

# 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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Councillors are duly summoned to attend the **Parish Council Meeting** to be held at **7.00pm on Monday 16<sup>th</sup> January 2023** in the Main Hall, Salwarpe Village Hall

**Members of the public and the press are entitled to attend.**

**Public Question Time** – 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**

## **AGENDA**

1. **Apologies:** To receive apologies and approve reasons for absence
2. **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
3. **Standing Orders & Financial Regulations**
  - a) To note Standing Orders - Adopted November 2021 (including amendments 17/01/2022)
  - b) To note Financial Regulations - Adopted November 2021 (including amendments 17/01/2022 & 16/05/2022)
  - c) To review any Freedom of Information requests
4. **Minutes**
  - a) To consider for approval the draft Minutes of the meeting of the Parish Council held 21<sup>st</sup> November 2022
  - b) To consider for approval the draft Minutes of the meeting of the Finance Committee held 9<sup>th</sup> January 2023
5. **Chairman's Report**
  - a) Provision of Bus Shelter/ Litter Bins – Salwarpe (including Copcut Rise)
  - b) Highways – Speeding/Flooding
  - c) Elections 2023
  - d) Path Warden Vacancy - Hindlip
6. **Deputy Chair Report**  
Precept/Budget 2023-24. Finance Committee recommendations.
7. **Councillor Reports**
  - a) New District Ward/South Worcestershire Development Plan Updates. Cllr Meddings
  - b) Hindlip School Report of Meeting Attended - Cllr. M. Armitage
8. **Salwarpe Village Hall Committee Report (Council Representative – Cllr. J. Hill)**
9. **Reports of County & District Councillors (County Cllr. M. Bayliss. Dist Cllrs. Wright & Miller)**
10. **Chairman/Clerk/ County & District Councillors - Progress on items from Minutes of 21<sup>st</sup> November 2022**
11. **Finance**
  - a) Review of Payments made and Received since the Last Meeting (see Appendix 1)
  - b) Report on Year-to-Date Expenditure Compared to Budget
  - c) Monitoring Officer to confirm Accuracy of Bank Payments
  - d) Interim Audit Report & Adoption of Internal Audit Terms of Reference
  - e) To Note – Three Tenders for Lengthsman/Maintenance Contracts Dispatched – Return Date 17<sup>th</sup> February 2023
12. **Planning Consultations**
  - a) Applications (see Appendix 2)
  - b) Enforcements and Appeals (see Appendix 3)
  - c) Temporary Granted Permissions (see Appendix 4)
13. **Correspondence Received**

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Resident email request for additional litter bins – Copcut Rise

**14. 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 a future meeting. \_

Items-;

- (a) Copcut Rise - Proposals for Integration including Consideration of Purchase of Amenity Land
- (b) Notice Boards

**15. 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**

**16. Date of next meeting**

Monday 20<sup>th</sup> March 2023 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 15/11/2022 – 06/01/2023

<b>Opening Balance Community Account 2022/23</b>	50466.83
<b>Less Payments</b>	(2305.88)
<b>Plus Receipts</b>	404.5
<b>Total Closing Balance -8/7/2022</b>	48465.00
<b>Business Money Manager Deposit Account</b>	51811.95
<b>Interest 02/12/2022</b>	54.58
	51886.53
<b>Closing Balance May BMM Account</b>	51886.53
<b>Closing Balance Community Account</b>	48565.00
<b>Total</b>	100451.53
<b>Total allocated Reserves (Ring fenced see attached)</b>	48428.16
<b>Total Funds</b>	<b>100451.53</b>
<b>Ringfenced</b>	<b>(48528.16)</b>
<b>Available Funds</b>	<b>51923.37</b>

