

You are duly summoned to attend the Acceptance of Office followed by the
ANNUAL MEETING of the PARISH COUNCIL
to be held at **7.00 p.m.** on **Monday 13 May 2024** Committee Room Salwarpe Village Hal

Public Question Time – To be adjourned until after item 5. 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 – Safer Neighbourhood Team, Quarterly SNT Newsletter issued and circulated.

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
Old Mill House Salwarpe Planning Applications W/24/00524/CAN. W/2400639/HB, W/24/00640/LB - Cllr P Oakley non-pecuniary interest declared
 - (b) To declare any Dispensations
 - (c) To note the Code of Conduct and requirements of the Transparency Regulations
 - (d) To note the right to record meetings
 5. **Council's Scheme of Delegation**
Appointment of Councillors/Wardens to the following:
 - (a) Finance and Internal Control Committee
 - (b) Staffing Committee
 - (c) Policies and Data Committee
 - (d) Community Publications (social media)
 - (e) Community Publications (magazine)
 - (f) Village Hall Trust Committee Council Representative
 - (g) Confirm details of Parish Path Wardens
 - (h) Confirm details Parish Tree Warden
- Public Question Time – Meeting to be adjourned and reconvened**
Chairman to address contents of resident's email (resident not present)
6. **Minutes**
 - (a) To consider for approval the draft Minutes of the meeting of the Parish Council held on 18th March 2024
 - (b) To note for information the draft Minutes of the Group Annual Parish Meetings for Hindlip, Martin Hussingtree and Salwarpe Parishes 18 March 2024.
 7. **Chairman/Clerk/ County & District Councillors - Progress on items from Minutes of 18th March 2024 Not otherwise covered by the agenda**
 8. **Chairman's Report**
 - a) **Copcut Rise** –
Notice Board - Update
Memorial & Coronation Benches
Benches ordered - £1494.41 – For Noting
Installation Quotation for benches and noticeboard - £2240 for approval

- b) **Churchyard Mowing** – P.C.C Grant Application – For consideration
- c) **Highways** –
 - Report on meeting with Copcut Lane residents
 - Other Highway Issues/Updates
- d) **Salwarpe Village Hall Car Park** – Update – Rural Fund Grant

9. Deputy Chair Report

a) **Year End Audit - AGAR**

- To approve the Annual Governance Statement 2023/24
- To approve the Annual Statement Account and Year End Returns 2023/24
- To approve Internal Auditors Report
- b) Member's Allowance Policy – Revision to be scheduled
- c) Model Financial Regulations April 2024 – Revision to be scheduled

10. Councillor Reports

- a) **Chawson First School s137** Grant Application – Cllr A. Johnson
- b) **Hindlip First School s137** Grant Application – Cllr M. Armitage
- c) **Commemorative Flags/Badges** – D Day 80 – Cllr. M. Armitage
- d) **Facebook Update** – Cllr R. Hewitt
- e) **Music Bus** – Update _ Cllr. A. Johnson

11. Reports of County and District Councillors

12. Salwarpe Village Hall Committee Report (Cllr.J.Hill)

13. Finance

- (a) Review of payments made and received since the last meeting (see Appendix 1)
- (d) To approve the Asset register
- (e) To approve insurance policy renewal (Zurich Year 4 LTA)
- (f) To approve Terms of Appointment of DKE Internal Auditor for 2024/25
- (g) To note budget details for 2023/24 (Attached to Agenda)

14. Planning Consultations

- (a) Applications (see Appendix 2)
- (b) Enforcements and Appeals (see Appendix 3)
- (c) Temporary Granted Permissions (see Appendix 4)

17. Councillors Reports and Items for Future Agenda's:

Each councillor is requested to use this opportunity to report matters of information not included elsewhere on this agenda and to raise items for future agenda **Items for debate or decision will be deferred to the next meeting**

18. Date of next meeting

To confirm the date of the next Parish Council meeting to be held at 7.00 p.m. on Monday 15th July 2024
Main Hall at Salwarpe Village Hall

Signed 

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

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

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Appendix 1

Payments and Receipts 10/03/2024– 09/05/2024

Opening Balance Community Account 2023/24 (2973.06 - 38.40 not cleared)	2934.66
Less Payments Duplicated Payment	(38.40)
Plus Receipts to 31/3/2024	8000.00
Total Year End Balance AUDIT	10896.26
Less Payments Not Cleared to 31/3/24	(8888.75)
Plus receipts not cleared	38.40
Closing balance 31/3/2024	2045.91
Plus Receipts proper to 24/25	23223.24
Less payments proper to 24/25	(3840.67)
Business Money Manager Deposit Account Opening Balance	85348.46
Closing Balance May BMM Account	85348.46
Closing Balance Community Account	21428.48
Total	106776.90
Total allocated Reserves (Ring fenced see attached)	62260
Total Funds	106776.90
Ringfenced	(62260)
Available Funds	44516.90

