

HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

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Meeting of Hindlip, Martin Hussingtree & Salwarpe Parish Council held at 7.00 pm on Monday 18th May 2015 at Committee Room Salwarpe Village Hall

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

IN ATTENDANCE E. Gallagher (Clerk)
District Councillor L.Duffy (7.36pm)

2 Members of the public

DECLARATION OF ACCEPTANCE OF OFFICE

First meeting of all elected members of the Parish Council for a four year term 2015 to 2019, undertaking to duly fulfil duties of a Parish Councillor and to observe the Code of Conduct in the performance of duties.

Acceptance of Office had been signed by all Parish Councillors immediately prior to the commencement of the Parish Council Meeting.

No	Minute	Action
1.	Election of Chairman: Cllr. C.Hughes proposed Cllr. P.Oakley; this was seconded by Cllr. D.Luscombe and carried unanimously. Cllr. Oakley accepted the role and signed the Chairman's Declaration of Office.	
2.	Apologies No apologies had been received.	
3.	Election of Deputy Chairman Cllr. M. Armitage proposed Cllr. B. Meddings as Deputy Chairman; this was seconded by Cllr. A Thomas and carried unanimously.	
4.	Declaration of Interests The Chairman welcomed all Councillors for the new 4 year term 2015-2019. Salwarpe and Martin Hussingtree Parishes had been uncontested elections. Hindlip was contested with 4 candidates standing for 3 seats. Cllr. A Thawley, Cllr.A Phillips and Cllr. J Clarke were newly elected to the council. Councillors were duly reminded of the need: To update/register their interests with Wychavon DC by 8 th June 2015 and, a) To declare any relevant pecuniary interest in items on the agenda and their nature. b) To declare any other disclosable interest in items on the agenda and their nature. There were no declarations of interest in any category. The Clerk agreed to send copies of Register of Interests declaration forms to all Councillors. The Chairman requested that, in view of best practice, that all Councillors register/re-register their interests by the appointed date	

5.	<p>Code of Conduct The Code of Conduct 2007 was issued, noted by Councillors, and remained adopted by the newly elected Council.</p>	
6	<p>Standing Orders and Financial Regulations</p> <p>a) To Note Standing Orders and Financial Regulation A copy of the Parish Council's Standing Orders as adopted in September 2014 and a full set of NALC Draft Financial Regulations were issued to all Councillors. These would be reviewed at the July 2015 meeting.</p> <p>b) Freedom of Information Requests The Clerk reported that there had been one request for information over the preceding 12 months - copy minutes.</p>	
7.	<p>Scheme of Delegation – Appointment to Working Groups</p> <p>Finance Working Group Cllrs. Mrs C Hughes, Mr. D Luscombe, Ms.B Meddings, Mr. A Thomas, Ms. A Phillips, Chairman (ex-officio), Clerk/Responsible Finance Officer Mrs E Gallagher.</p> <p>Staffing Committee Cllrs. Mrs C Hughes, Mrs M Armitage, Ms. B Meddings, Mr A Thawley, Mr J Brodrick, Chairman (ex-officio).</p> <p>Village Hall Committee – Cllr. J Hill.</p> <p>Footpath Officers - Hindlip - Vacant. Salwarpe Mr. D. & Mrs. P. Adams (appointed June 2014). Martin Hussingtree Mr R Mayneord (appointed June 2014).</p> <p>Tree Warden for the three parishes - Mr R. Meredith.</p>	
	<p>7.20pm – Meeting adjourned by Chairman– Public Question Time and Community Police Report. Meeting Reconvened 7.30pm</p>	
8.	<p>Minutes</p> <p>a) The minutes of the Parish Council Meeting held 16th March 2015 were approved and signed as being a correct record.</p> <p>b) The draft minutes of the 2015 Annual Parish Meeting were noted for information and considered for items requiring future action. No items were carried forward for future Agenda.</p>	
9.	<p>Clerk - Progress Reports on actions from minutes 16th March 2015 District Cllr.L.Duffy joined the meeting at 7.36pm.</p> <p>Councillors requested that the Clerk should give an update on the following items from the previous Minutes</p> <p>a) Pershore Lane The Clerk reported that no response had been received to two letters sent to Mr J O'Toole, the Chief Executive of Worcester Warriors Rugby Club, regarding injurious weeds and the lack of maintenance of landscaped areas of the Rugby Club and the David Lloyd Centre. A request was made that this issue now be reported to the relevant authority.</p> <p>b) Improvements at A38 Junction at Martin Hussingtree A meeting between Worcestershire County Council and the Chairman would be scheduled for week commencing 25th May 2015.</p> <p>c) Development at Copcut Rise Salwarpe Copcut Lane continued to be accessed by construction traffic. Hedges had been pruned to provide a double gated entrance in breach of planning conditions. The County and District Councillor agreed to investigate this issue as a matter of</p>	<p>Clerk</p> <p>Chairman</p> <p>District Councillor</p>

