

**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
www.worcestershire.gov.uk/myparish

**Minutes of the Annual Meeting of Hindlip, Martin Hussingtree & Salwarpe Parish
Council
held at 7.00pm on Monday 15th May 2023**

PRESENT: Cllr. P. Oakley (Re-elected Chair) Cllr. A. Thawley, Cllr. J. Clarke, Cllr. J Brodrick
Cllr. B. Meddings Cllr. A Thomas, Cllr J. Hill. Cllr. A Johnson. Cllr R Hewitt. Cllr A Phillips.

IN ATTENDANCE E Gallagher (Clerk).
District Councillor N. Wright
District Councillor D. Birch

Resident of the Parish – Mrs M Armitage (Co-opted to Councillor 7.18pm)

No	Minute	Action
1.	<p>Declaration forms were signed by all councillors upon entering the hall, (prior to the commencement of the meeting).</p> <p>Election Of Chairman Cllr. Thawley proposed that Cllr. P. Oakley be reappointed to the role of Chairman of the Parish Council. This was seconded by Cllr. A. Phillips and carried unanimously. Cllr. Oakley accepted the role and signed the Chairman's Declaration of Office (7.05pm)</p>	
2	<p>Chairman's Address The Chairman thanked all councillors for their ongoing support and welcomed the newly elected councillors to the Council. He explained that the Parish was officially classified as a 'Grouped Parish Council' The Group comprised of three separate parishes who met, made resolutions and took decisions as one combined council. He spoke of planning consultation procedures and stressed the importance of reviewing and commenting on all planning consultations irrespective of whether the application was within the councillors elected parish or not</p> <p>The Chairman then asked the clerk to distribute an up-to-date contact list and confirmed that councillors were able to contact any number logged on that list to communicate with other councillors. He also asked the clerk to circulate a CALC training list to all councillors when available.</p> <p>Finally, he welcomed District Councillor Daniel Birch who had replaced District Councillor Tony Miller as one of the parishes two District Councillors and thanked District Councillor Wright for his on-going support.</p>	Clerk
3.	<p>Apologies County Councillor M. Bayliss</p>	
4.	<p>Election Of Deputy Chair Cllr. Meddings proposed Cllr. A. Thawley for the role of Deputy Chair, this was seconded by Cllr. Clarke and carried unanimously. Cllr. Thawley accepted the role</p>	
5.	<p>Hindlip Parish Council – Co-option – Consideration of Candidates The vacancy for co-option for the Hindlip councillor vacancy had been advertised in parish notice boards and one application had been received from Mrs M. Armitage Mrs Armitage had long term experience as a previous Hindlip councillor and was keen to re-establish herself within the role. Councillor Thawley proposed that her co-option application be accepted. This was seconded by Councillor Brodrick and carried unanimously. Mrs Armitage thanked the meeting and duly signed her Declaration Form. Clerk to forward co-option details to Wychavon District Council</p>	Clerk

<p>6(.</p> <p>i)</p> <p>ii)</p> <p>iii)</p> <p>iv)</p> <p>v)</p> <p>vi)</p>	<p>Declarations of Interest/Code of Conduct</p> <p>To Declare any interest Cllrs Phillips & Hewitt - Non pecuniary W22/01/1756/OUT – Former Poultry Buildings Drury Lane Neighbouring property.</p> <p>To Declare any Dispensations None declared</p> <p>To note the Code of Conduct and requirements of the Transparency Regulations Noted: The Parish Council was now classified intermediate category with greater than £25,000 turnover.</p> <p>To note the Right to Record meetings: Noted.</p> <p>To confirm any necessary update to the Register of Interests Councillors were reminded to submit their forms to the District Council by 1st June 2023 at the latest.</p> <p>To note security and privacy of information under the General Data Protection regulations. Noted.</p>	
<p>7..</p> <p>i)</p> <p>ii)</p> <p>iii)</p> <p>iv)</p>	<p>Standing Orders & Financial Regulations</p> <p>To note Standing Orders Adopted 1st November 2021 Amended 17 January 2022. Standing Orders to be reviewed. Date to be agreed</p> <p>To note Financial Regulations Adopted 1st November 2021 Amended 17 January 2022. Financial Regs to be reviewed. Date to be agreed</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>To note security and privacy of information under the General Data Protection regulations. Noted</p>	
<p>8.</p>	<p>Council’s Scheme of Delegation Appointments made as follows:</p> <p>Finance Committee Cllrs, Mr A. Thawley (Chair), Mr A. Johnson, Ms B. Meddings, Mr A. Thomas, Ms A. Phillips, Chairman (ex-officio).</p> <p>Staffing Committee Cllrs. Ms B. Meddings (Chair), 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, 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. M Griffiths. Martin Hussingtree –Ms. L. Houlston Hindlip – Ms. R Bradley</p> <p>Tree Warden for the three parishes Ms. R. Bradley</p>	

