

iv	<p>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.</p> <p>Noted</p>	
4.	<p>Minutes</p> <p>i) Councillor A. Phillips proposed that the minutes of the Parish Council Meeting of 20th November 2023 be accepted as an accurate record, Councillor Thawley seconded the proposal and it was unanimously agreed. The Draft Minutes of the Parish Council Meeting held on 20th November 2023 were dutifully approved as being a correct record and signed by the Chairman (Cllr. Oakley).</p> <p>ii) Councillor B Meddings proposed that the minutes of the Finance Committee Meeting of 8th January 2024 be accepted as an accurate record, Councillor Phillips seconded the proposal and it was unanimously agreed by members of the Finance Committee. The Draft Minutes of the Finance Committee Meeting held on 8th January 2024 were then approved as being a correct record and signed by the Chairman (Cllr. Thawley).</p>	
5	<p>Progress on Items from Minutes 20th November not otherwise not covered by the agenda – Chairman/District & County Councillors</p> <p>Item 11 – Risk Assessment scheduled for 31/1/2024 at 10.00am</p> <p>All other items covered by the agenda</p>	Cllr. Phillips/ Clerk
6	<p>Chairman’s Report</p> <p>Copcut Rise Update</p> <p>i) Litter Bins William Davis had agreed to the provision of a litterbin to be sited within the vicinity of the bus shelter located at Joynes Road. Clerk to progress installation</p> <p>ii) Signage It was agreed that the number of signs relating to dogs at the play area, Copcut Rise was insufficient. The chairman would contact William Davis regarding this and would at the same time to ask for the ‘no ball games’ sign to be removed.</p> <p>iii) Memorial & Coronation Benches The clerk was asked to circulate suggested locations for the siting of the Coronation and Memorial benches. She also agreed to circulate suggested webpage addresses showing a variety of designs and material used in the manufacture of this type of bench. Councillors were asked to contact the clerk with their preferred type/style. The Alfie Steele enquiry was nearing its completion and so it was agreed that any decision on purchase/installation would be delayed until the outcome was published. Approval of design/location would lie within William Davis’ remit.</p> <p>iv) Community Legacy Grant The closing date for the submission of an Expression of Interest for a Community Legacy Grant was 12th February 2024. The Canal & River Trust had agreed to supply a specification and projected costings. This had not yet been provided. The subject of on-going maintenance was discussed. It was anticipated that this would be a shared responsibility between Wychavon District Council and the Canal & River Trust. If approved, the Parish Council’s likely contribution towards the project would be in the region of £20,000. This had been factored into the proposed 2024/25 precept calculations.</p> <p>v) Highways The Chairman with other councillors had met on-site with Worcestershire County Council’s Highways Engineer</p>	Clerk Chairman Clerk/All Councillors Chairman

	<p>A subsequent notification was received notifying the Parish Council that. Worcestershire County Council were considering making an Order the effect of which would be to reduce the speed limits on the following lengths of road:</p> <ul style="list-style-type: none"> • A38 Droitwich Road, Martin Hussingtree – From the existing 40mph limit at Copcut to the existing 30mph limit in Fernhill Heath. Current limit: National (60mph), Proposed limit: 40mph. • A4538 Pershore Lane, Martin Hussingtree – From its junction with A38 Droitwich Road for a distance of 350 metres in a southerly direction. Current limit: National (60mph), Proposed limit: 40mph. • Drury Lane, Martin Hussingtree – For its entire length. Current limit: National (60mph), Proposed limit: 30mph <p>The Parish Council had responded by fully supporting this proposal. A request was made for kerb edges and road markings to be repainted at the unit section of Martin Hussingtree junction as part of this review.</p> <p>The Clerk agreed to inform North Claines Parish Council when notified of further detail</p>	Clerk
<p>7 i)</p>	<p>Deputy Chair Report Finance Committee Meeting 8/1/2024 Precept and Reserves</p> <p>The Finance Committee had reviewed the current year's expenditure and proposed adjustments to the 24/25 precept which would result in an increase of 1.9% (£40,512). The increase had taken various factors into consideration including additional potential projects and grants. It had also bolstered the reserve allocated for potential legal fees. This was felt to be a necessary intervention with the current climate of litigious actions against smaller government bodies.</p> <p>The Parish Council's policy of holding a general reserve amounting to one year's precept value was restated.</p> <p>Ringfenced Allocations - Adjustments had been made to allocations where projects or services had expanded or were no longer valid.</p> <p>Councillor Johnson proposed acceptance of all recommendations relating to the precept and reserve allocations. This was seconded by Councillor Armitage and unanimously approved.</p> <p>The Clerk was asked to submit the approved precept request.</p>	Clerk
<p>ii)</p>	<p>Standing Orders & Financial Controls</p> <p>Sections within both of these documents had been adjusted. Councillors were asked to review the revised documents with a view to their adoption at the March meeting</p>	All Councillors
<p>8. i)</p>	<p>Councillor Reports Hindlip Verges -Cllr. M. Armitage</p> <p>An overgrown hedge at Hindlip Lane with dangerous visibility splays for both drivers and pedestrians was continuing to be problematic. No action had been taken despite previous reporting. Concern over the potential for serious accidents was expressed. County Councillor Bayliss agreed to take this issue to the Highways engineer with assurances that the problem would be rectified.</p>	Councillor Bayliss
<p>ii)</p>	<p>Facebook Page – Cllr. R. Hewitt</p> <p>Councillor Hewitt had set up a mock-up page (inaccessible to the general public). A print was produced for visual consideration, He was asked to circulate this to all councillors, via the clerk, for discussion and debate. Councillors who were willing, were asked to share</p>	Councillor Hewitt/Clerk /All Councillors

