

HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

Clerk to the Council: Mrs E Meredith, PO Box 823, Worcester WR1 9BP
Tel: 01905 754086 Email: hindlipmartinandsalwarpepc@yahoo.co.uk

Minutes of the Meeting of Hindlip Martin Hussingtree & Salwarpe Parish Council held at 7.30 p.m. on Monday 21st May 2012 at Salwarpe Village Hall.

The Parish Council meeting convened at 7.34pm

PRESENT: Cllr B Meddings - Chairman;
Cllr John Brodrick; Cllr Jim Brodrick; Cllr P Edwards; Cllr R Hatfield; Cllr C Hughes;
Cllr J Hill; Cllr D Luscombe; Cllr P Oakley; Cllr A Thomas

IN ATTENDANCE: Mrs E Meredith (Clerk)
District Councillor A Miller

1. **Apologies were received from:**
Cllr M Armitage

2. **Election of Chairman**
Cllr A Thomas proposed Cllr. B Meddings for the position of Chairman; this was seconded by Cllr D Luscombe and carried unanimously. Cllr. Meddings accepted the role and signed the Declaration of Office.

3. **Election of Vice Chairman**
Cllr R Hatfield proposed Cllr C Hughes for the position of Vice Chairman; this was seconded by Cllr P Oakley and carried unanimously.

4. **Declarations of Interest:**
Councillors were duly reminded of the need to:
a. update their register of interest
b. to declare any Personal interests in items on the agenda and their nature
c. to declare any prejudicial interests in items on the agenda and their nature.

Personal Interests Declared:

Cllr A Thomas W/10/02896/PN Copcut Rise development - Farming of land covered by planning application.
Cllr P Oakley W/12/00716/PP Summerfield House, Salwarpe – Contract for building services with property owner.
Cllr D Luscombe Agenda Item 9.b.i. – Fallen Trees near War Memorial site. Owner of property, Hill End House, adjoining site and a pecuniary interest declared.

5. **Code of Conduct**
Councillors attention was drawn to the Code of Conduct adopted 17th September 2007. Following the enactment of the Localism Act 2011, a new Standards Regime is due to come into force with effect from 1st July 2012. Further details are awaited for a new Code of Conduct to be adopted and as such it was agreed the existing code would be adopted for the business of the Council until the new code is available.

6. **Standing Orders**
Existing Standing Orders (previously circulated to Councillors) were noted and remain adopted by the Council, pending introduction of the new Code of Conduct as per Minute Note 5 above, when Standing Orders will also be reviewed.

It was noted that Standing Order No. 10 sets out details of the Chairmans allowance at £100 per annum, which has not been reviewed for many years. Councillors agreed this should be increased to £200 and this will be incorporated into the new Standing Orders of the Council.

7. **Council's Scheme of Delegation - Appointment of Councillors/Members to working groups:**

a. **Finance Working Group**
Cllrs Mrs C Hughes, Jim Brodrick, D Luscombe, P Oakley, A Thomas,
Chairman (ex-officio), Clerk/Responsible Finance Officer Mrs E Meredith

