

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

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**Minutes of the Meeting of the Parish Council  
of Hindlip, Martin Hussingtree & Salwarpe held at 6.42pm on Wednesday 8<sup>th</sup> July. 2020**

**HELD VIRTUALLY BY ZOOM**

Voting Procedure – Physically by raising of hands or if visibility issues arise, by a roll call led by the Chairman

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

E Gallagher (Clerk).  
District Councillor N. Wright

**IN ATTENDANCE** E Gallagher (Clerk).  
District Councillor N. Wright

No Residents of the Parish

No	Minute	Action
1.	<p><b>Apologies</b></p> <p>The Chairman had provided written authorisation on the 7<sup>th</sup> July for the approved absence of Cllr. J Hill on the grounds of medical emergency.</p> <p>Apologies received from District Councillor T. Miller.</p>	
2 (a).	<p><b>Declarations of Interest/Code of Conduct</b></p> <p><b>i) To declare any interest</b> None declared</p> <p><b>ii) To declare any Dispensations</b> Authorised absence of Cllr. J. Hill.</p> <p><b>iii) To note the Code of Conduct and requirements of the Transparency Regulations</b> Noted: The Parish Council was now classified intermediate category with greater than £25,000 turnover.</p> <p><b>iv) To note the Right to Record meetings:</b> Noted.</p> <p><b>v) To confirm any necessary update to the Register of Interests</b> No update.</p> <p><b>vi) To note security and privacy of information under the General Data Protection regulations.</b> Noted.</p>	
2 (b).	<p><b>Standing Orders &amp; Financial Regulations</b></p> <p><b>i) To note Standing Orders</b> Adopted 18 November 2019</p> <p><b>ii) To note Financial Regulations</b> Adopted 18 November 2019</p> <p><b>iii) To review any Freedom of Information requests</b></p>	

iv)	<p>The Clerk reported that there had been no requests for information over the preceding 12 months.</p> <p><b>To note security and privacy of information under the General Data Protection regulations.</b> Noted</p>	
3.	<p><b>Minutes</b></p> <p>a) The Draft Minutes of the Parish Council Meeting held on 20<sup>th</sup> January 2020 were approved as being a correct record and signed by the Chairman.</p>	
4.	<p><b>Chairman's Report</b></p> <p>a) <b>End of Year Audit – Approval of Annual Governance Statement</b></p> <p>The completed AGAR and supporting documentation had been circulated to all Councillors several weeks prior to the meeting. No queries had been raised and Councillors had confirmed acceptance in writing prior to the meeting. Councillors reaffirmed that this remained the case.</p> <p>Councillor A. Phillips proposed acceptance of the Governance Statement (P4 of the AGAR report) this was seconded by Cllr. D Luscombe and unanimously agreed. Approval was noted and the statement signed at 18.45 pm</p> <p>Councillor B. Meddings Proposed acceptance of the Accounting Statement (P5 of the AGAR report) this was seconded by Cllr. M Armitage and unanimously agreed. Approval was noted and the statement was signed at 18.50 pm</p> <p>The Chairman authorised the Clerk to submit the completed AGAR to the external auditors and to post the unaudited accounts and the Notice of Public Rights on the Parish Council's webpage.</p> <p>b) <b>Amendment of Internal Controls to Incorporate Emergency Measures</b></p> <p>i) <b>Financial Regulations 4.1 – Budgetary Control and Authority to Spend (Adopted 18<sup>th</sup> November 2019)</b></p> <p><b>4.1. 'Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:</b></p> <ul style="list-style-type: none"> <li>• the council for all items over £500;</li> <li>• the Clerk, in conjunction with Chairman of Council or appropriate nominated councillor, for any items below £500'.</li> </ul> <p>Amendment to increase the Authority to Spend Limits to £1000 was proposed by Cllr. A Thawley and seconded by Cllr. J. Brodrick. The increased limit was unanimously agreed and would be incorporated into the councils control documentation. This resolution would be valid for the duration of the present and for any future emergency situation.</p> <p>ii) <b>Adoption of Financial Regulation 6.9 (f) - Payment by Bank Transfer</b></p> <p><b>6.9. 'If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years'.</b></p> <p>Payment by bank transfer had been in operation since April 2020 in line with section 6.9 (f) and with the agreement of all councillors. The council approved written procedure for the management and governance of on-line payments would be incorporated into the councils control documentation. This method of making payments would extend beyond the current COVID 19 pandemic to become normal working practice. Approval of this practice would be renewed by resolution of the council on an annual basis.</p>	Clerk

