
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 19 May 2025** Main Hall Salwarpe Village Hal

Public Question Time – To be adjourned until after item 5. 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. **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
Churchfields Farm W/25/00701/AGR - Cllr P Oakley - Pecuniary interest declared
 - (b) To declare any Dispensations
Dispensation granted Cllr M. Armitage - 23/00007/CM Court Farm Anaerobic – November 2027
Granting of request for Dispensation – Cllr. A. Thawley
 - (c) To note the Code of Conduct and requirements of the Transparency Regulations
 - (d) To note the right to record meetings
5. **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/Social Media
 - (e) Village Hall Trust Committee Council Representative
 - (f) Confirm details of Parish Path Wardens
 - (g) Confirm details Parish Tree Warden

Public Question Time – Meeting to be adjourned and reconvened

6. **Minutes**
 - (a) To consider for approval the draft Minutes of the meeting of the Parish Council held on 17th March 2025
 - (b) To note for information the draft Minutes of the Group Annual Parish Meetings for Hindlip, Martin Hussingtree and Salwarpe Parishes 17th March 20245
7. **Chairman/Clerk/ County & District Councillors –**
 - (a) Progress on items from Minutes of 17th March 2025 Not otherwise covered by the agenda
 - (b) New Issues
 - (i) County Council Election Result
 - (ii) Unitary Authority Update
 - (iii) Copcut Rise Middle School – Meeting arrangements MP. N. Huddleston/Cllr. Hewitt/Dist. Cllr D. Birch
8. **Chairman's Report**
 - a) **Year End Audit - AGAR**
 - To approve the Annual Governance Statement 2024/25
 - To approve the Annual Statement Account and Year End Returns 2024/25

- To approve Internal Auditors Report
- (b) Highways Issues
- (c) Salwarpe Co-option Councillor Vacancy
- (d) Update Court Farm Anaerobic Digester 23/00007/CM
- (e) Update Worcester Warriors W/24/02613/OUT

9. Deputy Chair Report

Apologies received

10. Councillor Reports

- (a) Chawson First School s137 Grant Application – Chairman/Clerk
- (b) Hindlip First School s137 Grant Application – Cllr M. Armitage
- (c) Website Domain– Cllr R. Hewitt
- (d) Social Media Policy- Cllr R Hewitt
- (e) Memorial Land Title Possessory to Absolute - Cllr B.Meddings
- (f) VE Day 80 Commemoration. Report attached. - Cllr B.Meddings
- (g) Risk Assessment – Cllr A. Phillips

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

13. Finance

- (a) Review of payments made and received since the last meeting (see Appendix 1)
- (d) To approve the Asset register
- (e) To approve insurance policy renewal (Zurich Year 5 LTA)
- (f) To approve Terms of Appointment of DKE Internal Auditor for 2025/26

14. Planning Consultations

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

17. 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 **Items for debate or decision will be deferred to the next meeting**

18.Date of next meeting

To confirm the date of the next Parish Council meeting to be held at 7.00 p.m. on Monday 21st July 2025
Main Hall at Salwarpe Village Hall

Signed 

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

Appendix 1

2024/2025 Payments and Receipts 11/03/2025 – 31/03/2025 -YEAR END

Opening Balance Community	2182.72
Less Payments	-4065.52
Plus receipts	10244.03
Total	8361.23

Business Money Manager Deposit Account Opening Balance	79592.89
Interest	363.12
Transfer to C/A	-5000
Closing Balance May BMM Account	74,956.01
Closing Balance Community Account	8361.23
Total	83317.24
Total allocated Reserves (Ring fenced see attached)	(46584.53)
Available Funds	36732.71

ACCOUNTS 2025/2026

Appendix 1

Payments and Receipts 01/04/2025 – 01/05/2025

Opening Balance Community Account	8361.23
Less Payments	(3169.59)
Plus Receipts	20,659.82
Closing balance	25851.46

Business Money Manager Deposit Account Opening Balance	74,956.01
Closing Balance May BMM Account	74,956.01
Closing Balance Community Account	25851.46
Total	100,807.47
Total allocated Reserves (Ring fenced see attached)	(46584.53)
Total Funds	100,807.47
Ringfenced	(46584.53)
Available Funds	54,222.94