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- b. **Staffing Committee**
Cllrs Mrs C Hughes (Chairman), Mrs M Armitage, Ms P Edwards, Chairman (ex-officio)
 - c. **Village Hall Committee** - Cllr J Hill
 - e. **Footpath Officers** -
Hindlip - Ms J Grotefeld (Agreed to continue at Annual Parish Meeting 19-03-12)
Salwarpe and Martin Hussingtree – Mr D Cullom (Agreed to continue at Annual Parish Meeting 19-03-12).
 - f. **Tree Warden for the three parishes** – Mr R Meredith
 - g. **Internal Auditor**
Mr John Hughes FCA. Clerk to write to Mr Hughes confirming terms of appointment.
8. **Minutes:**
- a. The minutes of the Parish Council Meeting held 19th March 2012 were approved and signed as being a correct record.
 - b. The draft minutes of the 2012 Annual Parish Meeting were approved 'pro temp', and noted for information and considered for items requiring future action. No items were put forward for future Agenda.
9. **Clerk – Progress Report on actions from minutes 19th March 2012**
- a. **Highways, Hedges, Potholes, Lengthsman**
 - i. **Grit Bins** – The Chairman outlined the complexities of installing additional grit bins and the potential problems that may occur in maintaining them. Councillors agreed that no new bins should be installed. District Cllr Tony Miller confirmed the grant of £250 given for this scheme may be used on alternative highways safety maintenance. **No further action**
 - ii. **Overgrown hedging** – Chawson Lane/Copcut Lane – District Cllr Tony Miller advised he would be meeting with the County Highways Liaison Engineer in the near future to drive around the roads in the parishes in order to identify hotspots for remedial works. This junction would be considered in this review.
 - iii. **Junction Copcut Lane/Chawson Lane**
District Cllr Tony Miller to review this junction with County Highways Liaison Engineer as per meeting in minute note 4.a.ii above.
 - iv. **Pond at David's Nurseries** – Details of driver who caused damage to posts alongside the pond were not known. Repairs to be carried out by the Lengthsman. **No further action.**
 - v. **Visibility mirror on the junction of Smite Lane and Offerton Lane** - District Cllr Tony Miller reported that Worcs CC Highways would not be in favour of installing a visibility mirror in this location. If a local resident installed a mirror for their own aid, then they would take responsibility for any potential claims arising from use of the mirror. **No further action.**
 - vi. **Verge masters marker posts in Pershore Lane** - Clerk to obtain update from Worcs CC Highways Team on the installation of new marker posts on the bend in Pershore Lane near Hindlip Lane.
 - vii. **Highways maintenance Pershore Lane** - District Cllr Tony Miller confirmed the maintenance of vegetation on land in Pershore Lane will be checked with Worcs CC Highways Team in the forthcoming inspection of roads and verges.
 - b. **Planning and Enforcement**
 - i. **Court Farm** – No update available on matters of concern regarding the deterioration of the Listed Model Dairy building. District Cllr Tony Miller to enquire if any further action is being considered by Wychavon District Council.

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c. Localism, Neighbourhood Planning, New Homes Bonus

i. New Homes Bonus

The Chairman, Cllrs P Edwards and M Armitage, and the Clerk attended the NHB training event on 28th March 2012.

The Chairman outlined the details of the scheme and various ideas for projects were considered for further investigation. **Ongoing.**

ii. Neighbourhood Planning: Localism Bill

Localism Working Group to update future meetings as necessary.

iii. Community purchase of heating oil

Consideration was given to a one off article in the Parish and Community News to gauge support from residents for the implementation of this type of scheme. Costs for placing an article were provided. Matter to be carried forward for further discussion at next meeting.

d. Trees and Footpaths

i. Access through Hindlip

Footpath access between the Drive and Sling Lane - route of Footpath No. 555. – Matter carried forward for Chairman to review.

ii. Trees at Salwarpe Canal – Worcs County Council Ecologist Officer on 16th May inspected the embankments underneath Salwarpe Bridge to check on any wildlife and protected species living around the embankments. This inspection had been requested by County Highways/Bridges in preparation for structural work to be carried out on the bridge this year. The intention is to strengthen the embankments supporting the bridge structure to lessen traffic vibration and to carry out repair to the walls and the visible cracks in the bridge brickwork. **Matter ongoing.**

iii. Proposed Creation of Footpaths in Salwarpe – Details of proposed new footpaths that will link existing public footpath nos. 501/505/506 had been circulated prior to the meeting. No objections made to the proposal. **Clerk to submit response supporting proposal. No further action.**

e. Other

i. Train horn noise – Ladywood/Middleton Bank

Matter still being progressed by residents and the Parish Council but the complexity of the issue means there is unlikely to be a resolution in the short term. **Matter ongoing.**

ii. Smite Gypsy Site - Pershore Lane

Chairman & District Councillor to consider the best options for a meeting with relevant parties to discuss current issues.

iii. Canal boat moored at Ladywood Lock – Boat has been moved.. **No further action.**

iv. Fallen Trees Close to War Memorial Site – Clerk reported that although there is no liability to the Parish Council, the incident had been reported to the Insurers as a precautionary measure.

v. Land Ownership at War Memorial site – The Chairman confirmed the Parish Council has adopted responsibility for the maintenance of the monument and the immediate vicinity of the surrounding grassed area only. The Parish Council do not own the surrounding land and do not have any responsibility for the maintenance of this land or the trees and hedgerows situated on it.

