

## HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

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### Meeting of Hindlip, Martin Hussingtree & Salwarpe Parish Council held at 7.00pm on Monday 20<sup>th</sup> November 2017 at Committee Room Salwarpe Village Hall

**PRESENT:** Cllr. B. Meddings (Deputy Chair Presiding). Cllr. M. Armitage, Cllr J. Brodrick. Cllr. J. Clarke  
Cllr..A. Thawley, Cllr. C. Hughes, Cllr. J Hill (7.15pm)

**IN ATTENDANCE** E. Gallagher (Clerk)  
Dist. Cllr T Miller (7.10pm)  
Dist. Cllr L Duffy (7.10pm)

No	Minute	Action
1.	<p><b>Apologies</b> Apologies had been received from: Cllr. P. Oakley (Chairman), Cllr A.Thomas Cllr. A. Phillips Cllr D. Luscombe</p>	
2.	<p><b>Declarations of Interest/Code of Conduct &amp; Standing Orders</b></p> <p><b>To declare any interest</b> Cllr J Brodrick – Pecuniary interest – Planning application 17/02131/LB, 17 /02130/CU Cummins Farm Cllr M Armitage – Non-pecuniary interest - Planning application 17/02131/LB, 17 /02130/CU Cummins Farm</p> <p><b>To declare any Dispensations</b> None declared.</p> <p><b>To note the Code of Conduct and requirements of the Transparency Regulations</b> Noted.</p> <p><b>To note the Right to Record meetings: Refer to Notice displayed on meeting table.</b> Noted.</p> <p><b>To confirm any necessary update to the Register of Interests</b> Noted.</p>	
3.	<p><b>Minutes</b></p> <p>The draft Minutes of the Parish Council Meeting held on 18<sup>th</sup> September 2017 were approved and signed as being a correct record.</p> <p>The draft Minutes of the Finance Committee Meeting held on 23<sup>rd</sup> October 2017 were approved and signed as being a correct record.</p>	
4.	<p><b>Clerk - Progress Reports on actions from minutes of 18<sup>th</sup> September 2017</b></p> <p>Councillors requested an update on the following items from the previous Minutes.</p> <p><b>a) Martin Hussingtree Junction/Pulley Lane schemes</b> The Deputy Chair had met with Cliff James, contracts manager M &amp; J Construction Ltd, (contractor to Wm Davis), on the 1<sup>st</sup> of November 2017. The meeting had been arranged to discuss damage to the upper section of The Green (A4538) fronting the Swan Inn (including removal of posts). Damage was caused during scheduled improvement works in respect of</p>	

