

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

Parish Councillors are duly summoned to attend the **Annual Parish Council Meeting** to be held **virtually by Zoom** at **7.00pm on Wednesday 5th May 2021** Joining instructions are as follows:

<https://us02web.zoom.us/j/86855702253?pwd=VmVrS01RakhpVW8yNGdFT0NOaFNEdz09>

Meeting ID: 868 5570 2253

Passcode: 094412

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

Community Police Report – Not available during the pandemic.

AGENDA

1. **Election of Chairman** and signing of Declaration of Office
2. **Apologies:** To receive apologies and approve reasons for absence
3. **Election of Deputy Chairman**
4. **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
5. **Standing Orders & Financial Regulations**
 - a) To note Standing Orders
 - b) To note Financial Regulations
 - c) To review any Freedom of Information requests
6. **Council's Scheme of Delegation**

Appointment of Councillors/Wardens to the following:

 - (a) Finance & Internal Control Committee
 - (b) Staffing Committee
 - (c) Policies & 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 at the commencement and close of PQT

7. **Minutes**
 - a) To consider for approval the draft Minutes of the meeting of the Parish Council held 15th March 2021
 - b) To note for information the draft Minutes of the 2021 Annual Parish Meeting and to consider items requiring action for future agendas
8. **Chairman's Report**
 - a) NHB (Wildflower Planting)
 - b) Grants – Update on s106 Brownheath Common and Middleton Cottages CIL
 - c) Litterbin – Salwarpe Bridge
 - d) Mobile lighting Worcester Warriors Rugby Club
 - e) Virtual Meetings - Judicial Review Decision
 - f) A38 Roadworks Review
9. **Deputy Chair Report**
10. **Councillor Reports**
 - a) **Church Lane Highway Repairs (Cllr. C. Hughes)**
11. **Salwarpe Village Hall Committee Report (Council Representative - Cllr.J.Hill)**

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12. Reports of County & District Councillors

13. Chairman/Clerk/ County & District Councillors

- a) Progress on items from Minutes of 15th March 2021 **in abeyance except urgent feedback** -. Updates provided by email

14. Finance

- (a) Review of payments made and received since the last meeting (see Appendix 1)
(b) To approve the Annual Governance Statement 2020/21
(c) To approve the Annual Statement of Account Auditors Report and Year End Returns 2020/21
(d) To approve the Asset register and approve arrangements to update Risk Assessment Register 2021/22
(e) To approve the Lengthsman Scheme Contract 2021/22
(f) To confirm insurance policy renewal 3 year fixed term – Awaiting Quotations. – Renewal 1/6/2021
(g) To review subscriptions
(h) To note budget details for 2020/21 (Attached to Agenda)
(i) To confirm relevance of all internal control documents including COVID Amendments.
(j) To approve Terms of Appointment of DKE Internal Auditor for 2021/22
(k) To note receipt of Middleton Cottages CIL

15. Planning Consultations

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

16. Councillors Reports & Items for Future Agenda's:

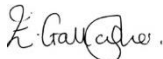
To report matters of essential information and to raise items for future agendas. Items for debate or decision will be deferred to the next meeting

17. Items Carried Forward for Noting

- a) Defibrillator – Expiry Pads June 2022. Battery Expiry November 2022 Warranty Expiry April 2024
b) Memorial Land – Possessory Title 2024
c) Pensions Regulator – Auto enrolment March 2023

18. 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 11 March – 8 April 2021 – Year End Accounting Balances**

Opening Balance Community Account	10,615.74
Less Payments	(1201.69)
Plus Receipts	1533.60
Total Closing Balance - Year End 2020/21	10947.65

Business Money Manager Deposit Account	51786.14
Interest	1.29
Transfer from Community Account	0
Closing Balance May BMM Account	51787.43
Closing Balance Community Account	10947.65
Total	62735.08
Total allocated Reserves (Ring fenced see attached)	(36251.63)
Total Funds	62735.08
Ringfenced	(36,251.63)
Available Funds	26,483.45

Payee/er		Payment	Receipt
Wychavon DC	NHB Wildflowers		656.00
Councillor	Various Reimbursement	161.08	
Communicorp	Subscription	36.00	
Wychavon District Council	Litter bin empty Martin Hussingtree	90.97	
Salaries	March Salary	536.96	
HMRC	March Salary	125.87	
Contractor	March Invoice	250.80	
Worcester County Council	Jan reclaim Lengthsman		877.60
Rounding's amendment		0.01	
	Total	1201.69	1533.60
Additional Funds			
S106 (Brownheath) Agreed – Paid per Invoice by Oct 2021		£5320.77	
Mifddleton Cottages CIL - Paid in full in April 21		£1670.1	

