

## HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

Clerk to the Council Mrs E Gallagher, PO Box 6986, Kidderminster DY11 9FB,  
Tel: 01562 700479 email [hmhspc@gmail.com](mailto:hmhspc@gmail.com)  
[www.worcestershire.gov.uk/myparish](http://www.worcestershire.gov.uk/myparish)

### Annual Meeting of Hindlip, Martin Hussingtree & Salwarpe Parish Council held at 7.05 pm on Monday 15<sup>th</sup> May 2017 at Committee Room Salwarpe Village Hall

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

**IN ATTENDANCE** E Gallagher (Clerk)  
Dist. Cllr L Duffy  
Dist. Cllr T Miller (7.20pm)

No	Minute	Action
1.	<b>Election of Chairman</b> Cllr. Hughes proposed Cllr. P.Oakley for the role of Chairman, this was seconded by and Cllr. Phillips and carried unanimously. Cllr. Oakley accepted the role and signed the Chairman's Declaration of Office.	
2.	<b>Apologies</b> Cllr. J. Clarke	
3.	<b>Election of Deputy Chair</b> Cllr. J. Hill proposed Cllr. A. Thawley for the role of Deputy Chair. This was seconded by Cllr. Hughes and carried unanimously. Cllr. Thawley accepted the position.	
4.	<b>Declarations of Interest/Code of Conduct &amp; Standing Orders</b>  a) <b>To declare any interest</b> Cllr. Oakley declared a non-pecuniary interest in agenda item 13(e) as he had introduced the lengthsmans services to one of his clients.  b) <b>To declare any Dispensations</b> None declared.  c) <b>To note the Code of Conduct and requirements of the Transparency Regulations</b> Noted.  d) <b>To note the Right to Record meetings: Refer to Notice displayed on meeting table.</b> Noted.	
5.	<b>Standing Orders and Financial Regulations</b>  a) <b>To Note Standing Orders</b> – Review to commence prior to 16/07/2018  b) <b>To note Financial Regulations</b> -Review to commence prior to 16/7/2018  c) <b>Freedom of Information Requests</b> The Clerk reported that there had been no requests for information over the preceding 12 months.	
6.	<b>Council's Scheme of Delegation</b> Appointments made as follows:  <b>Finance Committee</b> a) Cllrs, Mr D Luscombe, Ms B Meddings, Mr A Thomas, Ms A Phillips, Chairman (ex-officio),.	

	<p><b>b) Staffing Committee</b> Cllrs. Mrs C Hughes (Chairman), Mrs M Armitage, Ms. B Meddings, Mr A Thawley, Chairman (ex-officio).</p> <p><b>c) Policies &amp; Data Committee</b> Cllrs. Mr. A Thawley (Chair) Ms. B. Meddings, Mr J. Clarke Chairman (ex -officio)</p> <p><b>d) Magazine Publications</b> Cllr. B. Meddings</p> <p><b>e) Village Hall Trust Councillor Representative</b> Cllr. J Hill.</p> <p><b>f) Planning Committee.</b> Procedure as set out in Standing Orders. Parish Ward consultations.</p> <p><b>g) Footpath Officers -</b> Salwarpe - Mr D. &amp; Mrs P. Adams (appointed June 2014). Martin Hussingtree Mrs A Phillips (appointed March 2017). Hindlip – Mrs E. Bevan-Smith (appointed 2016)</p> <p><b>h) Tree Warden for the three parishes - Mr R. Meredith.</b></p>	
	<p><b>Public Question Time</b> No members of the public present.</p> <p><b>Police Incident Report</b> Councillors had been provided with a copy of an incident report prepared by PCSO Aidan Goundry dated 19<sup>th</sup> May 2018. No issues were raised.</p>	
7.	<p><b>Minutes</b></p> <p>The draft Minutes of the Parish Council Meeting held on 19<sup>th</sup> March 2018 were approved and signed as being a correct record.</p>	
8.	<p><b>Clerk - Progress Reports on actions from minutes of 19<sup>th</sup> March 2018</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> <b>Martin Hussingtree</b> Morgan Sindell had not communicated with Councillor Meddings (as previously agreed) with regard to the commencement of repair work from Swan Inn to Ash Lane. Cllr. Meddings agreed to contact Morgan Sindell to expedite the repair. Sensors in the MOVA system had been repositioned but the bollards were not illuminated. The kerb edging was no longer distinct as it was no longer edged in black/white and was therefore considered a potential hazard. The County Councillor agreed to report these issues to County Highways requesting immediate action. He also agreed to keep the Chairman up to date with events.</p> <p><b>b) Pulley Lane</b> The High Court had ruled that Persimmon Homes would need to comply with occupancy planning conditions and no further occupancy would be allowed prior to full compliance. This ruling would affect the Redrow development. Further court action regarding traffic orders was pending. It was reported that road-works had resulted in a tree trunk being surrounded and hidden by tarmac. The County Councillor agreed to contact County Highways and request that the site be inspected as a matter of urgency. It was also noted that drainage had not been satisfactorily installed</p> <p><b>c) The Canal &amp; River Trust</b> County Councillor Miller agreed to contact the Canal &amp; River Trust regarding embankment safety concerns on behalf of the Parish Council.</p>	<p>Cllr. Meddings</p> <p>Cty. Cllr Miller</p> <p>Cty. Cllr Miller</p> <p>Cty. Cllr Miller</p> <p>Closed</p>

