

HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

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Meeting of Hindlip, Martin Hussingtree & Salwarpe Parish Council held at 7.00 pm on Monday 16th May 2016 at Committee Room Salwarpe Village Hall

PRESENT: Cllr. P. Oakley (Chairman), Cllr. B. Meddings Cllr. M. Armitage,
Cllr. A. Phillips, Cllr. C. Hughes, Cllr. J. Brodrick (7.15pm), Cllr. J. Hill. Cllr.A. Thawley,
Cllr. J. Clarke, Cllr. D. Luscombe.

IN ATTENDANCE E. Gallagher (Clerk)
District Councillor T Miller (7.35pm)
District Councillor L.Duffy (7.40pm)

No	Minute	Action
1.	<p>Election of Chairman: Cllr. A Thawley proposed Cllr. P.Oakley; this was seconded by Cllr. C. Hughes and Cllr. J. Clarke and carried unanimously. Cllr. Oakley accepted the role and signed the Chairman's Declaration of Office.</p>	
2.	<p>Apologies Apologies had been received from Cllr. A Thomas</p>	
3.	<p>Election of Deputy Chairman Cllr. C. Hughes proposed Cllr. B. Meddings as Deputy Chairman; this was seconded by Cllr. A Phillips and carried unanimously.</p>	
4.	<p>Declaration of Interests</p> <p>Councillors were duly reminded of the need:</p> <p>a) To declare any relevant pecuniary interest in items on the agenda and their nature. b) To declare any other disclosable interest in items on the agenda and their nature.</p> <p>The Chairman declared a non-pecuniary interest on item 14(d) of the agenda, (a co-worker of the Parish Council sub-contractor on a commercial project).</p>	
5.	<p>Code of Conduct The Code of Conduct and the requirements of the Transparency Regulations were noted and agreed.</p>	
6	<p>Standing Orders and Financial Regulations</p> <p>a) To Note Standing Orders - approved and to be reconsidered by the Finance Committee prior to the meeting of 18th July 2016</p> <p>b) To note Financial Regulations - to be reconsidered by the Finance Committee prior to the meeting of 18th July 2016 and approve a meeting of the Finance Committee.</p> <p>c) Freedom of Information Requests The Clerk reported that there had been no requests for information over the preceding 12 months.</p>	

7.	<p>Scheme of Delegation – Appointment to Committees (Cllr. J. Brodrick joined the meeting) Finance Committee Cllrs. Mrs C Hughes, Mr. D Luscombe, Ms.B Meddings, Mr. A Thomas, Ms. A Phillips, Chairman (ex-officio), Clerk/Responsible Finance Officer Mrs E Gallagher.</p> <p>Staffing Committee Cllrs. Mrs C Hughes (Chairman), Mrs M Armitage, Ms. B Meddings, Mr A Thawley, Mr J Brodrick, Chairman (ex-officio).</p> <p>Village Hall Trust Committee – Cllr. J Hill.</p> <p>Footpath Officers - Salwarpe - Mr. D. & Mrs. P. Adams (appointed June 2014). Martin Hussingtree Mr R Mayneord (appointed June 2014). Hindlip – Mrs E. Bevan-Smith (in pre-appointment training. Commencement of duties TBA) Mrs Bevan-Smith to be invited to the Parish Council meeting of the 18th July 2016</p> <p>Tree Warden for the three parishes - Mr R. Meredith.</p>	Clerk
	<p>Public Question Time and Community Police Report. - No members of the public were present. The Clerk read a report provided by P.C. Andrea Leslie detailing reported police incidents since the meeting of 18th March 2016</p>	
8.	<p>Minutes</p> <p>a) The draft minutes of the Parish Council Meeting held 18th March 2016 were approved and signed as being a correct record.</p> <p>b) The draft minutes of the 2016 Annual Parish Meeting were noted for information and considered for items requiring future action. No items were carried forward for future Agenda.</p>	
9.	<p>Clerk - Progress Reports on actions from minutes of 18th March 2016</p> <p>Councillors requested that the Clerk should give an update on the following items from the previous Minutes</p> <p>a) Pershore Lane – Ragwort It was believed that the area where ragwort was growing was within 100m of agricultural land. The Clerk had provided Cllr. J Brodrick with a map and correspondence received from Natural England. Cllr. Brodrick requested that this information be resent. He would reinvestigate and draft a response for submission by the clerk.</p> <p>b) Notice Boards HMP Long Lartin had not made any further HMP contact regarding cost design and the provision of notice boards. Chairman to make contact.</p> <p>c) Strand Lane Damaged Verges/Potholes Concurrent scheduled repair work to commence on the 6th June 2016. Assurances had been given by Worcester County Council Legal Department that work on Ladywood Road, Strand Lane and Church Lane would be complete by 6.00pm on the 10th June to ensure that celebrations planned for the Queens 90th birthday could proceed without incident.</p> <p>d) Newland Lane The County Councillor had made contact with the Newland Manor developer instructing them to comply with their undertaking to fit baffles on lighting columns. These baffles were still not in place. Action to deflect stray lighting from the property adjacent to Woodedge Drive was a priority. The County Councillor agreed to deal with this issue as a matter of urgency. Worcester County Highways were also pursuing the developer to complete the site prior to its adoption. It was reported that the lack of road markings was giving rise to safety concerns.</p>	<p>Clerk/Cllr Brodrick</p> <p>Remains Pending/ Chairman</p> <p>Deputy Chair</p> <p>County Councillor</p>

