

# HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

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## Meeting of Hindlip, Martin Hussingtree & Salwarpe Parish Council held at 7.00 pm on Monday 16<sup>th</sup> July 2018 at Committee Room Salwarpe Village Hall

**PRESENT:** Cllr. P. Oakley (Chairman), Cllr. B. Meddings, Cllr. A. Phillips, Cllr. C. Hughes, Cllr D. Luscombe.  
Cllr. M. Armitage, Cllr.A. Thawley, Cllr. J. Hill (7.08pm)

**IN ATTENDANCE** E Gallagher (Clerk)  
Dist. Cllr L Duffy  
Dist. Cllr T Miller (7.05 pm)

No	Minute	Action
1.	<b>Apologies</b> Cllr. A.Thomas Cllr. J. Brodrick	
2.	<b>Declarations of Interest/Code of Conduct</b>  a) <b>To declare any interest</b> None declared  b) <b>To declare any Dispensations</b> None declared.  c) <b>To note the Code of Conduct and requirements of the Transparency Regulations</b> Noted.  d) <b>To note the Right to Record meetings: Refer to Notice displayed on meeting table.</b> Noted.  e) <b>To confirm any necessary update to the Register of Interests</b>  f) <b>To note security and privacy of information under the General Data Protection regulations.</b> Noted	
3.	<b>Standing Orders &amp; Financial Regulations</b> a) <b>To note Standing Orders</b> Noted – Review continues  b) <b>To note Financial Regulations</b> Noted – For Review  c) <b>To review any Freedom of Information requests</b> The Clerk reported that there had been no requests for information over the preceding 12 months.	
4.	<b>Minutes</b>  a) The draft Minutes of the Annual Parish Council Meeting held on 21 <sup>st</sup> May 2018 were approved and signed as being a correct record.	
5	<b>Clerk - Progress Reports on actions from minutes of 21<sup>st</sup> May 2018</b>	

<b>Martin Hussingtree Junction/Pulley Lane Schemes</b>		
<b>a) Martin Hussingtree</b>	The area from the Swan Inn to Ash Lane had now been reseeded to an acceptable standard of repair. Kieran Henstock, Worcestershire County Council Safety Officer was intending to perform an assessment of the traffic lights and kerb edging at the Martin Hussingtree Junction. It was noted that reflective bollards had been installed in replacement of the old non-reflective type. The meeting was advised that Pulley Lane had not yet been adopted and remedial works were the responsibility of the developer. Members were assured that this road would not be signed off until the County Council was completely satisfied that all issues had been dealt with to a satisfactory standard. Concern was expressed that 'new road surface' signs had not been displayed.	County Councillor
<b>b) Pulley Lane</b>	It was noted that Wychavon District Council had refused an application to remove a condition which limited the number of allowable occupied properties to 90 dwellings until the A38 Pulley Lane traffic signalisation had been fully complied with  The dangerous tree trunk which was surrounded and hidden by tarmacadam had not yet been removed. The County Councillor agreed to contact County Highways in order to expedite its removal. The County Councillor also agreed to request that an accuracy survey of the width of Pulley Lane be carried out and inform the Chairman of any updated information.	County Councillor /Chairman
<b>c) The Canal &amp; River Trust</b>	A recent incident involving a cyclist who had become entangled in hidden netting resulting in a potentially serious accident was reported. The County Councillor agreed to contact the Canal & River Trust to discuss this and report the dangerous state of the towpath with a request for remedial action as a matter of urgency.	County Councillor
<b>d) Court Farm</b>	The Old Dairy had been inspected by the Conservation Officer and it was reported that it was in a state of disrepair with very few of its original features remaining. An application for erection of garages had been refused as the proposed siting was considered inappropriate in the green belt. A further application had been received to demolish and rebuild the existing outbuildings to enhance the visibility on the corner of the site.	Closed
<b>e) Offerton Lane Illegal Layby Parking/Obstruction – Residential Caravan</b>	The illegally parked caravan was no longer on-site.	Closed
<b>f) A38 Layby Trading Application</b>	Cllr. Meddings had attended a Licencing Hearing in respect of the A38 Trading Application on the 27 <sup>th</sup> June 2018. Consent had been granted with conditions relating to site, lighting, trading hours, and vacation of the site on cessation of trading hours. Trading would commence as soon as the layby had been cleared of County Highways stored materials	Closed
<b>g) CIL Levy Middleton Cottages</b>	The developer had lost an appeal against the decision to pay a £47,520 levy in lieu of affordable housing. The developer was at liberty to complain to the ombudsman. as the wording of the decision was ambiguous,	District Councillor Duffy
<b>h) Sling Lane</b>	Ian Dennis (Place Partnership) had reported drainage issues and flooded ditches which would need to be dealt with prior to any repair work to the Lane. He had requested that the in-house drainage expert review and was still awaiting a report on the site.	Clerk
<b>i) Junction 6 Roundabout – Proposed Upgrade</b>	Planned work was designed to ease traffic congestion. Concern was expressed regarding pedestrian safety.	County Councillor
<b>j) Middleton Cottages</b>	Poor drainage remained an issue. The developer was aware of his responsibility to ensure effective drainage for the whole site.	County Councillor

