

**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

Councillors are duly summoned to attend the **Parish Council Meeting** to be held at **7.00pm on Monday 15th January 2024** 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 - A Police & Crime Commissioner Report now distributed on a monthly basis in newsletter form

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 – See agenda item 7 - Review
 - b) To note Financial Regulations - Adopted November 2021 – See agenda item 7 - Review
 - 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 20th November 2023
5. **Chairman/Clerk/ County & District Councillors - Progress on items from Minutes of 20th November 2023 Not otherwise covered by the agenda – See attached Action List**
6. **Chairman's Report**
 - a) Copcut Rise Update –
 - o Litter Bins/Signage
 - o Memorial & Coronation Benches
 - b) Community Legacy Grant
 - c) Highways
Update on progress

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7. Deputy Chair Report

- a) Finance Committee Meeting – Consideration of recommendations from F.C Meeting of 8/1/2024
 - Precept & Reserves
 - Standing Orders and Financial Regulations

8. Councillor Reports

- a) Hindlip Verges – Cllr M. Armitage.
- b) Establishment of Parish Facebook Page – Cllr. R. Hewitt
- c) Martin Green Planting – Cllr A Phillips
- d) Update of s137 Grant Provision for Chawson First School – Cllr. A. Johnson
- e) Update Cocut Elm Defibrillator Sponsorship (Public health Act 1936, s.234)– Cllr. A. Johnson
- f) Copcut Rise Middle School Options – Cllr A Johnson
- g) LGBC Bowbrook County Division Review Update. Cllr B.Meddings

9. Salwarpe Village Hall Committee Report (Council Representative – Cllr. J. Hill)

10. Reports of County & District Councillors (County Cllr. M. Bayliss. Dist. Cllrs. N.Wright & D. Birch)

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) Preliminary Internal Audit Report

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

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.

15. Items Carried Forward for Noting

- a) Defibrillator –
Expiry Pads July 2025. Battery November 2027 AED Warranty Expired April 2023
- b) Memorial Land – Possessory Title 2024
- c) **Pensions Regulator – Auto enrolment February 2026**

16. Date of next meetings

Grouped Annual Parish meetings followed by Parish Council meeting commencing at 7.00pm 18th March 2024 Salwarpe Village Hall



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

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Appendix 1

Payments and Receipts 31/10/2023 – 4/1/2024

Opening Balance Community Account 2023/24	17846.80
Less Payments	(11958.48)
Plus Receipts	3008.31
Total Closing Balance	8896.63

Business Money Manager Deposit Account Opening Balance	92485.79
Interest 10/12/23	413.34
	92899.13
Closing Balance May BMM Account	92899.13
Closing Balance Community Account	8896.63
Total	101795.76
Total allocated Reserves (Ring fenced see attached)	(46482.03)
Total Funds	101795.76
Ringfenced	(46107.03)
Available Funds	55688.73

Current account

Date	Recipient	Description	Payment	Receipt
31/10/2023	Chairman	Chairman Allowance October	400.00	
15/11/2023	Royal British Legion	Poppy Wreathes	60.00	
28/11/2023	Droitwich AED	Copcut Elm defibrillator 5 yr sponsorship	375.00	
28/11/2023	Contractor	Mtce May	794.40	
28/11/2023	Contractor	Mtce June	337.80	
28/11/2023	Contractor	Mtce July	438.00	
28/11/2023	Contractor	Mtce Aug	399.60	
28/11/2023	Contractor	Mtce Sept	337.80	
28/11/2023	Contractor	Mtce Oct	201.00	
28/11/2023	Contractor	Lengthsman April	50.40	
28/11/2023	Contractor	Lengthsman May	241.20	

