

# 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)

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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 and the Minutes of the Annual Parish Meeting 18<sup>th</sup> March 2019
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.Reg. 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-authorized Project expenditure – Community Enhancement Tree Planting Scheme**

To approve a pre-authorized 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              | B Meddings   | Expenses                                    | 32.47   |
| 13/03/2020              | Top Cut Ltd  | 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              | Top Cut Ltd  | General additional mtce                     | 708.00  |
| 03/04/2020              | E Gallagher  | March Salary                                | 467.74  |
| 03/04/2020              | HMRC   | March Salary                                | 105.70  |
|                         | Write Off Bank Error £3 underpayment<br>April Salary and 3p overpayment in<br>August | Salary April/August                         | - 3.00  |
| <b>Payments 2020/21</b> |  |   |         |
| 07/03/2020              | Cancelled Chq VE Day Celebration   |   | -400.00 |
| 03/04/2020              | British Legion   | 3 Wreath                                    | 78.00   |
| 04/05/2020              | Clerk  | April Salary                                | 362.23  |
| 04/05/2020              | CALC   | Subscription 20/21 (1195 pop)               | 979.56  |
| 04/05/2020              | HMRC   | April Salary                                | 84.56   |
| 29/05/2020              | Came & Co Insurance  | Renewal 1.6.2020 -.31.5.2021                | 535.05  |
| 06/06/2020              | Clerk  | Salary May 20 inc additional<br>holiday pay | 491.25  |

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|            |                         |   |                |
|------------|-------------------------|---|----------------|
| 06/06/2020 | HMRC                    | Salary May 20   | 111.27         |
| 06/06/2020 | Top Cut Mowing Services | April Invoice Contract  | 235.2          |
| 06/06/2020 | Chairman                | reimbursement HP Printer<br>£133.60 + £250 Chair<br>allowance | 383.60         |
| 03/07/2020 | Info Com Office         | Info Com Office renewal ICO<br>00014209794                    | 40.00          |
| 03/07/2020 | Clerk                   | June Salary   | 452.80         |
| 05/07/2020 | HMRC                    | June 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> |

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## APPENDIX 2 19<sup>th</sup> May 2020 – 3<sup>rd</sup> July 2020

| NEW APPLICATIONS                             |   |   |          |  |
|--|---|---|----------|--|
| No   | Location  | Proposal  | Parish   |  |
| 20/00577/LB<br>Associated<br>Ref:20/00576/HP | Court Farm, Hindlip Lane, Hindlip, Worcester, WR3 8SS                         | Single storey rear extension and extension to garage block  | Hindlip  | Pending<br>Comment sent 20/04/2020<br><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<br>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<br>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<br>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<br>Comment sent 20/04/2020  |
| 20/00643/LB        | Hindlip Hall, The Drive, Hindlip, Worcester, WR 8SP              | Alterations proposed to the Lobby  | Hindlip  | Pending<br>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<br>04/06/2020 |
| 20/00752/FUL                   | Pear Tree Orchard Landfill Site, Old Chawson Lane     | Application for menage.                                | Salwarpe | Approved<br>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<br>27/03/2020<br><b>No enforcement issue. Highways informed of visibility splay encroachment</b> |

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| <b>New Enforcements - 0</b>    |   |         |                                     |
|--------------------------------|---|---------|-------------------------------------|
| APPEALS                        |   |         |                                     |
| No.                            | Description   | Parish  | Decision                            |
| APP/H1840/W/19/3241879         | Outline application for up to 9 Self Build Dwellings including new means of access off Newland Lane.<br>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                  |   |         |  |
|--|---|---------|--|
| 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 |
| 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> |   |         |  |