

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 20th May 2019**, Committee Room, Salwarpe Village Hall

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 – Officers report circulated to the Parish Council prior to meeting.

AGENDA

1. **Declaration of acceptance of office**
All elected members of the Parish Council for four-year term 2019 to 2023 to sign the Declaration of Office undertaking the duties of councillor and to observe the Code of Conduct in the performance of duties.
2. **Election of Chairman** and signing of Declaration of Office
3. **Apologies:** To receive apologies and approve reasons for absence
4. **Election of Deputy Chairman**
5. **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 refer to displayed notice
6. **Standing Orders and Financial Regulations**
 - (a) To note Standing Orders
 - (b) To note Financial Regulations
 - (c) To review any Freedom of Information requests
7. **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

8. **Minutes**
 - (a) To consider for approval the draft Minutes of the meeting of the Parish Council held 18th March 2019
 - (b) To note for information the draft Minutes of the 2019 Annual Parish Meeting and to consider items requiring action for future agendas
9. **Clerk**
 - (a) Clerk to report on actions from Minutes of 18th March 2019 and Chairman to update on progress from actions from Minutes for items not covered on the Agenda
10. **Reports of County and District Councillors**
 - (a) For information (any items raised for decision will appear on the agenda for the next meeting)
11. **Chairman's Report**
 - (a) Chairman's Address
 - (b) Smart Water
 - (c) CIL Receipt Middleton Cottage Development £7,128
 - (d) Internal Audit Report

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12. Deputy Chair Report

None

13. Councillors Reports

- (a) Bus Shelter Update/Litter Bin (Cllr. Phillips)
- (b) Natural Networks Update ((Cllr. Phillips)
- (c) Submission of Election Expense Declaration by the 30th May 2019 and Register of Interests (Cllr. Meddings)

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

15. Finance

- (a) Review of payments made and received since the last meeting (see Appendix 1)
- (b) To approve the Annual Governance Statement 2018/2019
- (c) To approve the Annual Statement of Account Auditors Report and Year End Returns 2018/2019
- (d) To approve the Asset register and approve arrangements to update Risk Assessment Register 2018/2019
- (e) To approve and confirm insurance policy renewal
- (f) To review subscriptions
- (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 2019/2020
- (j) To approve NALC salary award effective from 1st April 2019
- (k) To note Worcester County Council award of £1000 for biodiversity projects
- (l) To approve Village Green gate painting

16. Planning Consultations

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

17. Correspondence

- (a) Resident Parish Tree Warden and Highways work

18. 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

19. Date of next meeting

To confirm the date of the next Parish Council meeting to be held at 7.00 p.m. on Monday 15th July 2019 Committee Room 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 11th March – 11th May 2019

Opening Balance Community Account	20,234.85
Less Payments	(2,932.90)
Less Transfer to Deposit Account	(15,000.00)
Plus Receipts	21,448.68
Total Closing Balance	23,750.63

Business Money Manager Deposit Account	9,721.44
Interest	4.47
Transfer from Community Account	15,000.00
Closing Balance May BMM Account	24,725.91
Closing Balance Community Account	23,750.63
Total	48,476.54

Less Ring-fenced additional mtnce - mowing	(850.00)
Less Ring-fenced NHB Bus Shelters	(2,929.00)
Less ringfenced election costs	(1,000.00)
Less ringfenced community event grant (£1,000 grant 18/19)	(950.00)
Less ringfenced biodiversity grant	(1,000.00)
Less ringfenced CIL (Middleton Cottage development)	(7,128.00)
Total allocated Reserves (Ring fenced)	(13,857.00)
Total Funds	48,476.54
Ringfenced	(13,857.00)
	34,619.54

