and Travelling Showpeople Development Plan Document.*
>
> *Both consultations run from today until 13 December at 11.59pm.*
>
> *The attached notification letters explain more about the consultation and guidance on how to take part in the consultation.*
>
> *There are also links below to our media releases which you are welcome to use on your own websites and social media channels.*
>
> *SWDP consultation - Consultation starts on SWDP Review - Wychavon District Council - Wychavon District Council*
>
> *Traveller DPD consultation - Have your say on sites for Travellers and Travelling Show People in South Worcestershire - Wychavon District Council - Wychavon District Council*
>
> *Any help with spreading the word about the consultation, and in particular the drop-in public information events, is much appreciated."*

Extracts of interest

Birlingham **News 287 – 28 September**

October is a quiet month – details of Cuppa & Chat and St James' Church services are given below.

The online edition of this email is available at www.birlingham.org/village/bn/bn287.pdf.

In this issue:

1. Cuppa & Chat, Wednesday 5th October
2. St James' Church Services – October
3. Parish Council Report
4. Jubilee Mugs

Birlingham **News 288 – 12 October**

This issue has information about the next IW meeting and advance notice of next month's Remembrance Service.

The online edition of this email is available at www.birlingham.org/village/bn/bn288.pdf.

In this issue:

1. Birlingham IW, Thursday 20th October
2. Wychavon Residents' Survey, Closing Date Sunday 23rd October
3. Remembrance Service, Friday 11th November
4. Bystander Archives on the Village Website

2. Wychavon Residents' Survey, Closing Date Sunday 23rd October

Tracy Perkins, Wychavon District Council writes:

What do you think of the place where you live? How do you rate Wychavon's services? What do you think should be our priorities for the next 12 months?

The annual Wychavon Residents' Survey is now open and we want to hear what you have to say. The survey will only take 10 to 15 minutes to complete and feedback will be used by councillors to influence the projects we focus our time and money on over the next 12 months.

More than 1,000 people took part in last year's survey, with 81% of people saying they were satisfied with their local area as a place to live and 63% happy with how Wychavon ran things.

In response to feedback from previous surveys Wychavon has:

Created a £150,000 fund to support communities to recover from the COVID-19 pandemic;
Launched ambitious investment prospectuses for the future of Droitwich Spa, Evesham and Pershore town centres;
Set up the popular Wychavon 'Adopt a Street' campaign, funded free anti-litter education sessions in schools and installed more than 50 new bins, in response to concerns about litter;
Put a renewed focus on further improving the level of customer service we provide.

Birlingham **News 289 – 26 October**

The church is looking for a new churchwarden, there is an outdoor service at the Jubilee Wood on the 6th and the Remembrance Service will be held in two weeks' time – see below for all the church and other news and some forthcoming events at the Village Hall.

In this issue:

1. Cuppa & Chat, Wednesday 2nd November
2. St James' Church Services – November
3. Tree Service, Sunday 6th November
4. Remembrance Service, Friday 11th November
5. Events at Birlingham Village Hall
6. New Churchwarden Needed
7. Planning Applications

7. Planning Applications

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

Lower End Farm, Berwick Lane: Demolition of garage (with planning approval) and construction of replacement visitor accommodation as alternative (Case No. W/22/01882/FUL). Awaiting decision by Wychavon District Council. (Consultation period ends on 10th November.)

Birlingham **News 290 – 9 November**

The annual Remembrance Service takes place this Friday on the village green.

The online edition of this email is available at www.birlingham.org/village/bn/bn290.pdf.

In this issue:

1. Remembrance Service, Friday 11th November
2. Parish Council Meeting, Wednesday 16th November
3. Birlingham IW, Thursday 17th November
4. Bin Collection Times
5. Bystander Archives on the Village Website

1. Remembrance Service, Friday 11th November

Adrianne Woodward writes:

Birlingham will be commemorating Armistice Day this Friday, 11th November at an outside service taken by Peter Stansbie.

People are asked to assemble by 10.50am around the War Memorial on the Village Green for the short service of remembrance.

2. Parish Council Meeting, Wednesday 16th November

The next meeting of Birlingham Parish Council takes place on Wednesday 16th November at 7.00pm in Birlingham Village Hall. During the meeting there is an opportunity to express your views on local issues, so please go along.

3. Bin Collection Times

Ian Dipple, Wychavon District Council writes:

The time waste and recycling bins are collected across Wychavon may change for some residents this week.

Changes are being made to all waste and recycling collection rounds across Wychavon to further improve efficiency and ensure the current high standard of service is maintained.

Across the district, collection days will remain the same but the time bin crews arrive may change from what people are used to.

To make sure nobody misses their bin collection, residents are being urged to make sure their bin is out by 7.00am on the day of their scheduled collection. Crews will collect anytime between 7.00am and 6.00pm.