

**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

Councillors are duly summoned to attend the **Parish Council Meeting** to be held at **7.30pm on Monday 18th March 2024** in the Main Hall, Salwarpe Village Hall

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 - A Police & Crime Commissioner Report now distributed on a monthly basis in newsletter form

AGENDA

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
 - (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 – see agenda item 7(a)
 - b) To note Financial Regulations – see agenda item 7(a)
 - 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 on 15th January 2024
5. **Chairman/Clerk/ County & District Councillors - Progress on items from Minutes of 15th January 2024 Not otherwise covered by the agenda – See attached Action List**
6. **Chairman's Report**
 - a) Copcut Rise Update –
 - Litter Bins/Signage/Notice Board
 - Memorial & Coronation Benches
 - Unauthorised Footpath Update
 - b) Community Legacy Grant
 - c) Highways
 - A38 Update on Progress
 - Highway Reporting System – Update Clerk when Fault Rectified

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- d) Anaerobic Digester Update
- e) Salwarpe Village Hall Car Park – Agreement in Principle Grant
- f) Lengthsman & Maintenance Contracts

7. Deputy Chair Report

- a) Present for Adoption -Standing Orders and Financial Regulations 2024

8. Councillor Reports

- a) Hindip First School Breakfast Club End of Year Update– Cllr M. Armitage.
- b) Establishment of Parish Facebook Page – Cllr. R. Hewitt
- c) Martin Green Planting/Pond/Natural Networks – Cllr A Phillips
- d) Risk Assessment Update – Cllr Phillips
- d) End of Year Update Chawson First School s137 Grant – Cllr. A. Johnson
- e) Feedback on Meeting Regarding Copcut Rise Middle School Options – Cllr A Johnson
- f) Travelling Music Bus – In Principle – Cllr A. Johnson (Approx £800/day £480/half day)
- g) Community Sports Park Fernhill Heath. - Cllr B.Meddings
- h) Planning Website Records - Cllr B.Meddings
- i) Copcut Rise. Proposed Gym & Fitness Centre - Cllr B.Meddings (see precis attached)

9. Salwarpe Village Hall Committee Report (Council Representative – Cllr. J. Hill)

10. Reports of County & District Councillors (County Cllr. M. Bayliss. Dist. Cllrs. N.Wright & D. Birch)

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) Preliminary Internal Audit Report

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

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.

15. Items Carried Forward for Noting

- a) Defibrillator –
Expiry Pads July 2025. Battery November 2027 AED Warranty Expired April 2023
- b) Memorial Land – Possessory Title 2024
- c) **Pensions Regulator – Auto enrolment February 2026**

16. Date of next meetings

Annual Parish Council meeting commencing at 7.00pm 13th May 2024 Salwarpe Village Hall
(Please note change of date)



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

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**Appendix 1
Payments and Receipts 5/1/2024– 9/3/2024**

| | |
|--|----------------|
| Opening Balance Community Account 2023/24 | 8896.63 |
| Less Payments | (6461.97) |
| Plus Receipts | 538.40 |
| Total Closing Balance | 2973.06 |

| | |
|---|-----------------|
| Business Money Manager Deposit Account Opening Balance | 92899.13 |
| Interest 10/12/23 | 449.33 |
| | 93348.46 |
| Closing Balance May BMM Account | 93348.46 |
| Closing Balance Community Account | 2973.06 |
| Total | 96321.52 |
| Total allocated Reserves (Ring fenced see attached) | (42816.03) |
| | |
| Total Funds | 96321.52 |
| | |
| Ringfenced | (42816.03) |
| Available Funds | 53505.49 |