	<p>the Martin Hussingtree Junction Scheme. The contractor had agreed to reinstate the site to its original state however a delay to remedial work had occurred due to planned work by County Highways preventing access. The Contractor had now confirmed that these reparation works would commence on the 25<sup>th</sup> November 2017.</p> <p>The Deputy Chair had also met with a representative of Morgan Sindall (17/11/2017) to discuss further damage caused by them to the lower area fronting the Swan Inn (A38). Agreement had been reached that remedial work could be delayed until March 2018 as it involved planting and soil restoration reparation.</p> <p>A MOVA traffic management scheme was now in operation at the Martin Hussingtree junction and a slight improvement to traffic movement was reported.</p> <p><b>b) Sling Lane</b> The Clerk and Deputy Chair had met with Ian Dennis, Estates Surveyor, Place Partnership on 17<sup>th</sup> November 2017. Place Partnership confirmed that Sling Lane was in the ownership of the West Mercia Police Hindlip Estate. The Lane however, was an established public right of way (footpath reference 506 (Hindlip) and 555 (North Claines) and as such maintenance of it would be the responsibility of the County Council. Mr Dennis suggested a potential opportunity for a collaborative project between the Police and County Council for the improvement of the surface of the Lane. He agreed to investigate this issue further and the Clerk agreed to pass his contact details to County Councillor Miller. In addition, the Clerk had spoken with Worcestershire County Council Countryside Department and they had confirmed that the Officer responsible for Sling Lane would make an imminent site visit to assess the Lane's condition for maintenance purposes.</p> <p>Discussion followed as to whether the Lane might also have byway status.</p> <p><b>c) Church Lane – Overgrown Trees/Potholes</b> County Councillor Miller confirmed that Church Lane had been entered on County Council Highways 2018 maintenance programme. He also confirmed that there was no responsibility by the Council for trees and verges and that the responsibility for maintenance would end at the edge of the verge. Previous mowing of the verges by the Council had been a goodwill gesture. A County Council grant for the mowing of the verge for a period of 4 years had been awarded to the Parish Council in 2015 of which two years funding remained.</p> <p><b>d) Planning Notification Oversight</b> The Chairman had agreed to write to Gary Williams, Head of Planning, Wychavon District Council regarding their Planning department oversight in consultation notifications when siting of Telecommunication Masts are proposed within the parishes.</p> <p><b>e) Nations Tribute</b> The Deputy Chair had met with the Treasurer of the Village Hall Committee and it had been confirmed that insurance of the event was the responsibility of the third-party organiser. The Parish Council would therefore be deemed the sole organiser of this event.</p> <p>The Clerk agreed to speak to the Parish Council Insurers regarding liability cover (including volunteer cover). A health and safety method statement would be drafted in due course.</p> <p><b>f) Microlite Flights</b> Two flights had been recently reported. Incidents now totalled 15. The Deputy Chair asked that all Councillors continue to report further incidents.</p> <p><b>g) The Canal &amp; River Trust</b> The Parish Council been approached by the Canal &amp; River Trust and the Chairman had met with Nick Worthington, (Waterways Manager) and his colleagues on 15<sup>th</sup> August 2017. A joint funding operation with the Parish Council for improvement of the towpath and a permanent mooring station near Salwarpe Bridge was discussed. The Chairman was awaiting further follow up information from the Canal &amp; River Trust. Previously an approach been made by the Droitwich Pamela May Trust regarding improvement work and discussions had taken place as to whether the Droitwich Trust could also become involved in a multi-funded party venture. It was decided that this project might be suitable for consideration for an application for a New Homes Bonus grant.</p>	<p>Deputy Chair</p> <p>Clerk/County Councillor Miller</p> <p>Closed</p> <p>Chairman Pending</p> <p>Clerk/Deputy Chair</p> <p>All Councillors</p> <p>Chairman/ Pending</p>
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	District Councillor Miller had also recently met with a representative of the Canal & River Trust and offered to pass on details to the Chairman.	District Councillor Miller
<b>h)</b>	<b>Market Rate Rentable Housing Wychavon District Council</b> District Councillor Duffy reported that although the District Council had earmarked sites for this type of development, no sites had yet been planned for the Parishes of Hindlip, Martin Hussingtree or Salwarpe.	Closed
<b>i)</b>	<b>Worcester Warriors Lease</b> The Planning Committee had approved the change of use application 17/01660/FUL to allow the holding of car boot markets at the site. The County Council was investigating the financial implications of this decision and legal action was pending for the recovery of payments.	Closed
<b>j)</b>	<b>Drury Lane Hatchery</b> The site and buildings had not been maintained and were in a state of dereliction. The Clerk had investigated ownership and had made several unsuccessful attempts to contact the owners. It was suggested that as the site was in close proximity to a public footpath, a recorded delivery letter should be sent to the registered address detailing public concern over the safety of these derelict buildings	Clerk
<b>k)</b>	<b>Bench Seat/Bus Shelters</b> A handmade wooden bench seat had been erected by unknown persons adjacent the Martin Hussingtree bus layby. County Highways had confirmed no action would be taken to remove the seat and had suggested that the Parish Council consider providing a seat. Councillor Phillips had researched various types of covered and seated bus shelters which could be provided at both bus laybys on either side of the A38 at the Martin Hussingtree Junction. Councillor Phillips agreed to circulate details to all Councillors for consideration. It was suggested that a New Homes Bonus grant could be considered for the provision of the two bus shelters. The Deputy Chair would enquire if the NHB Advisory Panel would consider a grant for the provision of bus shelters. A further suggestion was made as to whether funding from reserves might be considered. Allocation of reserves would be discussed at the Finance Committee meeting scheduled for 23 <sup>rd</sup> October 2017.	Agenda Item January Pending
<b>l)</b>	<b>Overgrowth Covered Dangerous Railings</b> Overgrowth on the road boundary railing at the Smite Hill junction had now been removed.	Closed
<b>m)</b>	<b>Woodside Cottages Embankment</b> The Deputy Chair had clarified the boundaries of the embankment areas on plans provided by the Tree Officer Sally Griffiths and would action restoration and maintenance of the trees covered by a Tree Protection Order.	Pending
<b>n)</b>	<b>Remembrance Day, Councillor Representative</b> On 12 <sup>th</sup> November 2017, at the remembrance service, the Deputy Chair laid a memorial wreath on behalf of the Parish Council, Councillor Luscombe laid a wreath on behalf of the Church and Mr John Dayer MBE laid a wreath on behalf of the community. A letter had since been sent to Mr. Dayer thanking him for his contribution at this ceremony.	Closed
<b>o)</b>	<b>Memorial Land: Possessory Title 2024</b> 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.	2024
<b>p)</b>	<b>Pensions Regulator</b> Completion of Auto Enrolment Compliance Declaration due March 2020.	2020
<b>5.</b>	<b>Reports from District and County Councillors</b>	
<b>a)</b>	<b>CIL Levy – Middleton Cottages</b> A £47,000 CIL levy in lieu of provision of affordable housing applied as a pre-commencement planning condition had not yet been paid by the developer. The matter had been referred to the Councils Legal Team and both the Planning and Legal Departments were now pursuing payment. Clerk to inform the Chairman	District Councillor Duffy  Clerk