	<p>their own personal Facebook pages with Councillor Hewitt to enable him to link for collaboration and discussion prior to the meeting scheduled for March 2024</p>	
iii)	<p>Martin Green Planting – Cllr. A Phillips Apple Trees had been planted in December and a further fifty pollinator trees were earmarked to be planted on the 14th March. It was hoped that a working party could be organised to assist. Councillor Phillips asked for volunteers to help with this task. The Chairman thanked Councillor Phillips and Rose Bradley, the parish tree warden, for their work in arranging and working on this local biodiversity enhancement project. Councillors to liaise with Councillor Phillips</p>	Councillor Phillips/ All Councillors
iv)	<p>Update on Grant Provision -. Cllr. A. Johnson Both the grant awarded to Chawson First school (s137) and the grant awarded to Droitwich AED (s234 Public Health Act 1936) had been paid and acknowledged by the recipients. Chawson First school would provide a year-end report as per the conditions of the grant. It was agreed that details of the Copcut Elm AED could be reported in the community magazine. Councillor Meddings to arrange. Clerk to contact the Circuit to ascertain locations of defibrillators within the parishes</p>	Cllr Meddings/ Clerk
v)	<p>Copcut Rise Middle School Options – Cllr. A. Johnson County Councillor Bayliss had received a response from the Director of Education regarding the lack of parental choice in middle school education at Copcut Rise. This report had been shared with Councillor Johnson who had noted that the report appeared to contain some inaccuracies. It was agreed that a meeting should be arranged between the County Councillor, Councillor Johnson and the Director to discuss.</p>	County Cllr. Bayliss/Cllr. Johnson
vi)	<p>LGBC Boundary County Division Review Update – Cllr. B. Meddings Councillor Meddings reported on draft recommendations published by LGBC (report attached to the Minutes). Councillor P. Oakley proposed that the draft recommendations within the report be accepted in their entirety, Councillor A. Johnson seconded the proposal and it was unanimously agreed that Councillor Meddings should draft a response and submit to the Commissioner on behalf of the Parish Council. The Chairman thanked Councillor Meddings for the time spent on this issue.</p>	Cllr. Meddings
9.	<p>Salwarpe Village Hall Committee Report – Cllr. J. Hill Councillor Hill had submitted his apologies and was not in attendance at the meeting. – No report</p>	
10.	<p>Reports of County & District Councillors – (County Cllr. M. Bayliss. Dist. Cllrs. N. Wright & D. Birch)</p> <p>i) Unofficial Footpath Copcut Rise– County. Cllr Baylis Wm. Davis had denied responsibility for a muddy grassy area of sloped land, used by residents as an unauthorised cut through, between Wm Davis estate boundary land and the highway footpath at the junction of Copcut Lane and A38. The estate footpath had yet to be adopted by County Highways. The ownership of the area of land was in question and therefore a solution was problematic. County Councillor Bayliss agreed to investigate the circumstances of the Highways agreement. He suggested the involvement of a representative from the Parish Council to assist on this issue. The Chairman offered to measure the gradient of the slope and report back to the County Councillor</p> <p>ii) Flooding – County. Cllr Baylis County Highways were completely stretched due to the severity of recent weather conditions meaning planned works might be delayed.</p>	Cnty. Cllr. Bayliss/Chairman