<p>k) <b>Salt Storage/Spreading</b> The County Council were asking for potential salt storage locations/barns and volunteers who could assist with spreading over the Winter period. Councillor Meddings agreed to contact Richard Clever, County Highways to discuss.</p> <p>l) <b>Parliamentary Boundary Review</b> No decision had yet been made as to the change of boundaries as a result of the Parliamentary Review. A map would be provided as soon as one became available.</p> <p>m) <b>Memorial Land: Possessory Title 2024</b> Possessory Title to be finalised with the Land Registry in 2024. Draft Standing Orders had been amended and the item would be carried forward in the Annual Meeting minutes until completion of the transfer of title.</p> <p>n) <b>Pensions Regulator</b> Completion of Auto Enrolment Compliance Re-declaration due March 2020.</p> <p>o) <b>Defibrillator</b> Renewal of battery November 2022 and warranty of AED expires April 2024</p>		<p>Councillor Meddings</p>
<p>6. <b>County &amp; District Councillors</b></p> <p>a) <b>A38 Layby Closure – Storage Worcester County Council Road Surfacing Exercise</b> A two-week closure had been planned with effect from 16<sup>th</sup> July 2018, for the A38 layby fronting Brookside Fruits. Issues involving vehicles blocking the layby’s access had resulted in delays to anticipated completion dates.</p> <p>b) <b>Fernhill Heath Proposed Development</b> A proposed development consultation event had been held at the Baptist Church Fernhill Heath on the 16<sup>th</sup> July 2018. Place Partnership (West Mercia Police Estates) had raised concerns about Lone Star Land Company’s outline plans and were intending to raise objections. Concerns were noted regarding the lack information sharing between relevant parish councils.</p> <p>c) <b>Issues Raised with the Local Planning Authority</b> Martin Hussingtree Parish had not been formally notified of planning application 18/01097 – Land at Station Road, outline planning application for up to 160 dwellings. Notifications had been sent to North Claines (neighbouring parish) and later, after a complaint by the clerk to the LPA, an incorrectly identified notification addressed to Salwarpe Parish was issued. In addition, a Salwarpe application No:18/00800/SCR (Solar Panel Scoping Review) had incorrectly identified the site as being located within the Parish of Ombersley. These were not isolated incidents and so the Chairman had drafted a letter to Mr Gary Williams, copied to Mr Jack Hegarty, notifying them of the Parish Council’s dissatisfaction in their administration systems. An unsatisfactory response had been received. The District Councillor offered to investigate the issue further and report back to the Chairman</p>		<p>District Councillor Miller</p>
<p>7. <b>Chairman’s Report</b></p> <p>a) <b>Highways – Martin Hussingtree Junction - Safety Concerns.</b> A recent serious accident at Martin Hussingtree had prompted further discussion on safety aspects of the Martin Hussingtree Junction Traffic Management Scheme. Traffic lights had been upgraded to the MOVA system but it was felt that this had not in any way eradicated the dangers at the three/four-way junction. It was agreed that access and egress to and from the Swan Inn and the uncontrolled slip road at Ash Lane exacerbated the problem. Dismay was expressed that safety measures had not been fully considered and the current systems implemented at this junction were not fit for purpose. The Chairman relayed information received by email from Adrian Tuck to the County Councillor which was dismissive of safety concerns. It raised issues of 3<sup>rd</sup> party land ownership regarding an adjacent triangle of land listed as Green Open Space. This land was currently in the ownership of the Parish Council. It was agreed that the Parish Council could apply to the Secretary of State, as an exceptional circumstance, to delete that section of land from the Village Green registration and it was suggested that an application be considered. The County Councillor informed the meeting that supplementary traffic signals and a camera installation</p>		<p>County Councillor /Chairman</p>

