

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

Clerk to the Council Mrs E Gallagher, PO Box 6986, Kidderminster DY11 9FB,
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**Minutes of the Annual Meeting of Hindlip, Martin Hussingtree & Salwarpe Parish Council
held at 7.00 pm on Monday 19th May 2025
at Salwarpe Village Hall**

PRESENT: Cllr. P. Oakley (Chair) Cllr. B. Meddings. Cllr. A Thomas. Cllr. A. Phillips. Cllr. R Hewitt, Cllr. J Brodrick, Cllr.J. Clarke, Cllr. M. Armitage.(7.20pm)

IN ATTENDANCE E Gallagher (Clerk).
District Councillor D. Birch (7.45pm)
District Councillor N. Wright
County Councillor S. James

PCSO. P. Holland
1 Resident of the Parish

| No | Minute | Action |
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| 1. | Election of Chairman Councillor P. Oakley, the incumbent chairman stood down. Cllr. A. Phillips proposed that Cllr. P. Oakley be reappointed to the role of Chairman of the Parish Council. This was seconded by Cllr. J. Clarke and carried unanimously. Cllr. Oakley accepted the role and signed the Chairman's Declaration of Office (7.05pm) | |
| 2 | Apologies Cllr. A. Thawley The council accepts and approves apologies from Councillor A. Thawley on ill health grounds Minute 2. hereby resets the six-month disqualification period with a further six-month period commencing 19/05/2025 | |
| 3. | Election of Deputy Chair Councillor A. Thawley had indicated that he would be willing to assume the position of Deputy Chair if so elected (in absentia) Councillor A Phillips proposed the election of Councillor Thawley. This was seconded by Councillor Hewitt and unanimously carried. | |
| 4. | Declarations of Interest/Code of Conduct To Declare any interest Cllr. P. Oakley - W/25/00890/AGR – Churchfields Farm – Pecuniary Interest declared Cllr. A. Thomas - W/25/00679/FUL -Land at Strand Lane – Non-Pecuniary Interest declared To Declare any Dispensations Cllr. M. Armitage. Court Farm Anaerobic. 23/00007/CM Dispensation extended until November 2025 May participate in discussion but may not vote. | |

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| | <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</p> | |
| 5 | <p>Councils Scheme of Delegation All appointees to the 2024/25 Scheme agreed to remain with their committees for a further year. (see appendix to the Minutes for details)</p> | |
| | <p>Meeting Adjourned for PQT – PCSO P. Holland 7.10pm No concerns raised by West Mercia Police nor any pressing issues raised by the Parish Council for police attention. PCSO Holland was aware of historic vandalism to Salwarpe Church and would continue to investigate. She asked that any issues of concern be raised with her, at the time, by email.</p> <p>Meeting Reconvened 7.15pm</p> | |
| 6. | <p>Minutes It was noted that County Councillor M. Bayliss had been omitted from the list of attendees at the meeting of 17th March 2025 (arrived 7.15pm 17/03/2025).</p> <p>The Chairman made an amendment to record the councillor's attendance, after which, Councillor A. Phillips proposed that the minutes of the Parish Council Meeting of 17th March 2025 be accepted as an accurate record. Councillor B. Meddings seconded the proposal. The Draft Minutes of the Parish Council Meeting held on 17th March were unanimously approved as being a correct record and signed by the Chairman.</p> <p>b) Annual Parish Minutes Individual Annual Parish Minutes of the three parishes were acknowledged and would be approved in March 2026.</p> | |
| | <p>The meeting was adjourned to allow the resident to speak. 7.20pm</p> <p>The resident expressed his thanks, on behalf of the Hindlip Resident Group, for the support that the Parish Council/District Councillors had shown regarding Court Farm Planning Application 23/00007/CM - Proposed anaerobic digestion facility for a biomethane gas to grid plant. A short discussion on the progress of the application took place. District Councillor Birch agreed to liaise with the representative of the Hindlip Resident Group when further information was available. Meeting re-convened 7.25pm</p> | |
| 7. | <p>Progress on Items from Minutes 17th March not otherwise not covered by the agenda</p> <p>The Chairman welcomed newly elected County Councillor S. James to the meeting and congratulated District Councillor D. Birch on his election success as County Councillor for Droitwich East.</p> <p>a) A38 Addeys Way to Copcut Rise Estate Drop Kerb Pedestrian Pavement This had been deemed within acceptable limits and there was no obligation for the developer to intervene.</p> | |

