

# HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

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

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You are duly summoned to attend the Acceptance of Office followed Annual Meeting of the Parish Council to be held at **7.00 p.m.** on **Monday 16<sup>th</sup> May 2016**, Committee Room, Salwarpe Village Hall

**Public Question Time** – To be adjourned until after item 7 for residents questions and views.

**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.

**Community Police** – Officers report to the Parish Council

## AGENDA

1. **Election of Chairman** and signing of Declaration of Office
  2. **Apologies:** To receive apologies and approve reasons for absence
  3. **Election of Deputy Chairman**
  4. **Declarations of Interest**
    - a) To declare any interest in items on the agenda and their nature
    - b) To declare any Dispensations
  5. **Code of Conduct**
    - a) To note the Code of Conduct and requirements of the Transparency Regulations (issued at the 18th May 2015 Annual Meeting)
  6. **Standing Orders & Financial Regulations**
    - a) To note Standing Orders (issued at the 18th May 2015 annual meeting)
    - b) To approve a meeting of the Finance Committee to review amended Financial Regulations (Jan 2016) - for consideration at the 18th July meeting
    - c) To review any Freedom of Information requests
  7. **Council's Scheme of Delegation**

Appointment of Councillors/Wardens to the following:

    - (a) Finance Committee
    - (b) Staffing Committee
    - (c) Village Hall Trust Committee
    - (d) Parish Path Wardens
    - (e) Parish Tree Warden
- Public Question Time – Meeting to be adjourned and reconvened**
8. **Minutes**
    - a) To consider for approval the draft Minutes of the meeting of the Parish Council held 21st March 2016
    - b) To note for information the draft Minutes of the 2016 Annual Parish Meeting and to consider items requiring action for future agendas
  9. **Clerk**
    - a) Clerk to report on actions from Minutes of 21 March 2016 and update on progress from actions from Minutes for items not covered on the Agenda
  10. **Reports of County & District Councillors**
    - a) For information (any items raised for decision will appear on the agenda for the next meeting)
  11. **Chairmans Report**
    - a) Review of issues raised in 2015/2016
  12. **Deputy Chairman Report**
    - a) CIL Levy
    - b) New Homes Bonus update
  13. **Salwarpe Village Hall Committee Report (Cllr.J.Hill)**
  14. **Finance**
    - a) Review of payments made and received since the last meeting (see Appendix 1)
    - b) To approve the Annual Statement of Account Auditors Report and Year End Returns 2015/2016
    - c) To approve the Asset and Risk Assessment Registers 2015/2016
    - d) To approve the Lengthsman Scheme and Maintenance Contract 2016/2017
    - e) To approve and confirm insurance policy renewal

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- f) To review subscriptions
- g) To note budget details for 2016/17 (Attached to Agenda)

**15. Planning Consultations**

- a) Applications (see Appendix 2)
- b) Enforcements and Appeals (see Appendix 3)
- c) Temporary Granted Permissions (see Appendix 4)

**16. Councillors Reports & Items for Future Agenda's:**

Each councillor is requested to use this opportunity to report matters of information not included elsewhere on this agenda and to raise items for future agenda's. Items for debate or decision will be deferred to the next meeting

**17. Date of next meeting**

To confirm the date of the next Parish Council meeting to be held at 7.00 p.m. on Monday 18th July 2016 Committee Room at Salwarpe Village Hall

Signed



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

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**Appendix 1  
Payments and Receipts 3<sup>rd</sup> March 2016 – 6 May 2016**

<b>Opening Balance Community Account</b>	<b>7,038.65</b>
<b>Less Payments</b>	<b>(2,751.43)</b>
<b>Plus Receipts</b>	<b>9,197.36</b>
<b>Total Closing Balance</b>	<b>13,484.58</b>

<b>Business Money Manager Deposit Account</b>	<b>9,702.72</b>
<b>Closing Balance April BMM Account</b>	<b>9,702.72</b>
<b>Closing Balance Community Account</b>	<b>13,484.58</b>
<b>Total</b>	<b>23,187.30</b>
<b>Less Ring-fenced grant – NHB Memorial fund</b>	<b>(967.76)</b>
<b>Less Ring-fenced additional lengthsman yr 16/17&amp; 17/18</b>	<b>(1,000.00)</b>
<b>Less maintenance provision grant - contribution to notice boards</b>	<b>(1,245.00)</b>
<b>Total Reserves</b>	<b>19,974.54</b>