Councillors agreed consideration should be given to the adoption of this land as a Public Open Space and the potential for a grant under the New Homes Bonus to be utilised to fund the project. Chairman to investigate and report to the next meeting.

vi. Wychavon Bursary Award – This Bursary is awarded to an individual or group who in the opinion of the community has given exceptional service to others. District Cllr Tony Miller outlined the scheme where Parish and District Councils are invited to make a principal one-off donation to participate in the scheme.

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Cllr R Hatfield proposed, and Cllr A Thomas seconded the proposal that the Parish Council should take part in this initiative, with the required donation of £50 being made.

Cllr J Hill proposed, and Cllr R Hatfield seconded the proposal that the Parish Council nominate David Cullom for an award. David has been Footpath Officer for the parishes for over 20 years of dedicated voluntary service. **Clerk to action.**

vii. Change to start time of Parish Council meetings – In order to mitigate the late finish time of meetings it was proposed that meetings should commence at the earlier time of 7.00pm – not 7.30pm as currently held. Agreement to this change was proposed by Cllr P Oakley, seconded by Cllr Jim Brodrick. Clerk to publicise the change on notice boards and on parish page on Wychavon DC website. **No further action.**

viii. Red telephone box at the top of Copcut Lane – Correspondence with BT has been reviewed. Matter carried forward to next meeting.

9.40pm - Cllr John Brodrick made his apologies and left the meeting at this point

10. Vice Chairman

- a. The Vice Chairman provided a summary of the Staffing Committee meeting held on 9th May 2012. The Clerk has now been in position for 2.5 years and good progress has been made in administration and support functions to the council in that time.
- b. The Clerk holds a professional qualification as an Associate Chartered Management Accountant (ACMA) and is the Responsible Finance Officer (RFO) for the Council. The Staffing Committee therefore recommended the Clerks salary grade to be changed from SPC17 to SPC22.

The purchase of the new computer equipment means the Clerk would no longer be required to use their own IT equipment for PC work. As a result, the monthly Home Office Allowance of £43.33 would be replaced with a weekly allowance of £4.00 per week which complies with HMRC rates, above which personal tax would be due for payment. All other terms and conditions of employment remain unchanged.

Cllr P Oakley proposed, and Cllr P Edwards seconded the above changes to take effect from the beginning of this financial tax year 6th April 2012.

11. Reports of County & District Councillors

District Cllr Tony Miller provided the meeting with an update on various matters of interest including the following:

- Following feedback from Parish Councils, the Wychavon Hub service has been improved for the reporting of highways issues.
- Cllr Miller will be travelling around the roads and back lanes of the parishes with the Worcs CC Highways Liaison Engineer to inspect conditions and highways safety issues.
- An outline of the procedure for the Wychavon DC Planning Committee Meeting on 24th May 2012 when Planning Ref: W/10/02896, Copcut Rise, Salwarpe Parish, will be considered.

10.16pm – Cllr J Hill, Cllr Jim Brodrick and District Councillor Tony Miller offered their apologies and left the meeting at this point.

12. Finance

- a. Payments made and received since the last meeting were reviewed and approved (see Appendix 1)
- b. The Annual Statements of Account and Year End Returns 20011/12 were reviewed and approved (see Appendices 5 & 6).
- d. The Clerk presented a schedule detailing insurance quotations from four insurers for the forthcoming annual policy, commencing on 1st June 2012, including the current providers AON/Allianz.

Premiums varied a great deal, with the current insurers being considerably higher than all other quotes.

