

**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** at 3.30pm on **21st March 2022** in the **Main Hall Salwarpe Village Hall** followed immediately by the **Parish Council Meeting**.

Community Police Report – <https://www.neighbourhoodmatters.co.uk/>

AGENDA - ANNUAL PARISH MEETING

1. **Apologies for Absence**
2. **To confirm Minutes of the Annual Parish Meeting held on 15th March 2021**
3. **Chairman's Report - Circulated pre-meeting**
4. **Parish Path Warden Report**
5. **Parish Tree Warden – Vacancy - to be advertised. No report available**
6. **Public question time (Time limitations apply)**

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

AGENDA – PARISH 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.

County Councillor County. Cllr. M. Bayliss

1. **Apologies** To receive apologies and approve reasons for absence
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 17th January 2022
4. **Chairman's Report**
 - a) Legacy Grant application
 - b) LGBCE District Ward Review 2nd stage response
 - c) Drury Lane Traffic issues
 - d) Smart Water
5. **Deputy Chair report**
 - a) Court Farm Biomethane Scheme. Screening Review
6. **Councillor Reports**
 - a) Paragliders - **Cllr. B. Meddings**
 - b) Parish Tree/Path Warden – **Cllr. B. Meddings**
 - c) Martin Green planting - **Cllr. A. Phillips**
7. **Salwarpe Village Hall Committee Report (Council Representative - Cllr.J.Hill)**
8. **Reports of County & District Councillors**

9. Chairman/Clerk/ County & District Councillors

a) Progress on items from Minutes of 17th January 2022 **in abeyance except urgent feedback.**

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) Consideration of the award of the Maintenance Contract 2022/2023 and Lengthsman Contract 2022/2023
- d) NALC pay award
- e) Tree planting scheme – Martin Green
- f) Approval of tree work quotation (J. Groves)

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. 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 Replaced January 2022 Warranty Expiry April 2024
- b) Memorial Land – Possessory Title 2024
- c) Pensions Regulator – Auto enrolment March 2023

14. Date of next Parish Council Meeting

Monday 16th May - 7.00pm Salwarpe Village Hall Main Hall.

Signed



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

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Appendix 1 Payments and Receipts 11 January 2022 – 15 March 2022

Opening Balance Community Account	34220.04
Less Payments	(4224.57)
Plus Receipts	
Total Closing Balance -	29995.47
Business Money Manager Deposit Account	51791.30
Interest	1.35
Transfer from Community Account	0
Closing Balance May BMM Account	29995.47
Closing Balance Community Account	51792.65
Total	81788.12
Total allocated Reserves (Ring fenced see attached)	(40600.05)
Total Funds	81788.12
Ringfenced	(40600.05)
Available Funds	41188.07

Date	Ref	Payee	Reason	Payment	Receipt
29/01/2022	45	Contractor	Sept Contract 10123	610.43	
29/01/2022	46	Contractor	Oct Contract 10124	351.85	
29/01/2022	47	Contractor	Sept Lengthsman 10126	24.00	
29/01/2022	48	Contractor	Oct Lengthsman 10127	155.40	
29/01/2022	49	Contractor	Nov Lengthsman 10128	75.24	
29/01/2022	50	Contractor	Dec Lengthsman 10129	95.40	
29/01/2022	51	Councillor	Repay Defibrillator Battery	211.20	
29/01/2022	52	Salaries	Jan Salary	391.81	
29/01/2022	53	HMRC	Jan Salary	86.88	
29/01/2022	54	Councillor	Repay Wilko	29.84	
29/01/2022	55	Contractor	Nov Contract 10125	301.97	

22/02/2022	56	Haslam IT	Laptop repair	165.00	
22/02/2022	57	WALC	Clerk Training	30.00	
22/02/2022	58	Communicorp	Renewal publications 3 councillors	36.00	
28/02/2022	59	Salaries	Feb Salary	434.56	
28/02/2022	60	Wychavon DC	Litter bin empty Swan	93.11	
28/02/2022	61	HMRC	Feb Salary	86.88	
28/02/2022	62	Contractor	February Lengthsman	864.00	
10/03/2022	63	Keepers Nursery	Fruit trees Martin Green	173.00	
		Jan Feb HSBC (Automatic)	HSBC bank charge	8.00	
				£4,224.57	-