**Payments to year end April 2016**

31/03/2016	101850	E Gallagher	Salary March	535.33
31/03/2016	101851	HMRC	Salary March	117.85
		Top Cut March Invoices 4057 - 4059	Contract and Lengthsman March	372.00
31/03/2016	101852			
31/03/2016	101853	J Hughes	Audit Fee April 2015 return	100.00

**Payments from April 2016**

03/05/2016	101854	E Gallagher	Salary April 16	462.93
03/05/2016	101855	HMRC	Salary April 16	104.96
05/05/2016		HMRC	VAT reclaim March 2016	
05/05/2016	101857	Worcestershire CALC	Annual service charge	372.56
05/05/2016	101858	Worcestershire CALC	Publications	10.15
05/05/2016	101859	Top Cut Mowing	Lengthsman April 16 inv 4117	48.00
05/05/2016	101860	Top Cut Mowing	Maintenance contract April 16 inv	262.20
	101861	Came & Co	Insurance renewal	365.45
			<b>Total Payment</b>	<b>£2,751.43</b>

**Receipts to year end April 2016**

08/03/2016	Worcestershire CC	Lengthmans Reclaim Jan 16	574.20
21/03/2016	HMRC	VAT repayment 1/11/15-29/2/16	463.13
30/03/2016	Worcestershire CC	Grant for 16/17 (Lengthman)	500.00
<b>Receipts from April 2016</b>			
05/05/2016	Worcestershire CC	Lengthsman reclaim February 2016	214.20
05/05/2016	NALC	Grant towards laptop - Transparency Code compliance	332.50
05/05/2016	HMRC	VAT reclaim March 2016	120.33
05/05/2016	Worcestershire CC	Precept 50% Annual Award	6,993.00
		<b>Total Receipts</b>	<b>£9,197.36</b>

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**PLANNING  
12<sup>th</sup> March 2016 – 6<sup>th</sup> May 2016  
APPENDIX 2**

<b>New Applications</b>				
<b>No</b>	<b>Location</b>	<b>Proposal</b>	<b>Parish</b>	<b>Decision</b>
W/16/00637/CU	Churchfields Farm	Change of Use steel framed agricultural building to children's soft play area with additional rest rooms and parking	Salwarpe	Pending. Response submitted 7/04/2016
W/16/00852/PP	Old Farmhouse Smite Lane WR3 8SZ	Demolition of garage and replacement with new detached garage	Hindlip	Pending. Response Submitted 25/04/2016
AB/16/00938/AB	Oaktrees Farm Church Lane	Agricultural Building for storage of hay and straw	Martin Hussingtree	Pending. Response submitted 18/04/2016
W/15/02696/CU	Offerton Farm Offerton Lane	Change of Use of block of stables. From agriculture to commercial.	Hindlip	Pending Response submitted 6/05/2016
W/16/00932/PN	Worc.Warriors Sixways, Stadium	Change of use of land. Additional training pitch. .Power kiosk irrigation system.	Hindlip	Pending response due 12/05/2016
W/16/00931/PP	Pamern Drury Lane	Single storey extension	Martin Hussingtree	Pending Response due 17/05/2016
W/16/01104/PO	Middleton Cottages Copcut Lane	Application under s 106BA to amend requirements relating to affordable housing as set out in legal agreement dated 8 Feb 16 in respect of planning permission W/15/02007/PN	Salwarpe	Pending response due 13/05/2016
<b>Awaiting Decisions</b>				
<b>No</b>	<b>Location</b>	<b>Proposal</b>	<b>Parish</b>	<b>Decision</b>
W/16/00150/CU	Churchfields Farm Ladywood Road Salwarpe	Variation to Condition 4 and 7 goods to be sold and opening hours	Salwarpe	Pending
W/16/00245/PN	Elm Cottage Copcut Lane JBWR9	Substitution of house type for plot 2 following permission W/15/00866/RM	Salwarpe	Pending
W/15/01812/OU	Land off Pulley Lane and Newland Lane	Variation of Condition 6 W/11/01073/OU improvements to Martin Hussingtree Junction prior to completion of 25 <sup>1st</sup> dwelling. Redrow Homes	Salwarpe	Pending
W/15/01814/OU	Land off Pulley Lane and Newland Lane Redrow Homes	Variation of Condition 4 of W/11/01073/OU in relation to approved drawings to enable revised details for the Newland Road cycle/pedestrian link to exclude traffic and condition 6 in relation to criteria iii	Salwarpe	Pending
W/15/01837/RM	Land between Roman Way and Copcut Lane	All matters reserved except access to provide 740 residential units (C3) employment premises (B1) local centre (A1, A3, A4 & A5) and associated infrastructure and ancillary works) in relation to off-site highways works. Approval of earthworks and associated landscaping.	Salwarpe	Pending