	Newsletter/ Publications Cllr. B. Meddings.	
9.	Minutes a) The Draft Minutes of the Parish Council Meeting held on 20 th March 2023 were approved as being a correct record and signed by the Chairman. b) The Draft Minutes of the Annual Parish Meeting held on 20 th March 2023 were noted.	
10.	Clerk – Report on Actions from Minutes of 20th March 2023 Feedback covered by current agenda. No further comment.	
11.	Reports by District & County Councillors District Councillor Wright reported that a 28.6% turnout at the local elections for District Councillors had been achieved. He thanked the meeting for their support on behalf of himself and his colleague District Councillor Dan Birch. Dan had replaced District Councillor Miller who had been an active District Councillor for the past 20 years. He reported that Dan had a close relationship with residents of Copcut Rise and would be happy to assist in any potential projects at this location. He informed the meeting that the non-material amendment application number W/22/02334/NMA to provide a footpath access at Copcut Rise had now been approved, and that the play area at Copcut Rise would be open in approximately one-month. Councillor Johnson suggested that Copcut Rise residents might appreciate a communal garden and was keen to investigate this possibility. Planting of shrubs/flowers at the site of the new proposed bus shelter at Joynes Road embankment was discussed. The chairman asked for suggestions for this planting. Discussion then moved to the need for additional more widespread upgrading of some of the carriageways leading to the Copcut Estate. The Chairman asked District Councillor Wright to intervene in an issue at ' Bull Meadow, Fernhill Heath' causing concern to residents. Trees at Martin Court Farm had been cut without permission by the on-site contractor. Contractors were also parking their vehicles on the footpath opposite West Mercia Police HQ causing disruption and resident agitation as a result. District Councillor Wright agreed to speak with the contractor.	All councillors District Councillor Wright
12.	Chairman's Report a) Hindlip First School – Feedback on s137 Grant (2022/23 & 2023/24) The Chairman asked Councillor Armitage to report on this item Councillor Armitage had visited the school and had seen the breakfast club in operation (opened on the 1 st April). New tables, microwave ovens, toasters and chairs had been delivered and were being fully utilised. The club could accommodate up to 20 'just managing' children. A s137 grant had been awarded by the Parish Council for the year 2023/2024 which amounted to £531.25 per 'just managing' child. The annual grant would be capped at a maximum of £10625 (year 23/24, 20 x £531.25). The school had currently enrolled 13-14 'just managing' pupils who regularly attended the club. Educational activities were regularly rotated and the children were now playing with a purpose. It had been noticed that, as a result of lockdown, some children's handwriting and arithmetic skills had fallen behind the expected achievement level. The new supply of educational equipment was helping to rectify this situation by increasing manipulative movement and providing additional book resources. The breakfast club was therefore serving a dual purpose, with the school supporting the children who were most in need of additional help, augmented within an informal setting. Year 2022/2023 agreement for the supply of equipment had been drafted and signed on the 21 st March 23 by both the school's headteacher and the chairman of the Parish Council. The Clerk was asked to draft a second agreement for the year 2023/2024 and present it for signature prior to the payment of any 2023/2024 reimbursement requests. The clerk agreed to liaise with the administrator of Hindlip First School to discuss. It was mooted that should an extension of this grant be considered beyond 23/24, it might be prudent to approach North Claines Parish Council to ascertain whether they would consider a collaborative s136 scheme.	

