

# HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

Clerk to the Council Mrs E Gallagher, PO Box 6986, Kidderminster DY11 9FB,  
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## Meeting of Hindlip, Martin Hussingtree & Salwarpe Parish Council held at 7.40 pm on Monday 18<sup>th</sup> November 2019 at Committee Room Salwarpe Village Hall

**PRESENT:** Cllr. P. Oakley (Chairman), Cllr. A. Thawley, Cllr. C. Hughes, Cllr. J. Brodrick, Cllr. B. Meddings, Cllr. A. Phillips, Cllr. M. Armitage, Cllr. J. Hill (7.15pm), Cllr. D. Luscombe (7.05pm), Cllr. J. Clarke

**IN ATTENDANCE** E. Gallagher (Clerk)  
Dist. Cllr T. Miller (7.10pm)  
Dist. Cllr. N. Wright (7.10pm)  
Michael Simpson. Business and Rural Crime Officer West Mercia Police (7.30pm – 7.40pm)

3 Residents of the Parish

No	Minute	Action
1.	<b>Apologies</b> Cllr. A. Thomas	
2.	<b>Declarations of Interest/Code of Conduct</b>	
a)	<b>To declare any interest</b> Cllr. P. Oakley – Pecuniary interest item 8(d)	
b)	<b>To declare any Dispensations</b> None declared.	
c)	<b>To note the Code of Conduct and requirements of the Transparency Regulations</b> Noted: The Parish was now classified intermediate category with greater than £25,000 turnover.	
d)	<b>To note the Right to Record meetings: Refer to Notice displayed on meeting table.</b> Noted.	
e)	<b>To confirm any necessary update to the Register of Interests</b> No update.	
f)	<b>To note security and privacy of information under the General Data Protection regulations.</b> Noted.	
3.	<b>Standing Orders &amp; Financial Regulations</b>	
a)	<b>To note Standing Orders</b> Under Review	
b)	<b>To note Financial Regulations</b> Under Review.	
c)	<b>To review any Freedom of Information requests</b> The Clerk reported that there had been no requests for information over the preceding 12 months.	
4.	<b>Minutes</b>	
a)	The Draft Minutes of the Annual Parish Council Meeting held on 16 <sup>th</sup> September 2019 were approved and signed by the Chairman as being a correct record.	
b)	The Draft Minutes of the Finance Committee dated 30 <sup>th</sup> September 2019 and 21 <sup>st</sup> October 2019	

