

HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

Clerk to the Council: Mrs E Gallagher, PO Box 6986, Kidderminster DY11 9FB Tel: 01562 700479

Email: hmhspc@gmail.com

www.worcestershire.gov.uk/myparish

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 15th May 2017**, Committee Room, Salwarpe Village Hall

Public Question Time – To be adjourned until after item 6. 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 – Officers report to the Parish Council.

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
 - (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 (Jan 2016)
 - c) To review any Freedom of Information requests
6. **Council's Scheme of Delegation**

Appointment of Councillors/Wardens to the following:

 - (a) Finance Committee
 - (b) Staffing Committee
 - (c) Village Hall Trust Committee
 - (d) Parish Path Wardens
 - (e) Parish Tree Warden

Public Question Time – Meeting to be adjourned and reconvened

7. **Minutes**
 - a) To consider for approval the draft Minutes of the meeting of the Parish Council held 20th March 2017
 - b) To note for information the draft Minutes of the 2017 Annual Parish Meeting and to consider items requiring action for future agendas
8. **Clerk**
 - (a) Clerk to report on actions from Minutes of 20th March 2017 and update on progress from actions from Minutes for items not covered on the Agenda
9. **Reports of County & District Councillors**
 - (a) For information (any items raised for decision will appear on the agenda for the next meeting)
10. **Chairmans Report**
 - (a) Review of issues raised in 2016/2017
 - (b) Consideration of a Neighbourhood Plan
 - (d) Defibrillator
11. **Deputy Chairman Report**
 - (a) New Homes Bonus update
 - (b) Nations Tribute
 - (c) Microlite Flights
12. **Salwarpe Village Hall Committee Report (Cllr.J.Hill)**

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13. Finance

- (a) Review of payments made and received since the last meeting (see Appendix 1)
- (b) To approve the Annual Governance Statement 2016/2017
- (c) To approve the Annual Statement of Account Auditors Report and Year End Returns 2016/2017
- (d) To approve the Asset register and approve arrangements to update Risk Assessment Register 2016/2017
- (e) To approve the Lengthsman Scheme and Maintenance Contract 2017/2018
- (f) To approve and confirm insurance policy renewal
- (g) To review subscriptions
- (h) To note budget details for 2017/18 (Attached to Agenda)
- (i) To note Pension Regulator Auto Enrolment Declaration submission
- (j) Transparency Code – Consideration of appointment/non- appointment an External Auditor 2017/18

14. Planning Consultations

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

15. Correspondence

16. Councillors Reports & 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's. Items for debate or decision will be deferred to the next meeting

17. Date of next meeting

To confirm the date of the next Parish Council meeting to be held at 7.00 p.m. on Monday 17th July 2017 Committee Room at Salwarpe Village Hall

Signed



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

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**Appendix 1
Payments and Receipts 14 March 2017 – 6 May 2017**

Opening Balance Community Account	11,060.24
Less Payments	(3,941.47)
Plus Receipts	9,316.79
Total Closing Balance	16,435.56

Business Money Manager Deposit Account	9,707.26
Interest	0.97
Closing Balance April BMM Account	9,708.23
Closing Balance Community Account	16,435.56
Total	26,143.79
Less Ring-fenced grant – NHB Memorial fund	(967.76)
Less Ring-fenced additional mtnce - mowing yrs 18/19–20/21	(775.00)
Less maintenance provision grant - contribution to notice boards	(1,245.00)
Less ringfenced election costs received	(500.00)
Total Reserves	22,656.03

Receipts to 6 May 2017

Date	Recipient	Description	Amount
	Top Cut	vat on Lengthsman 4666	43.70
	Sandler seating	under reported	1.20
16/03/2017	YPO inv 889261158	Tables Village Hall	1,072.80
16/03/2017	YPO inv 889261158 (to be recovered)	Tables Village Hall	237.60
27/03/2017	Top Cut	Lengthsman March 2017 inv 4731	685.20
28/03/2017	Clerk	March Salary	584.22
28/03/2017	HMRC	March Salary	127.40
03/05/2017	Clerk	Salary April 2017	442.42
04/05/2017	Worcestershire Calc	Annual Fee	419.81
04/05/2017	Top Cut Mowing Services	Mtce 4875 & Lman 4874 April	327.12
		Total Payments	3,941.47

