

HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

Clerk to the Council: Mrs E Gallagher, PO Box 6986, Kidderminster DY11 9FB Tel: 01562 700479

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

You are duly summoned to attend the Acceptance of Office followed by the
ANNUAL MEETING of the PARISH COUNCIL
to be held at **7.00 p.m. on Monday 15th May 2023** Main Hall, Salwarpe Village Hal

Public Question Time – To be adjourned until after item 7. 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 – Safer Neighbourhood Team, Quarterly SNT Newsletter issued and circulated.

AGENDA

1. **Declaration of acceptance of office**
All elected members of the Parish Council for four-year term 2023 to 2027 to sign the Declaration of Office undertaking the duties of councillor and to observe the Code of Conduct in the performance of duties. Any councillor not present, and who has not signed the Declaration of Office may do so at a later date.
2. **Election of Chairman** and signing of Declaration of Office
 - (a) Introduction & Welcome Address
3. **Apologies:** To receive apologies and approve reasons for absence
4. **Election of Deputy Chairman**
5. **Hindlip Parish Council – Co-option – Consideration of Candidates**
6. **Declarations of Interest/Code of Conduct**
 - (a) To declare any interest
 - (b) To declare any Dispensations
 - (c) To note the Code of Conduct and requirements of the Transparency Regulations
 - (d) To note the right to record meetings
7. **Standing Orders and Financial Regulations**
 - (a) To note Standing Orders
 - (b) To note Financial Regulations
 - (c) To review any Freedom of Information requests
8. **Council's Scheme of Delegation**
Appointment of Councillors/Wardens to the following:
 - (a) Finance and Internal Control Committee
 - (b) Staffing Committee
 - (c) Policies and Data Committee
 - (d) Community Publications
 - (e) Village Hall Trust Committee Council Representative
 - (f) Parish Path Wardens
 - (g) Parish Tree Warden

Public Question Time – Meeting to be adjourned and reconvened

9. **Minutes**
 - (a) To consider for approval the draft Minutes of the meeting of the Parish Council held on 20th March 2023
 - (b) To note for information the draft Minutes of the 2023 Annual Parish Meeting
10. **Clerk**
 - (a) Clerk to report on actions from Minutes of 20th March 2023 Minutes for items not covered on the Agenda
11. **Reports of County and District Councillors - District Ward of North Claines & Salwarpe.**
12. **Chairman's Report**
 - (a) Hindlip First School – Feedback on s137 Grant (22/23 & 23/24)
 - (b) Copcut Rise – Bus Shelter, Litter Bin, Noticeboard and Access Path
 - (c) Coronation Grant – Proposed Expenditure & to note expenditure on Bunting

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13. Deputy Chair Report

- (a) Fibre Broadband

14. Councillors Reports

- (a) Submission of Register of Interests and Election Expense Declaration (Cllr. Meddings)
- (b) Martin Hussingtree - The Green – Tree Report – (Cllr. Phillips)

15. Salwarpe Village Hall Committee Report (Cllr.J.Hill)

16. Finance

- (a) Review of payments made and received since the last meeting (see Appendix 1)
- (b) To approve the Annual Governance Statement 2022/23
- (c) To approve the Annual Statement of Account Auditors Report and Year End Returns 2022/23
- (d) To approve the Asset register and approve arrangements to update Risk Assessment Register 2022/23
- (e) To note insurance policy renewal (Zurich Year 3 LTA)
- (f) To approve the Internal Audit report
- (g) To note budget details for 2019/20 (Attached to Agenda)
- (h) To initiate arrangements to update all internal control documents.
- (i) To approve Terms of Appointment of DKE Internal Auditor for 2022/23
- (j) To note subscriptions (see Precept)
- (k) Tenders -To consider and approve expenditure for works to reinstate Salwarpe Bridge car park and other locations

17. Planning Consultations

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

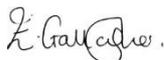
18. Correspondence

19. Councillors Reports and 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**

20. Date of next meeting

To confirm the date of the next Parish Council meeting to be held at 7.00 p.m. on Monday 17th July 2023 Main Hall at Salwarpe Village Hall

Signed 

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

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Appendix 1 Payments and Receipts 10/03/2023 – 09/05/2023

Opening Balance Community Account 2022/23	43773.28
Less Payments (Cleared at year end)	(4797.70)
Plus Receipts (Cleared at year end)	1268.68
Total Closing Balance -Audit 23/24	40244.26
Less Payments Not Cleared 22/23	(1639.14)
Year End Closing Balance 2023/24	38605.12
Less Payments 23/24	(21801.12)
Plus Receipts 23/24	21625.01
Closing Balance 9/5/2023	38429.01

Business Money Manager Deposit Account Opening Balance	51987.53
Transfer from Community	20000.0
	71987.53
Closing Balance May BMM Account	71987.53
Closing Balance Community Account	38429.01
Total	110416.54
Total allocated Reserves (Ring fenced see attached)	61282.76
Total Funds	110416.54
Ringfenced	(61282.76)
Available Funds	49133.78

Payments Receipts 2022/2023

Current Account			Payment	Receipt
22/03/223	HMRC VAT	To Feb 2023	0.00	933.58
24/03/2023	Hindlip First School	s137 Set Up	3,080.14	
24/03/2023	Contractor	Lengthsman March	1,480.62	
24/03/2023	Salwarpe Village Hall	Hire 22/23	156.00	
26/03/2023	Councillor Reimbursement	Maple Tree	80.94	
28/03/223	Worc County Council	Lengthsman	-	335.1
		Total	4797.70	1,268.68