	<p>were being considered. He went on to say that the developer was responsible for ensuring that the road junction met road safety standards and that as yet the road junction had not been approved. He agreed to speak with John Hobbs who had overall responsibility for the road junction.</p> <p><b>b) Drainage</b> Concerns were expressed over the delay in responding to highway incident reports. The greatest concern involved delays to remedial action in respect of drainage systems. The 28-day target deadline for response imposed by County Highways was breached on a regular basis with delays of over twice that period being noted. The policy to routinely empty gullies twice a year had been abolished and therefore more incidents were being reported. The under-resourced drainage team and their contractors were under pressure and were consistently failing to meet their target timescales. In addition, recent flooding of houses in Wythall had resulted in a severe shortage of team availability for other regions and this had resulted in a knock-on effect of exceptional delays. Consistent attempts to expedite delayed work via the highways customer control centre had proved futile. The County Councillor agreed to investigate.</p> <p><b>c) Defibrillator Agreement</b> The defibrillator maintenance agreement between the Parish Council and the Village Hall trust had been signed by Councillor Meddings, the Parish Council Presiding Chairman on 26<sup>th</sup> March 2018 and Mrs C. Luscombe the Chairman of the Village Hall Trust on the 4<sup>th</sup> July 2018. The agreement was ratified by the Chairman, Councillor Oakley and became effective from the 4<sup>th</sup> July 2018</p> <p><b>d) Notice Boards</b> The owners of Salwarpe Court had agreed to allow the positioning of the posts of the new Salwarpe notice board on the boundary of their property on Salwarpe Bridge (current position). This verbal agreement would be confirmed in writing. The new Martin Hussingtree notice board would be relocated from its existing position to an alternative location within Drury Lane, which was yet to be decided. When a decision had been made Councillor Meddings agreed to draft and submit the application to obtain a street furniture licence for the new site.</p> <p><b>e) Committee Membership</b> It was suggested that the Chairman and Deputy Chair should be members of all committee groups. This motion was proposed by Councillor Meddings proposed the motion, seconded by Councillor Phillips and unanimously carried.</p>	<p>County Councillor /Chairman</p> <p>Closed</p> <p>Councillor Meddings</p> <p>Closed</p>
<p><b>8. Deputy Chair Report</b></p> <p><b>a) Data Protection Policy Updates</b></p> <p><b>b) SIM Card</b></p>	<p>With the introduction of GDPR it was necessary for all staff, members and contractors to sign a privacy statement to be retained by the Clerk. Statements had been prepared and were issued to all members present for scrutiny and signature. The clerk was asked to circulate the statements to members who had been unable to attend the meeting. NALC had recently issued a draft privacy statement for email correspondence and it was agreed that the clerk should add this statement as a footer to all Parish Council emails. The Parish Council's draft general privacy notice had now been inserted on the Parish Council page of the County Councils website.</p> <p>It had been suggested by CALC that a dedicated email and phone number should be allocated for council business. The clerk had offered to loan a surplus mobile phone for this purpose and the Deputy Chair proposed that a monthly mobile pay-as-you go sim card be purchased at a cost of £10 per month. This proposal was seconded by Councillor Hughes and unanimously carried. It was agreed that this mobile phone would be issued to an agreed councillor during planned absences of the clerk.</p>	<p>On-going</p> <p>Closed</p>
<p><b>9. Councillors Reports</b></p> <p><b>a) Bus Shelters</b></p>	<p>A meeting had been arranged with Tracy Perkins and David Manning on the 23<sup>rd</sup> July to discuss the draft N.H.B Bus Shelter proposal. Councillor Phillips and the clerk had agreed to attend on behalf of the Parish Council.</p> <p>Councillor Phillips proposed an amendment to the size of the shelter to be located at the northern side of the A38 (Worcester to Droitwich route). It was agreed that a slimmer Littlethorpe Newstead design shelter, sited at the south side of the BT box would be more appropriate for this location. The original Littlethorpe Great Leigh would front the Village</p>	<p>Councillor Phillips/ Clerk</p>