Reclaim Not Yet Received 2020/21	
VAT Feb March	361.86
Lengthsman Feb Reclaim	1165.86
Total Awaiting proper to 2020/21	1527.72

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HINDLIP, MARTIN HUSSINGTREE & SALWARPE PARISH COUNCIL 2021-2022 BUDGET					SCHEDULE 4		
As at 11.1.2021							
DRAFT PRECPT NOTES 2021/22	2020/2021 Precept	Initial 2021/2022 Precept	Increase / (Decrease) to 2019/20	Calculated %	Notes to 2021/22 Precept Calculation		
Clerk Salary & Expenses	(new minus old) divide difference by original						
Salary (inc. extra hours worked)	7,700	7,900	200	2.6%	£10.86 ph		
Home office allowance	208	312	104	50.0%	£6 per week HMRC allowance		
Mileage	600	300	- 300	-50.0%			
CALC Training / Clerk Gatherings	100	100	-	0.0%			
Chairman / Councillor Expenses			-				
Chairmans allowance	500	500	-	0.0%			
Councillors Mileage & expenses	400	200	- 200	-50.0%			
Councillors training	300	200	- 100	-33.3%			
Fees			-				
Insurances	550	650	100	18.2%	new premium to be negotiated 2021. Index link increase c4% anticipated.		
CALC Fees	800	1,000	200	25.0%	proposed increase 2.5% to be put to council 20/11/2019		
External Audit	300	300	-	0.0%			
Internal Audit	300	300	-	0.0%	Fee increased to £200 due to intermediate status May be slight increase next year		
Subscriptions	400	500	100	25.0%	Info Commissioner £45 Magazine £275 Clerks & Councillors direct £48 Norton AntiVirus £30 HP inc £96pa		
Misc Costs			-				
Meeting Room Hire	200	200	-	0.0%			
PO Box Rental	300	300	-	0.0%			
Office consumables	320	300	- 20	-6.3%			
Risk Assesment	0	0	-		Cllr Phillips/Clerk FOC		
Maintenance:			-				
Maintenance Green & pond	2,700	2,700	-	0.0%	To also include bus shelter mtce		
Burial Grounds	1,100	1,100	-	0.0%			
General repairs/ notice boards	3,500	3,500	-	0.0%			
Misc Tree/litterbin maintenance etc	250	700	450	180.0%	Litter bin rubbish removal charge £330 pa		
Section 137 / 139			-				
Wreaths	54	54	-	0.0%			
War memorial maintenance	410	410	-	0.0%			
Section 144			-				
Community event & Magazine	1,436	1,436	-				
Election Costs	250	0	- 250	-100.0%			
Climate enhancement	5,000	5,000	-	0.0%	Trees/ Plantings etc ringfenced		
New Development Costs	3,250	4,421	1,171	36.0%	May allocate additional CALC if needed		
Total Expenditure exc. L'sman & VAT recovery	30,928	32,383	1,455	4.7%			

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HINDLIP, MARTIN HUSSINGTREE & SALWARPE PARISH COUNCIL INVENTORY AS AT 31 March 2021

