

# 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](mailto:hmhspc@gmail.com)

[www.worcestershire.gov.uk/myparish](http://www.worcestershire.gov.uk/myparish)

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Parish Councillors are duly summoned to attend the **Annual Parish Meeting** to be held **virtually by Zoom** at **6.30pm on Wednesday 8<sup>th</sup> July 2020** followed immediately by the **Parish Council Meeting**. Joining instructions are as follows:

<https://us04web.zoom.us/j/71206223912?pwd=Z3crbG1CZENIRkdtSkxDZ0NVbjAyZz09>

meeting ID 712 0622 3912 password Otnsqb

**Members of the public and the press are entitled to attend.**

**Community Police Report** – Not available during the pandemic.

## **AGENDA - ANNUAL PARISH MEETING**

### **CHAIRMAN TO INTRODUCE INSTRUCTIONS FOR CONDUCT AND VOTING PROCEDURE**

1. **Apologies for Absence**
2. **To confirm Minutes of the Annual Parish Meeting held on 18th March 2019**
3. **Chairman's Report - Circulated pre-meeting**
4. **Parish Path and Tree Warden Report – Circulated pre-meeting**
5. **Public question time (Time limitations apply)**

**PARISH COUNCIL MEETING CONVENED. – MEMBERS OF THE PUBLIC MAY NOT TAKE PART IN COUNCIL MEETING PROCEEDINGS.**

## **AGENDA – COUNCIL MEETING**

**Councillors** Cllr. P Oakley (Chair). Cllr. A Thawley (Deputy Chair) Cllr B Meddings. Cllr. A Phillips. Cllr C. Hughes. Cllr. D Luscombe. Cllr. A .Thomas. Cllr. J. Brodrick. Cllr. J. Clarke. Cllr. M Armitage. Cllr. J. Hill.

**District Councillors** Dist. Cllr. T. Miller Dist Cllr. N. Wright.

1. **Apologies** To receive apologies and approve reasons for absences
2. **Code of Conduct & Standing Orders**
  - a) To declare interests and dispensations
  - b) To note the Code of Conduct, right to record meetings and requirements of the Transparency Regulations
3. **Minutes**
  - a) To consider for approval the draft Minutes of the meeting of the Parish Council held on 20<sup>th</sup> January 2020
4. **Chairman's Report**
  - a) **End of Year Audit – Formal Approval of Annual Governance Statement**

Completed AGAR and supporting documentation circulated to all councillors pre-meeting. Both governance statements and accounting documentation informally approved by all councillors by email correspondence
  - b) **Amendment of Internal Controls to Incorporate Emergency Measures**
    - Financial Regulations 4.1 – Budgetary Control Authority to Spend – Amend Limits
    - Note adoption of Standing Order 6.9 (f) – Payment by bank transfer
    - Contracts – Suspend the requirement to obtain 3 quotes (F.Regis 10.3 & 11.1) for the duration of the pandemic
    - Authorisations/notifications by email

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c) **Amended Financial Procedures**

Details of amended authorisation and payment procedures circulated to all councillors pre-meeting

d) **Pre-authorised Project expenditure – Community Enhancement Tree Planting Scheme**

To approve a pre-authorised proposed limit of £600 for the 2020/21 Tree Planting Scheme

5. **Deputy Chair Report**

a) **Smart Water**

6. **Councillor Reports**

a) **Community Enhancement Tree Planting Scheme (Cllr. A. Phillips)**

7. **Salwarpe Village Hall Committee Report (Council Representative - Cllr.J.Hill)**

8. **Reports of County & District Councillors**

a) Urgent items only - for information (any items raised for decision will appear on the agenda for the next meeting)

9. **Chairman/Clerk/ County & District Councillors**

a) Progress on items from Minutes of 20<sup>th</sup> January 2020 **in abeyance except urgent feedback** -. Updates provided by email

10. **Finance**

a) Review and ratification of payments made and received since the last meeting (see Appendix 1)

b) Report on year to date expenditure compared to budget

c) Maintenance/Lengthsman Contracts awarded to Top Cut Mowing Services Ltd

11. **Planning Consultations**

a) Applications (see Appendix 2)

b) Enforcements and Appeals (see Appendix 3)

c) Temporary Granted Permissions (see Appendix 4)

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

To report matters of essential information and to raise items for future agenda's. Items for debate or decision will be deferred to the next meeting

13. **Date of next meeting**

Details of format and date to be provided and confirmed via the Parish Council Website.

