

HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

Clerk to the Council: Mrs E Gallagher, PO Box 6986, Kidderminster DY11 9FB Tel: 07846 125405

Email: hmhspc@gmail.com
www.worcestershire.gov.uk/myparish

Parish Councillors are duly summoned to attend the **Annual Parish Meeting at 7.00pm on the 20th March 2023 in the Main Hall Salwarpe Village Hall** followed immediately by the **Parish Council Meeting**.

Members of the public and the press are entitled to attend.

Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for further consideration at the discretion of the Chairman, after which, the Parish Council will commence its meeting. Members of the Public may not take part in the Parish Council Meeting itself. This period is not part of the formal meeting: brief notes will be appended to the minutes. The adopted code is applicable to Councillors during Public Question Time.

Rights to Record Meetings - Admission to meetings Act 1960 s.1 (9) allows for members of the public and the press to report on the proceedings of the meeting (details and limitations displayed at the meeting).

Community Police Report

AGENDA - ANNUAL PARISH MEETING

1. **Apologies for Absence**
2. **To confirm Minutes of the Annual Parish Meeting held on 21st March 2022**
3. **Chairman's Report - Circulated pre-meeting**
4. **Parish Path Wardens Reports (if available)**
5. **Parish Tree Warden (if available)**
6. **Public question time and report from the Headteacher of Hindlip First School**

AGENDA – PARISH COUNCIL MEETING

1. **Apologies:** To receive apologies and approve reasons for absence
2. **Declarations of Interest/Code of Conduct**
 - (a) To declare any interest
 - (b) To declare any Dispensations – To Note - Cllr. C. Hughes Dispensation to May 2023
 - (c) To note the Code of Conduct and requirements of the Transparency Regulations (note not exempt authority)
 - (d) To note the right to record meetings refer to displayed notice
3. **Standing Orders & Financial Regulations**
 - a) To note Standing Orders - Adopted November 2021 (including amendments 17/01/2022)
 - b) To note Financial Regulations - Adopted November 2021 (including amendments 17/01/2022 & 16/05/2022)
 - c) To review any Freedom of Information requests
4. **Minutes**
 - a) To consider for approval the Draft Minutes of the meeting of the Parish Council held 16 January 2023
5. **Chairman's Report**
 - a) Provision of Bus Shelter/ Litter Bins/Footpath - Update (Copcut Rise)
 - b) Highways
 - c) Elections 2023
 - d) Coronation Events/Grants
6. **Deputy Chair Report**
7. **Councillor Reports**
 - a) Hindlip School Proposal for Consideration and Vote - Cllr. M. Armitage
 - b) Request for Update on Hindlip Lane Verges following site Visit by Cnty. Cllr. Bayliss on 27/7/2022 – Cllr. M. Armitage
 - c) New District Ward -North Claines & Salwarpe- Appendix Attached . Cllr. B Meddings
 - d) Copcut Rise – Bus Service Timetable/Joynes Road Nameplate – Cllr. B. Meddings

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8. **Salwarpe Village Hall Committee Report (Council Representative – Cllr. J. Hill)**
9. **Reports of County & District Councillors (County Cllr. M. Bayliss. Dist Cllrs. Wright & Miller)**
10. **Chairman/Clerk/ County & District Councillors - Progress on items from Minutes of 16th January 2023**
11. **Finance**
 - a) Review of Payments made and Received since the Last Meeting (see Appendix 1)
 - b) Report on Year-to-Date Expenditure Compared to Budget
 - c) Monitoring Officer to confirm Accuracy of Bank Payments
 - d) Annual Lengthsman/Maintenance Contracts for Consideration and Approval
 - e) Approval of Clerk's Additional Holiday Entitlement NALC
 - f) Pension Regulator Re-Declaration Made – Next Declaration Due 28/02/2026
12. **Planning Consultations**
 - a) Applications (see Appendix 2)
 - b) Enforcements and Appeals (see Appendix 3)
 - c) Temporary Granted Permissions (see Appendix 4)
13. **Correspondence Received**