	were agreed as being a correct record by Finance Committee Members and signed by Cllr. Thawley (Chairman Finance Committee).	
<b>5.</b>	<b>Clerk - Progress Reports on actions from minutes of 15<sup>th</sup> July 2019</b>	
<b>a)</b>	<b>Martin Hussingtree Junction/Pulley Lane Schemes</b> Agenda Item 6(a)	
<b>b)</b>	<b>Dangerous Tree Trunk</b> The dangerous tree trunk surrounded and hidden by tarmacadam on Pulley Lane had now been removed.	Closed
<b>c)</b>	<b>Sling Lane</b> Work on Sling Lane was progressing well. Inclement weather however had delayed completion.	Clerk
<b>d)</b>	<b>Salt Storage/Spreading/Salt Bin</b> Agenda Item 7 (c)	
<b>e)</b>	<b>Planning Application 18/01097</b> Outline planning application 18/01097 - Martin Hussingtree outline application for the development of up to 160 dwellings on land at Station Road - It was noted that Station Road development site had been ruled out under the SWDP review. This application had now been withdrawn	Closed
<b>f)</b>	<b>Overgrown Hedge – The Hainings</b> The District & County Councillor had reported this issue to Worcester County Council Highways Department. It was expected that the resident would shortly receive a communication from the Highways Department.	County Councillor/Clerk
<b>g)</b>	<b>Raised Manhole Covers Ladywood Road</b> A partial repair had been affected however raised exposed steel ringed BT manhole covers on verges along Ladywood Road continued to cause problems. The District Councillor agreed to progress this issue in an attempt a speedy complete repair.	County Councillor
<b>h)</b>	<b>Increased Incidents of Theft in the Parishes.</b> Michael Simpson, Business and Rural Crime Officer West Mercia Police had addressed this issue during his pre-meeting presentation (7.30pm-7.40pm – precis follows Minutes).	
<b>i)</b>	<b>Court Farm</b> The District Councillor had contacted the Environment Agency to report incidences of tipping at Court Farm. He agreed to remain in contact with this Agency to ascertain progress.	District Councillor
<b>j)</b>	<b>SWDP - Call for Sites</b> Agenda Item 8(b)	
<b>k)</b>	<b>Strand Lane Overgrowth– Poor Visibility at Junction</b> Work at Strand Lane had been completed. Overgrowth had been cut back and grips had been replaced.	
<b>l)</b>	<b>Gloverspiece Mini Farm</b> The Enforcement Officer had concluded that there had been no breach of conditions relating to planning consent W/12/01993/CU and therefore this case had been closed. The District Councillor offered to instigate a further review, the meeting, however declined this offer.	Closed
<b>m)</b>	<b>Cherry Lane Nurseries</b> A formal agreement agreeing to the terms and conditions of the siting of advertising hoardings on Parish Council Land had now been signed by an authorised signatory of Cherry Lane Nurseries (11/11/2019-P.Lemmon). Councillor Oakley (Chairman) and Councillor Thawley signed and executed this agreement on behalf of the Parish Council (18/11/2019). The Clerk was asked to forward a copy of this signed agreement to Cherry Lane Nurseries.	Clerk
<b>n)</b>	<b>Middleton Bank Bridge</b> The District Councillor informed the meeting that the bridge had been surveyed and reparation works had now been added to the County Highways Schedule of Works (753286 dated 4/9/2019).	Closed

	<p><b>o) Remembrance Memorial Ceremony 10/11/2019</b> The meeting formally thanked Cllr. Thomas (in absentia) for representing the Parish Council in the laying of their wreath at this ceremony</p> <p>The meeting also expressed gratitude to two residents of Salwarpe Parish who had given their time freely to clean the memorial prior to the ceremony and also for their part in representing the combined parishes by laying a wreath on behalf of residents.</p> <p><b>p) Memorial Land: Possessory Title 2024</b> Possessory Title to be finalised with the Land Registry in 2024. The item to be carried forward in the minutes until completion of the transfer of title.</p> <p><b>q) Pensions Regulator</b> Completion of Auto Enrolment Compliance Re-declaration due March 2020.</p> <p><b>r) Defibrillator</b> Renewal of battery November 2022 and warranty of AED expires April 2024. A monthly monitoring report was being produced by the Village Hall Committee and reported to the Parish Council. The District Councillor offered to investigate whether County Council funds could contribute to the cost of replacement batteries.</p>	<p>2024</p> <p>2020</p> <p>2022/2024</p>
<p><b>6.</b></p> <p><b>a)</b></p> <p><b>i)</b></p> <p><b>ii)</b></p> <p><b>iii)</b></p> <p><b>iv)</b></p> <p><b>v)</b></p> <p><b>b)</b></p> <p><b>c)</b></p>	<p><b>County &amp; District Councillors</b></p> <p><b>Highways</b></p> <p><b>Copcut</b> Completion of work on this stretch of highway had originally been scheduled for Spring 2020. This deadline had however now been extended. Councillors expressed concern that the contractors at this site rarely worked beyond 3.00pm. Concern was also voiced regarding the unequal traffic flows set by the traffic light system and the damaged verges caused by motorists poor driving and the inclement weather conditions. The County Councillor confirmed that a full inspection of the site would be carried out upon completion of works and where necessary rectification would be affected before signing off. Traffic volume was now being monitored by cameras.</p> <p><b>Station Road/Ladywood/Hindlip Lane</b> A speed assessment had been scheduled to be carried out at these sites out upon completion of works. The County Councillor agreed to speak with County Council Highways to also arrange an inspection/assessment of the area to be carried out at the current stage of the work.</p> <p><b>Martin Hussingtree</b> Additional permanent traffic lights would not be installed at the A4538 junction until the temporary lights and junction improvements at Copcut had been completed.</p> <p><b>Church Lane</b> Resurfacing of Church Lane had now been included on the County Councils Schedule of Works.</p> <p><b>M5 Junction 6 Works</b> It was anticipated that works at Junction 6 of the M5 would be completed by March 2020.</p> <p><b>Wychavon District Council/County Council Transport Strategy</b> The District Council was compiling a regional four-year transport strategy to be implemented in 2020. It was anticipated that the number of busses on some routes would be reduced. Councillor Nicholls spoke about a bus service consultancy document located on the County Council website. Councillor Nicholls encouraged councillors and residents to look at this document and welcomed discussion, comments or ideas relating to this topic.</p> <p><b>SWDP Consultation</b> The District Councillor confirmed that a site located at Station Road would not be considered in the SWDP.</p> <p>County/District Councillor Miller and District Councillor Nicholls leave the meeting 8.45pm</p>	<p>All Councillors/ Dist Cllr. Nicholls</p>
<p><b>7.</b></p> <p><b>a)</b></p>	<p><b>Chairman's Report</b></p> <p><b>Highways</b></p>	

