

**HINDLIP, MARTIN HUSSINGTREE AND SALWARPE  
PARISH COUNCIL**

---

**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
held at Salwarpe Village Hall Monday 5<sup>th</sup> January 2009**

**PRESENT:** Cllrs Ms B. Meddings Chairman; Mrs C. Hughes; Mrs M. Armitage; Mrs P. Edwards. Messrs. James Brodrick; A. Thomas; R. Hatfield

**IN ATTENDANCE:** C. Cllr E. Sheldon; Mrs J. Felton (Clerk)  
2 members of the public

7.30 pm The Council meeting was opened

1. **APOLOGIES FOR ABSENCE:** Cllrs. Hill, Harrison and Brodrick (John)

2. **DECLARATIONS OF INTEREST:** None

3. **MINUTES:**  
The Minutes of the meeting held on 17<sup>th</sup> November 2008 had been circulated, these were approved and signed as a correct record.

7.34pm The Meeting was adjourned to permit Public Question Time (Details recorded in Appendix 1)

7.55pm The meeting was re-convened.

4. **PROGRESS REPORTS:**

a. **Cllr. Hughes** convened a meeting of the Staffing Committee & Clerk at 10 a.m. on January 21<sup>st</sup> at The Old Rectory to carry out the Clerks appraisal.

b. **Clerk**

i. **Gates on Martin Hussingtree Green** The work has not been completed despite two dates having been arranged – Clerk to pursue their installation and invoicing before 31<sup>st</sup> March 2009.

ii. **Parish Council Website.** Wychavon DC has created three individual web pages, one for each Council –Clerk has requested a single page for the 3 combined parishes and this is underway but in the meantime all content will be uploaded to the Hindlip page and access details published in the next issue of the Paris and Community News. Photographs of Councillors will be shown and the only contact details will be the Clerk's. Other content will be that included in the new Model Publication Scheme(Item b.iv) The Clerk expressed concern about identity theft with her home address published on notice boards and the website.

Cllr Thomas proposed that a PO Box be set up to receive council correspondence and the costs be borne by the Parish Council. This was seconded by Cllr Hatfield and agreed unanimously. The Clerk will ascertain costs and action without delay.

iii. **Traffic issues** Signage for the Sixways roundabout is under consideration by the Council Highways dept.

## **HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL**

---

iv. **Highway maintenance scheme.** M. Lovett of Top Cut mowing has reported on remedial flood prevention work problems in the three parishes. He recommended three areas suitable for remedial work within the £1000 grant made available by C. Cllr Sheldon:

- The Well House Hindlip Lane
- Orchard Manor Strand Lane
- Cobweb Cottage Ladywood

It was agreed that the council accept his recommendations and that Cllr Thomas will liaise with Mr Lovett re. the location of the Cobweb Cottage drains. The Clerk will write to Mr Lovett to commence without delay, so that the work can be completed in January. Mr Lovett will also be asked to inspect the drains by The Villa Salwarpe, the problem having been raised during Public Question Time.

The other drainage issues in the report will be reported on the Highways Issues Hub by the Clerk.

v. **Freedom of Information Act** A schedule of the information to be published is included in Appendix 1. This will be publicized in the next issue of the Parish Magazine and the documents uploaded to the website within the next month.

### **5. REPORTS OF COUNTY & DISTRICT COUNCILLORS**

C. Cllr Sheldon reported that:

The County council is currently preparing its budget. No County funds have been affected by the recent banking problems in Iceland and elsewhere. County Council elections will take place in the first week of June in line with elections to the European Parliament.

### **6. CO-OPTION OF A COUNCILLOR FOR THE SALWARPE VACANCY**

Professor David Luscome of Hill End House Salwarpe has applied for the position. He fulfilled all necessary residency criteria and it was unanimously agreed that he be appointed. At this point he was welcomed to the Council and invited to join the Council Meeting

### **7. CORRESPONDENCE** Noted as per Appendix 2

West Midland Spatial Strategy – comments supporting Wychavon DC views submitted 5-12-2008.

West Mercia Police consultation meeting 13/01/2009 – Cllr Hatfield to attend.

Request for Business Hardship Rates Relief-considered in Item 8d.

Flood plan data sheets –response due by 16-1-2009. Clerk to request extension due to insufficient time for consideration.

**HINDLIP, MARTIN HUSSINGTREE AND SALWARPE  
PARISH COUNCIL**

---

8. **FINANCE**

a. **Payments and receipts** –please see appendix 3 for info.

b. **2009 Precept** It was agreed that for the year 2009/2010 the precept be set at £10,800 This represents a 4% increase on 2008/09. In view of the current financial climate all expenditure was stringently reviewed to ensure costs were kept to a minimum. The Clerk will submit the precept application by both email and post.