	<p>urgency and would keep the Parish Council involved at all stages.</p> <p>d) Middleton Bank Salwarpe The Deputy Chair and District Councillor accompanied a representative from County Highways to inspect Middleton Bank. It was agreed that the maintenance of the embankment was the responsibility of County Highways. A Highways engineer was required to inspect the embankments and assess remedial work on safety grounds. The Chairman and District Councillor T Miller would liaise and keep the Parish Council informed at all stages.</p> <p>The Deputy Chair reported that the damaged railings on both sides of Middleton Bridge still had not been repaired after a period of 6 months following numerous incident reports to Highways. A meeting had finally been held with a Highways Engineer at the bridge with proposals to re-align the wooden railings on both sides. A contract will be issued for urgent work to Ringway Construction Co.</p> <p>e) Land Drainage Cllr Thomas had attended a meeting in the Parish with Ms. J Hiden -Land Drainage Inspector Wychavon D.C, both in a private and Parish Councillor capacity. A meeting on behalf of the Parish Council was to be arranged in order to discuss further drainage issues within the three parishes. Ms. Hiden had reported that an absent landowner had now been traced and remedial work on the problem ditch on Ladywood Road would be undertaken.</p> <p>f) Notice Boards The official hand over of the notice board at Newland Manor had been reported in a local newspaper. Further information was expected regarding the making of new notice boards by H.M. Prison Long Lartin.</p> <p>g) Pershore Lane Closure Notice The Clerk reported on a public notice issued for temporary closure of Pershore Lane from Hindlip Lane to the Rugby Club roundabout. The Clerk would circulate the notice to all Councillors.</p> <p>h) Memorial Land: Possessory Title 2024 Possessory Title to be finalised with the Land Registry in 2024. Draft Standing Orders had been amended and the item would be carried forward in the Annual Meeting minutes until completion of the transfer of title.</p>	<p>Chairman /District Councillor</p> <p>Cllr. Thomas</p> <p>Clerk/District Councillor</p> <p>Clerk</p> <p>Clerk 2024</p>
<p>10.</p>	<p>Chairman Reports Transparency Code The Chairman reported that the Limited Assurance Audit currently performed by external auditors Grant Thornton would be abolished in 2017 for Parish Councils with an income/expenditure of less than £25,000.</p> <p>Until this date Parish Councils in this category must continue with the external audit process and also adhere to a new Transparency Code which was to become effective from June 2015. Councils would now be obliged to publish certain categories of information within defined timescales. The Parish Council intended to publish data through the County Council's Parish Council webpage.</p>	
<p>11.</p>	<p>Deputy Chair Report</p> <p>a) Election Expenses Nil Return and Declaration of Interest The Deputy Chair reminded Councillors of the requirement of their obligation to return election expense forms by 4th of June and Declaration of Interest forms by 8th June.</p> <p>A vote of thanks was given for the help that the Deputy Chair had provided throughout the election process.</p> <p>b) The Deputy Chair B.Meddings had represented the Parish Council on 22nd March 2015 at the Service of Licensing of Revd.Jameson, welcoming the Team Vicar of Droitiwich, Salwarpe & Hindlip with Martin Hussingtree to the rural parishes.</p>	<p>All Councillors</p>