<p><b>b)</b></p> <p><b>c)</b></p> <p><b>d)</b></p> <p><b>e)</b></p> <p><b>f)</b></p>	<p><b>Notice Boards – See Item 6 (a)</b> District Councillor Miller had obtained a locally sourced, pickled wood, sample noticeboard and suggested that a meeting with the Chairman be arranged to view the board, for comparison with the Greenbarnes board/quotation, prior to placing an order. Clerk to inform the Chairman</p> <p><b>Defibrillator – See item 6.b</b> County Councillor Miller requested that he be sent details of the volunteers who had registered for defibrillator training. He also asked to be provided with several suitable dates specifying whether am or pm was the preferred option. Clerk to contact the Chairman for details.</p> <p>It was noted that a leaflet produced for AED, a charitable organisation providing free local basic CPR and defibrillator training, had been distributed within the parishes. It was suggested that this course might also be promoted as a possible addition to the courses arranged by the County Council</p> <p><b>Highway Developer Obligations – See item 6.c</b> Highways engineer, Adrian Tuck was now dealing with multiple highways issues. The County Councillor offered to contact the Chairman to discuss.</p> <p>It was noted that the small parcel of land on the A38 at Martin Hussingtree, which was in the registered ownership of the Parish Council, had been deemed a green space and therefore could not be used in development projects. It was suggested that all signage should be removed from this protected space.</p> <p><b>Draft Budget</b> The draft budget would be presented to Wychavon District Council on the 23<sup>rd</sup> November 2017. A 2% increase and a band D value of £122.40 was expected.</p> <p><b>Court Farm</b> An enforcement notice had been issued to Court Farm in respect of deposited soil. It was expected that a change of use for the Old Dairy and derelict buildings would be sought. Concern was expressed regarding the poor visibility splay opposite The Drive/Hindlip Lane junction. The District Councillor was asked to relay this concern to the Planning Officer responsible for this site. It was suggested that, once an application had been received, the Parish Council should also write to the Planning Officer regarding its serious concern over the state of this dangerous corner. The District Councillor agreed to keep the Parish Council fully informed of events.</p> <p>The District Councillors left the meeting 8.30pm</p>	<p>District Councillor/ Chairman Clerk</p> <p>Chairman Clerk</p> <p>County Councillor Miller</p> <p>District Councillor Miller</p>
<p><b>6.</b></p> <p><b>a)</b></p> <p><b>b)</b></p>	<p><b>Chairman’s Report (Chairman apologies received - All items carried forward from 18/9/2017 to be discussed at Jan 2018 meeting)</b></p> <p><b>Notice Boards</b> Councillors had reviewed the comprehensive details of the various noticeboards, provided by the Chairman. After discussion, it was agreed that the Claxton &amp; Sand Hutton PC model in dark oak, 4xA4 portrait, double configuration with white lettering should be obtained as a trial purchase and sited at Salwarpe. As the Notice Board will be partially funded by the remaining balance of the Salwarpe Memorial Grant, it was agreed that an engraved plaque Commemorating the WW1 Centenary would be mounted inside the board. The Chairman agreed to negotiate the purchase price with a view to further orders being placed, providing the quality of the board and service by the supplier be deemed acceptable</p> <p><b>Defibrillator</b> The defibrillator was installed and ready for operation on site at Salwarpe Village Hall. The Chairman thanked County Councillor Miller for his efforts in arranging for the supply of this device. County Councillor Miller agreed to arrange 2 hourly training sessions at the village hall as soon as dates had been obtained by the Parish Council. It was agreed that notices should be placed on the Village Hall and Church noticeboards and in the community magazine. It was suggested that the Village Hall booking clerk could contact the leaders of regular clubs and groups who use the hall to inform them of training opportunities on the use of the defibrillator. Cllr Armitage volunteered to be trained on behalf of the Parish Council.</p>	<p>Chairman Pending</p> <p>Chairman Pending</p>