It was agreed that future Precepts will be prepared by the Finance Committee and its recommendations submitted for approval at the November Council Meeting to avoid delays due to the Christmas holiday period.

c. **Tree Works;** Quotations have been received as follows:

Tree Report	Roy Finch	£425
	Luce and Sons	£300
Tree Works	Luce and Sons	£825
	K.W. Boulton	£824

It was agreed that the quotations received from Luce and Son be accepted and that the report will be undertaken in the current financial year with any required remedial work being undertaken in 2009/2010.

d. **Request for Business Rates Relief.** Bodington Koi has submitted a request for Business Rates Hardship Relief to Wychavon DC. The Council decided that it was unable to support the application or make a financial contribution towards hardship relief as the business did not benefit the local community.

It was also agreed that no provision would be included in the 2009/10 precept for other such applications.

9. **DEVELOPMENT CONTROL**

For information as per Appendix 4

10. **ITEMS FOR REPORT OR FUTURE AGENDA:**

i. Cllr Hughes felt that Councillors should be aware that in accepting the gift of the Oak Bench on the war memorial land administered and insured by the Council had resulted in increased insurance costs.

Additionally the new landowner had been contacted re cutting the overgrown hedge by the Railway Bridge in Strand Lane. It was agreed that the Chairman and Vice Chairman would approach the owner of Oak Trees Farm to ensure that their hedges opposite would also be cut.

ii. Cllr Edwards reported that lighting at the Droitwich Railway station car parks inadequate. The Clerk will report this to District Cllr Fisher and to the Droitwich Clerk.

iii. Cllr Hatfield reported that the overgrown hedge between the field gate and Pumphouse Cottages on A4538 Pershore Lane was hazardous to large

## **HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL**

---

vehicles. It was agreed the Clerk write to the landowner before raising the matter with the Highways Dept.

Additionally, the hedge and trees around the Smite Gypsy site were being cut down by the residents. Clerk to notify the County Council including the Gypsy Liaison Officer.

C. Cllr E. Sheldon requested to be kept informed of actions undertaken and pointed out that in the event that landowners do not action cutting their hedges County Highways have the legal power to undertake the work and re-charge the owners.

Potholes on Hindlip Lane from Court Farm to Cummins Farm were bad. Clerk to report via the Wychavon Hub.

iv. Cllr Brodrick reported that at the Park & Ride site, floodlighting is on every night despite it not being in use. Clerk to notify the County Council.

He reported on the meeting held on the deviation of the public footpaths affected by the construction of the new Police Drive. A new ruling increasing the width of deviated paths had resulted in all work on the drive ceasing for a period of 6 months until a new scheme had been submitted by West Mercia Police.

v. Cllr Thomas reported the overgrown hedge at Glovers Piece, Ladywood owned by Mr & Mrs Duffy which was a hazard to walkers and motorists. The Clerk to write to the owners requesting it be cut.

vi. Cllr Meddings reported on a site visit to Acorns Farm, Ladywood following residents on the North Claines side of Martin Brook had strongly objected to the pollarding of trees along the brook being done to prevent future flooding. The farmer has a right to maintain the trees on his own land and is seeking NFU legal advice on the matter.

vii. Hindlip Footpath Officer, Janet Grotefeld had reported obstructed footpaths across Offerton Farm, Hindlip.

### **11. DATE OF NEXT MEETING**

Monday March 16<sup>th</sup> at Salwarpe Village Hall. The Annual Parish Meeting will be held at 7.15pm and this will be immediately followed by the Council Meeting

There being no further business the Chairman closed the meeting at 22:10 hrs

---

Chairman – 16<sup>th</sup> March 2009

## HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

---

### Public Question Time

7.34 -7.55 p.m.

Mr Graham Williams raised questions relating to the Sixways Rugby Ground  
1. Park and Ride Scheme – Appears not to be operating and signage had been covered up.

Cllr Meddings reported that talks were in progress between the Rugby Club and the County Council to utilise existing facilities as a terminal avoiding duplication of buildings.

C.Cllr Sheldon was invited to speak and reported that negotiations were still in progress and until finalised the Park & Ride scheme could not become operational.

2. Parking in Offerton Lane on Rugby Club Matchdays – over 200 vehicles were parking on both sides of the lane, ignoring the Clearway signs and preventing through traffic gaining access to residential properties, Farms, the Pear Tree Inn as well as emergency vehicles. No Parking cones were previously placed along the lane and are not now being used to control parking in the lane.

