

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 Meeting** to be held **virtually by Zoom** at **7.00pm 15th March 2021** followed immediately by the **Parish Council Meeting**. Joining instructions are as follows:

<https://us02web.zoom.us/j/83438346012?pwd=QzdVRWY5NGxIVzI1VU5kZ1JHZGp0UT09>

Meeting ID: 834 3834 6012

Passcode: 646907

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 8th July 2020**
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 18th January 2021 and the Minutes of the Annual Parish Meeting on the 8th July 2020
4. **Chairman's Report**
 - a) Grants – Update on s106 Brownheath Common and NHB (Wildflower Planting) Funding
 - b) Litterbin – Salwarpe Bridge
 - c) Smartwater Update
5. **Deputy Chair Report**
 - a) Internal Audit Report
6. **Councillor Reports**
 - a) **Community Enhancement Wildflower Planting Scheme (NHB Funding) (Cllr. A. Phillips)**
 - b) **Church Lane Highway Repairs (Cllr. C. Hughes)**

- c) **Superfast Broadband Parish Implementation. Progress Report (Cllr. J. Brodrick)**
 - d) **Worcestershire Rugby Club. Mobile Lighting (Cllr. J. Brodrick)**
 - e) **Update on SWDP – Report Circulated Pre-Meeting (Cllr. Meddings)**
7. **Salwarpe Village Hall Committee Report (Council Representative - Cllr.J.Hill)**
8. **Reports of County & District Councillors**
a) Boundary Review – Cllr. N. Wright
9. **Chairman/Clerk/ County & District Councillors**
a) Progress on items from Minutes of 18th January 2021 **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 Contract 2021/22 awarded to Top Cut Mowing Services Ltd. Signed 17/01/2021. Lengthsman Contract not yet received from WCC (for noting)
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. **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
14. **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 19th January – 10 March 2021

Opening Balance Community Account	13659.11
Less Payments	(5205.53)
Plus Receipts	2162.15
Total Closing Balance	10,615.73
Business Money Manager Deposit Account	51786.14
Interest	0
Transfer from Community Account	0
Closing Balance May BMM Account	51786.14
Closing Balance Community Account	
Total	62401.87
Less Ring-fenced additional mtnce - mowing	-619
Less Ring-fenced NHB Bus Shelters – subject to project approval	-2,413.00
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	4603.87
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	-4513.76
Less ringfenced WCC Unspecified Contingency	-1,000.00
Less ringfenced WCC Litter bin	-1,000.00
Total allocated Reserves (Ring fenced)	(38,942.63)
Total Funds	62401.87
Ringfenced	(38,251.63)
Available Funds	24150.24

Payment Type	Payment	Receipt
Salaries Jan 2021	376.01	
Salaries 2021	86.88	
INV 8972 JAN LENGTHSMAN	1,038.00	
HMRC VAT Nov - Jan		704.88
February 2021 Salaries	517.45	
February 2021 Salaries	114.79	
Lengthsman Aug - Dec		457.28
Grant Litter Bin WCC		1,000.00
Internal Audit 2020/21	190.00	
Lengthsman February	1,386.00	
Maintenance February	416.40	
Burial Grounds SH&MH PCC	1,080.00	
Total	5,205.53	2,162.16
	£656	
	£5320.77	
	£1670.1	