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28/11/2023	Contractor	Lengthsman June	30.00	
28/11/2023	Contractor	Lengthsman July	228.30	
28/11/2023	Contractor	Lengthsman Aug	30.00	
28/11/2023	Contractor	Lengthsman Sept	60.00	
28/11/2023	Contractor	Additional July	270.00	
28/11/2023	Contractor	Additional Oct	60.00	
28/11/2023	K Ward	Noticeboard repair Drury Lane	437.00	
28/11/2023	Salaries	Salary Nov (inc National Salary Award back-pay)	936.52	
28/11/2023	HMRC	Salary Nov	217.50	
28/11/2023	Chawson 1st School	s137 Reading Support	4,497.00	
30/11/2023	Bank Charge Nov		8.00	
30/11/2023	DKE Audit Services	Internal Audit -preliminary	228.90	
31/12/2023	Salaries	Dec Salary	£577.57	
31/12/2023	HMRC	Dec Salary	126.00	
31/12/2023	Royal Mail	PO Box Renewal	396.00	
31/12/2023	Dog/Litter Bin Emptying	Litter bin empty	220.49	
02/01/2024	Worcs CC	Lengthsman reclaim April to Sept		627.75
02/01/2024	HMRC	VAT Apr to Nov		2,380.56
	Total		11958.48	3,008.31

Business Money Manager

Date		Receipt
10/12/2023	Interest	413.34

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As at 03/01/2024

BUDGET COMPARISON Jan 24

	Actual YTD	Forecast	Total Forecast To 31 Mar 24	Budget 1	Variance
Clerk Salary & Expenses					
Salary (inc. extra hours worked)	6,142.50	2,047.50	8,190.00	8,400	210
Home office allowance	234.00	78.00	312.00	312	0
Mileage	108.90	36.30	145.20	300	155
CALC Training / Clerk Gatherings	50.00	150.00	200.00	200	0
Chairman / Councillor Expenses					
Chairmans allowance	650.00	-	650.00	650	0
Councillors Mileage & expenses	-	200.00	200.00	200	0
Councillors training	117.50	282.50	400.00	400	0
Fees					
Insurances	540.94	-	540.94	1,000.00	459
CALC Fees	981.75	-	981.75	1,200.00	218
External Audit	210.00	-	210.00	300.00	90
Internal Audit	228.90	-	228.90	300.00	71
Subscriptions	223.74	556.26	780.00	780.00	0
Misc Costs					
Meeting Room Hire	-	300.00	300.00	300.00	0
PO Box Rental	330.00	-	330.00	400.00	70
Office consumables	274.36	91.45	365.81	560.00	194
Risk Assessment & Tree Survey	-	-	-	-	0
Maintenance:					
Maintenance Green & pond	1,850.50	1,722.50	3,573.00	4,000.00	427
Burial Grounds	-	-	-	1,200.00	1,200
General repairs - notice boards etc	2,977.00	1,023.00	4,000.00	4,000.00	0
Misc Tree/litterbin maintenance inc top cut extra	275.00	725.00	1,000.00	1,000.00	0
Section 137 / 139					
Wreaths	60.00	-	60.00	100.00	100
War memorial maintenance	240.00	194.00	434.00	500	66
Section 144/111					
Community event & Magazine	380.00	2,820.00	3,200.00	3,200	0
Election Expenses (reserves)	-	-	-	250	250
New Development Costs	-	9,336.00	9,336.00	9,336	0
Climate enhancement biodiversity	84.96	-	84.96	-	-85
	-	-	-	-	0
Expenditure exc. L'sman & VAT recovery	15,960.05	24,605.82	35,522.56	38,888.00	3,425.44
Chawson School s137	4,497.00	-	-	-	-
Election Recharge	1,308.94	-	1,308.94	-	-
Hindlip School	3,541.00	7,084.00	10,625.00	-	-
Coronation Grant	52.54	523.46	576.00	-	-
Lengthsman Scheme	533.25	-	533.25	-	-
VAT paid	2,489.78	-	2,489.78	-	-
BDS Shelter	5,339.25	2,163.67	7,502.92	-	-
Year to date gross expenditure	33,721.81	34,376.95	58,558.45	-	-