### Payment/receipts 22/23 Current account

Date	Ref	Payee	Description	Payment	Receipt
		Worcestershire CC	Reclaim Lengthsman Aug to October		404.05
30/11/2022	43	Salaries	Salaries Nov inc underpay	806.75	
05/12/2022	44	HMRC	Salary November	177.10	
06/12/2022	45	Councillor	Reimbursement Expenses	51.94	
30/12/2022	46	Royal Mail	PO Box Annual Charge	378.00	
30/12/2022	47	Salaries	Salaries Dec	721.57	
30/12/2022	48	HMRC Dec	salary Dec	170.52	
			<b>Total</b>	<b>2305.88</b>	<b>404.05</b>

### BMM Account

Date	Ref	Payee	Description	Payment	Receipt
			Interest 2/12/2022		54.58

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## HINDLIP, MARTIN HUSSINGTREE & SALWARPE PARISH COUNCIL

As at 31/12/2022

### BUDGET COMPARISON APRIL 22/23- £

	Actual YTD	Forecast	Total Forecast To 31 Mar 23	Budget 22/23	Variance	Notes - Negative variance shows over spend to budget
<b>Clerk Salary &amp; Expenses</b>						
Salary (inc. extra hours worked)	5,061.10	1,687.03	6,748.13	8,400	1,652	
Home office allowance	234.00	78.00	312.00	312	0	
Mileage	99.45	33.15	132.60	300	167	
CALC Training / Clerk Gatherings	-	100.00	100.00	200	100	
<b>Chairman / Councillor Expenses</b>						
Chairmans allowance	500.00	-	500.00	500	0	
Councillors Mileage & expenses	43.90	270.10	314.00	314	0	
Councillors training	-	200.00	200.00	200	0	
<b>Fees</b>						
Insurances	506.81	-	506.81	750.00	243	
CALC Fees	928.36	-	928.36	2,000.00	1,072	
External Audit	200.00	-	200.00	300.00	100	
Internal Audit	-	250.00	250.00	300.00	50	
Subscriptions	40.00	48.00	88.00	520.00	432	
<b>Misc Costs</b>						
Meeting Room Hire	-	300.00	300.00	300.00	0	
PO Box Rental	315.00	-	315.00	400.00	85	
Office consumables	393.04	131.01	524.05	560.00	36	
Risk Assessment & Tree Survey	-	-	-	400.00	400	
<b>Maintenance:</b>						
Maintenance Green & pond	1,618.50	1,029.50	2,648.00	3,500.00	852	
Burial Grounds	-	1,080.00	1,080.00	1,300.00	220	
General repairs - notice boards etc	69.00	3,566.00	3,635.00	4,000.00	365	
Misc Tree/litterbin maintenance inc top cut extra	450.00	150.00	600.00	700.00	100	
<b>Section 137 / 139</b>						
Wreaths	60.00	-	60.00	84.00	84	
War memorial maintenance	228.00	169.00	397.00	441	44	
<b>Section 144/111</b>						
Community event & Magazine	360.00	1,126.00	1,486.00	1,900	414	
Election Expenses	-	250.00	250.00	250	0	
New Development Costs	-	-	-	5,000	5,000	
Climate enhancement & NHB (Brownheath)	308.75	-	308.75	4,421	4,112	
Smart Wateretc	-	-	-	-	0	
<b>Expenditure exc. L'sman &amp; VAT recovery</b>	<b>11,415.91</b>	<b>10,467.80</b>	<b>21,883.71</b>	<b>37,352.00</b>	<b>15,528.29</b>	
<b>Expenditure to be recovered</b>						
Lengthsman Scheme	635.00		635.00			
VAT paid	956.21		956.21			
<b>Year to date gross expenditure</b>	<b>13,007.12</b>	<b>10,467.80</b>	<b>23,474.92</b>			