	<p>Green to the south side of the existing bus stop post as previously approved. Councillor Thawley proposed that this amendment be accepted. This proposal was seconded by Councillor Clarke and unanimously carried. The estimated cost for the provision of both shelters would be in the region of £17,000 including the concrete base. It was suggested that Stuart Paynton, County Highways be approached to organise the laying of the base as it was likely that a partial road closure would be required. County Councillor Miller agreed to supply Councillor Phillips with contact details. Councillor Phillips agreed to circulate a revised proposal to all councillors and the clerk agreed to deal with the licencing aspect of the proposal.</p> <p><b>Staffing Committee Report</b></p> <p><b>b)</b> A proposal to accept all staffing committee staff appraisal recommendations was made by Councillor Thawley, seconded by Councillor Armitage and unanimously carried.</p> <p><b>WW1 Nations Tribute</b></p> <p><b>c)</b> Councillor Meddings was proceeding with arrangements for the WW1 Nations tribute event. At the event basic refreshments would be provided. Publicity and refreshment cost would be calculated. It was hoped that a roadmap of the new Copcut Rise development containing the names of WW1 soldiers would be made available by the Developer to be displayed in Salwarpe church.</p>	<p>Councillor Phillips/ Clerk</p> <p>Closed</p> <p>Councillor Meddings (on-going)</p>
<b>10.</b>	<p><b>Village Hall Committee - Councillor Representative Councillor J.Hill.</b></p> <ul style="list-style-type: none"> <li>• The caretaker had removed moss from the recess area of the car park fronting the defibrillator</li> <li>• There would be no intention to replace the barrier padlock as this was a recent purchase.</li> <li>• Councillor Hill had requested new chairs be provided for Parish Council meetings.</li> <li>• The Village Hall Committee was investigating accessing a grant to provide a hearing loop for the Hall.</li> </ul>	
<b>11.</b>	<p><b>Finance</b></p> <p><b>a) Review of payments made and received since the last meeting (see Appendix 1)</b> Accepted without query</p> <p><b>b) Report on year to date expenditure compared to budget</b> Noted</p> <p><b>c) Risk Assessment – review arrangement</b> Councillor Phillips and the Clerk to arrange.</p> <p><b>d) Sim card approval</b> Approval given - item 8(b)</p> <p><b>e) DKE methodology and services</b> Preparation for the initial October 2018 internal audit noted. It was agreed that the meeting be held in the Village Hall and that a Councillor should accompany the clerk for this initial meeting.</p>	<p>Councillor Phillips/ Clerk</p> <p>Clerk</p>
<b>12.</b>	<p><b>Planning Consultations - Appendix 2-4</b></p> <p><b>a) Planning Applications</b> Noted</p> <p><b>b) Enforcements and Appeals</b> Noted</p> <p><b>c) Temporary Granted Permissions</b> Noted</p>	
<b>13.</b>	<p><b>Correspondence</b></p> <p><b>a)</b> An email had been received from Droitwich AED thanking the Parish Council for their donation of £50 in lieu of the defibrillator training course held on 13<sup>th</sup> April 2018.</p>	
<b>14.</b>	<p><b>Councillor Reports and Items for Future Agendas</b></p>	

<p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p>	<p><b>Overgrown Hedge – The Hainings</b> It was agreed that a letter should be sent to the owner/occupier of the Hainings as the hedge was restricting visibility and therefore considered to be a danger to road users.</p> <p><b>Newlandhurst/ Tagwell Road Overgrowth</b> The railings at Newlandhurst/ Tagwell Road had become covered in overgrowth that was now considered to be a danger to road users. Request that the lengthsman clear the area.</p> <p>Councillor Hill left the meeting 8.55pm</p> <p><b>Salwarpe Fete</b> A letter had been received from the treasurer of the Parochial Church Council requesting a suggested donation of £400 towards the cost of hire of the village hall, marquee and other incidentals for the Salwarpe Village Fete. The Chairman asked that this letter be circulated to all councillors for their consideration with a decision to be taken at the meeting of the 17<sup>th</sup> September 2018</p> <p><b>Cycling Study – Tow Path Offerton</b> Chairman to respond</p> <p><b>Hindlip Car Boot Sale</b> Small event. Well managed</p>	<p>Clerk</p> <p>Councillor Meddings</p> <p>All Councillors. Agenda item</p> <p>Chairman</p> <p>Closed</p>
<p>15.</p>	<p><b>Date of Next Meeting</b></p> <p>The date of the next Council Meeting was approved as Monday 17<sup>th</sup> September 2018 at Salwarpe Village Hall to commence at 7.00pm.</p>	

There being no further business the Chairman closed the meeting at 9.05pm.

Signed..... Date 17th September 2018 Chairman

**Public Question Time**

No members of the public present.

**Police Incident Report**

Councillors had been provided with a copy of an incident report prepared by PCSO Vicky Elliot dated 11<sup>th</sup> July 2018. No issues were raised.