Resident email request for additional litter bins – Copcut Rise
14. **Items for Future Agenda's:**

To report matters of essential information and to raise items for future agendas. Items for debate or decision will be deferred to a future meeting. _
Items-;

 - (a) Copcut Rise - Proposals for Integration including Consideration of Purchase of Amenity Land
 - (b) Notice Boards
15. **Items Carried Forward for Noting**
 - a) Defibrillator — Expiry Pads July 2025. Battery Replacement 1/11/2027 AED Warranty Expiry April 2023
 - b) Memorial Land – Possessory Title 2024
 - c) Pensions Regulator – Auto enrolment February 2026

Date of Next Annual Parish Council Meeting Monday 15th May 2023 at 7.00pm Salwarpe Village Hall

Signed 

Mrs E. Gallagher, Clerk to Hindlip, Martin Hussingtree & Salwarpe Parish Council

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Appendix 1

Payments and Receipts 07/01/2023 – 09/03/2023

Opening Balance Community Account 2022/23	48565.00
Less Payments	(4791.72)
Plus Receipts	0
Total Closing Balance -	43773.28

Business Money Manager Deposit Account	51866.53
Interest 04/03//2023	121.00
	51987..53
Closing Balance May BMM Account	51987.53
Closing Balance Community Account	43773.28
Total	95760.81
Total allocated Reserves (Ring fenced see attached)	48428.16
Total Funds	95760.81
Ringfenced	(48528.16)
Available Funds	47232.65

Payment/receipts 22/23 Current account

Payee	Description	Payment	Receipt
Wychavon District Council	Litter bins Copcut	1554.22	
DK Edwards	Interim Audit	218.00	
Top Cut Ltd	11247 Plant 4 Trees	102.00	
Wychavon DC	Litter bin empty	100.34	
E Gallagher	Salary Jan	645.39	
HMRC	Salary Jan	147.50	
D Haslam	I.T renewal/clean	65.00	
Top Cut Ltd	11328 Nov Lengthsman	48.00	
Top Cut Ltd	11331 Jan Lengthsman	80.10	
Top Cut Ltd	11333 Dec Lengthsman	222.00	
Top Cut Ltd	11332 Contract Dec	127.20	
Top Cut Ltd	11330 other Nov	168.00	
Top Cut Ltd	11329 Contract Nov	522.00	
Clerks & Councils (P Oakley/A Thawley/B meddings)	Communicorp	42.00	
Top cut Ltd	11334 contract jan	96.00	
E Gallagher	Salary Feb	396.69	
HMRC	Salary Feb	88.50	
P Oakley	Zoom Renewal	143.88	
	HSBC Bank Charges Dec Jan Feb	24.00	
	Write off Over-payment DK Edwards	0.90	
	TOTAL	4791.72	

BMM Account

Date	Ref	Payee	Description	Payment	Receipt
04/3/2023			Interest 04/03/2023		121.00