Current account

| Date | Payee | Reason | Payments | Receipts | Balance |
|-------------|--------------------------|---|-----------------|-----------------|----------------|
| | | Bank Charge Dec & Jan | 16.00 | | 8,880.63 |
| 15/01/2024 | Wychavon DC | litter bin empty opp Swan | 110.24 | | 8,770.39 |
| 15/01/2024 | Clerks & Councils Direct | 3 Councillor subs (March 24) | 46.50 | | 8,723.89 |
| 15/01/2024 | Salwarpe Village Hall | Annual hall hire | 180.00 | | 8,543.89 |
| 15/01/2024 | Hindlip 1st School | Term 2 s137 | 3,541.00 | | 5,002.89 |
| 23/01/2024 | Contractor IT | Health check & Virus licence | 65.00 | | 4,937.89 |
| 23/01/2024 | Contractor | salwarpe Village Emergency ditch clearance | 696.00 | | 4,241.89 |
| 24/01/2024 | Contractor | April Mtce 12269 (adjusted to £38.40 to offset £9.60 Nov overpay) | 48.00 | | 4,193.89 |
| 02/02/2024 | Salaries | Jan salary | 717.07 | | 3,476.82 |
| 05/02/2024 | HMRC | Jan salary | 157.50 | | 3,319.32 |
| 01/03/2024 | Salaries | Salary Feb | 556.77 | | 2,762.55 |
| 01/03/2024 | HMRC | Salary Feb | 126.00 | | 2,636.55 |

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| | | | | | |
|------------|--------------------------------|--|---------|--------|----------|
| 01/03/2024 | B Meddings Expenses | | 38.01 | | 2,598.54 |
| | Worcs County Council M Bayliss | Grant Ditch Clearance | | 500.00 | 3,098.54 |
| 09/02/2024 | | | 155.88 | | 2,942.66 |
| | | Feb bank charge | 8.00 | | 2,934.66 |
| | | Adjust by £38.40 - Payment duplicated 9/2 & 16/2 | | 38.40 | 2,973.06 |
| | | Total | 6461.97 | 538.40 | |

Business Money Manager

| Date | Receipt |
|------------|------------------------|
| | Opening Balance |
| | 92899.13 |
| 01/03/2024 | Interest March |
| | 449.33 |
| | 93348.46 |

