

**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 Meeting of the Parish Council
of Hindlip, Martin Hussingtree & Salwarpe held at the Main Hall, Village Hall Salwarpe at
3.30pm on Monday 1st November 2021**

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

IN ATTENDANCE E Gallagher (Clerk).
One Resident of the Parish – Observation only

No	Minute	Action
1.	<p>Apologies</p> <p>Apologies received from District and County Councillors, M Bayliss, N, Wright, T. Miller.</p>	
2 (a).	<p>Declarations of Interest/Code of Conduct</p> <p>i) To Declare any interest Pecuniary interest declared by :- Cllr. D Luscombe Item 12(a) Hill End House (21/02347/HP) Non Pecuniary interests declares by: Councillors A.Thomas and B.Meddings 5th May 2021 Minutes 6(vii).</p> <p>ii) To Declare any Dispensations None declared</p> <p>iii) 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>iv) To note the Right to Record meetings: Noted.</p> <p>v) To confirm any necessary update to the Register of Interests No update.</p> <p>vi) To note security and privacy of information under the General Data Protection regulations. Noted.</p> <p>(b). Standing Orders & Financial Regulations</p> <p>i) To note Standing Orders Adopted 18 November 2019</p> <p>ii) To note Financial Regulations Adopted 18 November 2019 Amended to include emergency measures 8/7/2020</p> <p>iii) To review any Freedom of Information requests The Clerk reported that there had been no requests for information over the preceding 12 months.</p> <p>iv) To note security and privacy of information under the General Data Protection regulations.</p>	

	Noted	
3.	Minutes	
a)	<p>The Draft Minutes of the Parish Council Meeting held on the 5th May had been challenged by the former Parish Tree Warden. The claim was that an inaccurate recording of the reason for resignation had been drafted. Discussion took place after which the Chairman asked the meeting to vote on the proposal that the draft minutes should be amended to state the fact of resignation without any further explanatory detail. This proposal was agreed by nine councillors with two abstentions (Cllr. Meddings, Cllr. Thomas). The amended minutes were signed by the Chairman as being a correct record of events</p>	
4.	Chairman's Report	
a)	<p>Brownheath Common s106 Project</p> <p>The Brownheath Common project was proceeding well with much of the clearance work now completed, Top Cut Ltd were the main contractors and to date the cost of works carried out by them was £6150, with £5320.77 funded by the s106 grant and the remainder taken from allocated biodiversity reserves previously granted by Wychavon District Council.</p> <p>It had been agreed that a barrier/gate would be erected at one end of the newly cleared track. The barrier would be designed so that there would be no impediment to pedestrian access but instead prevent unauthorised vehicular access, which if not prevented, would be in contravention of the Commons Act 2006.</p> <p>The Chairman spoke of an issue of overgrown branches hindering telephone cables causing a potential health and safety issue. Attempts to come to an agreement with Openreach had not been successful and so James Grove, a qualified tree surgeon had been approached for advice. It was agreed that this issue should be dealt with as a matter of urgency. It was also suggested that further tree surveys should be carried out at both Brownheath Common and other locations within the responsibility of the Parish Council.</p> <p>The Chairman went on to report that Worcestershire County Councils Public Rights of Way team were coincidentally carrying out a review of the Rights of Way and signage contained within the Brownheath Common Land. As a result of this, some fingerposts had been replaced and further replacements and inspections would follow.</p>	
b)	<p>Smart Water</p> <p>The Chairman reported that a previous exercise to encourage uptake of Smart Water kits at Copcut Rise had not achieved the desired effect. The exercise, carried out on the 4th October 2021, was a collaborative effort involving Parish Councillors with liaison representatives from West Mercia Police. The process involved canvassing residents of the estate in a house to house attempt to persuade the take up of the offer of free kits. Fifty-eight residents had taken a kit, this target fell short by sixty to seventy units.</p> <p>It had been agreed that a further collaborative effort would take place on the 13th November. The Chairman asked for all available councillors to advise the Clerk of their intention to attend.. A police information van would also be in attendance.</p>	
c)	<p>Middleton Cottage - Second CIL Receipt (£1670.10)</p> <p>The following suggestions had been made for projects for the use of £1670.10 CIL which had been received for the Middleton Cottages site.</p> <ul style="list-style-type: none"> • Salwarpe Bridge – Surface improvement work. • One-off contribution to fund the replacement of the defibrillator battery (Village Hall) <p>Both of these projects received general approval.</p> <p>An additional suggestion for daffodil planting was made. Councillors were asked to consider suitable sites.</p> <p>Further suggestions involved the funding of play areas and skateboard parks at Copcut Rise Estate. It was felt that both young and adolescent children should be catered for. The development plans for the site already showed the inclusion of Local and Neighbourhood Equipped Areas of</p>	