<p>b)</p>	<p>Covered by previous agenda item.</p> <p><b>SWDP</b></p> <p>The Chairman had attended a 'Preferred Options Consultation Event' held at Droitwich Town Library on the 14<sup>th</sup> November 2019. There were very few Council Officers in attendance due to the inclement weather and therefore the available information was limited. A number of suggested sites had been rejected under the proposed South Worcestershire Development Plan but it was confirmed that developers would be able to make applications on the rejected sites if supply dropped below requisite specifications.</p> <p>The plan confirmed that preferred brownfield sites located in Droitwich would be developed and transport and infrastructure would be improved to serve these developments. It had also been agreed that outlying rural sites were not a favoured option due to the lack of amenities and transport services at these sites.</p>	
<p>8.</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p>	<p><b>Deputy Chair Report</b></p> <p><b>Smart Water</b></p> <p>The Deputy Chair had produced final calculations for the outgoing costs for the provision of Smart Water to all three parishes.</p> <p>Each parish would be considered a separate entity and to qualify for the scheme participation by a minimum 75% of home occupiers would be necessary. There would be no cost to the householder as the Parish Council would cover the cost. A proportion (25%) of this cost could then be reclaimed from West Mercia Police.</p> <p>The anticipated Parish Council initial outlay would be as follows:</p> <p>Hindlip - £320.10  Martin Hussingtree £544.68  Salwarpe £1068.12</p> <p>Discussion on trialling one parish took place and it was agreed that Hindlip Parish being the smallest parish should be the initial trial site. To qualify for the West Mercia Police grant ,48 of the 60 households would need to take-up the scheme this would also involve the registration with SmartWater Technology Ltd.</p> <p>Explanatory information leaflets were available for householders and kits would be distributed by hand. Additional kits could be supplied once the 75% target take-up had been achieved.</p> <p>Councillor Phillips proposed that Councillor Thawley submit an application for Hindlip Parish Smartwater trial, this was seconded by Councillor Armitage and carried unanimously.</p> <p>It was suggested that a separate email account be set-up for this scheme.</p> <p><b>Internal Control Documentation</b></p> <p>The Clerk had circulated proposed Control Documentation (previously considered and amended by the Finance Committee) for consideration by all Parish Council Members. This documentation comprised of Standing Orders, Financial Controls and Internal Controls.</p> <p>Councillor Oakley proposed that the Internal Controls be adopted without amendment. This proposal was seconded by Councillor Phillips and unanimously agreed.</p> <p>Councillor Meddings proposed that the Financial Controls and Standing Orders be adopted without amendment. This proposal was seconded by Councillor Luscombe and unanimously agreed.</p> <p><b>Proposed Spellis Green Salt Bin</b></p> <p>The cost of providing a salt bin to be sited at Spellis Green had been calculated as £227.61 plus £101.88(salt). Discussion took place regarding liability and the ongoing responsibility of a named person for the maintenance and efficacy of the bin. It was agreed that County Council Highways Department should be approached, via the County Councillor, to carry out an assessment. Councillor Armitage also agreed to speak with affected householders/businesses to ascertain their views on the provision and willingness to assume responsibility for the proposed salt bin.</p> <p><b>Chairman's Allowance</b>  (Cllr Oakley declared a pecuniary interest and abstained from the vote).</p>	<p>Cllr. Thawley</p> <p>Carried</p> <p>Carried</p> <p>Carried</p> <p>County Councillor/Cllr. Armitage</p>