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HINDLIP, MARTIN HUSSINGTREE & SALWARPE PARISH COUNCIL

As at 03/03/2024

| BUDGET COMPARISON 1st March 24 | Actual YTD | Forecast | Total Forecast To 31 Mar 24 | Budget 1 | Variance |
|--|------------------|------------------|--------------------------------|------------------|------------------|
| Clerk Salary & Expenses | | | | | |
| Salary (inc. extra hours worked) | 7,560.00 | 687.27 | 8,247.27 | 8,400 | 153 |
| Home office allowance | 288.00 | 24.00 | 312.00 | 312 | 0 |
| Mileage | 145.80 | 13.25 | 159.05 | 300 | 141 |
| CALC Training / Clerk Gatherings | 50.00 | - | 50.00 | 200 | 150 |
| Chairman / Councillor Expenses | | | | | |
| Chairmans allowance | 650.00 | - | 650.00 | 650 | 0 |
| Councillors Mileage & expenses | 38.01 | 161.99 | 200.00 | 200 | 0 |
| Councillors training | 117.50 | - | 117.50 | 400 | 283 |
| Fees | | | | | |
| Insurances | 540.94 | - | 540.94 | 1,000.00 | 459 |
| CALC Fees | 981.75 | - | 981.75 | 1,200.00 | 218 |
| External Audit | 210.00 | - | 210.00 | 300.00 | 90 |
| Internal Audit | 228.90 | - | 228.90 | 300.00 | 71 |
| Subscriptions | 281.40 | 498.60 | 780.00 | 780.00 | 0 |
| Misc Costs | | | | | |
| Meeting Room Hire | 180.00 | 60.00 | 240.00 | 300.00 | 60 |
| PO Box Rental | 330.00 | - | 330.00 | 400.00 | 70 |
| Office consumables | 318.80 | 28.98 | 347.78 | 560.00 | 212 |
| Risk Assesment & Tree Survey | - | - | - | - | 0 |
| Maintenance: | | | | | |
| Maintenance Green & pond | 1,850.50 | 1,722.50 | 3,573.00 | 4,000.00 | 427 |
| Burial Grounds | - | - | - | 1,200.00 | 1,200 |
| General repairs - notice boards etc | 3,832.61 | 167.39 | 4,000.00 | 4,000.00 | 0 |
| Misc Tree/litterbin maintenance inc top cut extra | 275.00 | 725.00 | 1,000.00 | 1,000.00 | 0 |
| Section 137 / 139 | | | | | |
| Wreaths | 60.00 | - | 60.00 | 100.00 | 100 |
| War memorial maintenance | 280.00 | 154.00 | 434.00 | 500 | 66 |
| Section 144/111 | | | | | |
| Community event & Magazine | 380.00 | - | 380.00 | 3,200 | 2,820 |
| Election Expenses (reserves) | - | - | - | 250 | 250 |
| New Development Costs | - | 3,000.00 | 3,000.00 | 9,336 | 6,336 |
| Climate enhancement biodiversity | 84.96 | - | 84.96 | - | -85 |
| | - | - | - | - | 0 |
| Sub total Expenditure exc. L'sman & VAT recovery & Ringfenced | 18,684.17 | 7,242.99 | 25,927.16 | 38,888.00 | 13,020.84 |
| Chawson School s137 | 4,497.00 | - | - | - | - |
| Election Recharge | 1,308.94 | - | 1,308.94 | - | - |
| Hindlip School | 7,082.00 | 3,543.00 | 10,625.00 | - | - |
| Coronation Grant | 52.54 | 523.46 | 576.00 | - | - |
| Lengthsman Scheme | 533.25 | - | 533.25 | - | - |
| VAT paid | 2,662.63 | - | 2,662.63 | - | - |
| BDS Shelter & AED s106 | 5,339.25 | 2,163.67 | 7,502.92 | - | - |
| Year to date Total gross expenditure | 40,159.78 | 13,473.12 | 49,135.90 | - | - |

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Application 5 January 2024 – 9 March 2024

| NEW APPLICATIONS | | | | |
|--|---|--|-----------------------|--|
| No | Location | Proposal | Parish | |
| W/24/00089/LB Associated Ref:W/23/00090/HP | Old Mill House, Copcut Lane, Salwarpe, | Proposed replacement boundary wall, piers and gates and driveway (Listed Building Consent) | Salwarpe | Comment sent 6/2/2024 |
| W/24/00181/TPOA | Land At (8818 6152), Centenary Way, Copcut, Droitwich Spa | Tree works | Salwarpe | Delegated decision Not consulted |
| W/24/00291/CU | Field House, Ladywood Road, Salwarpe, | Conversion of outbuilding to granny annexe Removal of condition 2 to reference W/86/0752 | Salwarpe | Comment sent 5/03/2024 |
| Applications in period 3 | | | | |
| AWAITING DECISIONS | | | | |
| No | Location | Proposal | Parish | Decision |
| 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/22/01558/FUL | Wescoe, 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 Additional comments by 26/5/2023 |
| 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 |
| W/23/00893/FUL | Land East side Droitwich Road Martin Hussingtree (OS 8864 6045) | Construction of a SOLAR PARK, Battery Store, Improved Access, associated infrastructure and landscaping | Martin Hussingtree | Comments sent by 16/2023 |
| W/22/01558/FUL Plus Amendments 26/05/82025 | Wescoe, 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 Additional comments sent 26/5/2023 |

