

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 at **7.00pm on Monday 16th May 2022** in the Main Hall, Salwarpe Village Hall

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 (see agenda item 10.a)

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 21st March 2022
 - b) To note for information the draft Minutes of the 2022 Annual Parish Meeting and to consider items requiring action for future agendas
8. **Chairman's Report**
 - a) Martin Green Planting Update
 - b) Copcut Integration Considerations
 - c) Cherry Lane Advertising Hoarding -Extension of Permission Proposal
9. **Deputy Chair Report**
 - a) **Screening Application** - Anaerobic Digestion Facility. Land adjacent to Court Farm
 - b) Worcester Warriors Briefing on Future Proposals - Feedback
10. **Councillor Reports**
 - a) Parish Tree Warden – Cllr. B. Meddings
 - b) Martin Green Planting - Further Planting Proposals – Cllr. A. Phillips
11. **Salwarpe Village Hall Committee Report (Council Representative - Cllr.J.Hill)**
12. **Reports of County & District Councillors**

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13. Chairman/Clerk/ County & District Councillors

- a) Progress on items from Minutes of 21st March 2022 **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 2021/22 (Form 3 pages 3,4,5)
- (c) To approve the Annual Statement of Account Auditors Report and Year End Returns 2021/22
- (d) To approve the Asset register and approve arrangements to update Risk Assessment Register 2022/23
- (e) To update Financial Controls - Internal Authorisation of Payments
- (f) To confirm insurance policy renewal - Zurich– Renewal 1/6/2022
- (g) To review subscriptions (see precept calculation for detail)
- (h) To note budget/Ringfenced allocations for 2022/23
- (i) To approve Terms of Appointment of DKE Internal Auditor for 2022/23 (Terms not yet received)

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

18. Date of next meeting

Monday 18th July 2022 - 7.00pm Salwarpe Village Hall

Signed 

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

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**Appendix 1
Payments and Receipts 16th March 2022 – 9th May 2022**

Opening Balance Community Account	29995.47
Less Payments	(10882.98)
Plus Receipts	1997.22
Total Closing Balance - Year End 2021/22	21109.71
Opening Balance Community Account 2022/23	21109.71
Less Payments	(1798.23)
Plus Receipts	20305.87
Total Closing Balance - 9/5/2022	39617.35
Business Money Manager Deposit Account	51792.55
Interest	
Closing Balance May BMM Account	51792.55
Closing Balance Community Account	39617.35
Total	91409.90
Total allocated Reserves (Ring fenced see attached)	50829.75
Total Funds	91409.90
Ringfenced	(50829.75)
Available Funds	40580.15

Payment/receipts 21/22

Name	Description	gross Amount	receipts
HSBC	Bank charge Feb 22	8.00	
Walcot Nursery	Fruit trees Martin Green	173.98	-
	March Salaries	570.72	
HMRC	March Salaries	128.36	
Top Cut	Lengthsman March	467.40	
DKE Audit Services	Internal Audit 21/22	208.90	
Chairman	Greenbarnes 3 Notice boards	2,784.69	
James Grove	Tree work March 22	6,204.00	
Village Hall Hire	Year 21/22	76.00	
Worcs County Council	Lengthsman Feb/March		1,122.60
Chairman	Landlife Wildflowers	122.99	
Chairman	Zoom	111.94	
Chairman	Smart water expenses (stamps 15.31 + envelopes)	18.00	
Top Cut Ltd	Lengthsman reclaim Sept - Dec		341.64
HMRC	Vat To Feb 22		532.98
HSBC Bank Charge March	Charges to 18 March	8.00	
	TOTAL	10882.98	1997.22

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Payments/Receipts 2022/23

Name	Description	gross Amount	receipts
Clerk	April Salary	401.59	
HMRC	April Salary	88.40	
Top Cut Ltd	Plant Trees	216.00	
CALC	Invoice 22/23 1455 electorate	1092.24	
	Precept 1		18,677.00
HMRC	Vat Feb/March		1,628.87
	Total	1798.23	20305.87

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INVENTORY AS AT 31 March 2022

<u>Ref No</u>	<u>Date Purchased (if known)</u>	<u>Description</u>	<u>Location</u>	<u>Identification/ Serial Number</u>	<u>Purchase Value (or current value if purchase price unknown) excl Vat</u>	<u>Replacement Cost</u>	<u>Discharge/ Disposal</u>	<u>Insurance Category</u>
001	22.08.2012	War Memorial Land -1/8 acre	Salwarpe Village	WB142619	£1.00			EL
002	04.04.1999	Village Green - 2 acres	Martin Hussingtree	VG33 (i)	£1.00			EL
003	17.03.1999	Pond Area	Martin Hussingtree	VG33(ii)	£1.00			EL
004	04.04.1999	Verge & Triangle of Land	Martin Hussingtree A38	VG33(iii)	£1.00			EL
005	26.11.1974	Common Land - 10 acres	Brown Heath Common	CL60	£1.00			EL
006	May-03	War Monument & Post	Salwarpe Village		£1.00			WM
007	May-03	1 Notice Boards	Pulley Lane/Newland Road		£1.00			SF
008	1974	1 Notice Boards	Drury Lane Martin Hussing.		£0.00		Replaced March 2019	SF
009	1993	1 Notice Boards	Hindlip Lane,opp Court Farm		£0.00		Replaced March 2022	SF
010	1995	1 Notice Boards	Opposite Knoll Farm Ladywood		£0.00		Replaced March 22	SF
011	Apr-15	1 Notice Boards	Newlandhurst	gift	£0.00		replaced March 22	SF
012	May-03	1 Notice Boards	Salwarpe Village		£0.00		Replaced Nov 18	SF
013	05.08.2008	Oak Bench	Memorial Land,Salwarpe		£1.00			SF
014	19/07/2009	Gates & Post & fencing	Martin Green/War Memorial		£4,589.75			SF
015	31/03/2012	HP Laserjet 400 Colour Printer	Clerk's Home	CNB8CDQS9S	£0.00		Disposed July 2015 Nil Value	OE