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HINDLIP, MARTIN HUSSINGTREE & SALWARPE PARISH COUNCIL

As at 28/2/2023

BUDGET COMPARISON APRIL 22/23- £

	Actual YTD	Forecast	Total Forecast To 31 Mar 23	Budget 22/23	Variance	Notes - Negative variance shows over spend to budget
Clerk Salary & Expenses						
Salary (inc. extra hours worked)	6,241.10	590.17	6,831.27	8,400	1,569	
Home office allowance	282.00	30.00	312.00	312	0	
Mileage	110.25	50.00	160.25	300	140	
CALC Training / Clerk Gatherings	-	-	-	200	200	
Chairman / Councillor Expenses						
Chairmans allowance	500.00	-	500.00	500	0	
Councillors Mileage & expenses	43.90	25.00	68.90	314	245	
Councillors training	-	-	-	200	200	
Fees						
Insurances	506.81	-	506.81	750.00	243	
CALC Fees	928.36	-	928.36	2,000.00	1,072	
External Audit	200.00	-	200.00	300.00	100	
Internal Audit	218.00	-	218.00	300.00	82	
Subscriptions	266.90	-	266.90	520.00	253	
Misc Costs						
Meeting Room Hire	-	138.00	138.00	300.00	162	£24 per hire x 5 (no meeting Sept) + £18 committee room x 1
PO Box Rental	315.00	-	315.00	400.00	85	
Office consumables	429.15	25.00	454.15	560.00	106	
Risk Assessment & Tree Survey	-	-	-	400.00	400	
Maintenance:						
Maintenance Green & pond	2,027.50	736.50	2,764.00	3,500.00	736	
Burial Grounds	-	-	-	1,300.00	1,300	
General repairs - notice boards etc	1,447.80	600.00	2,047.80	4,000.00	1,952	
Misc Tree/litterbin maintenance inc top cut extra	675.00	-	675.00	700.00	25	
Section 137 / 139						
Wreaths	60.00	-	60.00	84.00	84	
War memorial maintenance	334.00	137.59	471.59	441	-31	
Section 144/111						
Community event & Magazine	360.00	-	360.00	1,900	1,540	
Election Expenses	-	-	-	250	250	
New Development Costs	-	-	-	5,000	5,000	
Climate enhancement & NHB (Brownheath)	308.75	-	308.75	4,421	4,112	
Smart Wateretc	-	-	-	-	0	
Expenditure exc. L'sman & VAT recovery	15,254.52	2,332.26	17,586.78	37,352.00	19,825.22	
Expenditure to be recovered						
Lengthsman Scheme	1,032.75		1,032.75			
VAT paid	1,486.67		1,486.67			
Year to date gross expenditure	17,773.94	2,332.26	20,106.20			

Dated: 9/03/2023

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2022/23															
Allocated	WCC GRANT Church Lane Mowing	NHB	Election/Poling Station	CIL Middleton Cottages £7128 30/4/2019 + £1670.10 27/4/2021	Community Grant inc VE Commemoration Jubilee	Legal fee contingency	Column AE Misc/Notice Boards	Column AE Replacement Posts Green Swan & War Memorial	Climate Enhancement/BioEnhancement tree works	Grants (s.137)	New Development street furniture	Litter Bins	General Reserve	Total	
Closing Balance March 2022	459	66.65	1850	8798.1	3036	10000	4995	2000	2036	2463	14421	-50.05	29128	79202.7	
Additional ringfence during 2022/23	0	0	250	0	200	0		0	0	0	0				
Total 2022/23	459	66.65	2100	8798.1	3236	10000	4995	2000	2036	2463	14421		29128	79702.75	
Litter Bin from 21/22												206.39			
Opening Balance Ringfenced 22/23	459	66.65	2100	8798.1	3236	10000	4995	2000	2036	2463	14421	156.34	0	50731.09	
Trees Village Green		-34.5							-180					-214.5	
Barriers Jubilee					-50									-50	
Church Lane	-80													-80	
Tree Water & Plant									-100					-100	
Tree water									-25					-25	
Trees The Green									-94.25					-94.25	
Trees Water									-75					-75	
Water Trees/Flowers									-200					-200	
War Memorial cleaning								-69						-69	
Church lane verges	-80														
Litter bins				-1295.18										-1295.18	
General Reserve at year end														0	
Total	299	32.15	2100	7502.92	3186	10000	4995	1931	1361.75	2463	14421	156.34	0	48528.16	

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Applications 7th January 2023 – 9th March 2023