<p>c)</p>	<p><b>Highway Developer Obligations</b>  Concern was expressed regarding Developers failing to comply with planning conditions compounded by lack of enforcement by the Local Planning Authority. A recent injunction applied to Persimmon Homes had been arbitrarily lifted with agreement of the LPA. Other local Developers had also breached Highway infrastructure planning conditions without restraint. It was agreed that the Chairman should write to Jack Hegarty Wychavon District Council Managing Director, Gary Williams Head of Planning and John Hobbs, Head of Highways, Worcester County Council. The Chairman agreed to send a copy of the letter to County Councillor Miller.</p>	<p>Chairman  Pending</p>
<p>7.</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p><b>Deputy Chairman's Report</b></p> <p><b>Progress Updates</b>  As per minutes</p> <p><b>Policies – Review Policies for Publication</b>  As a Statutory Authorities all Parish Councils were obliged to comply with 'The Freedom of Information Act 2000', 'Environmental Information Regulations 2004', and for Smaller Authorities, the 'Transparency Code for Smaller Authorities'. To comply, it was necessary to electronically publish certain policies and other information. It was agreed that a new committee be formed with the remit of ensuring that the Parish Council was fully compliant with the legislation. The committee would review all policies to ensure the necessary publication criteria had been met. It was decided that membership of this committee be agreed at the meeting of 15 January 2018. Councillors were asked to consider volunteering for membership of this committee.</p> <p><b>Memorial Service Former Parish and District Councillor J. Brackston</b>  The Deputy Chair represented the Parish Council at the memorial service of the former councillor held on the 8<sup>th</sup> November 2017. This service was well attended by both District and County Councillors.</p>	<p>All Councillors</p>
<p>8.</p>	<p><b>Salwarpe Village Hall Committee Report</b></p> <p>The Salwarpe Village Hall Committee would be arranging a post-Christmas community meal event. Further details would become available in due course.  The meeting asked that their thanks be relayed for the provision of a clock in the Village Hall Committee Room.</p>	
<p>9.</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p>	<p><b>Finance</b></p> <p><b>Review of payments made and received since the last meeting (see Appendix 1)</b>  Noted and approved.</p> <p><b>Report year to date expenditure compared to budget</b>  Noted and approved</p> <p><b>Finance Committee Membership</b>  Councillor Hughes informed the meeting of her intention to relinquish her membership of the Finance Committee</p> <p><b>Draft Precept – Finance Committee Preliminary Recommendations</b>  Councillor Thawley proposed acceptance of the Finance Committee preliminary recommendations. Councillor Clarke seconded the proposal and the proposal was unanimously approved.</p>	
<p>10.</p> <p>a)</p> <p>b)</p>	<p><b>Planning Consultations &amp; Enforcement (Appendices 3 - 5)</b></p> <p><b>Planning Applications</b>  Noted.</p> <p><b>Enforcements and Appeals</b>  Noted.</p>	