Ref No	Date Purchased (if known)	Description	Location	Identification / Serial Number	Purchase Value (or current value if purchase price unknown) excl Vat	Replacement Cost	Discharge/ Disposal	Insured Value	Core Cover Insurance Cover type	
001	22.08.2012	War Memorial Land - 1/8 acre	Salwarpe Village	WB142619	£1.00			£5,562.41	property contents general	
002	04.04.1999	Village Green - 2 acres	Martin Hussingtree	VG33 (i)	£1.00			£0.00		
003	17.03.1999	Pond Area	Martin Hussingtree	VG33(ii)	£1.00			£0.00		
004	04.04.1999	Verge & Triangle of Land	Martin Hussingtree A38	VG33(iii)	£1.00			£0.00		
005	26.11.1974	Common Land - 10 acres	Brown Heath Common	CL60	£1.00			£0.00		
006	May-03	War Monument & Post	Salwarpe Village		£1.00			£46,353.40	War Memorial	
007	May-03	1 Notice Boards	Pulley Lane/Newland Road		£1.00					
008	1974	1 Notice Boards	Drury Lane Martin Hussing.		£0.00		Replaced March 2019			
009	1993	1 Notice Boards	Hindlip Lane, opp Court Farm		£1.00					
010	1995	1 Notice Boards	Opposite Knoll Farm Ladywood		£1.00			£24,106.21	total street furniture coverage inc bench	includes benches, bins, bus shelters etc
011	Apr-15	1 Notice Boards	Newlandhurst	gift	£1.00					
012	May-03	1 Notice Boards	Salwarpe Village		£0.00		Replaced Nov 18			
013	05.08.2008	Oak Bench	Memorial Land, Salwarpe		£1.00					
014	19/07/2009	Gates & Post & fencing	Martin Green/War Memorial		£4,589.75					
015	31/03/2012	HP Laserjet 400 Colour Printer	Clerk's Home	CNB8CDQ59S	£0.00		Disposed July 2015 Nil Value			
016	31/03/2012	Diplomat heavy Duty Tripod Screen	Deputy Chair's Home		£0.00		free transfer to Village Hall Committee April 2016			
017	31/03/2012	Optoma ES521 SVGA Projector	Deputy Chair's Home		£199.66					
018	31/03/2012	Laptop Toshiba TOS C670D Black B1	Clerk's Home	1C163168R	£0.00		Disposed Jan 16 £334			
019	31/03/2012	Microsoft Software - Home & Business Pack	Clerk's Home		£0.00		Disposed Jan 16 £141.06			
020	08/01/2013	Filing Cabinets Trexus 3 door	Clerk's Home		£82.99			£10,000,000.00	employers liability	
021	02/09/2013	smoke alarm	Clerk's Home		£20.00					
022		Litter bins various (3)	Various		£899.00					
023	01/09/2013	Dog Waste Bin	Sawarpe Church Car Park		£315.00					
024	04/01/2016	Hp Pavillion Laptop and Software	Clerk's Home		£332.50					
024	04/01/2016	Microsoft Software - Home & Business Pack			£274.49					
025	22/07/2015	HP Office jet pro 8610 Colour Printer	Clerk's Home		£0.00		Disposed May 2020			
026		Nubo' Display Board	Deputy Chair's Home		£20.00					
027	09/01/2015	Pro Action A4 Laminator/Paper Trimmer	Deputy Chair's Home	Model 908/6197(D) Serial No: PO 4487521414	£34.85			Premium	£365.45	3 year rolling basis
028	01/09/2017	Defibrillator	Village Hall		£1.00	gifted WCC		Premium	£381.27	3 year rolling basis
029	Oct 18 & March 19	Notice Board	Salwarpe Village & Drury Lane		£2,687.00			Premium	£520.92	3 year rolling to 31/05/2020
030	22/11/2018	Bus Shelters Martin Hussingtree	Martin Hussingtree		£15,610.00			Premium	£535.05	Final Year of 3 to 30/06/2021
031	08/01/2020	Litter bin	Martin Hussingtree bus shelter		£150.00					
032	09/05/2020	HP OfficeJet 9015 Printer			£100.00					
				Totals	£25,327					

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APPENDIX 2

10th March 2021 – 26th April 2021

NEW APPLICATIONS				
No	Location	Proposal	Parish	
21/00668/S74B 3Associated Ref:W/14/02829/C U	Land Between Roman Way And, Copcut Lane, Salwarpe	Application to temporarily vary the construction hours developers are allowed to work on site.	Salwarpe	Approved 24/03/2021
21/00573/CAN	Church Cottage Salwarpe	Norway Spruce - fell	Salwarpe	Approved 01/04/2021
21/00781/AGR	Oaktrees Farm, Strand Lane, Martin Hussingtree,	Prior Notification application for a proposed steel framed agricultural building for storage of hay crop and agricultural equipment	Martin Hussingtree	Prior notification PP . not required. Permission granted
21/00550/HP	Hill Top Cottage, Drury Lane, Martin Hussingtree, Worcester, WR3 8TD	Two storey and single storey rear extension	Martin Hussingtree	Comment due 29/04/2021
NEW Applications in period - 4				