	<p>Play therefore the suggested other types of areas may already be covered in the existing plan. It was also highlighted that this was a private unadopted development which meant that the Parish Council would be unable to fund projects at this development at this time.</p> <p>The Chairman asked all councillors to make further suggestions for the use of this, and the previous CIL award of £7128 allocated for the Middleton Cottages development.</p> <p>d) District Ward Boundary Review The Chairman asked Councillor Meddings to speak on this issue.</p> <p>Councillor Meddings confirmed that the Parish Council's preferences approved by councillors had been submitted to the Boundary Commission. Draft recommendations would be published by the Commission in January 2022. Parish Councils would then be invited to make further comments in light of the draft recommendations. Final recommendations would be published in July 2022 and if fully approved the new arrangements would be implemented in May 2023.</p> <p>e) Highways The Parish Council had been approached by several residents and interest groups from the Copcut Rise Estate. Requests had been made for help with additional litter bins, the provision of bus shelters and lighting issues. Both the Chairman and the Clerk had written to County Councillor Marc Bayliss specifying issues and requesting an update regarding responsibilities and progress of the Estate. A response had not yet been received. Parish Councillors were concerned that a lack of information was resulting in an inability to advise and assist residents of their Parish.</p> <p>The Chairman also asked the County Councillor for clarification/update on the following highway related issues:</p> <ul style="list-style-type: none"> • A38 Pulley Lane Junction – Bus stop had not been erected. • Unsafe traffic light systems. • Speeding traffic and restrictions. • Continuous flooding of Copcut Lane and the lack of response from the Highway's team. • Middleton Bridge outstanding reparation work and the lack of response from the Highway's team. <p>Councillors were frustrated by the inaction of the District Highway Contractors. Direct contact with the engineers was not allowed and the contact route via the Hub was proving to be fruitless. Lengthsman's work areas had been restrained by the County Council and It was felt that further intervention was now necessary.</p> <p>f) Parish Path Warden A Droitwich Town resident had applied for the vacant position of Parish Path Warden for Salwarpe. The meeting unanimously approved the candidate and proposed the nomination be presented to the Countryside Centre for full approval, and, if mutually agreed, training. The Clerk agreed to progress the application.</p> <p>Several further applications for the volunteer role had later been received and all interested parties had agreed for their details to be held pending further vacancies. The vacant volunteer Tree Warden role was discussed with a view to approaching these contacts to ascertain the level of interest in this role. Councillor Meddings also suggested drafting an advert for publication and display in the new year.</p>	<p>All Councillors</p> <p>Clerk</p>
<p>5.</p> <p>a)</p>	<p>Deputy Chair Report</p> <p>Lengthsman Scheme An updated Lengthsman Scheme invoice reclaim system had been introduced by Worcestershire County Council which required hourly rates to be reported. The Parish Council's Lengthsman was approached and had confirmed that a chargeable flat rate of £25 per hour for all categories of work irrespective of machinery was applied. Travel to and from jobs was not charged..</p> <p>The Deputy Chair agreed to speak to County Councillor Marc Bayliss, to ascertain how other Parish Councils were adapting to the new system.</p>	<p>Deputy Chair</p>
<p>6.</p> <p>i)</p>	<p>Councillor Reports</p> <p>VillageTree Planting and Wildflower Scheme (Cllr. A. Phillips)</p>	

