

HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

Clerk to the Council Mrs E Gallagher, PO Box 6986, Kidderminster DY11 9FB,
Tel: 07846 125405 email hmhspsc@gmail.com
www.worcestershire.gov.uk/myparish

Annual Meeting of Hindlip, Martin Hussingtree & Salwarpe Parish Council held at 7.00 pm on Monday 20th May 2019 at Committee Room Salwarpe Village Hall

PRESENT: Cllr. P. Oakley (Chairman), Cllr. B. Meddings, Cllr. A. Phillips, Cllr. M. Armitage, Cllr. J. Hill,
Cllr. D. Luscombe, Cllr. A. Thomas

IN ATTENDANCE E. Gallagher (Clerk)
Dist. Cllr T. Miller

No	Minute	Action
1.	<p>Declaration of Acceptance of Office All Members with the exception of Mr. J. Brodrick had signed the Declaration of Office and agreement to observe the Code of Conduct in their performance of duties. Cllr Luscombe proposed an extension of time be granted in order to enable Mr. Brodrick to sign his Declaration and this proposal was unanimously agreed.</p>	
2.	<p>Election of Chairman Cllr. Luscombe proposed Cllr. P. Oakley for the role of Chairman, this was seconded by Cllr. Phillips and carried unanimously. Cllr. Oakley accepted the role and signed the Chairman's Declaration of Office.</p>	
3.	<p>Apologies Cllr. A. Thawley, Cllr. C. Hughes, Cllr. J. Clarke, Cllr. J. Brodrick, Dist. Cllr. Wright.</p>	
4.	<p>Election of Deputy Chair Cllr. Thawley had indicated in writing his willingness to undertake the role of Deputy Chair if so nominated. Councillor Meddings proposed this nomination which was seconded by Cllr. Armitage and carried unanimously.</p>	
5.	<p>Declarations of Interest/Code of Conduct</p> <p>a) To declare any interest None declared.</p> <p>b) To declare any Dispensations None declared.</p> <p>c) To note the Code of Conduct and requirements of the Transparency Regulations Noted.</p> <p>d) To note the Right to Record meetings: Refer to Notice displayed on meeting table. Noted.</p> <p>e) To confirm any necessary update to the Register of Interests No update.</p> <p>f) To note security and privacy of information under the General Data Protection regulations. Noted.</p>	
6.	<p>Standing Orders & Financial Regulations</p> <p>a) To note Standing Orders Noted – For Review.</p>	

<p>b)</p> <p>c)</p>	<p>To note Financial Regulations Noted – For Review.</p> <p>To review any Freedom of Information requests The Clerk reported that there had been no requests for information over the preceding 12 months.</p>	
<p>7.</p>	<p>Council's Scheme of Delegation Appointments made as follows:</p> <p>Finance Committee Cllrs, Mr A. Thawley (Chair), Mr D. Luscombe, Ms B. Meddings, Mr A. Thomas, Ms A. Phillips, Chairman (ex-officio).</p> <p>Staffing Committee Cllrs. Ms B. Meddings (Chair), Mrs C. Hughes (prior agreement), Mrs M. Armitage,, Mr A. Thawley, Chairman (ex-officio).</p> <p>Policies & Data Committee Cllrs. Mr A. Thawley (Chair) Ms B. Meddings, Mr J. Clarke (prior agreement), Chairman (ex-officio).</p> <p>Planning Committee. Procedure as set out in Standing Orders. Parish Ward consultations.</p> <p>Village Hall Trust Committee - Councillor Representative Cllr. J. Hill.</p> <p>Footpath Officers - Salwarpe - Mr D. & Mrs P. Adams (appointed June 2014). Martin Hussingtree - Mrs A. Phillips (appointed March 2017). Hindlip – Vacant Position</p> <p>Tree Warden for the three parishes Vacant Position.</p> <p>Newsletter/ Publications Cllr. B. Meddings.</p>	
	<p>Public Question Time Meeting Adjourned 7.10pm Three members of the public were present – Minutes after agenda item 19. 7.35pm Cllr. Luscombe leaves the meeting. Meeting Reconvened 7.40pm</p>	
<p>8.</p> <p>a)</p> <p>b)</p>	<p>Minutes</p> <p>The Draft Minutes of the Parish Council Meeting held on 18th March 2019 were approved and signed by the Chairman as being a correct record.</p> <p>The Draft Minutes of the Annual Parish Council Meeting were noted and uncontested.</p>	
<p>9.</p> <p>a)</p>	<p>Clerk - Progress Reports on actions from minutes of 18th March 2019</p> <p>Martin Hussingtree Junction/Pulley Lane Schemes The Martin Hussingtree Junction Scheme was discussed. The District Councillor explained that a reduced speed limit could not be applied to the major trunk route as the specific highway section did not meet the necessary criteria. It had been agreed that the proposed 'No Right Turn' restrictions would be applied to the North exit of Drury Lane. An additional set of traffic lights had been installed in the central reservation at Drury Lane and a temporary traffic monitoring camera had now been installed at the Martin Hussingtree junction.</p> <p>The location of a 'Give Way' sign at the newly installed junction on the East section of Pulley Lane would be assessed before adoption of the road.</p> <p>The dangerous tree trunk surrounded and hidden by tarmacadam on Pulley Lane had still not yet been removed. The County Councillor had received assurances that this tree trunk would be</p>	<p>County Councillor</p>