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**Uncleared
Payments
22/23**

				Payments
29/03/2023	71	Salaries	Salary March	879.19
29/03/2023	72	HMRC	Salary March	203.55
31/03/2023	73	Contractor	Maintenance March	476.40
31/03/2023	74	Contractor	Plant Maple Tree	72.00
31/03/2023			Bank Charge March	8.00
				1639.14

Payment Receipt 23/24

				Payments	receipts
29/04/2023	1	Salaries	April Salary	529.29	
29/04/2023	2	HMRC	April Salary	118.00	
29/04/2023	3	Worcestershire CALC	Annual Subscription	1,153.83	
28/4/2023			Transfer to savings account	20000.00	
20/4/223		HMRC	March VAT		352.41
20/4/224		Wychavon DC	Precept 1		19,445.00
02/05/2023		Wychavon DC	Coronation Grant		579.00
02/05/2023		Worcestershire CC	Lengthsman March		1,248.60
			Total	21,801.12	21,625.01

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INDLIP, MARTIN HUSSINGTREE & SALWARPE PARISH COUNCIL

As at 31.3.23

BUDGET COMPARISON APRIL 22/23 - £

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)	7,258.85		7,258.85	8,400	1,141	
Home office allowance	312.00		312.00	312	0	
Mileage	131.85		131.85	300	168	
CALC Training / Clerk Gatherings	-		-	200	200	
Chairman / Councillor Expenses						
Chairmans allowance	500.00		500.00	500	0	
Councillors Mileage & expenses	43.90		43.90	314	270	
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	218.90		218.90	300.00	81	
Subscriptions	362.90		362.90	520.00	157	
Misc Costs						
Meeting Room Hire	156.00		156.00	300.00	144	
PO Box Rental	315.00		315.00	400.00	85	
Office consumables	441.79		441.79	560.00	118	
Risk Assessment	-		-	400.00	400	
Maintenance:						
Maintenance Green & pond	2,530.50		2,530.50	3,500.00	970	
Burial Grounds	-		-	1,300.00	1,300	
General repairs - notice boards etc	1,447.80		1,447.80	4,000.00	2,552	
Misc Tree/litterbin maintenance etc	675.00		675.00	700.00	25	
Section 137 / 139						
Wreaths	3,140.14		3,140.14	84.00	84	
War memorial maintenance	334.00		334.00	441	107	
Section 144/111						
Community event & Magazine	360.00		360.00	1,900	1,540	
Election Expenses	-		-	250	250	
New Development Costs	-		-	-	0	
Climate enhancement & NHB	401.70		401.70	9,421	9,019	
Smart Wateretc	-		-	-	0	
Expenditure exc. L'sman & VAT recovery	20,265.50	-	20,265.50	37,352	20,227	
Memorial Land Project (net of VAT)	34.50		34.50			
Expenditure to be recovered						
Lengthsman Scheme	2,160.60		2,160.60			
VAT paid	1,839.08		1,839.08			
Year to date gross expenditure	24,299.68	-	24,299.68			

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Applications 10th March 2023 – 9th May 2023

NEW APPLICATIONS				
No	Location	Proposal	Parish	
W/23/00584/FU	Worcester Rugby Football Club, Westons Fields,	Proposed new spectator stand	Hindlip	Comment sent 14/04/2023
W/23/00678/HP	Middleton Grange, Ladywood Road, Salwarpe,	Erection of garden room/conservatory, installation of staircase and balcony	Salwarpe	Comment due 28/04/2023
W/23/00813/RM	Hill Top Farm, Newland Lane, Newland, Droitwich Spa, WR9 7JH	Reserved matters application for the appearance; landscaping; layout and scale of Plot 3, following outline permission	Salwarpe	Comment due 22/05/2023
W/22/02334/NMA	Land Between Roman Way And, Copcut Lane,	Non-Material Amendment to application W/17/00027/RM for Reserved matters application following grant of outline planning permission W/14/02829/OU for Phase 2B. To provide footpath access	Salwarpe	Not consulted Approved 2/5/2023

NEW Applications in period – 4

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
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

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				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/22/01558/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
22/04720/VARYPL	Churchfields Farm. Ladywood Road	Licencing Application	Salwarpe	Comment due 08/11/2022
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
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

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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/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/23/00430/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 sent 21/03/2023

DECISIONS

No	Location	Proposal	Parish	Decision
W/22/01585/HP	The Beeches, Brown Heath Lane,	Erection of two and single front and side storey extensions	Martin Hussingtree	Approved 23/3/2023
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 Approved 3/04/2023
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	Approved 5/04/2023
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 Appearance of Plot 4 only.	Salwarpe	Approved 26/04/2023
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	Approved 28/4/2023
W/22/02334/NMA	Land Between Roman Way And, Copcut Lane,	Non-Material Amendment to application W/17/00027/RM for Reserved matters application following grant of outline planning permission W/14/02829/OU for Phase 2B comprising 54 houses and bungalows and associated infrastructure and landscaping - to provide a foot path connection.	Salwarpe	Not consulted Approved 28/4/2023
W/22/00643/HP	The Mill, Upper Smite Farm, Smite Lane, Hindlip	Retrospective Single storey extension.	Hindlip	Approved 3/5/2023
W/22/02334/NMA	Land Between Roman Way And, Copcut Lane,	Non-Material Amendment to application W/17/00027/RM for Reserved matters application following grant of outline planning permission W/14/02829/OU for Phase 2B. To provide footpath access	Salwarpe	Not consulted Approved 2/5/2023

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