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| b) | <p>Meeting with M.P. Nigel Huddleston – Catchment Feeder Schools A Teams meeting had been scheduled for 11.00am on the 19th June 2025. Attendee invites as follows: M.P. N. Huddleston. District Councillor D. Birch. Councillor R. Hewitt. Plus Resident of Copcut Rise Estate. District Councillor Birch agreed to liaise with the resident.</p> <p>New Issues</p> <p>a) Election Results Worcestershire County Council 27 Reform, 2 Labour, 10 Green/Combine 12 Conservative No majority administration, Committee appointments to be made on 22nd May 2025.</p> <p>b) Unitary Authority Update Discussions ongoing. There was an expectation that there would be one Unitary Authority in Worcestershire with possibly two councillors per Ward. Decisions expected in November 2025. Discussions also taking place regarding the distribution of assets.</p> <p>c) Planning Application W/25/00991/FUL – Application for Residential 40 House Development Copcut Rise Councillor Birch had written to Wychavon Director of Planning and Infrastructure requesting that new Copcut Rise Applications be put on hold until breaches in conditions had been met with the existing structures and road network. Councillor Birch had pointed out issues with landscaping, drainage, pathways, roads and bins. The Director had responded with the following comment ‘There is no planning or legal justification not to be determining applications from this company based on their performance in delivering previous schemes.’ He had however confirmed that an enforcement case was being raised with the developer in respect of the breaches in planning conditions. Councillor Birch informed the meeting that a public meeting would be held with Copcut residents in the second or third week in June.</p> <p>d) Anaerobic Digester - 23/00007/CM The Planning Officer had provided the following update on progress: ‘ ‘The applicant has recently submitted further information, however, we are still awaiting further information regarding the water environment which is to be submitted shortly. Once this information is received, the County Planning Authority will carry out further consultation with the public and consultees’.</p> <p>Councillor Birch would liaise with the representative of the Hindlip Residents Group when further information became available</p> <p>e) Worcester Warriors Sixways Stadium - W/24/02613/OUT Changes to the application criteria had been submitted for consideration. No further update at this time</p> <p>f) Health Corridor Progress was on-track and further details regarding pathway closures would be available for distribution shortly</p> <p>g) Hindlip Car Boot County Councillor James had been investigating parking/traffic concerns issues relating to the car boot event and was awaiting a response from Wychavon District Council. It was understood that a maximum of 13 sales were allowable per year.</p> | <p>D.Cllr Birch/Cllr Hewitt</p> <p>Cllr Birch</p> <p>Cllr Birch</p> <p>Cnty Cllr James</p> |
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| h) | South Worcestershire Development Plan A new plan would be available at the end of the year. | |
| 8. a) i) | Chairman's Report AGAR Annual Governance Statement/Accounting Statement All councillors had been sent copies of completed Accounting Statement Agar forms prior to the meeting with a request to consider the questions posed on the Annual Governance Statement at page 4 for approval at the meeting and to confirm the accuracy of financial statements at page 5. All statements were agreed and the Chairman asked for formal acceptance that all statements regarding governance were true and procedures had been complied with. Councillor Meddings proposed that the Annual Governance Statement be signed as accurate, Councillor Phillips seconded and the motion was unanimously passed. The Chairman and Clerk signed the Statement at 7.50pm Accounting Statement Councillor Meddings proposed that the Accounting Statement be signed as an accurate record of the parish's financial situation. Councillor Thomas seconded the proposal and the Accounting Statement unanimously passed and was therefore signed at 7.55pm Internal Audit Report (page 3) Councillors accepted the Internal Audit report and conclusions drawn at page 3 of AGAR form. Councillor Clarke proposed acceptance of the report, Councillor Hewitt seconded the proposal and the motion was carried unanimously. b) Highways The equipment involved in monitoring for speed restrictions had now been removed. c) Salwarpe Co-option Councillor Vacancy Neither the clerk or councillors had received enquiries regarding this vacancy d) Update Court Farm Anaerobic 23/00007/CM (see 7(d)) e) Worcester Warriors W/24/02613/OUT (see 7(e)) | |
| 9. | Deputy Chair Report Apologies received | |
| 10. a) b) | Councillor Reports s137 Report and Applications Chawson First School - Chairman A report had been received from Chawson First School highlighting the successful use of 2024/25 s137 grant monies. A further application to continue the project with additional wellbeing support had been made for the year 2025/26 (£7100). The out-of-hours reading club had enabled several parish children, needing extra input, to attain grades which they would not have reached without the support of the s137 grant b) Hindlip First School – Cllr. M. Armitage Councillor Armitage presented a grant proposal drafted by the headteacher of Hindlip First School. Previous s137 grants awarded to the school had been acknowledged as having a positive impact on the wellbeing and achievements of pupils receiving support. An | |