Receipts from March 2017

Date	From	Description	Amount
24/02/2017	Worcs CC	Lengthsman Jan 2017	368.30
28/03/2017	Worcs CC	Lenthsmen Feb	74.30
10/04/2017	HMRC	HMRC Vat 2016/17 Feb	350.89
07/04/2017	Worcs CC	Lengthsman Reclaim March 2017	580.30
25/04/2017	Wychavon DC	Precept 17/18 Part 1	7,743.00
27/04/2017	HSBC	Complaint Resolution	200.00
		Total Receipts	9,316.79

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PLANNING 16th March 2017- 7th May 2017

APPENDIX 2

NEW APPLICATIONS				
No	Location	Proposal	Parish	Decision
17/00243/FUL	Far Oaks Furlongs, Copcut Lane, Salwarpe, Droitwich Spa,	Proposed new dwelling and partial demolition of existing property and creation of new vehicular access	Salwarpe	Pending Response due 07/04/2017
17/00370/FUL	Middleton Cottage Copcut Lane, Salwarpe	Construction 4 detached houses & associated infrastructure. Replacing planning permission W/15/02007/PN	Salwarpe	Pending Response due 5/5/2017
17/00597/HP	Oak Tree Bungalow, Ladywood, Droitwich Spa, WR9 0AL	Domestic extensions and refurbishment. (Resubmission of W/16/01998/PP)	Salwarpe	Pending Response due 8/5/2017 Comment sent 5/5/2017
17/01516/VARYPL Licencing Application	Churchfields Farm Salwarpe	Application to vary premises licence	Salwarpe	Response Sent 14/4/2017 (not consulted) Hearing 10/5/2017 Mediation Statement sent 4/5/2017
17/00742/TC.	Streetworks At, Roman Way, Droitwich Spa	Telecommuncations Proposed installation of a 17.5m Jupiter Single Stack pole, supporting 3no antenna, 2no dishes, associated ground based equipment cabinets and ancillary development thereto	Salwarpe	Response due 22/5/2017
NEW Applications in period 4				
AWAITING DECISIONS				
No	Location	Proposal	Parish	Decision
W/16/02742/RM	Land North Of Pulley Lane and Newland Lane. Redrow Homes	Reserve matters (Ref: W/11/01073/OU) landscaping. layout for 241 dwellings (Phase 1). Condition 4 (Ref:W/15/01418) changes to plans	Salwarpe	Pending. Response sent 16/12/2016
W/16/02366/PN	Land North of Pulley Lane (Redrow Homes)	Substitution of house types of previously approved reserved matters application W/15/01418/RM. Including an additional 9no. dwellings (total of 52no. substitutions).	Salwarpe	Pending. Response sent 31/10/2016
17/00061/FUL	Hindlip Hall, The Drive, Hindlip, Worcester, WR3 8SP	New operations and communications centre with car parking, other facilities and associated works and water attenuation pond - amendments to permission ref W/15/02662/PN to include landscaping (ditch to bund, car parking layout), changes to size of fenestration and external materials	Hindlip	Pending response due 23/02/2017 Response sent 21/02/2017
17/00192/S106	Brookside Fruits, Worcester Road, Copcut, Droitwich Spa, WR9 7JA	Modify Section 106 agreement to remove agricultural tie to the dwelling and the tie to the shop known as Brookside	Salwarpe	Pending response due 27/02/2017