Notes - Negative variance shows over spend to budget

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Allocated	WCC GRANT Church Lane Mowing	NHB	Election/Pol ling Station	CIL Middleton Cottages £7128 30/4/2019 + £1670.10 27/4/2021	Community Grant inc coronation grant	Legal fee contingenc y	Column AE Misc/Notic e Boards	Column AE Swan & War Memorial	Climate Enhancem ent/BioEnh ancement tree works	2022/23 Grants (s.137) £9.93pere elector 1551 electorate Remaining £4775 not allocated	New Develop ment street furniture	Litter Bins	General Reserve	Total	
Total R/f c/f at 31/03/2023	299	32.15	2100	7502.92	3126	10000	4377.6	1931	1361.75	15400	14421	156.34	0	60707.76	
Additional ringfence during 2022/23	-160	0	0	0	0	0		0	0	0	0				
Total 2022/23	139	32.15	2100	7502.92	3126	10000	4377.6	1931	1361.75	15400	14421	156.34	0	60547.76	
Coronation Grant					576										
Hindlip 1st										10625					
Chawson 1st										4497					
Ringfenced 23/24	139	32.15	2100	7502.92	3702	10000	4377.6	1931	1361.75	15122	14421	156.34	0	60845.76	
Allocated Hindlip School £10625															
Election Expenses			-1308.94											-1308.94	
Hindlip payment 1										-3541				-3541	
Coronation bunting					-52.54									-52.54	
BDS Bus Shelter				-3857										-3857	
BDS Bus Shelter				-1107.25										-1107.25	
Chawson 1st school										-4497				-4497	
Copcut AED				-375										-375	
														0	
														0	
Dated: 4/01/2024															
Total Spent	0	0	-1308.94	-5339.25	-52.54	0	0	0	0	-8038	0	0	0		
Total Remaining	139	32.15	791.06	2163.67	3649.46	10000	4377.6	1931	1361.75	7084	14421	156.34	0	46107.03	

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Application 10 November 2023 – 4th January 2024

NEW APPLICATIONS				
No	Location	Proposal	Parish	
W/23/01949/HP	The Roakes, Droitwich Road, Martin Hussingtree	Two-storey extension and elevation changes to dwelling, and replacement outbuilding with attic room.	Martin Hussingtree	Comments sent 28/11/2023
W/23/01718/FUL	New Mill Farm, Ladywood Salwarpe	Replacement roof with tiled roof & creation of a porch & Chimney	Salwarpe	Comments sent 20/12/2023
W/23/02443/FUL	The Bungalow, Ash Lane. Martin Hussingtree	Erection of live/work unit	Martin Hussingtree	Comments sent 29/12/23
W/23/02459/LBG	Hindlip Hall, The Drive, Hindlip Hall, Hindlip.	Internal alterations to office spaces at 2 nd & 3 rd floors & installation of extract fan east elevation window at Hindlip Hall.	Hindlip	Comments Sent 21/12/2023
W/23/02394/SCR	West Mercia Police, Hindlip Hall, Hindlip	Screening Opinion for proposed extension of existing Firearms Training School building and demolition of structures forming existing outdoor firing range, to provide new indoor firing range, access road and associated works.	Hindlip	Comments sent 12/12/2023
W/23/02402/CAN	Old Mill House, Copcut Lane, Salwarpe	Tree works within a conservation area.	Salwarpe	Not consulted. No comments submitted No Objection
W23/02540/TDC5	Westcoe, Newland Lane, Newland.	Technical Details permission for the construction of 4no.dwellings following Permission in Principle W/23/01298/PIP	Salwarpe	Comments sent 29/12/23
W/23/02029/HP	Dar Es Salaam Drury Lane,	Single storey rear extension	Martin Hussingtree	Comments due 09/01/2024