HINDLIP, MARTIN HUSSINGTREE AND SALWARPE

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PAYMENTS/RECEIPTS 2024/2025

Date	Number			Payment	Receipt
11/03/2024	74	Contractor	additioanal Tree clearance Work	1,530.00	
11/03/2024	75	Contractor	January Lengthsman	524.28	
13/03/2025			Bank charges Feb	8.00	
17/03/2025			Lengthsman Nov & Dec		1,872.04
17/03/2025			Transfer from savings account		5,000.00
17/03/2025		WDC	VE Day Grant		250.00
			VAT to March		2,614.80
			Worcs CC		507.19
31/03/2025	76	Salaries	March Salaries	687.30	
31/03/2025	77	HMRC March	March Salaries	157.15	
31/03/2025	78	HMRC	Employer N.I Annual	101.59	
31/03/2025	79	Contractor	Replace posts Ash Lane 13553	240.00	
31/03/2025	80	Contractor	Mtce Dec 13554	306.00	
31/03/2025	81	Contractor	Mtce Jan 13555	180.00	
31/03/2025	82	Contractor	Mtce Feb 13556	£48.00	
31/03/2025	83	Contractor	Mtce March 13557	283.20	

TOTAL PAYMENTS/RECEIPTS

4065.52

10,244.03

2025/2026

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17/04/2025	1	Calc	Annual Subscription	1282.79	
17/04/2025	2	Councillor	Laptop Purchase	584.09	
17/04/2025	3	HaslamIT day 1	Transfer of Date	90.00	
17/04/2025	4	Haslamit day 2	Reinstatement of data	40.00	
		HSBC	April charge	8.00	
		HMRC	VAT MARCH		952.82
			Precept		19,707.00
01/05/2025	5	Salaries	April Salaries	883.34	
	6	HMRC (tax + Employer NI)	April Salaries	281.37	
01/05/2025				3169.59	20,659.82

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24/25		Community Legacy Project to be allocated from General Reserve if bid successful	Election/Polling Station	Spend by April 24 CIL Middleton Cottages £7128 30/4/2019 + £1670.10 27/4/2021	Community Events/Public Open Space inc coronation grant (Bench by March 24)	Legal fee contingency	Web page development /Misc Noticeboards	Replacement Posts Green Swan & War Memorial	2024/24 Grants (s.137) £10.81 per elector 1666 =£18009	VE Day Grant (recd 14/3/2025)	New Development/street furniture/biodiversity new litter bins	Total ringfenced expenditure	Total Ringfenced	General Reserve (Closing 23/24 take off £250 recd 2025)	Total closing balance 31/3/2024
Opening balance ringfence 24/25 (rounded)	0	0	1291.06	2163.67	4257.61	15000	4377.6	2150	18009	250	16560	0	64058.94	23336	87394.94
Benches Copcut (purchase)				-1017.49	-476.92								-1494.41		
Chawson 1st School									-6500				-6500		
Music Bus					-495								-495		
Fit NB (NDC)											-1093.82		-1093.82		
Benches Fit				-1146.18									-1146.18		
Hindlip Year 3 s137									-6500				-6500		
Community Plants											-245		-245		
													0		
													0		
													0		
													0		
													0		
													0		
													0		
													0		
													0		
													0		
Expenditure from reserves	0	0	0	-2163.67	-971.92	0	0	0	-13000	0	-1338.82	-17474.41			
Remaining	0	0	1291.06	0	3285.69	15000	4377.6	2150	5009	250	15221.18	46584.53			
												46584.53			
General and ringfenced Reserve Percentage at year end 23/24													157.51	58.22	
General Reserve at year end														36732.47	83317

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Appendix 2

11 March 2025 – 2 May 2025

W/25/00491/LB Associated Ref:W/24/02486/FUL	Court Farm, Hindlip Lane,	Subdivision of existing 7 bed dwelling into 2 no. dwellings. New accommodation would comprise 1no. 2 bed dwelling and 1no. 5 bed dwelling. No external alterations	Hindlip	Comment sent 25/03/2025
W/25/00610/HP	Oakmead, Ladywood Road,	Proposed outbuilding	Salwarpe	Comment due 16/04/2025
W/25/00446/HP	Pandey House, Droitwich Road,	Construction of fixed canopy roof over existing first floor terrace area	Martin Hussingtree	Comment submitted 15/04/2025
W/25/00669/PIP	Hill Top Farm, Newland Lane,	Permission in Principle for the construction of 1 self-build dwelling	Salwarpe	Comment submitted 15/04/2025 Approved 30/4/2025
W/25/00701/AGR	Churchfields Farm	Erection of agricultural building	Salwarpe	Comment sent 14/04/2025 Full application required
W/25/00810/CAN	Old Mill House	Tree works	Salwarpe	Not consulted

Applications in period 6

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
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/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 16/06/2023 Committee Decision
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 Amendments 30/12/2024 See New Information