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|--|--|--|--------------------|--|
| 23/000007/CM | Court Farm, Hindlip Lane, Hindlip, Worcestershire, WR3 8SS | Proposed anaerobic digestion facility for a biomethane gas to grid plant, creation of new access and haul road from Hindlip Lane and ancillary works | Hindlip | comments sent 15/9/2023 |
| W/23/01184/OU | The Wain House, Copcut Lane, Salwarpe, | Outline application for the erection of 1 dwelling | Salwarpe | Comment sent 14/9/2023 |
| W/23/02058/FUL | Court Farm, Hindlip Lane, Hindlip, | Change of use of redundant detached outbuildings to 3No. dwellings with home office accommodation | Hindlip | Comments sent 31/10/2023 Revised plans comment due 1/2/2024 |
| W/23/01990/HP Associated Ref:W/23/01991/LB | Willow Barn, Church Lane, Martin Hussingtree, | Erection of garden shed | Martin Hussingtree | Comments sent 18/11/2023 |
| W/23/01718/FUL | New Mill Farm, Ladywood Salwarpe | Replacement roof with tiled roof & creation of a porch & Chimney | Salwarpe | Comments sent 20/12/2023 |
| W23/02540/TDC5 | Westcoe, NewlandLane, Newland. | Technical Details permission for the construction of 4no.dwellings following Permission in Principle W/23/01298/PIP | Salwarpe | Comments sent 29/12/23 |

DECISIONS

| No | Location | Proposal | Parish | Decision |
|---|---|--|--------------------|---------------------------|
| W/23/02459/LBG | Hindlip Hall, The Drive, Hindlip Hall, Hindlip. | Internal alterations to office spaces at 2 nd & 3 rd floors & installation of extract fan east elevation window at Hindlip Hall. | Hindlip | Approved 12/1/2024 |
| W/23/01949/HP | The Roakes, Droitwich Road, Martin Hussingtree | Two-storey extension and elevation changes to dwelling, and replacement outbuilding with attic room. | Martin Hussingtree | Approved 18/01/2024 |
| W/23/02443/FUL | The Bungalow, Ash Lane. Martin Hussingtree | Erection of live/work unit | Martin Hussingtree | Refused 24/1/2024 |
| W/23/02029/HP | Dar Es Salaam Drury Lane, | Single storey rear extension | Martin Hussingtree | Approved 14/02/2024 |
| W/23/00090/HP Associated Ref W/24/00089/LB: | Old Mill House, Copcut Lane, Salwarpe, | Proposed replacement boundary wall, piers and gates and driveway (Listed Building Consent) | Salwarpe | Approved 21/02/2024 |
| W/23/01287/LB | Old Mill House, Copcut Lane, Salwarpe, | Demolition of garage and lean-to structures attached to the outbuildings. (RETROSPECTIVE) | Salwarpe | Approved 26/02/2024 |
| W/24/00085/RM | Hill Top Farm, Newland Lane, Newland, | Reserved matters application for the appearance; landscaping; layout and scale of Plot 4, | Salwarpe | Approved 4/3/24 |
| W/23/01180/PIP | Land At (OS 8726 6088), Ladywood Road, Salwarpe | Permission in Principle for 2 detached bungalows | Martin Hussingtree | Refused 08/03/2024 |

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|--------------------------------|---|--|---------|--------------|
| W/23/02394/SCR | West Mercia Police, Hindlip Hall, Hindlip | Screening Opinion for proposed extension of existing Firearms Training School building and demolition of structures forming existing outdoor firing range, to provide new indoor firing range, access road and associated works. | Hindlip | No objection |
| Decisions in Period - 9 | | | | |

APPENDIX 3

| ENFORCEMENTS | | | | |
|--|--------------------------------------|--|-------------------------------------|--|
| Enforcement No. | Location | Description of alleged breach | Parish | Status |
| W/ENF/24/0020 | Gretna Farm Ladywood | Building work and occupation of static caravan | Salwarpe | Planning application in process of being submitted 21/2/24 |
| New Enforcements in period 1 | | | | |
| APPEALS | | | | |
| No. | Description | Parish | Decision | |
| APP/H1840/W/23/3326877 W/23/01101/PIP | White Lodge High Park Ombersley Road | Salwarpe | Additional comment before 26/2/2024 | |
| New appeals in period 1 | | | | |

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 |
| 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 0 | | | |

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**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. Cllr Meddings/Dist Cllr Wright |
| Pensions Regulator. | Redeclaration due February 2026 |