	<p>removed during the road closure period. No information regarding the accuracy of the survey relating to the width requirements for the Lane, requested by the District Councillor, had been received.</p> <p>b) M5 Junction 6 Road Improvement Scheme Mark Fox, Construction Liaison Officer at Interserve, was unable to attend the May 2019 meeting but an agreement had been reached that he would attend the Parish Council's July meeting to discuss progress with regard to the road improvement scheme.</p> <p>c) Sling Lane Discussions relating to Sling Lane improvements were progressing.</p> <p>d) Salt Storage/Spreading/Salt Bin Councillor Thawley had received notification from County Highways that the proposed siting of a Grit Bin at Spellis Green did not meet relevant criteria for the provision of a County Council grit bin. It was agreed that the Finance Committee should discuss the provision of funding for a bin to be sited at Spellis Green, at its first meeting following the May elections.</p> <p>The damaged grit bin at Ladywood Triangle had now been replaced and filled.</p> <p>e) Parliamentary Boundary Review A proposal for the parishes to be located within the boundary of the Bromsgrove Constituency had been put forward. Proposals would be voted upon in the autumn. More details would be available shortly.</p> <p>f) Planning Application 18/01097 It was expected that an outline planning application 18/01097 for development of up to 160 dwellings on land at Station Road within the parish of Martin Hussingtree, would be considered by the LPA Planning Committee in due course.</p> <p>g) Overgrown Hedge – The Hainings The Clerk had written to the resident of The Hainings with a request to cut back the hedge in the interests of safety of road users and pedestrians. There had been no response and so the District Councillor agreed to contact County Highways to progress.</p> <p>h) Raised Manhole Covers Ladywood Road The District Councillor had raised with County Highways the dangers of two exposed steel ringed telecommunications manhole covers on verges along Ladywood Road. The issue had not yet been resolved and therefore remained a danger to highway users. County Councillor Miller agreed to progress the issue.</p> <p>i) Increased Incidents of Theft in the Parishes. Councillor Brodrick agreed, in liaison with the Chairman, to draft a letter to the Police & Crime Commissioner with regard to an increase of theft to properties in the area.</p> <p>j) Cherry Lane Nurseries Following approval by the Parish Council at the meeting of 18th March 2019, it was agreed that the Clerk should draft a formal agreement, to be ratified by both parties, for a time-limited temporary consent (with conditions) to allow two advertising hoardings, for Cherry Lane Nurseries, to remain on Parish Council Land at Ash Lane Martin Hussingtree.</p> <p>k) Natural Networks A report drafted by Sean Webber of Worcestershire Wildlife Trust had been received and as a result a specification for works reflecting this report's recommendations had been drafted by Cllr. Phillips and the Clerk. Two companies had been approached to quote for the work but replies had not yet been received. It was agreed that Councillor Phillips, Councillor Armitage the Clerk and a volunteer resident should obtain quotes for the recommended plants. It was also suggested that a local ecologist should be approached to ascertain his interest in the project. The Chairman offered to liaise with Cllr. Phillips with contact details.</p> <p>The element of the project relating to outstanding New Homes Bonus funding for The Pond at Martin Hussingtree would be discussed by the Legacy Grant Committee in June and the Clerk agreed to supply all relevant documentation relevant to this.</p>	<p>Clerk</p> <p>Clerk</p> <p>Finance Committee</p> <p>Closed</p> <p>Ongoing</p> <p>County Councillor</p> <p>County Councillor</p> <p>County Councillor</p> <p>Cllr. Brodrick</p> <p>Clerk/ Chairman</p> <p>Councillor Phillips/Chair/Cllr Armitage Clerk</p> <p>Ongoing</p>
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	<p>7.45pm Cllr. Luscombe rejoins the meeting.</p> <p>l) SWDP - Call for Sites The South Worcs. Development Plan's call for prospective development sites was currently under review. Several sites around the parishes had been submitted by varied landowners for consideration.</p> <p>m) Memorial Land: Possessory Title 2024 Possessory Title to be finalised with the Land Registry in 2024. Draft Standing Orders had been amended and the item would be carried forward in the Annual Meeting minutes until completion of the transfer of title.</p> <p>n) Pensions Regulator Completion of Auto Enrolment Compliance Re-declaration due March 2020.</p> <p>o) Defibrillator Renewal of battery November 2022 and warranty of AED expires April 2024</p>	<p>2024</p> <p>2020</p> <p>2022/ 2024</p>
<p>10.</p>	<p>County & District Councillors</p> <p>a) Review of Policies – District Council Planning The District Councillor informed the meeting that Wychavon Planning were reviewing their policies and structure with some changes in staff profile anticipated.</p> <p>b) Court Farm The District Councillor had met with Heritage Officers regarding the derelict outbuildings and in the interest of safety and visual enhancement had drafted a letter of support in favour of the appellant.</p> <p>Pre-Planning Support on Proposed Applications</p> <p>c) The Parish Council had been approached on several occasions for consideration of proposed planning applications. The District Councillor confirmed that the Parish Council must not offer advice or opinion on these applications.</p> <p>County Highways.</p> <p>d) The District Councillor would be meeting with County Highways engineers in the near future. The Clerk would be informed of details when available. Hindlip Lane was discussed with regard to overgrown verges and the danger to walkers. The District Councillor agreed to discuss this with County Highways to ascertain whether a hard-standing or frequent mowing solution could be agreed. A public meeting was due to be held on the 11th June 2019 at 7.00pm at the Sacred Heart Parish Centre to discuss road closures. County Highways representatives would be in attendance.</p>	
<p>11.</p>	<p>Chairman's Report</p> <p>a) Chairman's Address The Chairman congratulated County & District Councillor Miller on his successful appointment and thanked the meeting for their support in nominating him once again for Chairmanship.</p> <p>b) Smart Water It was reported that West Mercia PCC were supporting the Smart Water initiative. This initiative had a proven track record in crime reduction and safer neighbourhoods. West Mercia Police Crime Commissioner (John Campion) had advised that local communities could receive a 25% grant from the PCC for the purchase of Smart Water Kits, providing that by the 31st March 2020 a minimum of 70% of residents, in selected areas, had taken-up the initiative. Councillor Thawley had previously agreed to take the lead on this initiative and that, upon his return, he would clarify this requirement with the PCC. This was considered to be necessary as the diversity of the three rural parishes meant that they mainly consisted of clusters of small hamlets.</p> <p>Councillor Meddings agreed to produce a magazine article if the initiative was a feasible option for the Parishes.</p> <p>c) Community Infrastructure Levy - Development at Middleton Cottage An amount of £7,138 had been received on 23rd April 2019 in respect of the Community Infrastructure Levy (CIL) for the above development. The 'Neighbourhood Fund' must be spent by the Parish Council within 5 years of receipt (2024) in accordance with the regulatory requirement,</p>	