<p>iii)</p>	<p><b>Financial Regulations 10.3 &amp; 11.1 Responsibility for Obtaining Value for Money</b></p> <p><b>10.3.</b> <i>'All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below'.</i></p> <p><b>11.1.</b> <i>'Procedures as to contracts are laid down as follows:</i>  <i>a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency'</i></p> <p>An amendment to waive (if necessary) section 10.3 of the adopted Financial Regulations in suspending the requirement to obtain three quotations/estimates for contracts during the course of the pandemic was proposed by Cllr. A Thawley and seconded by Cllr. A. Phillips. The suspension was unanimously agreed and would be incorporated into the councils control documentation. This resolution would be valid for the duration of the present and for any future emergency situation.</p> <p><b>Pre-authorised Project Expenditure – Community Enhancement Tree Planting Scheme</b></p> <p>iv) It was suggested that a pre-authorised amount of £600 should be agreed to facilitate progress on the approved Community Enhancement Tree Planting Project at Martin Hussingtree Village Green. Cllr. A. Phillips would lead this project.</p> <p>Cllr. M. Armitage proposed that the £600 pre-authorisation allowance be accepted. Cllr. J. Brodrick seconded the proposal and the pre-authorisation was unanimously agreed</p> <p><b>Notifications by Email</b></p> <p>v There was greater emphasis on the distribution of information to Councillors by email during the current emergency period. The Chairman requested that Councillors responded to these emails in a timely manner to provide an audit trail and support decisions made (prior to ratification at a Council Meeting where necessary)</p>	
<p>5.)</p>	<p><b>Deputy Chair Report</b></p> <p><b>Smart Water</b></p> <p>The distribution of Smart Water packs to Hindlip residents was now complete. As West Mercia Police had taken the lead in in this distribution process the responsibility for resident registration had passed to them. It was reported that there had been no response to a letter asking Hindlip residents to register this project.</p> <p>The Clerk had contacted Highways on several occasions requesting permission for the siting of Smart Water signage at selected locations. There had been no response and so District Councillor Wright offered to intervene. Wychavon Planning had confirmed that the siting of this type of signage did not need to go through a planning application process but they asked to be informed of approved signage locations as a matter of courtesy.</p> <p>Completed applications were now ready to be sent to West Mercia Police for the supply of packs to the residents of Martin Hussingtree. The Deputy Chair confirmed that he would process these applications and liaise with Councillors once further information was available.</p>	<p>Deputy Chair</p>
<p>6.</p>	<p><b>Councillor Reports</b></p> <p><b>Community Enhancement Tree Planting Scheme (Cllr. A. Phillips)</b></p> <p>Councillor Phillips had circulated a report for the Community Enhancement Tree Planting Scheme to all Councillors prior to the meeting. The report proposed that four English Oak Trees, up to 4 metres in height be purchased and planted on the Village Green during the autumn of 2020. Various suppliers had been contacted and pricing had been provided. The availability of stock however was transient and varied greatly between suppliers. It was agreed that Cllr Phillips should proceed with this project using funds of up to £600 as pre-authorised at item 4 (b) iv</p>	

7.	<p><b>Salwarpe Village Hall Committee Report (Council Representative - Cllr.J.Hill -Authorised Absence</b></p> <p>Cllr. Hill had produced a report in respect of Agenda Item 7 which had been circulated to all Councillors pre-meeting – see Appx 1 to the Minutes.</p>	
8.	<p><b>Reports by District Councillors</b></p> <p>There were no urgent issues reported by the District Councillor. District Councillor Wright offered to contact the Clerk should it be necessary to provide information/reports to be circulated to Councillors between meetings during the period affected by the COVID 19 pandemic.</p>	
9.	<p><b>Progress on Items form the Minutes of 20<sup>th</sup> January 2020</b></p> <p>No urgent updates – In abeyance</p>	
10.	<p><b>Finance</b></p> <p>a) Review and ratification of payments made and received since the last meeting (see Appendix 1) Approved</p> <p>b) Report on year to date expenditure compared to budget Agreed</p> <p>c) Maintenance/Lengthsman Contracts awarded to Top Cut Mowing Services Ltd Previously agreed – Noted.</p>	
11.	<p><b>Planning Consultations - Appendix 2-4</b></p> <p>a) <b>Planning Applications</b> Noted</p> <p>b) <b>Enforcements and Appeals</b> The Clerk had been asked to contact the Enforcement Officer regarding a potential breach of planning conditions at Court Farm Hindlip.</p> <p>c) <b>Temporary Granted Permissions</b> Noted.</p>	
	<p><b>Councillor Reports and Items for Future Agendas</b></p> <p>a) <b>Ragwort on verges Pershore Lane/Martin Hussingtree. – Cllr J Brodrick</b> Cllr. Brodrick to provide exact location details to enable the Clerk to report the issue to County Council Highways</p> <p>b) <b>Delayed work at Sling Lane had now been completed.</b> Noted.</p> <p>The importance of good communication between councillors within the same parish was stressed and noted.</p>	Cllr Brodrick
15.	<p><b>Date of Next Meeting</b> 21<sup>st</sup> September 2020</p>	

**No Police Incident Report available for the duration of the pandemic**

There being no further business the Chairman closed the meeting at 7.10pm.

Signed..... Date

Chairman

## Appendix 1

### SALWARPE VILLAGE HALL COMMITTEE Report by Parish Council Representative – Councillor John Hill

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#### Parish Council Meeting 8<sup>th</sup> July 2020 – Agenda item No: 7

The Trustees of the Village Hall were successful in obtaining a Government Covid-19 Pandemic Crisis Grant of £10,000 to cover the ongoing expenditure whilst the premises were compulsorily closed from 16<sup>th</sup> March 2020. That included the Caretaker undertaking regular internal and external checks on the buildings and surroundings and ensuring the external Defibrillator remained active.

The Government announced that public buildings including Village Hall and Community Centres can open at the earliest 4<sup>th</sup> July 2020. However guidance for the safe use of multi-purposes facilities make it clear that “each community facility” must apply the relevant guidelines “locally” depending on circumstances including size and type of activities.

The Village Hall Trustees conclude that in order to comply with the Covid-19 Secure Guidelines, it may be necessary to reorganise the use and hire of the premises. In that groups wanting to retain their usual “slots” to use the main hall rather than the committee room in order to achieve social distancing, will involve substantial re-arrangement of timings for the main hall and committee room uses.

Insurance requirements emphasise prioritising safety to ensure the Caretaker, Cleaner, Trustees and Users remain safe from infection in addition to any events of accidents or fire. The Trustees remain concerned that not all hirers will comply with pulling out and storing away of equipment they use and cleaning it after use before leaving.

The Trustees have decided that the Hall will remain closed until the safe use of the facilities can be operated, managed and regulated in accordance with the Covid-19 Guidelines.

*John Hill*

Parish Councillor

4<sup>th</sup> July 2020