	<p>There had been a good display of wildflowers during the months of April and May 2021. It was agreed that more seeds should be added with a wider variety of colour for the 2022 season. The oak trees planted in 2021 did not appear to be flourishing and so it was agreed that professional advice should be sought with regard to their health and maintenance. The possibility of enhancing the site with a small orchard of fruit trees was discussed. It was agreed that if this was the case local species should be used. The anticipated cost per tree was £18-£19. The offer of donations of free trees by the Woodland Trust was also a consideration, as was planting which would coincide with and embrace the Queens Platinum Jubilee Planting Scheme. Councillor Phillips agreed to draft a report on the progress of the planting scheme. (see appendix 1 to the Minutes)</p> <p>ii) Virtual Planning Meetings (Cllr. J. Brodrick) Cllr. Brodrick asked the meeting to consider the introduction of virtual planning meetings for all new planning applications. The general feeling from the meeting was that the current method was effective for the majority of applications. This method involved email notification of new applications to all councillors, with an expectation of scrutiny of the on-line documents on the Wychavon District Council site. All councillors were encouraged to communicate with relevant parties when considering responses and individual councillors were at liberty to set up virtual meetings if they wished to do so. It was agreed however that virtual meetings involving all councillors might be a useful tool when discussing major or contentious applications.</p> <p>iii) Paragliding Nuisance (Cllr. B. Meddings) There had been a report of noise nuisance from paragliding activity at New Mills Farm on the 6th October 2021. This activity was subject to the Good Code of Practice regarding noise levels and disturbance. Councillor Meddings asked councillors to report back to her if they became aware of further incidents. She also offered to look into Powered Paragliding regulations.</p> <p>iv) Salwarpe War Memorial Remembrance Day – 14/11/2021 (Cllr. B. Meddings) Cleaning of the monument by two residents of Salwarpe Parish took place on the 31st October in preparation for the Remembrance Day Service. The Chairman asked that a letter of thanks be sent to the residents with an offer of reimbursement for materials used. Councillor Meddings agreed to draft and submit this letter. She reported that there would be a regular church service at 8.30am followed by the Act of Remembrance at the War Memorial. Councillor Thomas had volunteered to lay a wreath on behalf of the Parish Council and a resident volunteer would be asked to lay a wreath on behalf of the community.</p>	Cllr Meddings
7.	<p>Salwarpe Village Hall Committee Report (Council Representative - Cllr.J.Hill –</p> <p>Councillor Hill reported that the Hall was now fully open and bookings were increasing at a pace. Repair and maintenance of the Hall was discussed. Re-tiling the roof and refurbishing the boiler house were projects under consideration.</p>	
8.	<p>Reports by District Councillors</p> <p>No District Councillors in attendance.</p>	
9.	<p>Progress on Items form the Minutes of 5th May 2021</p> <p>No urgent updates – In abeyance</p>	
10.	<p>Finance</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) Internal Audit Stage 1 Scheduled for the 9th November 2021. Noted</p> <p>d) Approval of Expenditure for Bus Shelter Repair Work – Retrospective Emergency expenditure of £145.80 for the repair and replacement of broken glass was noted and approved (in retrospect)</p>	