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| | <p>application for £7000 had been made for the continuation of out of hours activities designed to build upon previous successes.</p> <p>The Chairman suggested that both applications had merit and it was agreed that a vote should be taken to support both applications with a grant of £7000 each.</p> <p>Councillor Phillips proposed that both schools receive a s137 grant of £7000. This was seconded by Councillor Meddings and unanimously passed.</p> <p>c) Website Domain- Cllr. R. Hewitt For discussion at the July meeting. Clerk to contact CALC for recommendations – Agenda July 2025</p> <p>d) Social Media Policy Cllr. R. Hewitt For discussion at the July meeting. – Agenda July 2025</p> <p>e) Possessory to Absolute Memorial Land Title progress – Cllr. B. Meddings Conveyancing had been delayed due to difficulty in obtaining relevant documents. County Councillor James to intervene.</p> <p>f) VE Day Events - Cllr. B. Meddings Councillor Meddings report - attached to the minutes.</p> <p>g) Risk Assessment – Cllr. Phillips Councillor Phillips and the Clerk had carried the parishes risk assessment on 23rd April 2025. There were no areas of concern. Report had been circulated to all councillors</p> | <p>Clerk</p> <p>Clerk</p> <p>County. Cllr James/Cllr Meddings</p> |
| 11. | Salwarpe Village Hall – Cllr. J. Hill Bookings were good and profits had increased by £3000 | |
| 12. | <p>Finance</p> <p>a) Review of Payments Made and Received Since the Last Meeting (see Appendix 1) Noted</p> <p>b) To Approve the Asset Register Approved</p> <p>c) To Approve Insurance Policy Renewal (Yr 5 Zurich) Approved</p> <p>d) To Approve Terms of Appointment DKE Internal Auditor 2025/26 Approved</p> <p>e) To Note Change of Terms to 3 Year Maintenance Contract Itemised invoicing to fixed price with back up - Noted</p> | |
| 13. | <p>Planning Consultations - Appendix 2-4</p> <p>a) Planning Applications Noted</p> <p>b) Enforcements and Appeals Noted</p> <p>c) Temporary Granted Permissions</p> | |

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| | Noted | |
| 14. | Councillor Reports and Items for Future Agendas | |
| a) | VAS Camera to Monitor Speed – Cllr A. Thomas County Cllr. James to send application form | Cnty Cllr James |
| b) | Overgrown Hedge – Visibility Obstruction -Cllr. J. Hill Cllr. Hill left the meeting 8.40pm | |
| c) | Smite Flooding and Drainage Hindlip Lane – Cllr. J. Brodrick Cllr Brodrick to raise with Environment Agency/Highways on-line reporting | Cllr Brodrick |
| d) | Pothole/Subsidence (Court Farm vicinity) – Cllr. J. Brodrick Cllr. Brodrick to report on-line reporting system. | Cllr Brodrick |
| e) | Hindlip Footpath– Cllr. J. Brodrick July Agenda Item | Clerk |
| 15. | Items Carried Forward for Noting | |
| a) | Defibrillator Renewal of Battery due November 2027. (ii) Pads expiry date July 2025 (iii) Warranty of AED expiry April 2023. | Clerk/Chairman |
| b) | Memorial Land. Possessory Title 2024. Possessory title to be finalised by registration of ownership with Land Registry. | Cllr Meddings |
| c) | Pensions Regulator. Auto enrolment compliance. Re-declaration made 28 th February 2023. Next redeclaration due February 2026 | |
| d) | Cherry Lane Advertising Hoarding – May 2026 | |
| 13. | Date of Next Meeting The next meeting of the Parish Council was scheduled for 21 July 2025 at 7.00pm in the Main Hall of Salwarpe Village Hall | |

There being no further business the Chairman closed the meeting at 20.50 pm.