<p>iii) County Council Budgets There had been an overspend of between 35-40 million pounds in 2023/24 with increased Children's services. Strategic plans were in place to attempt to control budgetary commitments for 2024/25</p> <p>iv) Copcut A38 Traffic Flow - County. Cllr Baylis Issue had been passed to County Council for discussion and response</p> <p>v) Police Commissioners Road Safety Initiative Funds were available for VAS cameras/signs. The window for bids would close on 2nd February 2024. The clerk agreed to forward details of the scheme to all councillors. County Councillor Bayliss agreed to speak with the Highways Engineer (B.Barnes) with regard the possibility of installing rumble strips and white gates at Hindlip Lane.</p> <p>vi) WDC Planning Dist. Cllr. N. Wright There had been a high turnover in personnel within the planning team. A new Director of Planning was due to take up post on 19th February 2024. A consultation was currently underway on the Design Code consultation end date 5th February 2024 District Councillor Wright asked to be notified if planning applications were incorrectly recorded to parish wards on the District Council's planning website</p> <p>vii) Outdoor Recreational Space – Copcut Rise Dist. Cllr D. Birch Councillor Birch had provided councillors with a synopsis of a proposal to provide an outdoor gymnasium, as a proposed community project, located at Copcut Rise. Wm Davis would provide the site. Additional funding would be required to fund equipment/croft. Councillor Birch asked councillors if they would contemplate participating by providing funding towards the scheme or possibly consider this as an alternative Community Legacy Grant project.</p> <p>He suggested that the proposed scheme could bring the following benefits:</p> <ul style="list-style-type: none"> • Provision of a community space • Physical and mental health benefits • Affordable alternative to commercial enterprises • Easy to maintain • Available to all age groups <p>The following scenarios were discussed</p> <ul style="list-style-type: none"> • Wm Davis could be asked to pay for the community asset, if accepted, Wm Davis would provide £20,000 towards the project but the number of affordable homes would be reduced. Wm Davis would want 19 market value homes. The Parish Council would run the project and maintain the site where necessary. • A sports legacy grant might be applicable • Other grants might be available • The Parish Council could supply funding <p>Wychavon District Council were in support of the initiative. The approximate 0.1acre site's ownership would eventually pass to the Parish Council.</p> <p>District Councillor Birch was asked to provide further information</p>	<p>Cnty. Cllr. Bayliss</p> <p>Clerk Cnty. Cllr. Bayliss</p>	<p>Dist, Cllr. Birch</p>
<p>11. Finance</p> <p>i) Review of Payments made and Received since the Last Meeting (see Appendix 1) Noted.</p> <p>ii) Report on Year-to-Date Expenditure Compared to Budget Noted</p> <p>iii) Monitoring Officer to confirm Accuracy of Bank Payments</p>		

iv)	<p>Confirmed</p> <p>Preliminary Internal Audit Report One issue of non-compliance had been noted. The issue relating to the taxation of the Chairmans Allowance would need to be rectified before the year end in order to submit a fully compliant AGAR response</p>	Clerk/Chairman
12. i) ii) iii)	<p>Planning Applications (see Appendix 2) Noted</p> <p>Enforcements and Appeals (see Appendix 3) Noted</p> <p>Temporary Granted Permissions (see Appendix 4) Noted</p>	
13.	<p>Correspondence Received None</p>	
14. i) ii) iii) iv) v)	<p>Items for Future Agenda's:</p> <p>Natural Networks Grants - Councillor Phillips Agenda Item March 2024</p> <p>Copcut Rise Catchment Feedback from Meeting -Councillor A. Johnson Agenda Item March 2024</p> <p>Hindlip Trees – TPO's – Councillor J Brodrick Agenda Item March 2024</p> <p>Possessory Title Memorial Land – Cllr B. Meddings Cllr. Meddings to send all details to District Councillor Wright for liaison with The District Council's solicitor (M. Patel)</p> <p>Chairman's Allowance (Item 11(d)) – Cllr. B. Meddings Councillor Meddings requested that it be recorded that she disputed the ruling and instruction of the Internal Auditor, and CALC, in relation to the taxable status of a Chairman's Allowance.</p>	Cllr Meddings/Dist. Cllr Wright
15.	<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 by registration of ownership with Land Registry.</p> <p>Pensions Regulator. Auto enrolment compliance. Re-declaration made 28th February 2023. Next redeclaration due February 2026.</p>	
16.	<p>Date of Next Meeting The Annual Parish Meetings of the three grouped parishes were scheduled to be held on the 18th March 2024 at 7.00pm in the main hall of Salwarpe Village Hall These would be immediately followed by the Parish Council meeting</p>	

There being no further business the Chairman closed the meeting at 9.05pm.