<p>d) <b>Drury Lane Hatchery</b> The public footpath had now been made safe. The owner of the derelict buildings had agreed to contact a resident, who had further concerns, directly to discuss.</p> <p>e) <b>Defibrillator Training</b> Defibrillator training had been successfully delivered by Peter Richards, Droitwich AED, on 13<sup>th</sup> April 2018.</p> <p>f) <b>Court Farm (Planning Application (17/02458RM))</b> An update had been given by the owner of the site. Planned work would include demolition of derelict buildings with an intention for the rebuild to allow greater visibility splays at the corner of the site. The underground car-park (Rural side of the site) had not been granted planning permission. It was thought that there might be a possible ground water issue. Baffles had been requested by the County Councillor</p> <p>g) <b>Offerton Lane Illegal Layby Parking/Obstruction – Residential Caravan</b> Enforcement action had been successful but illegal parking of the caravan had reoccurred. The clerk was asked to report the issue.</p> <p>h) <b>A38 Layby Trading Application</b> Cllr. Meddings would be attending the Licencing Hearing in respect of the A38 Trading Application on the 23<sup>rd</sup> May 2018 at 11.00am.</p> <p>i) <b>CIL Levy Middleton Cottages</b> A £47,000 CIL levy in lieu of the provision of affordable housing which had been applied as a pre-commencement planning condition had not yet been paid by the developer. The developer was appealing payment on the basis of conflicting application dates. The matter had been referred to the Council's Legal Team.</p> <p>j) <b>Sling Lane</b> Ian Dennis (Place Partnership) had reported drainage issues and flooded ditches which would need to be dealt with prior to any repair work to the Lane. He had requested that the in-house drainage expert review and was awaiting a report on the site.</p> <p>k) <b>Junction 6 Roundabout – Proposed Upgrade</b> The County Councillor had attended a Scrutiny Committee meeting on the 26<sup>th</sup> March 2018. The proposed upgrade would be designed to move traffic more efficiently and all entrances would be controlled by traffic light systems. Hurst Lane junction works could not now commence until the completion of junction 6 as Taylor Wimpey had omitted to sign a legal agreement to commence. Concern was expressed regarding bottle-necks resulting from Hurst Lane traffic back-up.</p> <p>l) <b>Middleton Cottages</b> Drainage of the site continued to be an issue. The County Council had confirmed that it was the responsibility of the developer to ensure and fund sufficient and effective drainage for the whole site.</p> <p>m) <b>Salt Storage/Spreading</b> The County Council were asking for potential salt storage locations/barns and volunteers who could assist when spreading. Councillor Meddings agreed to contact Richard Clever, County Highways to discuss.</p> <p>n) <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.</p> <p>o) <b>Pensions Regulator</b> Completion of Auto Enrolment Compliance Re-declaration due March 2020.</p> <p>p) <b>Defibrillator</b> Renewal of battery November 2022 and warranty of AED expires April 2024</p>	<p>Closed</p> <p>Clerk</p> <p>Cllr. Meddings</p> <p>District Cllr. Duffy</p> <p>Clerk</p> <p>Closed</p> <p>Cty. Cllr Miller</p> <p>Cllr. Meddings</p>
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<p><b>9.</b></p> <p><b>a)</b></p> <p><b>b)</b></p> <p><b>c)</b></p>	<p><b>Reports from District and County Councillors</b></p> <p><b>Bio- Diversity Council</b> Wild flower seeds were being offered to the Parish Council for planting on grassy areas as natural growth within hedgerows and green space was being encouraged. Councillors agreed to consider potential sites and inform the Clerk who would then contact the County Councillor of suggestions</p> <p><b>Energy Awareness Scheme</b> The District Councillor asked if the Parish Council would consider becoming an 'energy champion'. A thermal camera would be required but would be funded or provided by the District Council. Residences would be scanned to show energy leakages. The camera would be available on loan for the use by other councils. A free training course would be provided.</p> <p><b>Parliamentary Boundary Review</b> No decision had yet been made as to the change of boundaries as a result of the Parliamentary Review. A map would be provided as soon as one became available.</p>	<p>All Councillors</p> <p>All Councillors</p>
<p><b>10.</b></p> <p><b>a)</b></p> <p><b>b)</b></p>	<p><b>Chairman's Report</b></p> <p><b>Notice Boards</b> A request from a resident had been received to re-site the notice board situated at Drury Lane Martin Hussingtree. It was agreed that new sites for this board should be considered and Councillors were asked to suggest potential sites within the parish. The possibility of siting the board inside a new bus shelter (if erected) was mooted. It was decided that if no new suitable site could be found the board should remain in situ.</p> <p>The Chairman asked for agreement to place an order with Greenbarnes Ltd for two notice boards (without posts). Greenbarnes Ltd had agreed to honour previously quoted prices and delivery would be 4 to 6 weeks. The owner of Salwarpe Court had agreed to allow the new board to be fitted on existing posts sited on Salwarpe Court Land. Councillor Thawley proposed agreement to place an order seconded by Councillor Phillips and passed unanimously.</p> <p><b>Scoping Enquiry Application for a Solar Farm Sited in Salwarpe Parish.</b> A scoping enquiry had been received for the siting of a 39-hectare solar farm within Salwarpe Parish. The enquiry found that an environmental impact assessment was not necessary for this application. There was no obligation for the Planning Department to consult with the Parish Council on a scoping enquiry. A full planning application however would require consultation. It was expected that such an application could be received imminently.</p>	<p>All Councillors</p> <p>Chairman</p>
<p><b>12.</b></p>	<p><b>Deputy Chair Report</b> No report due to election process.</p>	
<p><b>13</b></p> <p><b>a)</b></p> <p><b>b)</b></p>	<p><b>Councillors Reports</b></p> <p><b>Bus Shelters</b> Strong resident support had resulted from the advertisement in the community magazine and flyers distributed to residents for the proposal to erect two bus shelters at Martin Hussingtree to be funded by the New Homes Bonus Grant. Councillor Phillips had confirmed that the shelters would not need planning permission and she had been advised to contact Stuart Paynton from Ringway to discuss the cost of laying a slab base. The anticipated cost of the provision of 2 shelters was £15,000. .It was suggested that Councillor Phillips contact Ombersley or Hampton Lovatt Parish Council as similar shelters had been erected in both parishes and their experience might prove useful in the planning process.. The Chairman proposed, that Councillor Phillips also arrange a meeting between herself, the clerk and Tracy Perkins/David Manning from the New Homes Bonus Team to discuss and if agreed draft the proposal. The Chairman's proposal was seconded by Councillor Brodrick and unanimously carried.</p> <p><b>Policies &amp; Data Committee</b> The Policies and Data Committee had met and agreed that Councillor Thawley and the clerk should adapt the NALC model privacy notices (for both employees and the general population) to match the Parish Councils structure and processes in order to initiate</p>	<p>Cllr. Phillips/Clerk</p> <p>Cllr. Thawley/Clerk</p>