<p>d) Internal Audit Report The Parish Council had received a successful Internal Audit Report and it was agreed that DKE should be re-engaged for the 2019/20 internal audit process.</p>	<p>and, if not, be returned to the District Council. Monies could be used to support the physical and social development of the local area by the provision, improvement, replacement, operation or maintenance of infrastructure which includes 'green infrastructure'. The local community would be consulted on local priorities.</p>	
<p>12.</p>	<p>Deputy Chair Report (Deferred to next meeting)</p>	
<p>13.</p> <p>a) Bus Shelters – New Homes Bonus Funding (Cllr. A. Phillips) A tree hedge belonging to a resident had been removed at the northbound site during the installation and clearance process of the newly installed bus shelter. Verbal assurance had been given that the Parish Council would replace this hedge, the cost of which had been set-aside from the existing NHB grant. It was agreed that copper beech trees should be supplied and planted during the specified season and the Clerk should write to the resident to seek approval for this decision. Ownership and maintenance would transfer to the resident.</p> <p>Cllr. Phillips reported dropped litter at the location of the northbound shelter and the Clerk was asked to investigate the cost of providing a litter bin with maintenance at this site. It was agreed that this issue should be discussed at the next meeting of the Finance Committee.</p> <p>b) Natural Networks – (Cllr. A. Phillips - Discussed at item 9(k))</p> <p>c) Elections (Councillor B. Meddings) Councillor Meddings reminded Councillors that expense (including nil returns) and interest declarations must be submitted to Wychavon District Council by 30th May 2019.</p> <p>District/County Councillor Miller leaves the meeting 8.40pm.</p>	<p>Councillors Reports</p>	<p>Clerk</p>
<p>14.</p>	<p>Village Hall Committee - Councillor Representative Councillor J.Hill No report available for the Council's inaugural meeting.</p>	
<p>15.</p> <p>a) Review of payments made and received since the last meeting (see Appendix 1) Approved.</p> <p>b) To approve the Annual Governance Statement 2018/2019 Approved and signed.</p> <p>c) To approve the Annual Statement of Account Auditors Report and Year End Returns 2018/2019 Approved and signed.</p> <p>d) To approve the Asset register and approve arrangements to update Risk Assessment Register 2018/2019 Approved. Cllr Phillips and clerk to liaise.</p> <p>e) To approve and confirm insurance policy renewal Approved.</p> <p>f) To review subscriptions Details of all subscriptions had previously been circulated to all Councillors. Approved.</p> <p>g) To note budget details for 2019/20 (Attached to Agenda) Noted and approved.</p> <p>h) To initiate arrangements to update all internal control documents. Agreed – Deferred until next meeting.</p>	<p>Finance</p>	<p>Clerk to submit to external auditors</p> <p>Cllr Phillips/Clerk</p>