Signed



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

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## Appendix 1 Payments and Receipts 8 March 2020 – 3 July 2020

Opening Balance Community Account	21,557.43
Less Payments	(5,353.03)
Plus Receipts	18,468.55
<b>Total Closing Balance</b>	<b>34,672.95</b>
Business Money Manager Deposit Account	24,760.49
Interest	23.93
Transfer from Community Account	0
Closing Balance May BMM Account	24,784.42
Closing Balance Community Account	34,672.95
<b>Total</b>	<b>59,457.37</b>
Less Ring-fenced additional mtnce - mowing	(619.00)
Less Ring-fenced NHB Bus Shelters – subject to project approval	(2,437.00)
Less ringfenced election costs	(1,600.00)
Less ringfenced community event grant inc VE Commemoration	(1,058.00)
Less ringfenced biodiversity grant	(1,000.00)
Less ringfenced New Homes Misc/Smart Water	(6,170.00)
Less ringfenced Middleton Cottage CIL (rec'd 2019)	(7,128.00)
Less ringfenced Notice Boards	(3,316.00)
Less ringfenced Emergency Contingency	(10,000.00)
Less ringfenced Climate Enhancement	(5,000.00)
Less ringfenced WCC Unspecified Contingency	(1,000.00)
<b>Total allocated Reserves (Ring fenced)</b>	<b>(39,238.00)</b>
<b>Total Funds</b>	<b>59,457.37</b>
<b>Ringfenced</b>	<b>(39,238.00)</b>
<b>Available Funds (rounded)</b>	<b>20,129.37</b>

### Payments 2019/20

07/03/2020	Councillor	Expenses	32.47
13/03/2020	Contractor	Inv 7957 March Lengthsman	270.00
13/03/2020	DKE Audit	Audit 2019/2020	168.90
18/03/2020	Salwarpe Village Hall	Hire 2019/2020	144.00
28/03/2020	Contractor	General additional mtce	708.00
03/04/2020	Salaries	March	467.74
03/04/2020	HMRC	March	105.70
	Write Off Bank Error £3 underpayment April Salary and 3p overpayment in August	Salary April/August	- 3.00

### Payments 2020/21

07/03/2020	Cancelled Chq VE Day Celebration		-400.00
03/04/2020	British Legion	3 Wreath	78.00
04/05/2020	Salaries	April	362.23
04/05/2020	CALC	Subscription 20/21 (1195 pop)	979.56
04/05/2020	HMRC	April	84.56
29/05/2020	Came & Co Insurance	Renewal 1.6.2020 -.31.5.2021	535.05
06/06/2020	Salaries	May	491.25
06/06/2020	HMRC	May	111.27

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06/06/2020	Contractor	April Invoice Contract	235.2
06/06/2020	Chairman	reimbursement HP Printer £133.60 + £250 Chair allowance	383.60
03/07/2020	Info Com Office	Info Com Office renewal ICO 00014209794	40.00
03/07/2020	Salaries	Salary	452.80
05/07/2020	HMRC	Salary	105.70
	<b>Total Payments</b>		<b>5353.03</b>

**Receipts 2020/21**

Receipts 2019/20			
18/03/2020	HMRC	Vat reclaim Dec - Feb	667.51
27/03/2020	Worcs CC	Top Cut Reclaim Jan - March	1171.71
27/03/2020	Worcs CC	Unspecified Grant	1000.00
Receipts 2020/21			
04/04/2020	Worcester County Council	Precept 1	15,465.00
05/04/2020	HMRC	VAT March 20	164.33
	<b>Total Receipts</b>		<b>18.468.55</b>