NEW APPLICATIONS				
No	Location	Proposal	Parish	
W/22/02760/RM	Hill Top Farm, Newland Lane, Newland, Droitwich Spa, WR9	Reserved matters application for the appearance; landscaping; layout and scale of Plots 1 and 2, following outline permission W/22/00143/OUT.	Salwarpe	Comment sent 03/02/23 Approved 07/03/2023
W/22/02739/HP	Field View, Oaktrees Farm, Strand Lane, Martin Hussingtree,	Extension to existing dwelling including building of first floor over existing garage and utility	Martin Hussingtree	Comment sent 25/02/2023
W/22/00796/FUL	Land At (Os 8880 6158), Joynes Road, Copcut, Droitwich Spa	Full planning application for construction of a 418 sq.m Sainsburys food retail unit	Salwarpe	Amendment Comment sent 28/02/2023
W/23/00364/RM	Corner Mead, Newland Lane, Newland, Droitwich Spa, WR9 7JH	Reserved matters application for up to 9 Self Build Dwellings including new means of access off Newland Lane following outline planning permission 19/01679/OUT granted on appeal (ref. APP/H1840/W/19/3241879) for Appearance of Plot 4 only.	Salwarpe	Comment sent 08/03/2023
W/22/00743/FUL	Land Between Roman Way And, Copcut Lane,	Development of 19 residential dwellings with associated landscaping and infrastructure	Salwarpe	Amendment Comments due 08/03/2023 No further comments
W/23/00429/FUL	The Meadows, Ladywood, Droitwich Spa, WR9 0AJ	Replacement dwelling and garage as approved under planning reference W/22/01566/FUL - variation of Condition 2	Salwarpe	Comment due 23/3/2023
W/23/00430/HP	Court Farm, Hindlip Lane, Hindlip, Worcester, WR3 8SS	Erection of single storey link extension, closure of existing vehicular access, erection of new front boundary wall/railings to match existing and new soft landscaping.	Hindlip	Comment due 24/03/2023

NEW Applications in period – 7

AWAITING DECISIONS				
No	Location	Proposal	Parish	Decision
21/02562/FUL	Land Opposite, Yew Tree Farm, Newland Road	Demolition of Outbuildings and the Development of 52 Dwellings	Salwarpe	Committee 10/11/2022
W/22/00143/OUT	Hill Top Farm, Newland Lane, Newland,	Development of 4no. self-build dwellings	Salwarpe	Approved 22/11/2022
W/22/00326/OUT Associated Ref:19/01679/OUT	Corner Mead, Newland Lane, Newland,	Outline application for up to 9 Self Build variation of Condition 6	Salwarpe	Comment sent 15/03/2022
W/22/00671/SCR Screening Opinion	Land East side A38, Droitwich Road,	Request for screening opinion for proposed solar park.	Martin Hussingtree	Not Consulted Pending 16.03.2022

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W/22/00643/HP	The Mill, Upper Smite Farm, Smite Lane, Hindlip	Retrospective Single storey extension.	Hindlip	Comments sent 11/04/2022
W/22/00796/FUL	Land At (Os 8880 6158), Joynes Road, Copcut, Droitwich Spa	Full planning application for construction of a 418 sq.m Sainsburys food retail unit	Salwarpe	Comments sent 28/04/22
W/22/00743/FUL	Land Between Roman Way And, Copcut Lane,	Development of 19 residential dwellings with associated landscaping and infrastructure	Salwarpe	Comments sent 18/05/2022
W/22/00868/RM	Land At (Os 8880 6158), Joynes Road, Copcut,	Reserved matters application for the amendments to footpaths	Salwarpe	Comment sent 24/05/02
21/02562/FUL	Land Opposite, Yew Tree Farm, Newland Road, Droitwich Spa	Demolition of Outbuildings and the Development of 56 Dwellings, Public Open Space and Associated Infrastructure	Salwarpe	Comment sent 26/11/2021 Amended Plans comment sent 06/06/2022 Amendments received 20/10/2022
W/22/01374/OUT	Corner Mead, Newland Lane, Newland, Droitwich Spa, WR9 7JH	9 Self Build Dwellings at Corner Mead, Newlands Lane, Droitwich Spa, Worcs. WR97JH as approved under planning permission reference 19/01679/OUT - variation of condition 1.	salwarpe	Comment sent 28/07/2022
W/22/01577/FUL	Hindlip Hall, The Drive, Hindlip, Worcestershire, WR3 8SP	Full planning application for the erection of 2-metre high wire mesh fencing, including access gates, to form secure dog exercise and training field, provision of bonded gravel pathway, creation of construction pad for temporarily housing emergency dog kennels, erection of explosive store unit and provision of 1-metre-high post and rail fence adjoining the site access. (Variation of condition 2 Ref. 21/02301FUL)	Hindlip	Comment sent 08/08/2022
W/22/01480/OUT	Corner Mead, Newland Lane, Newland, Droitwich Spa, WR9 7JH	Application for reserved matters for landscaping, layout and scale pursuant to outline planning permission 19/01679/OU - erection of up to 9 self-build dwellings as approved under planning reference 20/02866/RM - variation of condition 1.	Salwarpe	Comment sent 08/08/2022
W/22/01516/FUL	Worcester Warriors Sixways Stadium, Warriors Way, Hindlip, Worcestershire, WR3 8ZE	Continued use of the Marquee inside the ground as a bar area (retrospective)	Hindlip	Comment sent 26/08/2022
W/22/01434/RM	Land between Roman Way and Copcut Lane, Salwarpe	Reserve Matters for Earthworks, Landscaping and NEAP (adjacent to Phase 5) Copcut Rise	Salwarpe	Comment sent 23/09/2022