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		Nurseries		
16/02965/PN	Elm Cottage, Copcut Lane, Salwarpe, Droitwich Spa, WR9 7JB	Retrospective Planning Application for Four New Dwellings Following Approval of Outline Permission W/14/01621/OU	Salwarpe	Pending Response sent 3/3/2017
17/00075/ADV	Roundabouts R1 to R10	Ten free standing post mounted signs advertising: Droitwich Town (Waitrose). 5 YEARS	Salwarpe	Information only - for monitoring. No Response
W/16/02240/OU	Land North of Pulley Lane and, Newland Lane, Newland, Droitwich Spa	Access and infrastructure Pulley Lane, Newlands Rd (Ref:W/11/01073/OU). Condition 6 amended highway works.	Salwarpe	Original response submitted 1/11/2016 Material amendment to plans variation to highway condition. Redrow Homes. Response Submitted 15/03/2017 Planning Committee 11/5/2017
17/00169/OU	Land North Of Pulley Lane And, Newland Lane, Newland, Droitwich Persimmon Homes	Infrastructure & open space not in accordance with Condition 7 Part i.ii.iii. (Ref: W/12/02336/OU). Widening of Pulley Lane, A38 junction/Pulley Lane and pedestrian links to Tagwell Rd. Persimmon Homes	Salwarpe	Pending Comment due 16/03/2017 Response submitted 15/03/2017 Planning Committee 11/5/2017
W/17/00027/RM	Land Between Roman Way and, Copcut Lane, Salwarpe William Davis	Reserve Matters (Ref:W/14/02829/OU) Phase 2B. Resubmission 57 dwellings, infrastructure & landscaping. William Davis Ltd.	Salwarpe	Pending Response submitted 15/03/2017
17/00095/FUL	Upper Smite Farm, Smite Lane, Hindlip, Worcestershire, WR3 8SZ	An application for the retention of a temporary agricultural workers dwelling (log cabin)	Hindlip	Pending Response sent 23/03/2017

DECISIONS

No	Location	Proposal	Parish	Decision
17/00207/CLE	2, Martin Green Cottages Droitwich Road, Martin Hussingtree WR3 8TE	Use of garage as habitable accommodation and alterations to appearance of the garage including dormer windows.	Martin Hussingtree	Withdrawn 29.03.2017
17/00338/FUL	Cookshill, Copcut Lane, Salwarpe WR9 0AH	Single & two storey extension, removal of chimney, replacement dormer window. Colour of bi-fold doors (W/16/01313/PP)	Salwarpe	Approved 07.04..2017
W/16/00863/PP	5 Woodside Cottages Hindlip Lane, Hindlip WR3 8SS	Conversion of roof space to provide further bedrooms and ensuite.	Hindlip	Approved 07.04.2-17
17/00122/FUL	Land North of Pulley Lane Newland .Redrow Homes	Erection of 3 dwellings approved under W/15/-1418/RM. To be built As showrooms and not for occupation.	Salwarpe	Withdrawn 14.02.2017
W/17/00345/RM	Land off Copcut Lane, Droitwich	Reserve Matters (Ref: W/14/02829/OU) Phase 2A for 9 houses and associated landscaping.	Salwarpe	Pending Response submitted 15/03/2017 Approved 25/4/2017
Decisions in period (including new application decisions) 5				

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APPENDIX 3

ENFORCEMENTS

Enforcement No.	Location	Description of alleged breach	Parish	Status
WCC 6852919	Highway verge Persore Lane	Encroachment by unauthorised planting on Highway verge	Martin Hussingtree	Pending WCC Action
IN/16/00670	Powells field Paddock	Change of use agricultural to business	Salwarpe	Pending Enforcement Removal within 4 weeks of 16/3/2017
New enforcements in Period				

APPEALS

No.	Description	Parish	Decision
IN/14/00299 APP/H1840/C/16/3150869	Pear Tree Inn Unauthorised Change of Use. Siting of marquee, laying of concrete base, stationing of shipping container and oil tank	Hindlip	Refused 16/11/2016 Conditions (1) Removal of MARQUEE 3 REMOVED (2) Removal of GROUNDWORKS Concrete base, hardcore, footpath link. Underground services. 6 months (Expiry Date 17th May 2017) END OF MAY 2017 – Groundworks commenced March 2017). (3) Restoration of LAND. Land to be grassed over. Within six months of removal of Concrete base and associated services. END OF NOVEMBER 2017. [Note: if the Base and associated services have not been removed by the End of May 2017. Then the grassing of land could be delayed 'ad infinitum' as a continuous 'within' 6 months).
w appeals in period 0			

APPENDIX 4

TEMPORARY GRANTED PERMISSIONS

No:	Location	Period	Expiry Date
W/15/00244	Worcs. Rugby Club, Marquee Sixways, Hindlip	3 years	19 March 2018
W/16/01286/PN.	Land North of Pulley Lane, Marketing Suite, Redrow Homes.		Within 6 weeks of Sale of 239th dwelling
W/16/01104/PO	Middleton Cottages Copcut Lane (S106)	3 years	21 June 2019
No: W/16/01472/AA.	Copcut, A38 Layby Advertising Sales Board, Redrow Homes.	3 years	30 th July 2019
New Temporary permissions in period 0			