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016	31/03/2012	Diplomat heavy Duty Tripod Screen	Deputy Chair's Home		£0.00		free transfer to Village Hall Committee April 2016	OE
017	31/03/2012	Optoma ES521 SVGA Projector	Deputy Chair's Home		£199.66			OE
018	31/03/2012	Laptop Toshiba TOS C670D Black B1	Clerk's Home	1C163168R	£0.00		Disposed Jan 16 £334	OE
019	31/03/2012	Microsoft Software - Home & Business Pack	Clerk's Home		£0.00		Disposed Jan 16 £141.06	OE
020	08/01/2013	Filing Cabinets Trexus 3 door	Clerk's Home		£82.99			OE
021	02/09/2013	smoke alarm	Clerk's Home		£20.00			OE
022		Litter bins various (3)	Various		£899.00			SF
023	01/09/2013	Dog Waste Bin	Sawarpe Bridge		£315.00			SF
024	04/01/2016	Hp Pavillion Laptop and Software	Clerk's Home		£332.50			OE
024	04/01/2016	Microsoft Software - Home & Business Pack			£274.49			OE
025	22/07/2015	HP Office jet pro 8610 Colour Printer	Clerk's Home		£0.00		Disposed May 2020	OE
026		Nubo' Display Board	Deputy Chair's Home		£20.00			OE
027	09/01/2015	Pro Action A4 Laminator/Paper Trimmer Model 908/6197(D)	Deputy Chair's Home	Serial No: PO 4487521414	£34.85			OE
028	01/09/2017	Defibrillator	Village Hall		£1.00	gifted WCC		DF
029	Oct 18 & March 19	Notice Board	Salwarpe Village & Drury Lane		£2,687.00			SF
030	22/11/2018	Bus Shelters Martin Hussingtree	Martin Hussingtree		£15,610.00			SF
031	08/01/2020	Litter bin	Martin Hussingtree bus shelter		£150.00			SF

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032	09/05/2020	HP OfficeJet 9015 Printer			£100.00			OE
033	08/04/2021	Salwarpe Bridge Litter Bin			£450.00			SF
034	31/03/2022	3x Notice boards			£2,321.00			SF
				Totals	£28,095			

Insurance	Category	Totals for Insurance	Insurance Cover Amount 2021/22 Zurich £500.23	Insurance Cover 2022/23	
	EL	5	£10,000,000.00		
	OE	1,064	5000		
	SF	27,024	24106.21		
	DF	1	1500		
	WM	1	46353.4		
		28,095	£76,959.61		
			EXC Emp liab		

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APPENDIX 2 Applications 19 March -9th May 2022

NEW APPLICATIONS				
No	Location	Proposal	Parish	
W/22/00057/FUL	Land Opposite The Entrance To Hindlip Hall (Os 8752 5944), Droitwich Road, Fernhill Heath	The construction of ponds and scrapes adjacent to the northern boundary, the creation of a landscaped bank adjacent to the southern boundary, the erection of a pedestrian gate to the south west corner of the site and the construction of an all-weather footpath around the site. Bull Meadow	Martin Hussingtree	Comment due 07/04/2022
W/22/00671/SCR	Land East side A38, Droitwich Road, Martin Hussingtree	Request for screening opinion for proposed solar park.	Martin Hussingtree	Screening Opinion Parish Council not consulted. Pending 16.03.2022
W/22/00643/HP	The Mill, Upper Smite Farm, Smite Lane, Hindlip	Retrospective Single storey extension.	Hindlip	Comments sent 11/04/2022
W/22/00796/FUL	Land At (Os 8880 6158), Joynes Road, Copcut, Droitwich Spa	Full planning application for construction of a 418 sq.m Sainsburys food retail unit (Use Class E (a)), a 167 sq.m Coffee Shop with Drive Thru Facility (Use Class E (a) and (b)), a 'Ultra Rapid' EV vehicle charging station, a 1,672 sq.m industrial unit (Use Class E (g) ii, Class E (g) iii, B2 and B8), a 3,809 sq.m industrial unit (Use Class E (g) ii, Class E (g) iii, B2 and B8), with associated parking, landscaping and infrastructure works.	Salewarpe	Comments sent 28/04/22
W/22/00743/FUL	Land Between Roman Way And, Copcut Lane, Salwarpe	Development of 19 residential dwellings with associated landscaping and infrastructure	Salwarpe	Comments due 11/05/2022
W/22/00950/HP	Pear Tree Orchard, Chawson Lane, Droitwich Spa, WR9 0FH	Proposed single storey extension to side and frontage of property.	Salwarpe	Comments due 17/05/2022
22/000009/SCR SCREENING APPLICATION	Court Farm (Land Adjacent)	Anaerobic Digestion Facility	Martin Hussingtree	Screening Application (PC non consultees)
NEW Applications in period - 7				
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	Salwarpe	Comment sent 20/12/2021

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		agreement dated 4th May 2016 associated with planning permission reference number W/14/02829/OU.		
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/22/00326/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 sent 15/03/2022
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	Comments sent 31/03/2022
DECISIONS				
No	Location	Proposal	Parish	Decision
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	Approved 7/4/2022
Decisions in Period - 1				

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
W/ENF/22/0121	Harvest Barn Smite	Potential illegal trading activity	Hindlip	Reported 08/03/2022
New Enforcements – 0				
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				

APPENDIX 4

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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	4 years	See below 31/08/2025
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 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
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	4 Years	Expire 31/08/2025
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 0-			

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.