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INDLIP, MARTIN HUSSINGTREE & SALWARPE PARISH COUNCIL

As at 15/03/2022

BUDGET COMPARISON March 2022

	Actual YTD	Forecast	Total Forecast To 31 Mar 22	Budget 21/22	Variance	Notes - Negative variance shows over spend to budget
Clerk Salary & Expenses						
Salary (inc. extra hours worked)	5,112.20	487.55	5,599.75	7,700	2,100	
Home office allowance	282.00	30.00	312.00	208	-104	
Mileage	97.86	20.00	117.86	600	482	
CALC Training / Clerk Gatherings	25.00	-	25.00	100	75	
Chairman / Councillor Expenses						
Chairmans allowance	500.00	-	500.00	500	0	
Councillors Mileage & expenses	31.20	25.00	56.20	400	344	
Councillors training	-	-	-	300	300	
Fees						
Insurances	500.23	-	500.23	550	50	
CALC Fees	907.17	-	907.17	800	-107	
External Audit	200.00	-	200.00	300	100	
Internal Audit	-	250.00	250.00	300	50	
Subscriptions	121.99	100.00	221.99	400	178	
Misc Costs						
Meeting Room Hire	-	100.00	100.00	200	100	
PO Box Rental	300.00	-	300.00	300	0	
Office consumables	242.45	25.00	267.45	320	53	
Risk Assessment	-	-	-	0	0	
Maintenance:						
Maintenance Green & pond	2,433.16	-	2,433.16	2,700	267	
Burial Grounds	1,100.00	-	1,100.00	1,100	0	
General repairs - notice boards etc	1,130.01	2,321.00	3,451.01	3,500	49	
Misc Tree/litterbin maintenance etc	-	-	-	250	250	
Section 137 / 139						
Wreaths	54.00	-	54.00	54	54	
War memorial maintenance	92.25	137.59	229.84	410	180	
Section 144/111						
Community event & Magazine	350.00	-	350.00	1,436	1,086	
Election Expenses	-	-	-	250	250	
New Development Costs	-	-	-	3,250	3,250	
Climate enhancement & NHB	6,873.01	3,810.00	10,683.01	5,000	-5,683	Brownheath + treeworks (inc NHB £5321)
Smart Wateretc	-	-	-	-	0	
Expenditure exc. L'sman & VAT recovery	20,352.53	7,306.14	27,658.67	30,928.00	3,323.33	
Expenditure to be recovered						
Lengthsman Scheme	1,246.70		1,246.70			
VAT paid	2,551.33		2,551.33			
Year to date gross expenditure	24,150.56	7,306.14	31,456.70			

2021/22														
Allocated	Church Lane Mowing	NHB	Election/Polling Station	Misc Tree work	CIL Middleton Cottages	Community Grant inc VE Commemoration	Legal fee contingency	Misc/Notice Boards	Replacement Posts Various	Bench Litter bus shelter	Climate Enhancement/BioEnhancement	Smart Water	New Development street furniture	Total
Closing Balance March 2021	619	2413	1600	1000	7128	1058	10000	3316	0	1000	4513.76	1500	4603.87	36251.63
Additional ringfence 2021/22			0											
Total 2020/21	619	2413	1600	1000	7128	1058	10000	3316	0	1000	4513.76	1500	4603.87	38751.63
o/s NHB		656												
Wcc Grant Undetermined												1000		
s106 Brownheath		5321												
Opening Balance 21/22	619	8390	1600	1000	7128	1136	10000	3316	0	1000	5000	2500	5000	46689
Wychavon Grant														
Wildflower		-175												-175
Litter bin Salwarpe										-698.66				-698.66
Mowing Church Lane														0
Polling Station														0
Smart Water														0
Brownheath 17/09/2021		-1680												-1680
Brownheath 28/09/2021		-4470												-4470
bus shelter repair										-206.39				-206.39
Middleton Cottages cil Received					1670.1									1670.1
Wildflower		-375												-375
Fruit trees the green											-154			-154
														0
														0
														0
														0
														0
														0
														0
Total	619	1690	1600	1000	8798.1	1136	10000	3316	0	94.95	4846	2500	5000	40600.05

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APPENDIX 2 Applications 15 January 2022 – 15 March 2022

NEW APPLICATIONS				
No	Location	Proposal	Parish	
W/22/00143/OUT	Hill Top Farm, Newland Lane, Newland, Droitwich Spa, WR9 7JH	Development of 4no. self-build dwellings	Salwarpe	Comment sent 18/2/2022
W/22/00223/LB	Hill End House, Copcut Lane, Salwarpe, WR9 0AH	Conversion of Old Coach House into ancillary accommodation to Hill End House for dependent relative	Salwarpe	Comment sent 18/2/2022 Approved 14/03/2022
W/22/00294/CU	Sterling Business Centre, Drury Lane, Martin Hussingtree, Worcester, WR3 8TD	Change of use from redundant agricultural hatchery to B1: Business Use, involving reroofing and repair of existing buildings, highway alterations to Drury Lane, removal of storage compound and extensive landscaping works - Variation of Conditions 9 and 16 of Ref W/08/00832/CU	Martin Hussingtree	Comment sent 03/03/2022
W/22/00326/OUT Associated Ref:19/01679/OUT	Corner Mead, Newland Lane, Newland, Droitwich Spa, WR9 7JH	Outline application for up to 9 Self Build Dwellings including new means of access off Newland Lane - variation of condition 6.	Salwarpe	Comment due 17/03/2022
W/22/00399/HP	Far Oaks Furlongs, Copcut Lane, Salwarpe, Droitwich Spa, WR9 7JB	First floor side extensions to existing dwelling and alterations to existing front elevation. White render finish to all walls with black slate gables to front	Salwarpe	Comment due 31/03/2022
NEW Applications in period - 5				
AWAITING DECISIONS				
No	Location	Proposal	Parish	Decision
21/02455/FUL	Unit 4, Brookside Fruits, Copcut, WR9 7JA	Two new build dwellings to replace existing barn approved for residential conversion.	Salwarpe	Comments sent 5/11/2021
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
21/02871/S106	Land Between Roman Way And, Copcut Lane, Salwarpe	Application under Section 106A of the Town and Country Planning Act 1990 to modify the requirements relating to legal agreement dated 4th May 2016 associated with planning permission reference number W/14/02829/OU.	Salwarpe	Comment sent 20/12/2021
DECISIONS				
No	Location	Proposal	Parish	Decision
21/02603/RM	Land Opposite, Yew Tree Farm, Newland Road, Droitwich Spa	Reserved matters application for 7no. new dwellings following outline approval 20/01641/OUT to include details of Appearance, Access, Layout and Scale	Salwarpe	Approved 11/02/2022