	<p>The Deputy Chair agreed to investigate a report that wooden blocks had been deposited without permission and obstructing verges on both sides of the Lane (from Cuphall Close to Tagwell Road Junction).</p> <p>There was also concern that a Public Right of Way had been blocked by the developer and a request was made that the Deputy Chair approach the developer with a view to rectification within a two-week time frame.</p>	<p>Deputy Chair</p> <p>Deputy Chair</p>
e)	<p>Offerton Farm – Equine Use The Clerk had spoken with the Jane Phelps Enforcement Officer. A change of use application had since been submitted (W/15/02696/CU) but this did not include the use of the land for gallops. Councillors were therefore asked to consider whether an objection should be submitted for this application in its current state.</p>	<p>Clerk</p>
f)	<p>Illuminated Sign – Worcester Rugby Club The digital illuminated sign was proving to be a distraction to motorists. The District Councillor agreed to investigate whether planning approval had been given for this type of signage.</p>	<p>Remains pending District Councillor</p>
g)	<p>Martin Hussingtree Junction Scheme The developers Redrow and Persimmon had highlighted concerns over the layout of the original drafted junction scheme and a new plan was in process of being drawn up. There was some discussion on whether all of the land contained within the original plan would now be required. A meeting had been scheduled between Councillor Duffy, Councillor Miller and Karen Hanchett to discuss the proposed amended scheme. The Parish Council would be fully informed on the outcome of this meeting.</p>	<p>District Councillors/ Chairman</p>
h)	<p>Middleton Bank County Councillor Miller agreed to investigate and report on action planned by the County Council with regard to the erosion of Middleton Bank.</p>	<p>County Councillor Miller/ Chairman</p>
i)	<p>Sling Lane This item would be included on the agenda of the first meeting of the Police & Crime Commissioner to be held in June 2016.</p>	<p>District Councillor</p>
j)	<p>Proposed Street Names Copcut Rise The County Council had confirmed that roads on this development would be in commemoration of soldiers killed in the first world war. Progress had already been made with the naming of Centenary Way and the first five soldiers names engraved on Salwarpe War Memoria had been selected for Phase 1 of the development.. Written consent had also been received from the relatives of the Anne Thomas and Heading Mitchell to use their family names for future roads within the site.</p>	
k)	<p>Littered Embankment adjacent to Layby A38 District Councillor Miller agreed to investigate what action could be taken to clear the layby embankment of litter and other items thrown from overnight parked vehicles. It was considered to be a potential health hazard.</p>	<p>District Councillor</p>
l)	<p>Memorial Land: Possessory Title 2024 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>2024</p>
10.	<p>Reports from District and County Councillors There were no additional reports from the District and County Councillors</p>	
11.	<p>Chairmans Report Salwarpe Bridge The Chairman had met with Idris Jones (Wm Davis Ltd) on the 12th May to discuss damaged caused by construction vehicles and a sign had now been erected at</p>	

	<p>Chawson Lane to divert traffic away from the Bridge. It was felt that the contractor should be charged for remedial work required for all damage caused. Councillors were asked to report all incidents with County Council Highways as they were in a position to affect the recovery of the costs. Royal Mail would not allocate postcodes for any new developments until completion. The problem being the use of the Salwarpe post code resulting in incorrect routing of construction vehicles. The Chairman would write to the District Councillor documenting the hazards and damage to the bridge to assist in his efforts to resolve the issues. The Chairman was intending to meet with the developer, Persimmon Homes, to avert similar incidents and ensure that adequate signage was in place for construction traffic via the A38/Pulley Lane junction to the Yew Tree Hill development shortly due to commence.</p> <p>The Chairman offered congratulations to District and County Councillor Miller for his election as Chairman of the County Council.</p>	District Councillor/ Chairman
12.	<p>Deputy Chair Report</p> <p>a) Community Infrastructure Levy The Deputy Chair gave a report on the CIL which is appended to these minutes</p> <p>b) New Homes Bonus A report on the concluded restoration of the Salwarpe Memorial Project had been praised by the District Council Executive Board. A Further New Homes Bonus Payment amounting to £16,766 was now available to drawdown. Community Consultation had taken place and investigations on five community suggested projects were being undertaken. Councillor Phillips proposed that the Deputy Chair complete and submit a Statement of Intent to the District Council Executive Board. This was unanimously supported by all Members. Discussion on collaborative projects took place and it was agreed that they be included in the June 2016 community magazine.</p>	
13.	<p>Village Hall Trust Report District Councillor Duffy agreed to investigate the date of release of Section 106 Agreement monies due to Salwarpe Village Hall Trust allocated from the Copcut Rise development.</p> <p>District and County Councillors left the meeting 8.50pm</p>	District Councillor Duffy
14.	<p>Finance</p> <p>a) Review of payments made and received since the last meeting (Appx 1) Accepted without query.</p> <p>Following prior scrutiny by the Finance Committee, acceptance of the following reports was proposed by the Chairman and seconded by the Deputy Chair</p> <p>b) To approve the Annual Statement of Account, Auditors Report and Year End Returns 2015/16</p> <p>(i) Annual Governance Statement 2015/16 - unanimously approved 20.55pm</p> <p>(ii) Accounting Statements 2015/16 - unanimously approved 21.05pm</p> <p>(iii) Annual Internal Audit Report dated 9th May 2016 - unanimously approved</p> <p>c) Asset and Risk Assessment Register dated 31st March 2016 – unanimously approved</p> <p>d) To approve the Lengthsman Scheme and Maintenance Contract 2016 – 2017 unanimously approved</p> <p>It was agreed that all of the above reports be posted on the Parish Council web-page</p> <p>e) To Approve and Confirm Insurance Arrangements The meeting recommended approval of the second year of a three-year term insurance agreement provided by Hiscox. An increase in IPT from 6 percent to 9.5 percent was noted.</p>	