**APPENDIX 2**

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19<sup>th</sup> May 2020 – 3<sup>rd</sup> July 2020

NEW APPLICATIONS				
No	Location	Proposal	Parish	
20/00577/LB Associated Ref:20/00576/HP	Court Farm, Hindlip Lane, Hindlip, Worcester, WR3 8SS	Single storey rear extension and extension to garage block	Hindlip	Pending Comment sent 20/04/2020 <b>RESTARTED 11/06/20</b>
20/01140/GPDC	Brookhill Farm, Porters Mill Lane, Ladywood, Salwarpe, Droitwich Spa, WR9 0AL	Prior approval for proposed change of use of Agricultural Building to Dwellinghouse (Class C3), and for associated building operations.	Salwarpe	Non Consultee Permitted Development Application Comments by 13/07/20
20/01195/CLPU	Wescoe, Newland Lane, Newland, Droitwich Spa, WR9 7JH	Application for Lawful Development Certificate for Proposed siting of 2 large outbuildings.	Salwarpe	Non Consultee Certificate Lawful Development Application Comments by 13/07/20
<b>NEW Applications in period - 3</b>				
AWAITING DECISIONS				
No	Location	Proposal	Parish	Decision
19/02770/FUL	Churchfields Farm, Ladywood Road, Salwarpe, Droitwich Sp WR9 0AH	Change of use of field and erection of building to provide extension to existing farm visitor attraction	Salwarpe	Pending Comments sent 03/02/2020
20/00633/LB	Hindlip Hall, The Drive, Hindlip, Worcester, WR 8SP	Refurbishment of windows to ground, first and third floors	Hindlip	Pending Comment sent 20/04/2020
20/00643/LB	Hindlip Hall, The Drive, Hindlip, Worcester, WR 8SP	Alterations proposed to the Lobby	Hindlip	Pending Comment sent 20/04/2020
DECISIONS				
No	Location	Proposal	Parish	Decision
Restarted 20/00102/HP	Court Farm, Hindlip Lane, Hindlip, Worcester, WR3 8SS	Replacement Outbuilding (Re-submission of 19/01449/HP)	Hindlip	Approved 04/06/2020
20/00752/FUL	Pear Tree Orchard Landfill Site, Old Chawson Lane	Application for menage.	Salwarpe	Approved 16/06/2020
<b>Decisions in Period - 2</b>				

### APPENDIX 3

ENFORCEMENTS				
Enforcement No.	Location	Description of alleged breach	Parish	Status
200082	Middleton Cottages Copcut Lane	Permanent pavement encroachment (steps)	Salwarpe	Closed 27/03/2020 <b>No enforcement issue. Highways informed of visibility splay encroachment</b>
<b>New Enforcements - 0</b>				

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**APPEALS**

<b>No.</b>	<b>Description</b>	<b>Parish</b>	<b>Decision</b>
APP/H1840/W/19/3241879	Outline application for up to 9 Self Build Dwellings including new means of access off Newland Lane. Corner Mead Newland Lane Newland Droitwich Spa WR9 7JH (19/01679/OUT)	Hindlip	Virtual Hearing 29/06/2020 11.30 am
<b>New appeals in period 1</b>			

**APPENDIX 4**

**TEMPORARY GRANTED PERMISSIONS**

<b>No:</b>	<b>Location</b>	<b>Period</b>	<b>Expiry Date</b>
W/16/01286/PN.	Land North of Pulley Lane, Marketing Suite. Redrow Homes.		Within 6 weeks of Sale of 239th dwelling
17/00095/FUL	Upper Smite Farm. An application for the retention of a temporary agricultural workers dwelling (log cabin)	3 years	25/05/2020 – Planning Dept informed
19/01064/FUL	Hindlip Hall, The Drive, Hindlip, Installation of a temporary modular classroom adjacent to the Firearms School	2 years	expire 11th September 2021.
<b>New Temporary permissions in period - 0</b>			