Dated: 6/01/2023

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2022/23															
Allocated	WCC GRANT Church Lane Mowing	NHB	Election/Poling Station	CIL Middleton Cottages	Community Grant inc VE Commemoration Jubilee	Legal fee contingency	Column AE Misc/Notice Boards	Column AE Replacement Posts Green Swan & War Memorial	Climate Enhancement/BioEnhancement tree works	Smart Water	New Development street furniture	Litter Bins	General Reserve	Total	
Closing Balance March 2022	459	66.65	1850	8798.1	3036	10000	4995	2000	2036	2463	14421	-50.05	29128	79202.7	
Additional ringfence during 2022/23	0	0	250	0	200	0		0	0	0	0				
Total 2022/23	459	66.65	2100	8798.1	3236	10000	4995	2000	2036	2463	14421		29128	79702.75	
Litter Bin from 21/22												206.39			
Opening Balance Ringfenced 22/23	459	66.65	2100	8798.1	3236	10000	4995	2000	2036	2463	14421	156.34	0	50731.09	
Trees Village Green		-34.5							-180					-214.5	
Barriers Jubilee					-50									-50	
Church Lane	-80													-80	
Tree Water & Plant									-100					-100	
Tree water									-25					-25	
Trees The Green									-94.25					-94.25	
Trees Water									-75					-75	
Water Trees/Flowers									-200					-200	
War Memorial cleaning								-69						-69	
Litter bins In dispute				-1295.18										-1295.18	
General Reserve at year end														0	
Total	379	32.15	2100	7502.92	3186	10000	4995	1931	1361.75	2463	14421	156.34	0	48528.16	

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## APPENDIX 2

Applications 16<sup>th</sup> November 2022 – 6<sup>th</sup> January 2023

NEW APPLICATIONS				
No	Location	Proposal	Parish	
W/22/02373/RM	Corner Mead, Newland Lane, Newland, Droitwich Spa, WR9 7JH	Reserved matters for Appearance of Plot 1 only following outline planning permission 19/01679/OUT for up to 9 Self Build Dwellings including new means of access off Newland Lane granted on appeal (ref. APP/H1840/W/19/3241879).	Salwarpe	Comment sent 08/12/2022 Additional info received 19/12/2022 <b>No additional plans posted</b>
W/22/02236/HP	Box Tree Barn, Droitwich Road, Martin Hussingtree, Worcester, WR3 8TE	Single storey extension to form part annex	Martin Hussingtree	Comment sent 13/12/2022
<b>NEW Applications in period – 2</b>				
AWAITING DECISIONS				
No	Location	Proposal	Parish	Decision
21/02562/FUL	Land Opposite, Yew Tree Farm, Newland Road	Demolition of Outbuildings and the Development of 52 Dwellings	Salwarpe	Committee 10/11/2022
W/22/00143/OUT	Hill Top Farm, Newland Lane, Newland,	Development of 4no. self-build dwellings	Salwarpe	Approved 22/11/2022
W/22/00326/OUT Associated Ref:19/01679/OUT	Corner Mead, Newland Lane, Newland,	Outline application for up to 9 Self Build variation of Condition 6	Salwarpe	Comment sent 15/03/2022
W/22/00671/SCR Screening Opinion	Land East side A38, Droitwich Road,	Request for screening opinion for proposed solar park.	Martin Hussingtree	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	Salwarpe	Comments sent 28/04/22
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
W/22/00868/RM	Land At (Os 8880 6158), Joynes Road, Copcut,	Reserved matters application for the amendments to footpaths	Salwarpe	Comment sent 24/05/02
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