	<p>compliance with the requirements of the GDPR (effective from 25<sup>th</sup> May 2018). These adapted notices were circulated to councillors and it was agreed that the general notice should be published on the Councils website. It was also agreed that a footer should be added to all general emails indicating the privacy and respect for the individual's data. It was agreed that compliance with the new regulations would be an ongoing process. The Clerk and Cllr Meddings were due to attend a GDPR training meeting organised by CALC, at County Hall on the 23<sup>rd</sup> May 2018</p> <p><b>c) Staff Appraisal Meeting</b> The clerk was asked to arrange a meeting of the Staffing Committee, for the purpose of staff appraisal, prior to the date of the next Parish Council meeting.</p> <p><b>d) WW1 Nations Tribute</b> Councillor Meddings was proceeding with arrangements for the WW1 Nations tribute event. The event would provide basic refreshments. Publicity and refreshment cost would be calculated. It was hoped that a roadmap containing the names of WW1 soldiers would be displayed in Salwarpe church.</p> <p>The District Councillors left the meeting 20.50pm</p>	<p>Cllr. Meddings/Clerk</p> <p>Clerk</p> <p>Cllr. Meddings</p>
<p><b>12</b></p>	<p><b>Village Hall Committee - Councillor Representative Councillor J.Hill.</b></p> <p>The meeting asked that the following issues be reported to the Village Hall Committee</p> <ul style="list-style-type: none"> <li>• The recess area housing the defibrillator had become mossy and slippery and Cllr Hill was asked to report this to the caretaker for remedial action.</li> <li>• The padlock on the Village Hall barrier was very stiff and causing problematic access issues. Cllr Hill was asked if a new padlock could be provided.</li> <li>• The chairs provided for the meeting table were old and very uncomfortable. Cllr Hill was asked if some of the Village Hall's new chairs could be provided for future meetings</li> </ul>	<p>Cllr. Hill</p>
<p><b>13</b></p>	<p><b>Finance</b></p> <p><b>a) Review of payments made and received since the last meeting (Appx 1)</b> Accepted without query.</p> <p><b>b) To approve the Annual Governance Statement 2017/2018</b> Approved minute 13.b signed 21.05pm</p> <p><b>c) To approve the Annual Statement of Account Auditors Report and Year End Returns 2016/17</b> Minute 13.c approved signed 21.15pm</p> <p><b>d) To approve the Asset register and approve arrangements to update Risk Assessment Register 2017/2018</b> Approved</p> <p><b>e) To approve the Lengthsman Scheme and Maintenance Contract 2018/2019</b> Approved</p> <p><b>f) To approve and confirm insurance policy renewal</b> Three year fixed term contract renewal at £446.52p.a proposed by Cllr Meddings, seconded Cllr. Phillips an agreed unanimously Approved</p> <p><b>g) To review subscriptions</b> Subscriptions noted</p> <p><b>h) To note budget details for 2018/19 (Attached to Agenda)</b> Noted</p> <p><b>i) To initiate arrangements to update all internal control documentation</b> The Clerk to arrange a meeting of the Finance Committee prior to the next Parish Council meeting.</p>	