<p>i) To approve Terms of Appointment of DKE Internal Auditor for 2019/2020 Approved at item 15(c).</p> <p>j) To approve NALC salary award effective from 1st April 2019 Approved.</p> <p>k) To note Worcester County Council award of £1000 for biodiversity projects Noted.</p> <p>l) To approve Village Green gate painting Approved.</p>		
<p>16. Planning Consultations - Appendix 2-4</p> <p>a) Planning Applications Noted.</p> <p>b) Enforcements and Appeals Noted.</p> <p>c) Temporary Granted Permissions Noted.</p>		
<p>17. Correspondence Residents concern regarding roadworks (email)</p>		
<p>18. Councillor Reports and Items for Future Agendas</p> <p>a) Newland Crossroads/Oakley Wood near Keepers Cottage Dangerous overhanging trees. Cllr Meddings to report with photographs.</p> <p>b) Hindlip Lane/Hurst Lane Car boot sale in operations. No reported issues.</p>		
<p>19. Date of Next Meeting</p>	<p>The date of the next Annual Meeting followed by the Council meeting was approved as Monday 15th July 2019 at Salwarpe Village Hall to commence at 7.00pm.</p>	

There being no further business the Chairman closed the meeting at 9.00pm.

Signed..... Date 15th July 2019 Chairman

Police Incident Report

Councillors had been provided with a copy of an incident report prepared by PCSO Aidan Goundry dated 19th May 2019. No issues were raised.

Public Question Time 7.10pm

All residents present were concerned about the disruptive roadworks taking place in the parishes and in particular the A38 works closures at Copcut Lane. Residents were concerned with speeding vehicles, loss of access, increased traffic volumes, ineffective signage and damage to roadside verges along Ladywood Road diversionary route.

County Councillor Miller informed the meeting that contractors not County Council Highways were carrying out the work and therefore as long as the contractor was working within granted permissions the County Council had no power to restrict work.

A survey of road usage on the diversion route had been carried out spanning a two-week period which was then followed by further random surveys. During this period only two cars had been recorded as having exceeded the speed limit. The County Councillor confirmed that this monitoring process would continue for the duration of the works.

Residents also voiced concern over poor diversion signage causing confusion to road users and the loss of business due to inaccessibility. The County Councillor agreed to liaise with Nicolas Wright and the County Highways Engineer to discuss location and relocation of signage throughout the parishes.

Loss of business and potential remedies relating to the Copcut Elm Public House, Golf Club, Churchfields and Salwarpe Village Hall and was discussed. The County Councillor advised that if business records were kept detailing loss of

earnings as a direct result of closures, action could be taken against the developer in a claim for damages. Concern was also expressed regarding the effect of the road closures on the forthcoming Salwarpe Village Fete. The County Councillor agreed to speak with colleagues regarding this issue to ascertain whether a solution could be found.