<p>b) i</p>	<p>Copcut Rise – Bus Shelter, Litter Bin, Notice Board & Access Path William Davis had agreed to the siting of a bus shelter, litter bin, and notice board at a site located at Joynes Road. The Parish Council would fund the cost of the shelter and litter bin. William Davis had agreed to fund the cost of the supply and fitting of the shelter’s concrete base. In addition, they would also fund the full cost of the provision and fitting of a Parish Council notice board.</p> <p>William Davis’ engineer would inspect the site to ensure that a land drain located in the vicinity would not prove to be problematic. William Davis also requested confirmation, from the Parish Council, that planning permission was not required for this installation. District Councillor Wright offered to speak with Jay Singh, Principal Planning Officer, Wychavon District Council, to advise on this issue</p> <p>It was also reported that a non-material amendment application number W/22/02334/NMA. to provide a footpath access at Copcut Rise had now been approved</p>	<p>District Councillor Wright</p>
<p>13. a)</p>	<p>Deputy Chair Report Fibre Broadband A map outlining the local areas currently being worked on within the Worcestershire County Council broadband connectivity initiative was distributed to all councillors prior to the meeting.</p> <p>Under the initiative, small independent supplier partnerships had been set up to work alongside the main suppliers. The independent suppliers were able to bid for areas and a percentage grant per property would be available for these hard-to-reach locations. Households would be asked to top up the cost of provision where the allocated grant was insufficient. Residents within these hard-to-reach areas were encouraged to band together in order to reduce the top-up cost per household within the supplied area.</p> <p>Councillor Thawley asked any councillor or known resident, interested in the scheme to contact him and he would compile details and forward to the relevant contact.</p> <p>This initiative scheme was currently progressing in Salwarpe. The Chairman reported that it had not been without timescale and installation issues</p>	<p>All Councillors</p>
<p>14. a) b)</p>	<p>Councillors Reports Submission of Register of Interests and Election Expense Declaration – Cllr B. Meddings Councillor Meddings stressed the importance of submitting these forms to Wychavon District Council by the deadline of the 1st June 2023. Not doing so could incur personal penalties. She reminded councillors that the Register of Interests should also incorporate the relevant interests of the councillors’ partner/spouse. Sensitive details should be discussed with Jon Morgan, Electoral Services Manager, Wychavon District Council.</p> <p>The Green Martin Hussingtree – Tree Report – Cllr. A. Phillips Councillor Phillips referred to the previously submitted detailed information contained within the Tree Warden’s report. Two of the trees had died but the majority were doing well. Tree guards were now in place to support the young trees. District Councillor Wright informed the meeting that there was a possibility of obtaining additional oak trees free of charge. He offered to investigate and report back to the council with any further information. Councillor Phillips discussed the wildflowers which were looking very good. She suggested their impact would be enhanced with increased volume. Councillor Oakley proposed that £300 be made available for the purchase of additional seeds.</p>	<p>All Councillors</p> <p>District Councillor Wright</p> <p>Councillor Phillips</p>