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Councillors agreed to proceed with the proposal by Came & Co Ltd, a company that specialises in insurance for local authorities and parish councils in particular. Preferential rates are also available for a 3 year long term agreement. Clerk to make a final check that all aspects of cover are adequate and proceed with payment.

13. Planning Consultations

- a. Planning Applications – see Appendix 2
- b. Enforcements – See Appendix 3

14. Correspondence – Appendix 4

No matters arising.

15. Councillors Reports & Items for Future Agendas:

- a. Cllr John Brodrick noted the Parish Council were being under represented at Wychavon District Council due to the current suspension of District Cllr Alan Fisher. Thanks were expressed to District Cllr Tony Miller for his hard work and commitment to support the Parish Council single handed in this difficult period.

Clerk to refer to Wychavon Legal Services Team for protocol on dealing with this type of situation.

16. Date of next meeting

The date of the next Parish Council Meeting was approved as Monday 16th July 2012 at the newly adopted time of 7.00pm.

There being no further business the Chairman closed the meeting at 10.32pm

Signed Date: 16th July 2012

Name **Barbara Meddings**
Chairman

MEMBERS OF THE PUBLIC

Three members of the public were in attendance at the meeting who questioned the Parish Council on matters relating to the forthcoming Planning Committee meeting at Wychavon District Council when Planning Application W/10/02896/OU - Land Between Roman Way and Copcut Lane, Salwarpe, would be considered.

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APPENDIX 2

Planning Consultations (13th March 2012 – 10th May 2012)

New Applications				
Dev No	Location	Proposal	Council	Response
W/12/00279/PN	Worcester Warriors Sixways Stadium, Hindlip, WR3 8ZE	Wooden fencing around 3 sides of the Warriors training pitch, fronting Pershore Lane, Warriors Way and the canal, to include a hedge of mixed native hedging.	Hindlip	General observations
W/12/00489/CU	The Manor Coach House, Hindlip Lane, Hindlip, WR3 8SJ	Change of use of garage into kitchen & dining room to serve bed & breakfast & provision of garden store shed	Hindlip	Support proposal
W/12/00716/PP	Summerfield, Ladywood Road, Salwarpe, WR9 0AJ	Single storey side extension	Salwarpe	General observations
W/12/01023/PO	Brookside Fruits, Worcester Road, Copcut, Droitwich Spa, WR9 7JA	Application to discharge in its entirety an agreement dated 5th October 2000, so that the application site need no longer be sold as a whole, leased or otherwise disposed of.	Salwarpe	Under consideration

Awaiting Decisions – Pending Consideration by Wychavon District Council				
Dev No	Location	Proposal	Council	Response
W/06/02244	Old Forge, Brown Heath	Conversion of the Old Forge into a single residential unit	Martin Hussingtree	Support
W/10/02896/OU	Land Between Roman Way and, Copcut Lane, Salwarpe	Mixed use development 740 homes & employment premises	Salwarpe	Object
W/11/00078/ET	Cummins Farm, Hindlip Lane, Hindlip, Worcester, WR3 8ST	Extension of Time application for permission W/06/00612/CU	Hindlip	Support
W/11/01073/OU	Land North of Pulley Lane and, Newland Lane, Newland, Droitwich Spa (Yew Tree Hill)	Outline planning application for units for Pulley Lane, Newlands Road and Primsland Way, Droitwich Spa, Worcs	Droitwich Town	Object
W/11/02803/ PN	Apex Motorcross, Pershore Lane, Tibberton	Installation of single wind turbine	Tibberton-consulted as neighbouring parish	Object

Appeals				
Dev No	Location	Proposal	Council	Notes
W/10/02854/PN	Cummins Farm, Hindlip Lane, Hindlip, Worcester, WR3 8ST	Construction of 202 berth canal boat marina basin	Hindlip	Planning Inspectorate Decision – Appeal Dismissed