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W/22/01558/FUL	Wescocoe, Newland Lane, Newland, Droitwich Spa, WR9 7JH	Residential development consisting of 26no. affordable 2dwellings and associated infrastructure on land north of Newland Lane,	Salwarpe	Comment sent 5/10/2022
W/22/01585/HP	The Beeches, Brown Heath Lane,	Erection of two and single front and side storey extensions	Martin Hussingtree	Comment due 19/10/2022
22/04720/VARYPL	Churchfields Farm. Ladywood Road	Licencing Application	Salwarpe	Comment due 08/11/2022
W/22/01878/CU	Churchfields Farm, Ladywood Road, Salwarpe, Droitwich Spa, WR9 0AH	Change of use of agricultural land to create a glamping and camping site, including 4 x glamping pods, 2 x amenity pods for camping site, creation of tracks/access, fencing of the site and other associated infrastructure.	Salwarpe	Comment sent 07/11/2022 Additional Plans 16/01/2023
W/22/01756/OUT	Former Poultry Buildings, Drury Lane, Martin Hussingtree	Removal of existing derelict agricultural buildings and replacement with 10no New Residential Dwellings.	Martin Hussingtree	Comment sent 26/11/2022

DECISIONS

No	Location	Proposal	Parish	Decision
W/22/00143/OUT	Hill Top Farm, Newland Lane, Newland,	Development of 4no. self-build dwellings	Salwarpe	Approved 22/11/2022
W/22/01830/RM	Corner Mead, Newland Lane WR9 7JH	Reserved matters application for up to 9 Self Build Dwellings including new means of access off Newland Lane granted on appeal APP/H1840/W/19/3241879. Appearance of Plot 3, Pursuant to Outline Planning Permission.	Salwarpe	Approved 23/11/2022
W/22/01726/RM	4 Oakley Gardens, Newland, Droitwich Spa,	Appearance of Plot 7, Pursuant to Outline Planning Permission.	Salwarpe	Approved 30/11/2022
W/22/00950/HP	Pear Tree Orchard, Chawson Lane,	Proposed single storey extension to side and frontage of property.	Salwarpe	Approved 30/11/2022
W/22/02373/RM	Corner Mead, Newland Lane, Newland, Droitwich Spa, WR9 7JH	Reserved matters for Appearance of Plot 1 only following outline planning permission 19/01679/OUT for up to 9 Self Build Dwellings including new means of access off Newland Lane granted on appeal (ref. APP/H1840/W/19/3241879).	Salwarpe	Approved 25/01/223
W/22/01886/FUL	Land At Yew Tree Hill, Newland Road	Four new dwellings (Variation of condition 2 Ref. 18/02558/FUL)	Salwarpe	Approved 30/01/2023
W/22/02236/HP	Box Tree Barn, Droitwich Road, Martin Hussingtree,	Single storey extension to form part annex	Martin Hussingtree	Approved 27.02.2023
W/22/02760/RM	Hill Top Farm, Newland Lane, Newland, Droitwich Spa, WR9	Reserved matters application for the appearance; landscaping; layout and scale of Plots 1 and 2, following outline permission W/22/00143/OUT.	Salwarpe	Approved 07/03/2023