	Councillor Thawley seconded the proposal and the motion was passed unanimously. Councillor Phillips was given the discretion to make the necessary purchase.	
15.	<p>Salwarpe Village Hall Committee Report - Council Representative - Cllr.J.Hill</p> <p>Councillor Hill reported that the Village Hall's bookings were in a strong position having increased by 25% .</p>	
16.	<p>Finance</p> <p>a) Review and ratification of payments made and received since the last meeting (see Appendix 1) Approved</p> <p>b) To approve Annual Governance & Accounting Statements (AGAR) AGAR forms and associated papers were circulated to all councillors, for check and consideration pre-meeting. Councillor Oakley proposed approval, seconded by Councillor Thawley and unanimously approved (8.22pm & 8.30pm)</p> <p>c) To approve the Internal Auditors Report 2022/2023 Councillor Oakley proposed approval, seconded by Councillor Thawley and unanimously approved</p> <p>d) To approve the Asset register and approve arrangements to update Risk Assessment Register 2022/2023 Asset register - unanimously approved. Risk assessment to be arranged by clerk and Councillor Phillips.</p> <p>e) To note Zurich Insurance Policy Renewal – Year 3 of a 3 year fixed term. Noted</p> <p>f) To note budget/ details for 2023/24 The budget details presented related to the approved precept application in place for 2023/24. It was noted that the parish council had since been advised by a CALC notification that payments for churchyard maintenance were not allowed by statute. The precept therefore had been overstated by £1200. Noted</p> <p>g) To approve Terms of Appointment of DKE Internal Auditor for 2023/24 Councillor Oakley proposed approval, seconded by Councillor Thawley and unanimously approved</p> <p>h) To note subscriptions Noted</p> <p>i) Tenders For Remedial Ground Work at Salwarpe and other Locations Tenders for remedial works at Salwarpe Bridge and other nearby locations had been completed and submitted by Top Cut Ltd, and JHF Contracting. JFH offered the most competitive rates. The company had an excellent reputation for good work. Councillor Thawley proposed that the tender submitted by JHF Contracting for the value of £1780 and £760 respectively be accepted. This was seconded by Councillor A Phillips and unanimously approved.</p>	
15.	<p>Planning Consultations - Appendix 2-4</p> <p>a) Planning Applications Cllrs Phillips & Hewitt - Non pecuniary W22/01/1756/OUT – Former Poultry Buildings Drury Lane Neighbouring property.</p> <p>b) Enforcements and Appeals Noted</p> <p>c) Temporary Granted Permissions Noted</p>	
16.	<p>a) Councillor Reports and Items for Future Agendas</p> <p>Car Boot. Parking Issues – Councillor Armitage Councillor Armitage reported the reoccurrence of car boot related inappropriate street parking which was causing traffic problems. She agreed to report this to West Mercia Police.</p>	Cllr Armitage

<p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p> <p>g)</p>	<p>Dangerous Overgrowth – Councillor Hill Dangerous overgrowth reported at the junction of Clee Gate and Newland Road on land belonging to Oxford College. Councillor Hill Left the meeting 8.40pm</p> <p>Notice Board Required – Hindlip Parish – Councillor Armitage Councillor Armitage to identify a suitable location</p> <p>Ladywood Road -Speeding Issues – Councillor Thomas Clerk to report to Councillor Marc Bayliss</p> <p>Traffic Issues at Brookside – Layby Closed – Councillor Meddings Traffic issues raising concern</p> <p>Bridge at Martin Brook - Councillor Meddings Damaged bridge at Martin Brook had been reported to County Highways and traffic had been diverted as a result. Awaiting repair.</p> <p>Bridge at Ladywood – Councillor Thomas Bridge in need of painting. Clerk to report to Canal & River Trust</p>	<p>Clerk</p> <p>Cllr Armitage</p> <p>Clerk</p>
<p>17.</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p>Items Carried Forward for Noting</p> <p>Defibrillator Renewal of Battery due November 2027. (ii) Pads expiry date July 2025 (iii) Warranty of AED expiry April 2023.</p> <p>Memorial Land. Possessory Title 2024. Possessory title to be finalised with Land Registry.</p> <p>Pensions Regulator. Auto enrolment compliance. Re-declaration made 28th February 2023. Next redeclaration due February 2026.</p>	
<p>17.</p>	<p>Date of Next Meeting The next meeting of the Parish Council was scheduled for the 17th July 2023 at 7.00pm in the main hall of Salwarpe Village Hall</p>	

A Police & Crime Commissioner Report was now distributed on a monthly basis in newsletter form

There being no further business the Chairman closed the meeting at 8.55pm.

Signed..... Date

Chairman