AWAITING DECISIONS				
No	Location	Proposal	Parish	Decision
Licencing Application 20/02635 VARYPL	Brookside Fruits Café. Worcester Road Copcut	Variation of licence to supply alcohol on and off premises 0800-2300 everyday	Salwarpe	Comment sent Hearing 31/03/2021
20/01772/CLPU	Sterling Business Centre, Drury Lane, Martin Hussingtree, WR3 8TD	Certificate of Lawfulness for propose use for Five light industrial units (B1c)	Martin Hussingtree	Comment sent 10/09/2020
20/02306/HP	Oak House, Drury Lane, Martin Hussingtree, WR3 8TD	Single storey oak orangery to rear	Martin Hussingtree	Comments sent 3 /12/2020 Cllr Phillips non pecuniary interest declared
20/02571/GPDQ	New Mill Farm, Ladywood, Droitwich Spa, WR9 0AL	Notification for Prior Approval of Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3) and for Associated Operational Development	Salwarpe	Comments sent 21/2/2020
20/02792/RM	Land Between Roman Way And, Copcut Lane, Salwarpe	Reserve Matters approval for access, appearance, landscaping, layout and scale for erection of 59 dwellings.	Salwarpe	Comment sent 31/01/2021
21/00201/STRETF	Brookside Fruits Licencing App	Street Trader Burger Van	Salwarpe	Committee 31/03/2021
20/02866/RM	Corner Mead, Newland Lane, Newland, Droitwich Spa, WR9 7JH	Application for reserved matters for landscaping, layout and scale pursuant to outline planning permisison 19/01679/OU - erection of up to 9 self-build dwellings	Salwarpe	Comment sent 26/02/2021
20/02735/RM	Land off Woodland Way, Droitwich	Reserve Matters application for access, layout and scale for 5 retail units, following granting of outline permission W/11/01073.	Droitwich	Comment sent 10/02/2021

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DECISIONS				
No	Location	Proposal	Parish	Decision
21/00100/MINOR	David Lloyd Warriors Way, Hindlip, Worcestershire, WR3 8ZF	Expansion of the licensable areas to include part of the indoor spa area and spa garden for the sale of alcohol only	Hindlip	Licencing Application granted Jan 2021
21/00668/S74B Associated Ref:W/14/02829/C U	Land Between Roman Way And, Copcut Lane, Salwarpe	Application to temporarily vary the construction hours developers are allowed to work on site.	Salwarpe	Approved 24/03/2021
21/00573/CAN	Church Cottage Salwarpe	Norway Spruce - fell	Salwarpe	Approved 01/04/2021
21/00286/HP	Holly Blue House, 7 Pakington Close, Copcut, Droitwich Spa, WR9 7TH	Single storey rear extension.	Salwarpe	Approved 31/03/2021
21/00302/FUL	Churchfields Farm, Ladywood Road, Salwarpe, Droitwich Spa, WR9 0AH	Change of use of field and erection of building to provide extension to existing farm visitor attraction. Variation of condition 2 of planning reference 19/02770/FUL	Salwarpe	Approved 20/04/2021
21/00781/AGR	Oaktrees Farm, Strand Lane, Martin Hussingtree,	Prior Notification application for a proposed steel framed agricultural building for storage of hay crop and agricultural equipment	Martin Hussingtree	Prior notification PP . not required. Permission granted
Decisions in Period - 6				

APPENDIX 3

ENFORCEMENTS				
Enforcement No.	Location	Description of alleged breach	Parish	Status
ENF 20/0264	Court Farm, Hindlip Lane, Hindlip, Worcester, WR3 8SS	Quad Bike Track	Hindlip	In abeyance
ENF/20/0382ENF/20/0382	Land Adjacent Summerfield Ladywood Road Salwarpe	Alleged breach of planning control	Salwarpe	Residents complaint opened 14/10/2020
ENF/21/0115	Gloverspiece Mini Farm	Alleged breach of planning condition	Martin Hussingtree	29/03/2021
New Enforcements – 1				

APPEALS

No.	Description	Parish	Decision
New appeals in period			

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. Awaiting Confirmation of removal - Jan 2021
20/000033/REG3 20/02041/CM.	Sixways Park & Ride variation of condition	5 years	Cease 31/08/2020
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.

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18/00660/FUL	Worcester Warriors, Sixways,Hindlip. Continued Use of Marquee inside grounds as a Bar Area. Temporary Marque to be removed and land restored by 11/06/2020		Expire 11/06/2020 Delayed due to coronavirus
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
PC Temp Licence	Cherry Lane Advertising Hoarding	2 Years	Expire 11/11/2021
New Temporary permissions in period -			