	<p>The Finance Committee, during consideration of the 2020/2021 precept, had suggested an increase of the Chairman's Allowance from £300pa to £500pa.</p> <p>Councillor Clarke proposed that this increase to £500 be agreed, Councillor Hughes seconded this proposal and the motion was carried unanimously</p>	Carried
<p><b>9. Councillors Reports</b></p> <p><b>a) Bus Shelters – Cllr Phillips</b></p> <p><b>i) Replacement Hedge at Bus Shelter Site A38 (Northbound)</b> A letter agreeing to terms relating to the provision and planting of a copper-beech hedge had now been signed and returned by the resident whose hedge had been removed in error during bus shelter installation works. The Chairman agreed to progress these works</p> <p><b>ii) Bus Shelter Maintenance</b> A maintenance regime for the newly installed bus shelters had been included at schedule 7 of the 2020/21 Maintenance Contract which would be commence in April 2020.</p> <p><b>iii) Fly Posters</b> Two incidents of unauthorised postings on the bus shelters had been reported since their installation in 2018.</p> <p><b>iv) Details of Bus Route/Timetable App.</b> Councillor Phillips agreed to email details of an App detailing timetable and routes to Councillor Meddings</p> <p><b>v) Litter Bin -Bus Shelter Site A38 (Northbound) – Cllr Phillips</b> The clerk had sent a completed application form to Wychavon District Council for the provision of a post mounted litter bin for installation at the northbound bus shelter site at Martin Hussingtree. The contractor had been instructed to install the post to support this bin.</p> <p><b>b) South Worcestershire Development Plan Review – Cllr. Meddings</b> Councillor Meddings had attended the South Worcestershire Development Plan Review for Parish and Town Councils on Wednesday 6th November 2019, at the Guildhall, Worcester. A report from this briefing can be found attached as appendix 1 to these Minutes</p> <p><b>c) Wychavon Licencing sub-Committee Hearing 25/09/2019 – Churchfields Farm – Cllr. Meddings</b> The Parish Council and resident's representations relating to the granting of an extended premises/activities licence to Churchfields Farm (9/04738) were heard by the Wychavon Licencing Sub-Committee at its hearing on the 25<sup>th</sup> September 2019. Concerns relating to noise, public nuisance, sale and consumption of alcohol outside the main premises were discussed as was responsibility for liability and control of third-party hirers. The Licencing application was granted with attached restrictive conditions. The Churchfields Farm events co-ordinator, Tracy Godden, agreed to inform residents of all events via the WhatsApp medium. It was also noted that Churchfields Farm would bear full responsibility and liability for all events held at this site (limited to 15 events per calendar year).</p>	<p>Chairman</p> <p>Cllr. Phillips</p>	
<p><b>10. Village Hall Committee - Councillor Representative Councillor J.Hill</b></p> <p><b>a) Faulty Car-Park Lighting</b> Councillor Hill had reported the out of synch lighting at the Village Hall car park.</p> <p><b>b) Village Hall Bookings</b> Councillor Hill reported that bookings of the Hall were down. This was thought to be as a consequence of the impact of the Copcut/A38 junction improvement works..</p>		
<p><b>11. Finance</b></p> <p><b>a) Review of payments made and received since the last meeting (see Appendix 1)</b> Approved.</p> <p><b>b) Report on Year to date Expenditure</b> Approved.</p>		