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Decisions				
Dev No	Location	Proposal	Council	Decision
W/12/00041/PN	The Oaks, Pershore Lane, Martin Hussingtree, WR3 8TA	Demolition of existing house and redevelopment of the site with a replacement four bedroom house	Martin Hussingtree	Approved
W/12/00143/PN	Caulin Court, Porters Mill Lane, Ladywood, Salwarpe, Droitwich Spa, WR9 0AL	Demolition of existing barn conversion containing ancillary accommodation and replacement with a staff cottage to provide ancillary accommodation to the main house	Salwarpe	Approved
W/12/00332/LUE	Ash Lane Farm, Ash Lane, Martin Hussingtree, Worcester, WR3 8TB	Lawful Development Certificate for existing use of agricultural workshop and livestock building and adjacent yard/hard standing area in connection with civil engineering business	Martin Hussingtree	Refused
W/12/00333/LUE	Ash Lane Farm, Ash Lane, Martin Hussingtree, Worcester, WR3 8TB	Certificate of lawful use existing for occupation of dwelling in breach of agricultural occupancy condition (Condition 3 of planning approval W/76/1218/O	Martin Hussingtree	Refused

APPENDIX 3 Current Enforcements

Enforcements				
Enforcement No.	Location	Description of alleged breach	Parish	Status
IN/10/00623	Sterling Business Park Drury Lane Martin Hussingtree	Container Compound and refused application W/10/02351 and Shipping Containers	Martin Hussingtree	Active
IN/11/00034	Worcester Warriors Sixways Stadium	Breach of landscaping condition 4 of approval W06/01164 landscaping condition submitted and approved on the 18 September 2007.	Hindlip	Active

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APPENDIX 4 - Correspondence - Parish Council Meeting 21st May 2012

Date	From	Topic	Action
14/03/12	Worcs CC	Lengthsman Scheme 2012/13 - Notification of grant for 2012/13 at £2,771.70, plus contracts	Contract signed and returned by Clerk
16/03/12	Worcs CC	Temporary Regulation Notices - notification of orders being changed from post to email notifications	Clerk confirmed PC wish to be notified by email
20/03/12	Worcs CC	Think Local in Worcestershire - Consultation on Worcs CC approach to Localism	Response date 08/06/12. Cllrs Meddings, Hughes, Edwards, Armitage and the Clerk attended workshops. Item to be discussed under Agenda Item 4.a.ii - Meeting 21/05/12
21/03/12	Wychavon DC	Suspension of Councillor Fisher	For information
26/03/12	Wychavon Sport	Wychavon Parish Games	For information
29/03/12	Cllr A P Miller - Chairman of Wychavon DC	Wychavon Bursary Award	On agenda 21st May 2012 - Item 4.b.iii
31/03/12	Wychavon Citizen Advice Bureau - Evesham	Donation request	Clerk responded that PC unable to make donation
19/04/12	Peter Luff MP	Dept of Communities & Local Government - New rules to ensure fair play on planning	For information
20/04/12	Nicholas Dean - Planning, Economy & Performance Dept, Worcs CC	Amendments to Worcs Waste Core Strategy Dev. Plan document	Chairman reviewed - no further comments to be made on consultation
24/04/12	Worcs CC	Street Lighting Energy Changes - Proposals for partial and full switch offs of street lighting	Clerk responded - no street lighting in our parishes
24/04/12	Zurich Insurance	Offer to quote for annual insurance	Clerk requested quote. On Agenda 21 st May 2012 – Item 6.d
29/04/12	Nicholas Dean - Planning, Economy & Performance Dept, Worcs CC	Amendments to Worcs Waste Core Strategy Dev. Plan document	Chairman reviewed - no further comments to be made on consultation
08/05/12	Countryside Access Mapping - Worcs CC	Proposed creation of footpaths in the Parish of Salwarpe	On agenda 21st May 2012 - Item 4.b.iv
10/05/12	Wychavon DC	First meeting of the Member Conduct Committee to be held Mon. 21st May 2012	For information
10/05/12	Wychavon DC	Next meeting of the Standards Committee to be held on Mon. 21st May 2012	For information

In addition to the above correspondence, numerous marketing circulars have also been received.