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Payments & Receipts 2023/2024

Date	No	Payee		Payment	Receipt
Duplicate Inc in Audit Year End Balance	65		Duplicated payment	38.40	
			Adjust Duplicate payment		38.40
				0.00	
18/03/2024	72	Contractor	lengthsman Oct	30.00	
18/03/2024	73	Contractor	Lengthsman Nov	30.00	
18/03/2024	74	Contractor	lengthman dec	490.80	
18/03/2024	75	Contractor	lengthman jan	464.70	
18/03/2024	76	Contractor	lengthman feb	1140.00	
18/03/2024	77	Contractor	lengthman march	120.00	
18/03/2024	78	Contractor	contract nov	768.00	
18/03/2024	79	Contractor	contract dec	30.60	
18/03/2024	80	Contractor	contract jan	126.60	
18/03/2024	81	Contractor	contract feb	114.60	
18/03/2024	82	Contractor Top Cut Mowing	contract march	£575.40	
18/03/2024	83	Hindlip First School	Term 3 Grant	3,541.00	
18/03/2024	84	Contractor	Pond clear	300.00	
18/03/2024	85	Contractor	Mulch	120.00	
19/03/2024	86	Councillor	Padlock The Green Reimbursement	114.28	
29/03/2024	87	HMRC	Taxation Chairman's allow	162.50	
29/03/2024	88	Salaries	Salary March	618.61	
29/03/2024	89	HMRC	Salary March	141.66	
To Year End 2023/24			Total	8888.75	38.40

Proper to Year 2024/2025

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Date				Payment	Receipt
02/04/2024		Worcs CC	Worcs CC Lengthsman to Jan		914.25
03/04/2024		Worcs CC	Worcs CC Lengthsman to March		1,081.50
			VAT Dec to March		970.49
09/04/2024			Bank Charge March	8.00	
01/05/2025			Precept		20,257.00
05/04/2024	1	Contractor	Benches Copcut Rise	1793.29	
16/04/2024	2	CALC Subscription	Subscription	1216.31	
30/04/2024	3	Salaries	April Salary	681.32	
30/04/2024	4	HMRC	April Salary	£141.75	
			Total	3840.67	23223.24

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Allocated	WCC GRANT Church Lane Mowing	NHB	Election/Poling Station	CIL Middleton Cottages £7128 30/4/2019 + £1670.10 27/4/2021	Community Grant inc coronation grant	Legal fee contingency	Column AE Misc/Notice Boards	Column AE Replacement Posts Green Swan & War Memorial	Climate Enhancement/BioEnhancement tree works	2022/23 Grants (s.137) £9.93perelector 1551 electorate	New Development 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	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														
Additional Grant/Contribution 23/24	0	0	250	0		0	0	0	0					250
	139	32.15	2350	7502.92	3702	10000	4377.6	1931	1361.75	15122	14421	156.34	0	61095.76
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
Hindlip Payment 2										-3541				-3541
Hindlip payment 3										-3541				-3541
Total Spent	0	0	-1308.94	-5339.25	-52.54	0	0	0	0	-15120	0	0	0	-21820.73
Total Remaining	139	32.15	1041.06	2163.67	3649.46	10000	4377.6	1931	1361.75	2	14421	156.34	48119.97	39275.03

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HINDLIP, MARTIN HUSSINGTREE & SALWARPE PARISH COUNCIL

As at 31/03/2024

BUDGET COMPARISON March 24	Actual YTD	Forecast	Total Forecast To 31 Mar 24	Budget 1	Variance
Clerk Salary & Expenses					
Salary (inc. extra hours worked)	8,268.30		8,268.30	8,400	132
Home office allowance	312.00		312.00	312	0
Mileage	156.60		156.60	300	143
CALC Training / Clerk Gatherings	50.00		50.00	200	150
Chairman / Councillor Expenses			-		0
Chairmans allowance	812.50		812.50	650	-163
Councillors Mileage & expenses	38.01		38.01	200	162
Councillors training	117.50		117.50	400	283
Fees			-		0
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	369.40		369.40	780.00	411
Misc Costs					0
Meeting Room Hire	180.00		180.00	300.00	120
PO Box Rental	330.00		330.00	400.00	70
Office consumables	335.05		335.05	560.00	225
Risk Assesment & Tree Survey	-		-		0
Maintenance:					0
Maintenance Green & pond	3,102.50		3,102.50	4,000.00	898
Burial Grounds				1,200.00	1,200
General repairs - notice boards etc	3,927.84		3,927.84	4,000.00	72
Misc Tree/litterbin maintenance inc top cut extra	275.00		275.00	1,000.00	725
Section 137 / 139			-		0
Wreaths	60.00		60.00	100.00	40
War memorial maintenance	374.00		374.00	500	126
Section 144/111			-		0
Community event & Magazine	380.00		380.00	3,200	2,820
Election Expenses (reserves)			-	250	250
New Development Costs	-		-	9,336	9,336
Climate enhancement biodiversity	484.96		484.96		-485
			-	-	0
Sub total Expenditure exc. L'sman & VAT recovery & Ringfenced	21,535.25	-	21,535.25	38,888.00	17,352.75
Chawson School s137	4,497.00	-	4,497.00		
Election Recharge	1,308.94		1,308.94		
Hindlip School	10,623.00		10,623.00		
Coronation Grant	52.54		52.54		
Lengthsman Scheme	2,429.50		2,429.50		
VAT paid	3,351.05		3,351.05		
BDS Shelter & AED s106	5,339.25		5,339.25	27,601	21,821
Year to date Total gross expenditure	49,136.53	-	49,136.53		