Payments from 11th March – 11th May 2019

Year 2018/2019				
11/03/2019	101932	Salaries	February	561.13
11/03/2019	101933	HMRC	February	118.46
18/03/2019	101935	Contractor	Lengthsman March	1,008.00
28/03/2019	101937	Councillors	Reimbursement of Expenses	68.00
29/03/2019	101938	Salaries	March	435.43
29/03/2019	101939	HMRC	March	91.68
31/03/2019	101940	Contractor	Notice Board Ladywood	102.00
Year 2019/2020				
05/05/2019	101941	Salaries	April	444.16
05/05/2019	101942	HMRC	April	104.04
			Total Payments	2,932.90

Receipts from 11th March – 11th May 2019 2018 (Community Account)

13/03/2019	Worcs CC	Lengthsman June Sept Oct Nov	620.70
26/03/2019	Worcs CC	Grant towards biodiversity	1,000.00
25/03/2019	HMRC	VAT to Aug - Feb 2019	462.32
12/04/2019	HMRC	VAT Refund	190.66
25/04/2019	Wychavon CC	CIL Receipts Middleton Development	7,128.00
29/04/2019	Wychavon CC	Precept first payment	11,997.00
01/05/2019	HSBC	Complaints Payment Compensation	50.00
		Total Receipts	21,448.68

Receipts from 11th March – 11th May 2019 (Deposit Account)

01/03/2019	HSBC	Interest	4.47
		Total	4.47

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Planning APPENDIX 2 10 March 2019 – 11th May 2019

NEW APPLICATIONS				
No	Location	Proposal	Parish	Decision
19/00573/HP	The Bungalow, Ash Lane, Martin Hussingtree, WR3 8TB	Replacement single storey side extension, replacement front porch, conversion of existing garage and linking of converted garage to house, and new detached garage.	Martin Hussingtree	Pending Comment sent 09/04/2019
19/00684/RM	Land Between Roman Way And, Copcut Lane, Salwarpe	Approval of reserved matters for the erection of 4 dwellings (constituting part of Phase 4B of a wider residential development) following outline planning permission ref. no. W/14/02829/OU.	Salwarpe	Pending Comment sent 09/04/2019
19/00743/FUL	Harvest Barn, Smite Lane, Hindlip, Worcester, WR3 8SZ	Change of use of field to residential curtilage	Hindlip	Pending Comment sent 29/04/2019
19/00948/RM	Land Between Roman Way And, Copcut Lane, Salwarpe	Reserved matters application for approval of appearance, landscaping, layout and scale following grant of outline planning permission W/14/02829/OU for phase 5 comprising the erection of 129 dwellings and associated infrastructure and landscaping.	Salwarpe	Pending comment due 16/05/2019
19/00951/HP	The Byre, Middleton Farm, Ladywood Road, Salwarpe,	Proposed 2 storey link extension between The Byre and The Old Dairy building to create one residential unit.	Salwarpe	Pending Comment due 20/05/2019
NEW Applications in period - 5				
AWAITING DECISIONS				
No	Location	Proposal	Parish	Decision
17/02334/OUT	Casa Colina Newland	Residential development of land of up to 9 dwellings following the removal of the existing dwelling.	Droitwich/ Salwarpe	Non Consultation Comments submitted 27/2/2018 Decision Pending
18/01097/OUT	Land at Station Rd Fernhill Heath	Outline application with all matters reserved for up to 160 dwellings including affordable housing, new accesses off Station Road, the creation of new wildlife habitats, sustainable drainage ponds and green infrastructure together with ancillary works.	Martin Hussingtree	Comment due 12/07/2018 Comment sent 11/07/2018 Decision Pending
19/00338/OU	Land North Of Pulley Lane And, Newland Lane, Newland, Persimon Homes	Outline planning permission for the construction of a maximum of 265 dwellings with associated car parking, access, increase in the occupation to the 202nd dwelling	Salwarpe	Pending Comment sent 1/3/2019 Planning Committee 4/4/2019
19/00381/FUL	David Lloyd, Warriors Way, Hindlip, Worcester, WR3 8ZF	Erection of a permanent air dome to cover four outdoor tennis courts	Hindlip	Comment sent 12/3/2019 Decision Pending
19/00426/FUL	Hill Top Farm, Newland Lane, Newland, Droitwich Spa, WR9 7JH	Proposed new vehicular access to agricultural field	Salwarpe	Comment sent 13/03/2019 Decision Pending
19/00427/HP	1 And 2, Court Farm Cottage, Hindlip Lane, Hindlip	Single storey and two storey extensions to 1 & 2 Court Farm Cottages	Hindlip	Pending Comment sent 19/03/2019
DECISIONS				
No	Location	Proposal	Parish	Decision
19/00139/FUL	Land Between Roman Way and Copcut Lane	Replacement of plots 1021 & 1022 with 3 properties.	Salwarpe	Withdrawn 15/03/2019
19/00328/PIP	Land Opposite, Yew Tree Farm, Newland Road, Droitwich Spa	Application for 9 no. entry-level (starter) homes.	Salwarpe	Refused 21/03/2019