<p><b>c)</b></p>	<p><b>Draft Precept</b> It was agreed that the consideration of precept be deferred until 13<sup>th</sup> January 2020 when the Finance Committee were scheduled to meet. This precept would then be discussed at the meeting of the Full Council on the 20<sup>th</sup> January 2020. The Finance Committee proposal to ringfence £10,000 from reserves to cover legal and other unexpected expenditure was presented to the meeting by Councillor Clarke, seconded by Councillor Armitage and carried unanimously.</p>	<p>Carried</p>
<p><b>d)</b></p>	<p><b>Maintenance Contract</b> The 2020/21 Maintenance Contract had been drafted and sent to the contractor for consideration. To be discussed at the January meeting of the Full Council.</p>	
<p><b>12.</b></p>	<p><b>Planning Consultations - Appendix 2-4</b></p> <p><b>a) Planning Applications</b></p> <p><b>b) Enforcements and Appeals</b> Noted.</p> <p><b>c) Temporary Granted Permissions</b> Noted.</p>	
<p><b>13.</b></p>	<p><b>Correspondence</b></p> <p><b>i)</b> Letter of thanks to volunteer residents of Salwarpe who cleaned the Salwarpe Memorial and laid the wreath on behalf of fellow residents at the Memorial Service on 10/11/2019.</p> <p><b>ii)</b> Condolence letter to the family of a previous Parish Council volunteer.</p>	
<p><b>14.</b></p>	<p><b>Councillor Reports and Items for Future Agendas</b></p> <p><b>a) Court Farm/Court House</b> Visible improvement</p> <p><b>b) Planting at Martin Green</b> Agenda Item January 2020.</p> <p><b>c) Broadband Speeds</b> Agenda Item January 2020</p> <p><b>d) Rural Enterprise Centre</b> Cllr. Brodrick to circulate consent and application details</p> <p>Cllr. Hill leaves the meeting 9.45pm</p>	<p>Cllr Armitage</p> <p>Cllr Phillips</p> <p>Cllr. Luscombe</p> <p>Cllr. Brodrick</p>
<p><b>15.</b></p>	<p><b>Date of Next Meeting</b> The date of the next Meeting was approved as Monday 20<sup>th</sup> January 2020 at Salwarpe Village Hall to commence at 7.00pm.</p>	

There being no further business the Chairman closed the meeting at 9.50pm.

Signed.....  
Date 20<sup>th</sup> January 2020 Chairman

**Police Incident Report**

Councillors had been provided with a copy of an incident report prepared by Droitwich West SNT. West Mercia Police. dated 14<sup>th</sup> November 2019. No issues were raised.

**Michael Simpson - Business and Rural Crime Officer - West Mercia Police South Worcestershire. - 7.30 -7.40pm**

The role of Business and Rural Crime Officer was funded by the Police and Crime Commissioner, John Campion. The role involved liaison with local policing teams to understand and interpret crime circumstances and situations. The Rural Crime Officer would also act as Crime Prevention Officer, advising on security with the main concern for the safety of victims, Alarms could be issued to victims as a short term remedy.

The role involved making a priority of theft of farm machinery, wildlife crime, including deer bating and equine crime, churches and fly tipping.

Crime prevention strategies included holding Crime Prevention Surgeries, support for Smart Water for domestic and farm properties and working with the community on an ad hoc basis. He stressed that two-way communication and intelligence gathering was essential for the success of this role and asked that the Parish Council contact him on a regular basis with any concerns expressed by residents. Uniformed Officers would be involved in any enforcement issues.

**Public Question Time - 7.00pm -7.30pm - 3 Residents Present**

**Roadworks/Speed limit Restrictions**

Concern was expressed about the on-going roadworks and speeding vehicles on the Parishes rural lanes and A class roads. Residents enquired about the potential to restrict speeds to 30/40mph on A class roads and 20mph on rural lanes. The County Councillor explained that these restrictions were unlikely to be granted as the County Council had strict stipulations relating to speed limit restrictions. Stipulations/legislation relating to the parishes street lighting and housing density had previously been considered by the County Highways Department and speed restrictions had been denied on these grounds.