Clerk to check the Clearway Order plan and notify the Police Divisional Commander R.Reynolds and John Hobbs, County Highways Dept and copy to C.Cllr.Sheldon.

3. Rugby Amateur Club Changing Facilities, Car Park and Access,Offerton Lane: Up to 50 cars are parking on the field access track and parking area of the officials changing facilities. Planning permission was granted for a maximum of 11 vehicles and the access track and parking area to be used for emergency vehicles, maintenance vehicles, officials and disabled persons only, and for no other purposes. Clerk to contact Planning Officer to pursue enforcement of the breach of planning conditions.

The Clerk will notify Mr Williams of actions on the matters raised

Mr. D. Luscombe raised matters:

1. Flooding due to blocked drains on the road near Salwarpe Barns - the Clerk will request Mr M.Lovett to inspect the drain as part of his flooding remedial work. (Item 4.b.iv)

2. The state of the Oak tree overhanging the new memorial bench. This will be rectified when the tree works are carried out (Item 8c)

He enquired about the Council response to the South Worcester Joint Strategy. Cllr Meddings has undertaken to attend the Salwarpe Residents Meeting to be held on Monday January 19<sup>th</sup> as an observer.

## HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

### APPENDIX 1: NEW MODEL PUBLICATION SCHEME

Information available from Hindlip, Martin Hussingtree and Salwarpe Parish Council under the Freedom of Information Act		
Information	How it can be obtained* see below for details	Cost* see below for details
<b>1. Council Membership</b>		
Who's who on the Council and its committees	Parish Notice Boards/website	-
Parish Clerk Contact details	Parish Notice Boards/website	-
<b>2. Financial Data</b>		
Annual Audit 2007	Website/hard copy	
Annual Audit 2008	Website/hard copy	
Budget 2008/9	Website/hard copy	
Precept 2008/9	Website/hard copy	
Budget 2009/10	Under preparation	
Precept 2009/10	Under preparation	
Details of current contracts	Website/hard copy	
Members allowances/expenses	Website/hard copy	
<b>3. Council Priorities/Performance</b>		
Annual Report 2008	Website/hard copy	
<b>4. Decision making</b>		
2008 Meetings timetable	Website/hard copy	
2009 Meetings timetable	Website/hard copy	
2009 meeting agendas	Website/hard copy	
2008 Minutes	Website/hard copy	
Responses to consultation papers	Website/hard copy	
Responses to planning applications	Wychavon Planning Hub	
<b>5. Policies and procedures</b>		
Procedural Standing orders	Website/hard copy	
Committee terms of reference	Website/hard copy	
Code of conduct	Website/hard copy	
Policy statements	Website/hard copy	
<b>6. Lists and registers</b>		
Register of Councillors interests	By inspection at Wychavon Council Offices, Pershore	
<b>7. Services offered</b>		
Burial Grounds/Churchyards	Website/hard copy	
Parks/recreational facilities	Website/hard copy	
Seating, litter bins, memorials	Website/hard copy	
<ul style="list-style-type: none"> <li>• Website <a href="http://www.worcestershire.gov.uk/myparish">www.worcestershire.gov.uk/myparish</a> at no cost</li> <li>• Hard Copy –Please contact the Clerk for printed copies. There is a charge of £0.50 per document to cover printing and postage</li> </ul>		

**HINDLIP, MARTIN HUSSINGTREE AND SALWARPE  
PARISH COUNCIL**

---

**APPENDIX 2: CORRESPONDENCE RECEIVED 17-11-2008 TO 5-12-2009**

24/11/08	Wychavon DC	West Midlands Spatial Strategy
25/11/08	West Mercia Police	Consultation mtg. 13/1/2009
5/12/08	Wychavon DC (revenues section)	Business Rates Hardship Relief
5/12/08	Wychavon DC	Flood Plan Data Sheets/Action Plan
8/12/08	Community First	Community planning in Worcestershire

**APPENDIX 3: PAYMENTS AND RECEIPTS**

**Payments made to 5-12-2009**

<b>Cheque No</b>	<b>Payee</b>	<b>£</b>
253	Fernhill Heath Baptist Chapel	24.00
254	Clerk (November)	396.13
255	CALC	59.57
256	Top Cut Mowing	452.37
257	British Legion	18.00