<p>12.</p> <p>District and County Councillor Reports</p> <p>New Homes Bonus</p> <p>a) It was expected that the New Homes Bonus Scheme would be re-instated and outstanding monies would be released to Parish Councils.</p> <p>Declaration of Interest Forms</p> <p>b) The requirement to update the Councillor Register Of Interests in the light of best practice was reiterated.</p> <p>Newland Lane/Pulley Lane</p> <p>c) District Councillor Duffy agreed to review, liaise and report on lighting, drainage and damaged verge issues at the above locations. It was suggested that lighting should accommodate both the privacy of residents and safety of pedestrians. It was suggested that a footpath should be installed as part of any new build process and that damaged verges on Newland Lane should be re-instated by the Developer Bellway Homes.</p> <p>Development at Copcut Rise Salwarpe</p> <p>d) D.Cllr L.Duffy agreed to liaise and report back to the Parish Council on the progress of the investigation into the continued use of the unauthorised site entrance off Copcut Lane by construction traffic.</p> <p>District Cllr. Duffy left the meeting 8.10pm.</p>	<p>Chair/District Councillor</p> <p>District Councillor</p>	
<p>13.</p> <p>Finance</p> <p>a) Deputy Chair B Meddings reiterated the requirement for Councillors to return their nil expense election form by 4th June 2015</p> <p>b) Review of payments made and received since the last meeting (Appx 1) Accepted without query.</p> <p>c) To approve the Annual Statement of Account, Auditors Report and Year End Returns 2014/15 Acceptance was proposed by Cllr A. Thomas and seconded by Cllr. M Armitage. All returns were unanimously accepted.</p> <p>d) To Approve the Asset and Risk Assessment registers as at 30th April 2015 A request was made to separate the values of gates, posts and fences as the war memorial fencing had been the subject of a grant. It was also agreed that one of the litter bins was no longer in use and therefore should be removed from the inventory. After amendment acceptance was recommended.</p> <p>e) To Approve the Lengthsman Scheme and Maintenance Contract Both the Lengthsman Scheme and Maintenance Contract were unanimously accepted however Councillors requested that maintenance within the Parish of Hindlip be extended.It was agreed that the Deputy Chair would discuss this with the contractor.</p> <p>f) To Approve and Confirm Insurance Arrangements The Chair proposed that the lowest of four quotations provided by Hiscox be accepted on a three year term commencing 1st June 2015 at a value of £350.27 per annum. This proposal was unanimously accepted and the Clerk agreed to affect the renewal via the brokers, Came and Co.</p> <p>g) To Review Subscriptions Current subscriptions were noted and agreed.</p> <p>h) To note Budget Details for 2015/2016 Budget and year end expenditure details were considered. It was noted that election costs had not yet been provided by Wychavon D.C.</p> <p>Cllr Hill left the meeting 9.20pm</p>	<p>All Councillors</p> <p>Clerk</p> <p>Clerk</p>	
<p>14.</p> <p>Planning Consultations & Enforcement (Appendices 2 - 4)</p> <p>No queries.</p>		

<p>15. Items for Future Agendas/Action</p> <p>a) Lengthsman Extension to Cover Spellis Green The Deputy Chair agreed to discuss with the contractor.</p> <p>b) Smite Lane Drainage Councillor Luscombe agreed to discuss the retention of water at Smite Lane with the County Council Drainage Officer Ms J. Hiden.</p> <p>c) Sling Lane Negotiations It was agreed that negotiations with West Mercia Police be re-established. The Lane had become neglected and overgrown and it was agreed that it should be cleared to a useable state. It was suggested that a meeting with West Mercia Police should be arranged. The Chair agreed to speak with District Councillor T Miller regarding this issue.</p> <p>d) Unlawful Development on Land South of the A449/ Blackpole turn-off to Hurst Lane. The Chair agreed to inform the County Councillor T Miller as this development was outside the boundary of Wychavon District.</p> <p>e) Fly Grazing A continuing problem involving the fly grazing of horses was reported. The Control of Horses Act 2015 would be introduced on 26th May 2015 and it was suggested that the Clerk write to the Police Commissioner, copied to Chief Constable and District Councillors, enquiring how the Act would affect the policing of this issue.</p> <p>f) Drury Lane – Old Hatchery Metal Roof The state of the roof was thought to be unsafe and therefore a health & safety risk for walkers on the public footpath. The Deputy Chair agreed to provide the clerk with land ownership details. The Clerk would request the Martin Hussingtree Footpath Warden to check the footpath and adjoining areas.</p> <p>g) Unlawful Parking at Court Farm. The Chair agreed to report this issue to District Councillor T Miller.</p> <p>h) Cessation of Work at Court Farm Hindlip It was reported that work at Court Farm appeared to have temporarily ceased.</p>		<p>Deputy Chair</p> <p>Cllr Luscombe</p> <p>Chairman</p> <p>Chairman</p> <p>Clerk</p> <p>Clerk</p> <p>Chairman</p>
<p>16. Date of Next Meeting</p>	<p>The date of the Parish Council Meeting was approved as Monday 20th July 2015 at Salwarpe Village Hall to commence at 7.00pm.</p>	

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

Signed Date 20th July 2015 Chairman

Public Question Time

Concern over the failure of the developers to provide baffles on street lighting on Woodedge Drive, Newland Manor was discussed. It was also suggested that future development with powerful lighting would be detrimental to wildlife. It was agreed that the Clerk either contact Bellway Homes or County Council Highways regarding the issue of provision of baffles to deflect street lighting away from the adjacent property. The residents who initiated this concern would be kept fully informed.