Signed..... Date

Chairman

Public Question Time

A resident of the parish attended for an update on speed restrictions at Martin Hussingtree. The Chairman gave an update and the resident left pre-meeting.

Appendix 1

HINDLIP, MARTIN HUSSINGTREE & SALWARPE PARISH COUNCIL
LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND
WORCESTERSHIRE ELECTORAL REVIEW-BOWBROOK DIVISION
UPDATE on PUBLISHED DRAFT RECOMMENDATIONS

Further to our Parish Council's submission in 2023 to the Boundary Commission that included the review of our County Division of Bowbrook.

The Commission having looked at transport links, grouping of facilities, interests binding our communities together and identifiable boundaries, natural or constructed. Their draft recommendations for Worcestershire County Council are:

That Bowbrook County Division remains with no amendments and includes our three parish wards of Hindlip, Martin Hussingtree, Salwarpe along with North Claines and Fernhill Heath, aligned with our coterminous District Ward boundary of North Claines and Salwarpe.

Following receipt of strong arguments against moving Tibberton parish ward, it was resolved to retain Tibberton within Bowbrook Division.

The Bowbrook boundaries:

North boundary: A38-Roman Way By-pass.

West boundary: Salwarpe River from A4133 Ombersley Road.

South boundary: A449 (from M5, Junction 6)

East boundary: To include parish wards of Oddingley, Hadzor, Himbleton, Huddington, Sale, Tibberton.

Notable amendments:

(i). To include electors North of Primsland Way into Droitwich East division.

(ii). To move electors in the Impney Way area from Ombersley division into Droitwich East division.

(iii). To amend the boundary between Droitwich East and Droitwich West divisions using the B4090 as the boundary.

(iv). Revised electoral parish arrangements for Droitwich Spa Town Council to comprise 18 councillors in Nine Parish wards.

On approval of Final Representations, Bowbrook will become our Worcestershire County Council Division for electoral and administrative purposes. With a current electorate of 8609, rising in 2029 to an electorate of 9537.

The Commission invites the Parish Council's comments on the draft recommendations by 18th March 2024.

Proposed response: Approved at Council meeting 15th January 2024.

The Parish Council supports the draft recommendations relating to the electorate arrangements for the Worcestershire County Division of Bowbrook that will provide for effective and convenient local government.

Update Report to Parish Council Meeting 15th January 2024
Councillor B. Meddings - Publications

Action List Meeting 15 January 2024			
No	Councillor	Action	Response
c/f	Cllr M. Bayliss	A38 Copcut/Roman Way Island -Queues - Unsatisfactory traffic flow, long queues and impatient drivers with unsafe responses – -	With County Highways
c/f	Cllr M. Bayliss	Martin Hussingtree Lights - Accident hot spot, Swan Pub exit dangerous right turn (turn left instruction suggested), Swan & Garden Centre exits & jumping lights issue	With County Highways
8(i)	Cllr. M. Bayliss/Cllr Armitage Item 8 (i)	Hindlip Verges Discuss levelling and mowing for better pedestrian access with the relevant works team Hedge cutback to be arranged	
5	Clerk/Cllr Phillips	Risk Assessment	Scheduled 31/1/24 Discharged
6(i)	Clerk	Arrange installation Litter bin Copcut Rise	
6(ii)	Chairman	Contact Wm Davis re Signage	
6(iii)	All Councillors/Clerk	Benches Copcut Rise	
6(iv)	Chairman	Community Legacy Grant update	
7(i)	Clerk	Submit Precept Application	
7(ii)	All Councillors	Review Standing Orders/Financial Regulations	
8(ii)	Cllr. Hewitt/All Councillors	Facebook	
8(iii)	All Councillors	Planting working party	
8(iv)	Cllr Meddings/Clerk	AED – Magazine/Circuit	
8(v)	Cllr Bayliss/Cllr Johnson	Meet Director of Education	
8(vi)	Cllr Meddings	LGBC response	
10(i)	Cllr. Bayliss/Chairman	Land at Copcut Rise	
10(iv)	Clr. Bayliss	Update on progress (Highways)	
10(v)	Cllr. Bayliss/Clerk	VAS grant application/Highways Engineer	
10(vii)	Cllr. Birch	Outdoor gymnasium	
11 (iv)	Clerk/Chairman	Audit non-compliance rectification	
14(i)	Cllr. Phillips	Natural Networks	Agenda March 24
14(ii)	Cllr. Johnson	Catchment meeting feedback	Agenda March 24

14(iii)	Cllr Brodrick	TPO's Hindlip Lane	Agenda March 24
14(iv)	Cllr Meddings	Possessory Title – Liaise with Cllr Wright	