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W/15/02199/PO	Brookside Fruits Worcester Road Copcut	Modify legal agreement dated 5/10/2000	Salwarpe	Pending
W/15/00996/PN Amendments	Hunt Kennels Hunt Kennel Lane Fernhill Heath WR3 7RZ	Resubmission of W/14/00308/PN	Multi Parish	Pending
W/15/00526/PO	Upper Smite Farm Smite Lane WR3 8SZ	Application to modify S106 agreement dated 8/7/2005 relating to agricultural tied dwelling	Hindlip	Pending
W/16/00461/PN	Elm Cottage Copcut Lane JBWR9	Substitution of house for plot 1 following grant of pp W/15/00866RM including repositioning of garage block	Salwarpe	Pending. Response submitted 4/04/2016
W/16/00253/PN	Oaktrees Farm Church Lane Martin Hussingtree	Permanent equestrian workers dwelling new access and associated works	Martin Hussingtree	Pending. Response submitted 4/04/2016
Decisions				
No	Location	Proposal	Parish	Decision
W/16/00156/PN	Land rear of Hill Top Farm Newland Lane Persimmon Homes	Erection of temporary sales cabin parking and associated works relating to W/15/01187/RM	Salwarpe	Approved Temp permission expires 24/09/2016
W/16/00175/LB & W/16/00174/PN	Churchfields Farm Ladywood Road	Provision of play equipment and timber framed building to house a small tractor for children's play (retrospective)	Salwarpe	Approved (N.B W/16/00175/LB withdrawn. Listed consent not required)
GPDQ/16/00345/ GPDQ-GPDQ	Cummins Farm Hindlip Lane WR3 8ST	Notification of prior approval for a proposed change of use of agricultural building to a dwelling house and associated operational development	Hindlip	Withdrawn
AB/16/00482/AB	Oaktrees Farm Church Lane WR3 8QT	Prior notification of agricultural development of a portal framed building for the storage of hay & straw	Martin Hussingtree	Refused
W/15/02509/PP	Elm Cottage Copcut Lane WR9 7JB	New Vehicle access and construction of replacement garage	Salwarpe	Approved 12/04/2016
Wychavon Licence Appln.	A38 Layby	Street Trading Licence Mobile Catering Vehicle	Salwarpe	Approved 26/04/2016
W/16/00156/PN	Land rear of Hill Top Farm Newland Lane Persimmon Homes	Erection of temporary sales cabin parking and associated works relating to W/15/01187/RM	Salwarpe	Approved 24/03/2016
W/15/02736/RM	Land off Dilmore Lane Fernhill Heath	Submission of reserved matters. Internal access appearance, landscaping and scale pursuant to planning permission W/14/00367/OU	Multi-Parish	Approved 4/03/2016
W/15/02475/PP	The Mill Upper Smite Farm Smite Lane WR3 8SZ	Extension to create first floor bedroom	Hindlip	Approved 4/01/2016

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**APPENDIX 3**

<b>Enforcements</b>				
<b>Enforcement No.</b>	<b>Location</b>	<b>Description of alleged breach</b>	<b>Parish</b>	<b>Status</b>
WCC 6852919	Highway verge Persore Lane	Encroachment by unauthorised planting on Highway verge	Martin Hussingtree	Pending WCC Action
IN/15/00693	Offerton Farm	Change of Use from agricultural to horse gallops	Hindlip	Pending
IN/16/00240	Court Farm Hindlip Lane	Importation of top soil onto site.	Hindlip	Pending Investigation 19/04/2016

<b>Appeals</b>			
<b>No.</b>	<b>Description</b>	<b>Parish</b>	<b>Decision</b>
None			

**APPENDIX 4**

<b>TEMPORARY GRANTED PERMISSIONS</b>			
<b>No:</b>	<b>Location</b>	<b>Period</b>	<b>Expiry Date</b>
W/14/02654	J.Smith Training Centre, Mobile Units West Police, Hindlip	1 year	19 Jan.2016
W/13/00507	Log Cabin, Upper Smite Farm, Hindlip	3 years	17 April 2016
W/16/00156	Persimmon Homes Sales Cabin, Hill Top Farm, Newland Lane, Salwarpe	6 months	24 Sept.2016
W/15/00244	Worcs. Rugby Club, Marquee Sixways, Hindlip	3 years	19 March 2018