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Application 10 March 2024 – 4 May 2024

NEW APPLICATIONS				
No	Location	Proposal	Parish	
W/23/02394/SCR	The Roakes Droitwich Road	Certificate of lawfulness for proposed single storey rear extension	Martin Hussingtree	Permitted Development application no consultation
W/24/00486/FUL	Oakmead, Ladywood Road,	Change of use from paddock to residential curtilage in association with Oakmead (formerly Delamorn)	Salwarpe	Comments sent 2/4/2024 Approved 15/04/2024
W/24/00524/CAN	Old Mill House Copcut Lane	Tree works within a Conservation Area.	Salwarpe	Comments Sent 27.03.24 No Objection 2/4/24
W/24/00416/FUL	Gretna Farm Ladywood Road	Temporary dwelling to serve as replacement during refurbishment of existing dwelling	Salwarpe	Comments due 15/4/2024
W/24/00557/FUL	Wescoe Newland Lane	Construction of 1 self-build dwelling	Salwarpe	Comments sent 15/4/2024
W/24/00558/FUL	Wescoe Newland Lane	New vehicular access	Salwarpe	Comments sent 15/4/2024 Approved 2/5/2024
W/24/00499/TPOA	5 Oakley Gardens, Newland, Droitwich	TPO Application	Salwarpe	Not consulted. Approved
W/24/00639/HP Associated Ref:W/24/00640/LB	Old Mill House, Copcut Lane, Salwarpe	First floor rear extension and internal alterations, partial demolition and rebuilding of dwelling with roof alterations and new dormers, changes to fenestration and new patio and associated railing	Salwarpe	Comment sent 29/04/2024
W/24/00742/HP	White Cottage, Pershore Lane, Martin Hussingtree,	To add a disabled access from the drive to the house and garage via a porch area: Retrospective	Martin Hussingtree	Comment due 20/05/2024

Applications in period 9

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

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				comment sent 06/06/2022 Amendments received 20/10/2022
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
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/23/02058/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 Revised plans comment due 1/2/2024
W/24/00089/LB Associated Ref:W/23/00090/HP	Old Mill House, Copcut Lane, Salwarpe,	Proposed replacement boundary wall, piers and gates and driveway (Listed Building Consent)	Salwarpe	Comment sent 6/2/2024

DECISIONS

No	Location	Proposal	Parish	Decision
W/23/01718/FUL	New Mill Farm, Ladywood Salwarpe	Replacement roof with tiled roof & creation of a porch & Chimney	Salwarpe	Approved 14/3/2024
W/23/01184/OU	The Wain House, Copcut Lane, Salwarpe,	Outline application for the erection of 1 dwelling	Salwarpe	Refused 15/3/2024
W23/02540/TDC5	Westcoe, NewlandLane, Newland.	Technical Details permission for the construction of 4no.dwellings following Permission in Principle W/23/01298/PIP	Salwarpe	Approved 15/03/2024
W/23/01990/HP Associated Ref:W/23/01991/LB	Willow Barn, Church Lane, Martin Hussingtree,	Erection of garden shed	Martin Hussingtree	Approved 2/4/2024
W/24/00291/CU	Field House, Ladywood Road, Salwarpe,	Conversion of outbuilding to granny annexe Removal of condition 2 to reference W/86/0752	Salwarpe	Withdrawn 6/04/2024
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	Refused 11/04/24
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	Withdrawn 19/04/2024
W/24/00558/FUL	Wescoe Newland Lane	New vehicular access	Salwarpe	Comments sent 15/4/2024 Approved 2/5/2024

Decisions in Period - 8

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APPENDIX 3

ENFORCEMENTS				
Enforcement No.	Location	Description of alleged breach	Parish	Status
W/ENF/24/0020	Gretna Farm Ladywood	Building work and occupation of static caravan	Salwarpe	Planning application submitted. W/24/00416/FUL
New Enforcements in period 1				
APPEALS				
No.	Description	Parish	Decision	
APP/H1840/W/23/3326877 W/23/01101/PIP	White Lodge High Park Ombersley Road	Salwarpe	Additional comment before 26/2/2024	
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
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			

**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. Cllr Meddings/Dist Cllr Wright
Pensions Regulator.	Redeclaration due February 2026