**Cheques to be issued at meeting:**

258	Salwarpe Village Hall	30.00
259	Clerk (December)	327.49
260	Parish Magazine	50.00

**Receipts:**

Interest (Money Manager )	41.81
---------------------------	-------

**Balances at 5-12-2009**

<b>Current Account</b>	<b>£2561</b>
<b>Money Manager Account</b>	<b>£9886</b>

# HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

## APPENDIX 4 2009/10 BUDGET


Capital Items	2008/09 Budget	2008/09 Forecast	2009/2010 Budget	Notes
Clerk				
Salary	3,613	3406	3,699	Nationally Negotiated rate SCP17.24 hours per week @£8.635 per hour plus 3% salary increase Contractually agreed allowances: Use of home as Office £100 p.a. Use of Computer £240 p.a. Internet £120 p.a. Telephone £60 p.a. 100 miles per month @ NJC rate of £0.587 per mile
Home as Office/Computer	520	500	520	
Mileage	750	508	704	
Consumables /Stationery	200	335	250	2008/09 Increased by 25% to reflect increased print needs.
Insurance	475	467	530	2008 plus 7.5% plus £28 (Oak Bench £2,000 cover at £14 per £1,000)
Audit Fees	250	220	232	External audit £120 plus 10% Internal Audit £100
Calc Fees	195	253	233	As Advised by CALC
Meeting Room Hire	100	140	100	6 PC meetings plus 4 as required
Chairman's Allowance/Expenses	150	202	100	
Clerk Training	300	59	285	To achieve Qualified Clerk Status: 3 training modules @£30 plus £150 SLCC registration. 6 Clerks Gatherings @£7.50 per session
Cllr Training	150	214	150	To cover any transport costs incurred during attendance at training sessions
<b>Maintenance:</b>				
Village Greens/Pond	1,740	1740	1,580	Quote received from present contractor-reduced to include 2 fewer cuttings of Martin Green
Burial Grounds	800	800	850	Allowing for £50 increase in church costs
Repairs	100	52	110	Repairs to notice boards including a 10% increase on 08/09
<b>Section 137/139</b>				
Wreaths	20	18	20	Remembrance Day Wreath laid at Salwarpe War Memorial
War Memorial Maintenance	225	225	225	Quote received from present contractor
<b>Section 144</b>				
Village fete	250	250	250	Donation towards Village Fete expenditure
Magazine	0	50	50	Donation to Parish & Community Magazine re. publicising council meetings.
Rural Rate Relief			0	
<b>TOTAL EXPENDITURE</b>	<b>9,838</b>	<b>9,438</b>	<b>9,888</b>	



## HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

---

### Items not Budgeted

Gate for green	420		Replacement barrier Martin Green to improve safety
Trees - report	300		Report for insurance purposes
- Work		825	Deadwood removal to improve safety

				%Increase
<b>Revised total spend</b>	<b>9,838</b>	<b>10,158</b>	<b>10,713</b>	
<b>Precept</b>	<b>10,400</b>	<b>10,400</b>	<b>10,800</b>	<b>4</b>
<b>Surplus</b>	<b>562</b>	<b>242</b>	<b>87</b>	

### Precept

2008/09	10,400
Less election expenses refunded	-1,000
	<b>9,400</b>

### Bank Balances @ 2-1-09

Current A/C	2,561
Money Mgr A/C	9,886
	<b>12,447</b>

Forecast expenditure to Year End    2,928

<b>Forecast Reserves at Year End</b>	<b>9,499</b>
--------------------------------------	--------------

**HINDLIP, MARTIN HUSSINGTREE AND SALWARPE  
PARISH COUNCIL**

---

**APPENDIX 5: DEVELOPMENT APPLICATION CONSULTATIONS  
/DECISIONS RECEIVED SINCE LAST COUNCIL MEETING: 17<sup>th</sup>  
November 2008**

**H= Hindlip. M.H=Martin Hussingtree & S= Salwarpe**

**NEW**

Dev No.	Applicant	Council
---------	-----------	---------

Comments\*

NONE

**AMENDED**

NONE

**DECISIONS RECEIVED**

W/08/02291/PP	Mrs M. Armitage, The Manor, Spellis Green Hindlip Lane (H) Construction of new Garage and Store	Approved
W/08/00832/CU	Agricultural Hatchery , Drury Lane Change of use from redundant hatchery to B1 Business Use	Approved-change of use
W/08/02536/PP	Mr M. Solimanifar, Ashford House, Martin Hussingtree (M.H) Construction of new basement between existing house and garage.	Approved
W/08/02873/PP	Mr M Weston Offerton Farm, Hindlip (H) Erection of new 2 story building (retrospective)	Approved

**\* Comments: Full details can be found on**

**<http://wychavon.whub.org.uk/home/wdcindex/wdc-planning/wdc-planning-app/wdc-planning-app-search.htm>**