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19/00187/FUL	The Orchard, Hindlip Lane	Change of Use of 1 st floor to Office/Meeting Room. West Mercia Police	Hindlip	Approved 25/03/2019
18/02677/HP	6 Spellis Green Cottage Hindlip Lane Hindlip WR3 8SJ	Single storey extension	Hindlip	Approved 8/02/2019
19/00340/GPDR	Former Poultry Buildings, Drury Lane Martin Hussingtree	Prior Approval Application for change of use of agricultural building and land within its curtilage to class B8	Martin Hussingtree	General Permitted Development. Refused 3/04/2019. Prior Planning Approval required.
W/16/02240/OU	Land North of Pulley Lane and, Newland Lane, Newland, Droitwich Spa Redrow Homes	Access and infrastructure (Ref:W/11/01073/OU). Condition 6 amended highway works. Condition 5 Part(i) Temporary Traffic Management Plan only to proceed.	Salwarpe	Planning Committee 4/4/2019 Approved 8/04/2019
W/16/02240/OU	Land North of Pulley Lane and, Newland Lane, Newland, Droitwich Spa Redrow Homes	Additional revised technical notes. Regarding W/15/01814/OU Conditions 5 Part I, ii and Condition 3. Redrow Homes	Salwarpe	Planning Committee 4/4/2019 Approved 12/04/2019

Decisions in Period (incl. new application decisions) - 7

APPENDIX 3

ENFORCEMENTS

Enforcement No.	Location	Description of alleged breach	Parish	Status
ENF/19/0137	Gloverspiece Mini Farm	Breach of Planning condition 5 of W/12/01993/CU	Salwarpe	Enforcement Investigation 04/04/2019
New Enforcements - 1				

APPEALS

No.	Description	Parish	Decision
APP/H1840/W/19/3222294 18/02166/OUT	Court Farm Demolition and rebuilding of existing outbuildings to form 4no residential cottages. Resubmission of 18/01141/OUT	Hindlip	Representation by 14/05/2019
18/00348/FUL APP/1840/W18/3218524	Middleton Cottage Copcut Lane Salwarpe Droitwich SpaWR9 7JB.	Salwarpe	1 additional dwelling Representation 19/02/2019 APPEAL ALLOWED 14/03/2019
New appeals in period 1			

APPENDIX 4

TEMPORARY GRANTED PERMISSIONS

No:	Location	Period	Expiry Date
W/16/01286/PN.	Land North of Pulley Lane, Marketing Suite. Redrow Homes.		Within 6 weeks of Sale of 239th dwelling
W/16/01104/PO	Middleton Cottages Copcut Lane (S106) CIL Levy paid.	3 years	Levy £7,128.Paid
W/16/01472/AA.	Copcut, A38 Layby Advertising Sales Board, Redrow Homes.	3 years	30/07/2019
17/00095/FUL	Upper Smite Farm. An application for the retention of a temporary agricultural workers dwelling (log cabin)	3 years	25/05/2020
17/05973 LICENCING APPLICATION	A38 Layby Droitwich Road Street Trading Consent Application. sale of plants and garden items	1 year	26/06/2019
New Temporary permissions in period - 0			