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## HINDLIP, MARTIN HUSSINGTREE & SALWARPE PARISH COUNCIL 2016-2017 BUDGET

PRECEPT NOTES 2016/17	2015/16			2016/17 Precept	Increase / Decrease to 2015/16	%	Notes to 2016/17 Precept Calculation	
	Total	Actual	Precept					Variance
<b>Clerk Salary &amp; Expenses</b>								
Salary (inc. extra hours worked)		5266	6090	824	6,000	- 90	-1%	Anticipated current hours to be maintained
Home office allowance		208	208	0	208	-	0%	HMRC regulation
Mileage		479	900	421	650	- 250	-28%	Travel around 3 parishes
Clerk Training / Clerk Gatherings		55	120	65	100	- 20	-17%	Current clerk training requirement
<b>Chairman / Councillor Expenses</b>				0				
Chairmans allowance		200	200	0	200	-	0%	Fixed
Councillors Mileage & expenses		232	110	-122	150	40	36%	
Councillors training		170	50	-120	150	100	200%	Ongoing training requirement
<b>Fees</b>				0				
Insurances		350	430	80	351	- 79	-18%	Hiscox £350.27 3 yr agreement
CALC Fees		281	290	9	320	30	10%	Increased by anticipated 10 percent
External Audit		100	100	0	100	-	0%	Audit Commission Fees
Internal Audit		100	100	0	100	-	0%	Auditor fee
Subscriptions - Data Protection & Clerks and Councils Direct		59	35	-24	71	36	103%	£35 ICO plus £36 magazine
<b>Misc Costs</b>				0				
Meeting Room Hire		80	100	20	100	-	0%	6x £10 + 4 special events
PO Box Rental		260	250	-10	275	25	10%	Anticipated increase 10%
New Equipment		0	0	0	645	645		Replacement of laptop and update of programmes and anti virus
Office consumables		269	300	31	200	- 100	-33%	Reduction due to HP ink scheme
Risk Assessment			100	100	-	- 100	-100%	Assessed by qualified Councillor
<b>Maintenance:</b>				0				
Maintenance Green & pond		990	1085	95	1,865	780	72%	Maintenance schedule 1,2, 3 and 4
Burial Grounds		900	900	0	950	50	6%	Increased by 10 percent in line with current cost levels LGA 1972 s214 Burial grounds within parishes
Miscellaneous expenditure		666	0	-666	150	150		
Maintenance Contract WCC Grant		755	0	-755	150	150		
<b>Section 137 / 139</b>				0				
Wreaths		0	0	0	50	50		s137 Armistice Day obligation
War memorial maintenance		380	0	-380	320	320		s139 War Memorial maintenance
<b>Section 144</b>				0				
Community event		688	350	-338	380	30	9%	LGA 1972 s144 Tourism provision
Community Magazine		250	250	0	250	-	0%	Parish Council media
Election Expenses					250	250		Election expenses included in main budget 25% of anticipated 2019 election costs
<b>Total Expenditure exc VAT recovery</b>		<b>12740</b>	<b>11968</b>	<b>-772</b>	<b>13,985</b>	<b>2,017</b>	<b>16.85%</b>	
<b>Election Expenses</b>		<b>595</b>	<b>1000</b>	<b>405</b>		<b>- 1,000</b>	<b>-100.00%</b>	
<b>Grand Total</b>		<b>13335</b>	<b>12968</b>	<b>-367</b>	<b>13,985</b>	<b>1,017</b>	<b>7.84%</b>	Copcut Rise housing allocated to Salwarpe PC.

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Additional Finance 2015/16	Opening April 2015	Closing Balance April 2016
NHB- Balance as at April 2015	1,348	968
WCC - 2015/2016 Grant Balance Apr 15	2,000	1,245
<b>Additional Finance 16/17</b>		
<b>Additional Lengthsman Grant</b>		
Contribution £500 for years 16/17 &17/18 (£500/yr)	1,000	
<b>Carried Forward balances from 15/16</b>		
NHB- Balance as at April 2016	968	
WCC - 2015/2016 Grant Balance Apr 16	1,245	
Contribution towards transparency code expenditure (laptop)	332	