<p>e) Brown Heath Common Project Update – see 4(a)</p> <p>f) Finance Working Group Virtual meeting to discuss 2021/2022 to be arranged in November 2021. Clerk to circulate suggested dates.</p>		Clerk
<p>11.</p> <p>a) Complaints Procedure Councillor Phillips proposed the revised Complaints Procedure, which had been circulated to all councillors pre-meeting, be adopted. This was seconded by Councillor Thawley and carried unanimously.</p> <p>b) Internal Controls Councillor Thawley proposed the revised Parish Council Internal Controls, including the ratification of Emergency Measures 2020, be adopted. This was seconded by Councillor Phillips and carried unanimously.</p>	<p>Policies & Data</p>	<p>Clerk</p> <p>Clerk</p>
<p>a) Planning Applications Noted</p> <p>b) Enforcements and Appeals</p> <p>c) Temporary Granted Permissions Noted.</p>	<p>12. Planning Consultations - Appendix 2-4</p>	
<p>i) Councillor J.Hill: Newland Common Road: - Overhanging branches. (Opposite Corner Mead) Advised to report via the Highways Reporting System and involve the District Councillor.</p> <p>ii) Councillor P. Oakley Reinstate approved expenditure projects on the replacement of notice boards.</p> <p>iii) Cllr. M. Armitage: Concern over dying hedgerows from Martin Hussingtree traffic lights to Copcut. Consider contacting the Worcester County Council Tree Officer for advice.</p> <p>iv) Cllr.J. Brodrick: Flooding at A38 main trunk road</p> <p>v) Cllr. C. Hughes: Church Lane flooding. Advised to report on the Highways Reporting System</p>	<p>12. Councillor Reports and Items for Future Agendas</p>	
<p>a) Defibrillator (i) Renewal of Battery due November 2021. (ii) Pads expiry date June 2022 (iii) Warranty of AED expiry April 2024.</p> <p>b) Memorial Land. Possessory Title 2024. Possessory title to be finalised with Land Registry.</p> <p>c) Pensions Regulator. Auto enrolment compliance. Re-declaration made 6th March 2020. Next redeclaration due March 2023.</p>	<p>13. Items Carried Forward</p>	
<p>14. Date of Next Meeting The next Parish Council meeting would be scheduled to be held in the main hall of Salwarpe Village Hall at 3.30pm on the 17th January 2022. To be confirmed and advised on the Parish Council's website.</p>		

No Police Incident Report available for the duration of the pandemic

There being no further business the Chairman closed the meeting at 5.20pm.

Signed..... Date Chairman

Appendix 1

Martin Green wildflowers & trees November 2021

1. Wildflowers

The wildflower planting in the spring of 2021 was successful with a flowered border on the green through the summer. The wet areas planted with specific seed for this type of soil produced less colour than the normal soil mix. The flowers were cropped in autumn which should allow seeds to germinate next year.

Propose extra flower seeds are sown in spring 2022 to top up the colour mix, especially in the damp area. The Chairman bought the original seeds & suggest the Council approves the purchase of 25% more seed mix.

2. Oak Trees

4 x 2m oak trees were planted in December 2020. These have not taken well and look very sad and may be dead. Presumably this is through lack of water.

Propose we see whether any of these 4 trees do thrive in the spring now we have had a lot of rain.

Decide what to do with the trees if they have died next spring.

For information: Hutchings are selling English Oaks 3 litre pots @ £8.00 ea, 10 litre pots @ £35 ea, Rubra (fast growing oak) 7 litre pot @ £27.00 ea.

3. Fruit Trees

Propose the Parish Council should plant an orchard on Martin Green as part of the Queen's Green Canopy scheme to celebrate her Platinum Jubilee.

The planting scheme should be in line with the Natural Networks Biodiversity Enhancement Assessment done by Worcestershire Wildlife.

This would mean planting 18 local varieties of apple, pear, crab apple, plum and cherry.

Prices from Walcot Organic:

Worcestershire apples including Lord Hindlip £18 ea

Black Worcester Pears £19 ea

Gloucestershire Plums £20.50 ea

Cherries £20.50 ea but currently out of stock

Suggest that we remove a 10 cm dia circle of turf from around the base of the trees and mulch to stop weeds growing & hopefully allow more water to reach the roots.

As found with buying the oak trees, the prices varied and went out of stock in the various nurseries quickly. Suggest we ask the Council to approve a budget of £1000 max to plant 18 fruit trees across 5 different types to include stakes, guards, fertiliser and planting.

Alison Phillips

03/11/21