**Traffic Lights at Copcut**

Concern was expressed over the lack of contractor activity before 9.00am and from 3.30pm and all day at weekends at this site. A two-lane system had been ruled out on Health and Safety grounds but it had been agreed that reversion to two-way system would be reinstated as soon as possible. Operations had been delayed due to poor contractor work and the developer was now under an obligation to rectify all substandard work. Adrian Tuck (County Council) and John Hobbs (Head of County Highways) were overseeing this issue. The County Councillor reported additional substandard work in need of rectification at Fernhill Heath. It was anticipated that works would be complete by March 2020.

**SWDP \_ Call for Sites.**

Details of briefing at appx1

**Poultry Houses Drury Lane**

Prior approval had been given by the Planning Department to an application at this site. Concern was expressed regarding asbestos at the site and the effect on the area if buildings were demolished. It was suggested that the resident email Holly Jones, Head of Planning Wychavon District Council with their concerns.

Concern was also expressed that the 'no right turn' signage at Drury Lane was being ignored by road users.

APPENDIX 1  
SOUTH WORCS.DEVELOPMENT PLAN REVIEW

**(1) Development Boundary Review**

It is proposed to redefine the development boundary by moving it from the A38 Roman Way By-pass to the North side of Copcut Lane, to include the new housing development of Copcut Rise and existing properties fronting Copcut Lane. Also to move the development boundary within Yew Tree, to the North side of Pulley Lane and Newland Lane partially excluding/ including properties within Salwarpe parish boundary.

The proposed redefining of the boundary specifically relates to a Planning Development boundary and does not redefine the Droitwich Town boundary or Salwarpe parish ward boundary.

**(2) Strategic Assessment of the Green Belt in South Worcestershire**

The review confirmed that there were no justifications for removing any parcels of land covering our three rural parishes from the Green Belt that forms part of the West Midlands Strategic Green Belt. It continuing to protect our parishes and maintain the distinction between town and countryside and preserving the separate identified settlements and villages.

**(3) Draft Allocations of Sites for Development**

i. **Salwarpe Parish:** The historic and Conservation Area in and around Salwarpe Village within designated open countryside, remains protected. Along with East side of the parish of Oakley Woods and SSSI Oakley Pool, Newland Common and Brown Heath Common, all within the Green Belt. Submitted parcels of land were ruled out on grounds of Green Belt and Open Countryside policies.

ii. **Martin Hussingtree Parish:** Identified as a Category 4B settlement consisting of a dispersed street village clustered around Drury Lane/Ash Lane, along with the Conservation Area around Church Lane. Submitted parcels of land were ruled out on grounds of Green Belt and Open Countryside policies.

iii. **Hindlip Parish:** Submitted parcels of land to the North and South of Hindlip Lane, Pershore Lane, Offerton Lane and Smite were ruled out on Green Belt grounds.

**(4) Designated Major Development Sites**

Two major development sites are located within Hindlip Parish; Hindlip Hall West Mercia Police HQ and Sixways Rugby Club, both within the Green Belt.

i. It is proposed to remove all land within the **Sixways Rugby/Sports site** from the Green Belt. On the grounds of the substantial built form both physically and visually no longer retaining the main Green Belt principle of openness of the countryside.

**Recommendation:** The Parish Council respond against the proposed removal of the Sixways site from the Green Belt. In defence of the principle of retaining the provisions of indoor/outdoor sports and recreation to serve the needs of the residents of the surrounding and expanding Urban and City developments. Removal from the Green Belt could leave the site vulnerable to future replacement or partial redevelopment of the buildings and land for uncontrolled inappropriate commercial and retail usage.

ii. **Hindlip Hall and Parkland.** It is proposed that the land remains within the Green Belt with redefined Major Development Site boundaries, that will preserve the site's relationship to the surrounding countryside.

Parish Councillor  
Barbara Meddings 18<sup>th</sup> November 2019