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W/24/01015/OUT	Land At (Os 9030 6094), Newland Road, Droitwich Spa	Outline planning permission with all matters reserved, except for means of access from Newland Lane, for residential development of up to 50 dwellings and associated infrastructure.	Salwarpe	Comment sent 1/7/2024
W/24/01726/FUL	Hindlip Hall, The Drive, Hindlip,	Full planning application for phased development consisting of (1) demolition of existing outdoor firing range and associated structures together with earthworks, and erection of firearms building providing a 50-metre indoor firing range with related facilities (Sui Generis use), access road, car parking and associated works including landscaping (Phase 1); and (2) erection of two-storey extension to existing Firearms Training School building to provide related facilities (Sui Generis use) and associated works (Phase 2).	Hindlip	Comment sent 11/11/2024 Additional information comment due 22/04/2025
W/24/02163/FUL	The Nurseries, Droitwich Road, Martin Hussingtree	Full Application for the Demolition of Existing Buildings and Erection of a Replacement Retail and Residential Building and Associated Parking	Martin Hussingtree	Comment sent 11/12/2024
W/24/02346/FUL	Court Farm, Hindlip Lane, Hindlip	Change of use of part of redundant building to a single dwelling in association with planning approval W/23/02058/FUL together with ancillary works	Hindlip	Comment sent 9/12/2024
W/24/02474/ADV	Unit 2 - Costa Coffee, Tolley Way, Copcut	Proposed Signage	Salwarpe	Comment sent 2/01/2025 Additional info comment due 28/04/2025 – No Comment submitted
W/24/02486/FUL	Court Farm, Hindlip Lane,	Subdivision of existing 7 bed dwelling into 2 no. dwellings New accommodation would comprise 1no. 2 bed dwelling and 1no. 5 bed dwelling. No external alterations are proposed.	Hindlip	Comment sent 3/01/2025
W/24/02586/FUL	Wescocoe, Newland Lane, Newland	2 Self Build dwellings	Salwarpe	Comment sent 23/1/225
W/24/02613/OUT	Worcester Warriors Sixways Stadium	Outline application with all matters reserved except access, for a mixed use redevelopment at Sixways comprising: (1) a new north stand with associated events centre, esports facilities, food and beverage concessions (Use Classes F2 and A5); (2) construction of a hotel of up to 5-storeys (Use Class C1); (3) construction of a medical/sports rehabilitation and office building (Use Class E) (4) construction of an outdoor padel centre with canopy and associated facilities (Use Class F2); (5) creation of a drive thru (Sui Generis and Use Class E(b)) with associated EV charging; (6) provision of light industrial and trade counter uses (Use Classes Eg(iii), B2 & B8); (7) a multi-storey carpark (up to 6.5 storeys); (8) replacement sports pitch; (9) a	Hindlip	Comment Submitted 17/02/2025 Additional comment submitted 22/4/2025

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		solar farm; along with associated uses including parking and landscaping		
DECISIONS				
No	Location	Proposal	Parish	Decision
W/25/00211/FULL	WRFC Westons Fields, Offerton	Construction & Operation of Micro Energy Storage Project (Replacement appln, .W/24/01766 approved 23/12/2024)	Hindlip	Approved 24/03/2025
W/25/00094/HP	Dar Es Salaam, Drury Lane	Side two storey extension; rear two storey and single storey extension and side garage	Martin Hussingtree	Approved 26/03/2025
W/24/02312/FU	Land At (Os 8778 5991), Church Lane, Martin Hussingtree	Erection of self-build live/work unit	Martin Hussingtree	Refused 8/04/2025
W/25/00669/PIP	Hill Top Farm, Newland Lane,	Permission in Principle for the construction of 1 self-build dwelling	Salwarpe	Comment submitted 15/04/2025 Approved 30/4/2025
W/25/00701/AGR	Churchfields Farm	Erection of agricultural building	Salwarpe	Comment sent 14/04/2025 Full application required
W/25/00810/CAN	Old Mill House	Tree works	Salwarpe	Not consulted
Decisions in Period - 6				

APPENDIX 3

ENFORCEMENTS				
Enforcement No.	Location	Description of alleged breach	Parish	Status
W/ENF/25/0049	Church Cottage Church Lane/Strand Lane	Encroachment onto footpath/gates & fences	Martin Hussingtree	
New Enforcements in period				
APPEALS				
No.	Description	Parish	Decision	
W24/01521/OUT APPH1840/W/25/3363585	White Lodge High Park	Salwarpe	By 20 May 2025	
New appeals in period 1				

APPENDIX 4

TEMPORARY GRANTED PERMISSIONS

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No:	Location	Period	Expiry Date
20/000033/REG3 20/02041/CM.	Sixways Park & Ride variation of condition	4 years	See below 31/08/2025
19/02329/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 31/05/2026
Appln.20/02041/CM (20/000033/REG)	Sixways Park & Ride variation of condition	4 Years	Expire 31/08/2025
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			

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