j)	<b>To approve Terms of Appointment of DKE as the Internal Auditor</b> Proposed Cllr. Meddings seconded Cllr.Thawley.unanimously. The Clerk to contact Duncan Edwards to inform decision to appoint. Formal letter of appointment to be drafted.	
k)	<b>To Approve NALC Salary Award effective from 1<sup>st</sup> April approved 2018</b> Proposed Cllr. Meddings seconded Cllr.Thawley. Approved unanimously	
l)	<b>To approve £50 defibrillator training donation payable to Droitwich AED</b> Proposed Cllr. Meddings seconded Cllr.Phillip. Approved .unanimously.	
m)	<b>To approve the maintenance agreement between Salwarpe Village Hall and The Parish Council for public access defibrillator at Salwarpe Village Hall</b> Proposed Cllr. Meddings seconded Chairman Approved .unanimously.	
n)	<b>To note Worcestershire County Council grant of £1000 for community events</b> Noted	
14.	<b>Planning Consultations &amp; Enforcement (Appendices 3 - 5)</b>	
a)	<b>Planning Applications</b> Noted	
b)	<b>Enforcements and Appeals</b> Hill Top Farm App/H1840W/18/319738617/01689/OUT Noted	
c)	<b>Temporary Granted Permissions</b> Worcester Warriors marquee expired permission. New application 18/00660/FUL noted.	
15.	<b>Correspondence</b> <ul style="list-style-type: none"> <li>• Resident complaint about First Bus Company</li> <li>• David's Nursery – Removal of advertising hoardings</li> <li>• Footpath inspection request</li> </ul>	
16.	<b>Councillor Reports and Items for Future Agendas</b>	
a)	Unauthorised caravan site set-up. Request all councillors to take survey <a href="https://www.surveymonkey.co.uk/r/nw6g3yd">https://www.surveymonkey.co.uk/r/nw6g3yd</a>	All Councillors
b)	Wychavon District Council -Removal of glass collection bins. Cllr. Thawley to contact District Councillors to discuss  Cllr Hill left the meeting 9.20pm  The Chairman offered a vote of thanks to Councillor Meddings for her hard work and support during her position as Deputy Chair and Presiding Chairman.	Cllr. Thawley
16.	<b>Date of Next Meeting</b>  The date of the Annual Council Meeting was approved as Monday 16th July 2018 at Salwarpe Village Hall to commence at 7.00pm.	

There being no further business the Chairman closed the meeting at 9.35pm.

Signed..... Date 16<sup>th</sup> July 2017 Chairman