Applications in period 8

AWAITING DECISIONS				
No	Location	Proposal	Parish	Decision
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 Amendments received 20/10/2022

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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 Additional comments by 26/5/2023
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
W/23/00893/FUL	Land East side Droitwich Road Martin Hussingtree (OS 8864 6045)	Construction of a SOLAR PARK, Battery Store, Improved Access, associated infrastructure and landscaping	Martin Hussingtree	Comments sent by 16/2023
W/22/01558/FUL Plus Amendments 26/05/82025	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 Additional comments sent 26/5/2023
W/23/01180/PIP	Land At (OS 8726 6088), Ladywood Road, Salwarpe	Permission in Principle for 2 detached bungalows	Martin Hussingtree	Comment sent 29/06/2023
23/000007/CM	Court Farm, Hindlip Lane, Hindlip, Worcestershire, WR3 8SS	Proposed anaerobic digestion facility for a biomethane gas to grid plant, creation of new access and haul road from Hindlip Lane and ancillary works	Hindlip	comments sent 15/9/2023
W/23/01184/OU	The Wain House, Copcut Lane, Salwarpe,	Outline application for the erection of 1 dwelling	Salwarpe	Comment sent 14/9/2023
W/23/01287/LB	Old Mill House, Copcut Lane, Salwarpe,	Demolition of garage and lean-to structures attached to the outbuildings. (RETROSPECTIVE)	Salwarpe	Comments sent 4/10/2023
W/23/01230/LB	Old Mill House, Copcut Lane, Salwarpe,	Proposed remedial roof repair work to dwelling and replacement of 3 no. dormer windows and 2 no. rooflights	Salwarpe	Comments sent 4/10/2023
W/23/02058/FUL	Court Farm, Hindlip Lane, Hindlip,	Change of use of redundant detached outbuildings to 3No. dwellings with home office accommodation	Hindlip	Comments sent 31/10/2023
W/23/01990/HP Associated Ref:W/23/01991/LB	Willow Barn, Church Lane, Martin Hussingtree,	Erection of garden shed	Martin Hussingtree	Comments sent 18/11/2023
DECISIONS				
No	Location	Proposal	Parish	Decision
W/23/01669/HP	Old Mill House, Copcut Lane, Salwarpe,	Proposed replacement boundary wall, piers and gates, carport and driveway	Salwarpe	Refused 14/11/2023
W/23/00665/FUL	Land at (OS 8778 5991), Church Lane,	Erection of live/work unit.	Martin Hussingtree	Withdrawn 28/11/2023

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	Martin Hussingtree,			
W/23/02182/HP	Court Farm, Hindlip Lane, Hindlip,	Alterations to existing garage approved under planning permission 20/00576/HP to include 3No. dormer windows and use of first floor space as home office (retrospective)	Hindlip	Approved 4/12/2023
W/23/00939/PIP	Hill Top Farm, Newland Lane, Newland, Droitwich Spa, WR9	Permission in Principle for the construction of 3 no. self-build dwellings	Salwarpe	Approved 23/6/2023.
W/23/01379/RM	Hill Top Farm, Newland Lane, Newland,	Reserved matters application for the appearance; landscaping; layout and scale of Plot 4, following outline permission W/22/00143/OUT.	Salwarpe	Approved 4/10/2023
W/23/02402/CAN	Old Mill House, Copcut Lane, Salwarpe	Tree works within a conservation area.	Salwarpe	No Objection
Decisions in Period - 6				

APPENDIX 3

ENFORCEMENTS				
Enforcement No.	Location	Description of alleged breach	Parish	Status
New Enforcements in period 0				
APPEALS				
No.	Description	Parish	Decision	
New appeals in period 0				

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	Expired 30/10/2023 Log Cabin removed. 11/12/2023 - Discharged
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
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
New Temporary permissions in period 0			

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**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.
Memorial Land.	Possessory Title 2024 to be finalised with Land Registry.
Pensions Regulator.	Redeclaration due February 2026