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				Amendments received 20/10/2022
W/22/01374/OUT	Corner Mead, Newland Lane, Newland, Droitwich Spa, WR9 7JH	9 Self Build Dwellings at Corner Mead, Newlands Lane, Droitwich Spa, Worcs. WR97JH as approved under planning permission reference 19/01679/OUT - variation of condition 1.	salwarpe	Comment sent 28/07/2022
W/22/01577/FUL	Hindlip Hall, The Drive, Hindlip, Worcestershire, WR3 8SP	Full planning application for the erection of 2-metre high wire mesh fencing, including access gates, to form secure dog exercise and training field, provision of bonded gravel pathway, creation of construction pad for temporarily housing emergency dog kennels, erection of explosive store unit and provision of 1-metre-high post and rail fence adjoining the site access. (Variation of condition 2 Ref. 21/02301FUL)	Hindlip	Comment sent 08/08/2022
W/22/01480/OUT	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 as approved under planning reference 20/02866/RM - variation of condition 1.	Salwarpe	Comment sent 08/08/2022
W/22/01516/FUL	Worcester Warriors Sixways Stadium, Warriors Way, Hindlip, Worcestershire, WR3 8ZE	Continued use of the Marquee inside the ground as a bar area (retrospective)	Hindlip	Comment sent 26/08/2022
W/22/01434/RM	Land between Roman Way and Copcut Lane, Salwarpe	Reserve Matters for Earthworks, Landscaping and NEAP (adjacent to Phase 5) Copcut Rise	Salwarpe	Comment sent 23/09/2022
W/22/01558/FUL	Wescoe, Newland Lane, Newland, Droitwich Spa, WR9 7JH	Residential development consisting of 26no. affordable 2dwellings and associated infrastructure on land north of Newland Lane,	Salwarpe	Comment sent 5/10/2022
W/22/01585/HP	The Beeches, Brown Heath Lane,	Erection of two and single front and side storey extensions	Martin Hussingtree	Comment due 19/10/2022
W/22/01886/FUL	Land At Yew Tree Hill, Newland Road, Droitwich Spa	Four new dwellings (Variation of condition 2 Ref. 18/02558/FUL)	Salwarpe	Comment due 20/10/2022
22/04720/VARYPL	Churchfields Farm. Ladywood Road	Licencing Application	Salwarpe	Comment due 08/11/2022
W/22/01878/CU	Churchfields Farm, Ladywood Road,	Change of use of agricultural land to create a glamping and camping site, including 4 x glamping pods, 2 x amenity pods for camping site, creation of	Salwarpe	Comment sent 07/11/2022

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	Salwarpe, Droitwich Spa, WR9 0AH	tracks/access, fencing of the site and other associated infrastructure.		
W/22/01756/OUT	Former Poultry Buildings, Drury Lane, Martin Hussingtree	Removal of existing derelict agricultural buildings and replacement with 10no New Residential Dwellings.	Martin Hussingtree	Comment sent 26/11/2022

## DECISIONS

No	Location	Proposal	Parish	Decision
W/22/00143/OUT	Hill Top Farm, Newland Lane, Newland,	Development of 4no. self-build dwellings	Salwarpe	Approved 22/11/2022
W/22/01830/RM	Corner Mead, Newland Lane WR9 7JH	Reserved matters application for up to 9 Self Build Dwellings including new means of access off Newland Lane granted on appeal APP/H1840/W/19/3241879. Appearance of Plot 3, Pursuant to Outline Planning Permission.	Salwarpe	Approved 23/11/2022
W/22/01726/RM	4 Oakley Gardens, Newland, Droitwich Spa,	Appearance of Plot 7, Pursuant to Outline Planning Permission.	Salwarpe	Approved 30/1/2022
W/22/00950/HP	Pear Tree Orchard, Chawson Lane,	Proposed single storey extension to side and frontage of property.	Salwarpe	Approved 30/11/2022

Decisions in Period - 4

## APPENDIX 3

ENFORCEMENTS				
Enforcement No.	Location	Description of alleged breach	Parish	Status
New Enforcements –				
APPEALS				
No.	Description	Parish	Decision	
New appeals in period				

## APPENDIX 4

TEMPORARY GRANTED PERMISSIONS			
No:	Location	Period	Expiry Date
20/000033/REG3 20/02041/CM.	Sixways Park & Ride variation of condition	4 years	See below 31/08/2025
19/01064/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
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
P.C Contractual Agreement	Cherry Lane Advertising Hoarding	2 Years	Expire 31/05/2024
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



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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
<b>New Temporary permissions in period</b>			

**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.
<b>Memorial Land.</b>	Possessory Title 2024 to be finalised with Land Registry.
<b>Pensions Regulator.</b>	<b>Redeclaration due March 2023.</b>