<p>f) To Review Subscriptions Current subscriptions were noted and agreed.</p> <p>g) To note Budget Details for 2016/2017 Budget and year end expenditure details were considered and accepted.</p>		
<p>14. Planning Consultations & Enforcement (Appendices 2 - 4) No queries.</p>		
<p>15. Councillor Reports and Items for Future Agendas</p> <p>a) Drury Lane Poultry Houses Dangerous structure in close proximity to public footpath. Clerk to report to Building Control and Worcester Regulatory Services</p> <p>b) Court Farm Loose Roof Tiles Clerk to report to Building Control</p> <p>c) Woodside Cottages Grass Cuttings on Roadside</p> <p>d) Cummins Cottages Overhanging Branch in Copse Opposite Cummins Cottage Clerk to report to tree officer and County Council Highways.</p> <p>Councillor J Hill left the meeting 9.50pm</p> <p>f) Missing Manhole Cover adjacent Oakley Farm entrance. Deputy Chair to report to County Council Highways.</p> <p>g) Hindlip Lane Overgrown Verge and Hedge Old Pump House (Court Farm) Overgrown verge on Hindlip lane and hedge adjacent the Old Pump House was causing a highway hazard-at a blind spot on the lane. Deputy Chair to investigate ownership of the hedge. County Highways were responsible for cutting the verges.</p>		<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Deputy Chair</p> <p>Deputy Chair</p>
<p>16. Date of Next Meeting</p>	<p>The date of the Parish Council Meeting was approved as Monday 18th July 2016 at Salwarpe Village Hall to commence at 7.00pm.</p>	

There being no further business the Chairman closed the meeting at 10.00 pm.

Signed Date 18th July 2016 Chairman

Appendix

South Worcestershire Councils
Town & Parish Councils Briefing Session on
COMMUNITY INFRASTRUCTURE LEVY (C.I.L.)
held at County Hall 25th April 2016
Attended by Deputy Chair Councillor B.Meddings

The briefing session outlined the Community Infrastructure Levy as a Charging Schedule. Along with a revision of the Developer Contributions; to form part of a Supplementary Planning Document in the South Worcestershire Development Plan.

CIL being a financial levy that the local authority will place on new development.

The money generated through the levy will contribute to the funding of infrastructure and other planning obligations to support development growth in the area.

The CIL levy will work alongside s106 Agreements which will continue in a reduced form.

The levy is based on the type of development. Calculated on square metre of floor area, not just footprint but other levels, such as 2 storeys. (known as a Roof Tax).

It will only apply to planning permission granted **after** the Supplementary Planning Document is adopted in **FEBRUARY 2017**. (Temporary Permissions are excluded)

It does not impact on the New Home Bonus scheme, as this scheme is not based on planning functions. However it was noted that the New Home bonus is to change in the future.

The benefit to a Rural Parish such as ours, will be 15% of the levy. The charging schedule for a rural parish is indicated as £40 per sq.metre. To be capped at £100 per dwelling per annum. Parish Councils with Neighbourhood Plans will get 25%.

However the benefit is not available to Urban or Parish Councils with 1500 + houses, such as adjacent Droitwich Town and North Claines, which will be Nil rated.

Full details of the draft schedule is available online but may be subject to amendment.

Although the CIL levy is 15% for our rural parishes. The mechanism on how to maximise the benefit of the levy has not yet been worked out.

How does a Parish Council obtain the levy attributed to them?

It is surmised that it will be negotiated in consultation with our District Councillors and the local authority.

There will be 'caveats' on what the levy can be spent on.

(e.g. Small local schemes. Open Spaces. Some specific local infrastructure)

Reported to the Parish Council on 16th May 2016

by Deputy Chair B.Meddings