Decisions in Period - 8

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APPENDIX 3

ENFORCEMENTS				
Enforcement No.	Location	Description of alleged breach	Parish	Status
TBA	Verges on A449	Natural England Enforcement-Ragwort (Resident Complainant. Parish Council for information)	Hindlip	Cllr. Brodrick to monitor – Action by 30/4/2023
W/ENF/23/0105	Barn 3 Newland Farm	Potential unauthorised change of use	Salwarpe	Reported 9/03/2023
New Enforcements in period 2				
APPEALS				
No.	Description	Parish	Decision	
New appeals in period				

APPENDIX 4

TEMPORARY GRANTED PERMISSIONS			
No:	Location	Period	Expiry Date
20/000033/REG3 20/02041/CM.	Sixways Park & Ride variation of condition	4 years	See below 31/08/2025
19/01064/FUL	Hindlip Hall, The Drive, Hindlip, Installation of a temporary modular classroom adjacent to the Firearms School	2 years	Renewal Approved EXP 04/11/2024
20/02363/FUL	The Log Cabin, Upper Smite Farm, Smite Lane, Hindlip, Worcester, WR3 8SZ	3 years	Expire 30/10/2023
19/02329/ADV	Worcester Rugby Club, Westons Fields, Hindlip. Two Totem Pole signage,	5 Years	Expire 1/12/2024
P.C Contractual Agreement	Cherry Lane Advertising Hoarding	2 Years	Expire 31/05/2024
Appln.20/02041/CM (20/000033/REG)	Sixways Park & Ride variation of condition	4 Years	Expire 31/08/2025
21/02173/FUL	Installation of a temporary modular classroom adjacent to the Firearms School (3-year Renewal of Planning Consent 21/02173FUL)	3 years	Expire 03/11/2024
W/22/01516/FUL	Worcester Warriors Sixways Stadium, Warriors Way, Hindlip, Continued use of the Marquee inside the ground as a bar area	3 Years	Expire 08/09/2025
New Temporary permissions in period			

APPENDIX 5 NON-PLANNING ACTIVITY

Defibrillator Temporarily Recalled 8/8/2022 Replaced 30/10/2022	(i) Battery replacement 1/11/2027 (ii) Pads expiry date July 2025 (iii) Warranty of AED expiry April 2023.
Memorial Land.	Possessory Title 2024 to be finalised with Land Registry.
Pensions Regulator.	Redeclaration due February 2026

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Agenda Item 7(c)

APPENDIX

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LOCAL GOVERNMENT BOUNDARY COMMISSION
ELECTORAL REVIEW OF WYCHAVON DISTRICT WARDS.

The LGBCE completed and published its review of Wychavon in September 2022.

The new ward arrangements for Wychavon having now successfully completed Parliamentary scrutiny. The Order for the new electoral arrangements was made on 11th January 2023, for implementation of new arrangements at local elections May 2023.

WYCHAVON (ELECTORAL CHANGES) ORDER 2023

NEW WARD OF NORTH CLAINES & SALWARPE

NEW WARD AREA consisting of the conterminous abutting parish boundaries of:

North Claines – Fernhill Heath and surrounds, Hawford, Bevere

Salwarpe - Copcut Rise, Martin Hussingtree, Hindlip

LGBCE Electoral Review
Report by Councillor B. Meddings
16th February 2023