Signed..... Date
Chairman

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APPOINTMENT OF COUNCILLORS TO COMMITTEES/REPRESENTATIVES

| | Appointed year- 2025/2026 | Responsibilities – Terms of Reference |
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| FINANCE COMMITTEE | FINANCE COMMITTEE | Maintenance of internal control documentation and finance related issues in accordance with Governance & Accountability for Local Councils Regulations |
| | Cllr. A Thawley (Chair) | |
| | Cllr Alison Phillips – Monitoring Officer | |
| | Cllr B Meddings | |
| | Ex-officio Chairman | |
| STAFFING COMMITTEE | STAFFING COMMITTEE | Local Govt. Act 1972 Employment legislation - National Association of Local Councils |
| | Cllr. B Meddings (Chair) | |
| | Cllr Mary Armitage | |
| | Cllr Alan Thawley | |
| | Ex-officio Chairman | |
| POLICIES & DATA COMMITTEE | POLICIES & DATA COMMITTEE | Development and maintenance of policies in accordance with Legislation and Internal Control Documentation (including General Data Protection Regulations May 2018) |
| | Cllr. A Thawley - Chairman | |
| | Cllr. B. Meddings | |
| | Cllr. J. Clarke | |
| | Ex-officio Chairman | |
| PLANNING COMMITTEE | Procedure as set out in Standing Orders based on Parish Ward consultations. | |
| COMMUNITY NEWS / PUBLICATIONS | COMMUNITY INFORMATION | Local Government (Transparency Requirement)(England) Regulations 2015. Freedom of Information Legislation. |
| | R Hewitt (facebook) | |
| | Cllr B Meddings (ad hoc magazine) | |
| VILLAGE HALL TRUST COMMITTEE REPRESENTATIVE | Cllr. J Hill | Representative co-ordinator between Parish Council and Salwarpe & District Village Hall Trust. Charities Acts 1993 and 2006 |
| PARISH TREE WARDEN | Rose Bradley | Voluntary/Liaison WCC Countryside Services |
| PARISH PATH WARDENS | | Voluntary/Liaison WCC Countryside Services |
| Salwarpe | | |
| Hindlip | Rose Bradley | |
| Martin Hussingtree | Huw Bradley | |

VE DAY MONDAY 5th MAY 2025

The Parish Council will not be arranging a community event for VE Commemoration Day on Bank Holiday Monday 5th May.

1): However, for the Commemoration period Sunday 4th May to Tuesday 6th May, the Parish Council will erect Union Flags at the West Plinth of Salwarpe War Monument. Where there is an inscription

1939 – 1945

The Rector of Salwarpe, Reverend William Heading Mitchell

Chaplain Royal Naval Reserve, 23rd October 1943

[Background details: Age 39 killed in the sinking of his ship HMS Charybdis, torpedoed by a German submarine off the coast of France].

For public interest posters of the details will be displayed on the frontage of the memorial land.

2): A poster will also be displayed in the Copcut Rise noticeboard drawing residents' attention to the details of Rector of Salwarpe and that two Roads are named in remembrance of his sacrifice:

Reverend Close and Mitchel Road

3): I have asked if Salwarpe Church will fly a Union Flag from the Church tower during the VE commemoration period.

4): I have enquired whether Salwarpe Village Hall committee were planning any event. It is to be discussed at their next meeting.

5): Wychavon District Council has awarded £250 as a contribution toward any event.

6): It is not known at this stage if the association of Copcut Residents will be planning any events. If so, the £250 contribution could be made.

5): I have arranged for an article on the Rector of Salwarpe be inserted in the April/May issue of the Community Magazine.

Barbara Meddings
Parish Councillor
17.03.2025