HINDLIP, MARTIN HUSSINGTREE & SALWARPE PARISH COUNCIL

As at 10/3/2021						Notes - Negative variance shows over spend to budget
BUDGET COMPARISON APRIL 20/21 - £	Actual YTD	Forecast	Total Forecast To 31 Mar 21	Budget 20/21	Variance	
Clerk Salary & Expenses						
Salary (inc. extra hours worked)	5,858.00	532.55	6,390.55	7,700	1,309	
Home office allowance	282.00	30.00	312.00	208	-104	
Mileage	10.80	-	10.80	600	589	
CALC Training / Clerk Gatherings	-	-	-	100	100	
Chairman / Councillor Expenses						
Chairmans allowance	500.00	-	500.00	500	0	
Councillors Mileage & expenses	-	25.00	25.00	400	375	
Councillors training	-	-	-	300	300	
Fees						
Insurances	535.05	-	535.05	550	15	
CALC Fees	830.64	-	830.64	800	-31	
External Audit	200.00	-	200.00	300	100	
Internal Audit	190.00	-	190.00	300	110	
Subscriptions	56.00	36.00	92.00	400	308	
Misc Costs						
Meeting Room Hire	-	-	-	200	200	
PO Box Rental	300.00	-	300.00	300	0	
Office consumables	258.59	25.00	283.59	320	36	
Risk Assessment	-	-	-	0	0	
Maintenance:						
Maintenance Green & pond	2,462.00	(209.00)	2,253.00	2,700	447	
Burial Grounds	1,080.00	-	1,080.00	1,100	20	
General repairs - notice boards etc	-	-	-	3,500	3,500	
Misc Tree/litterbin maintenance etc	-	-	-	250	250	
Section 137 / 139						
Wreaths	78.00	-	78.00	54	54	
War memorial maintenance	126.00	-	126.00	410	284	
Section 144/111						
Community event & Magazine	-	-	-	1,436	1,436	
Election Expenses	-	250.00	250.00	250	0	
New Development Costs	-	-	-	3,250	3,250	
Climate enhancement & NHB	486.24	-	486.24	5,000	4,514	
Smart Wateretc	2,896.13	353.87	3,250.00	-	-3,250	
Expenditure exc. L'sman & VAT recovery	16,149.45	1,043.42	17,192.87	30,928.00	13,813.13	
Memorial Land Project (net of VAT)	-		-			
Expenditure to be recovered						
Lengthsman Scheme	2,585.00		2,585.00			
VAT paid	1,871.66		1,871.66			
Year to date gross expenditure	20,606.11	1,043.42	21,649.53			

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APPENDIX 2 13th January 2021 – 9th January 2021

NEW APPLICATIONS				
No	Location	Proposal	Parish	
21/00015/HP	Glen Meay, Ladywood Road, Martin Hussingtree, WR3 7SX	Two storey rear extension and single storey front extension. New timber cladding to first floor front elevation and white render to ground floor front elevation and rear two storey extension. New windows in UPVC anthracite colour.	Martin Hussingtree	Approved 01/03/2021 Also see decisions
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
20/01376/CAN	Willow Barn, Church Lane, Martin Hussingtree, Worcester, WR3 8TQ	T1 - Willow Tree - Remove all regrowth, repollard and remove lowest limb growing easterly	Martin Hussingtree	No Objection 18/01/2021
21/00201/STRETF	Brookside Fruits Licencing App	Street Trader Burger Van	Salwarpe	Representations sent 10/02/2021
21/00095/CAN	St Michaels Church, Copcut Lane, Salwarpe	Undertake tree works, as detailed on application form and in any accompanying information	Salwarpe	Delegated Decision Tree Works
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 permission 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
21/00286/HP	Holly Blue House, 7 Pakington Close, Copcut, Droitwich Spa, WR9 7TH	Single storey rear extension.	Salwarpe	Comment due 15/3/2021
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	Comment due 15/03/2021
NEW Applications in period - 9				

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
21/00100/MINORP	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

DECISIONS

No	Location	Proposal	Parish	Decision
20/01376/CAN	Willow Barn, Church Lane, Martin Hussingtree, Worcester, WR3 8TQ	T1 - Willow Tree - Remove all regrowth, repollard and remove lowest limb growing easterly	Martin Hussingtree	No Objection 18/01/2021
20/02230/HP Associated Ref:20/02231/LB	Hay Barn, 4 Elgar Court, Martin Hussingtree, WR3 8TY	Erection of conservatory and verandah to the rear of the property	Martin Hussingtree	Withdrawn 29.1.2021
20/01956/LB Associated Ref:20/01955/HP	Strand Cottage, Church Lane, Martin Hussingtree, Worcester, WR3 8TQ	Rear Single Storey Extension	Martin Hussingtree	Approved 29/01/2021
20/02760/FUL	Worcester Aquatics, Droitwich Road, Martin Hussingtree, Worcester, WR3 8TE	Demolition of buildings on site and erection of 2 no. dwellings.	Martin Hussingtree	Withdrawn 11/02/21
21/00015/HP	Glen Meay, Ladywood Road, Martin Hussingtree, WR3 7SX	Two storey rear extension and single storey front extension. New timber cladding to first floor front elevation and white render to ground floor front elevation and rear two storey extension. New windows in UPVC anthracite colour.	Martin Hussingtree	Approved 01/03/2021
20.03115.strtr	Licencing App Wychavon District	Extended hours street trading pudding van	Wychavon	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
New Enforcements –				
APPEALS				
No.	Description	Parish	Decision	
New appeals in period				

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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.
20/02363/FUL	The Log Cabin, Upper Smite Farm, Smite Lane, Hindlip, Worcester, WR3 8SZ	3 years	Expire 30/10/2023
New Temporary permissions in period -			