21/02585/HP	The Well House, Hindlip Lane, Hindlip, WORCESTER, WR3 8SJ	Ground floor single storey extension	Hindlip	Approved 08/03/22
W/22/00223/LB	Hill End House, Copcut Lane, Salwarpe, WR9 0AH	Conversion of Old Coach House into ancillary accommodation to Hill End House for dependent relative	Salwarpe	Comment sent 18/2/2022 Approved 14/03/2022
Decisions in Period - 3				

APPENDIX 3

ENFORCEMENTS				
Enforcement No.	Location	Description of alleged breach	Parish	Status
W/ENF/22/0033	Court Farm, Hindlip Lane, Change the use of the existing detached redundant outbuilding to 1 No. holiday let (unit 1) and 2 No. dwellings (units 2 and 3)	Work continuing on -site following refusal of appeal	Hindlip	Reported 07/02/2022
Awaiting	Harvest Barn Smite	Potential illegal trading activity	Hindlip	Reported 08/03/2022
New Enforcements – 2				
APPEALS				
No.	Description	Parish	Decision	
APP/H1840/W/21/3279884	Court Farm, Hindlip Lane, Change the use of the existing detached redundant outbuilding to 1 No. holiday let (unit 1) and 2 No. dwellings (units 2 and 3)	Hindlip	Representations by 15/04/2022	
New appeals in period 1				

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	See below
19/01064/FUL	Hindlip Hall, The Drive, Hindlip, Installation of a temporary modular classroom adjacent to the Firearms School	2 years	Renewal Approved EXP 04/11/2024
18/00660/FUL	Worcester Warriors, Sixways, Hindlip. Continued Use of Marquee inside grounds as a Bar Area. Temporary Marquee 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
21/00668/S74B 3Associated Ref:W/14/02829/OU	Land Between Roman Way And, Copcut Lane, Salwarpe Variation of contractor hours	2 months	Expire 13/05/2021
PC Temp Licence	Cherry Lane Advertising Hoarding	2 Years	Expire 11/11/2021
Appln.20/02041/CM (20/000033/REG)	Sixways Park & Ride variation of condition	5 Years	Expire 31/08/2021
21/02173/FUL	Installation of a temporary modular classroom adjacent to the Firearms School (3-year Renewal of Planning Consent 21/02173FUL)	3 years	Expire 03/11/2024
New Temporary permissions in period -			

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**APPENDIX 5
NON-PLANNING ACTIVITY**

Defibrillator	(i) Battery replaced Jan 2022. (ii) Pads expiry date July 2022 (iii) Warranty of AED expiry April 2023.
Memorial Land.	Possessory Title 2024 to be finalised with Land Registry.
Pensions Regulator.	Redeclaration due March 2023.

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PROTECTING AND PROMOTING OUR PATH NETWORK APPOINTMENT OF PARISH PATH WARDENS



The Worcestershire County Council's Senior Public Rights of Way officer drew attention to amendments to the scheme of promoting Parish Paths Wardens, in that:

The County Council is the employer and the Public Rights of Way Officer supervises the scheme. The role is covered by the County Council's insurance policy and it is important that path wardens report directly to the Officer, to avoid confusion in respect of supervision and support and to record events to ensure the discharge of liability.

The PROW Officer welcomes Parish Council's advertising the role of path wardens locally on his behalf but must have direct involvement in the appointments of path wardens and would be pleased to receive the details of all interested parties where multiple contacts have been received.

The Officer will vet all applicants and interview and decide on the most suitable candidate who will receive training and equipment. It can be agreed that groups may go out together providing a trained path warden agrees to supervise the whole group.

Once trained the path wardens are allowed to discuss and take decisions with landowners direct or in difficult circumstances ask for assistance from the team.

Path Wardens are asked to liaise with Parish Councils by offering to compile reports for Parish Council meetings or informing on significant events.

Parish Councils can inform the Officer or the team of any path issues and the path warden can investigate and record it. The County Council is the body who can decide whether stiles be replaced with gates.

The Parish Council or any member of the public can report a public right of way issue on the County Council's online system:

www.worcestershire.gov.uk/report/publicrightsofway/reportonissues

Patrick White
Senior Public Rights of Way Officer
Worcester Woods Country Park,
Worcester
02.02.2022