

## HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

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### 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. Clarke, 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.	<p><b>Election of Chairman</b> Cllr. C. Hughes proposed Cllr. P.Oakley for the role of Chairman, this was seconded by and Cllr. A. Phillips and carried unanimously. Cllr. Oakley accepted the role and signed the Chairman's Declaration of Office.</p>	
2.	<p><b>Apologies</b> None</p> <p><b>Absent</b> Cllr. J. Brodrick</p>	
3.	<p><b>Election of Deputy Chair</b> Cllr. A. Phillips Cllr. proposed Cllr. B Meddings for the role of Deputy Chair. This was seconded by Cllr. J. Clarke and carried unanimously. Cllr. Meddings accepted.</p>	
4.	<p><b>Declarations of Interest/Code of Conduct &amp; Standing Orders</b></p> <p>a) <b>To declare any interest</b> None declared.</p> <p>b) <b>To declare any Dispensations</b> None declared.</p> <p>c) <b>To note the Code of Conduct and requirements of the Transparency Regulations</b> Noted.</p> <p>d) <b>To note the Right to Record meetings: Refer to Notice displayed on meeting table.</b> Noted.</p>	
5.	<p><b>Standing Orders and Financial Regulations</b></p> <p>a) <b>To Note Standing Orders –</b> Noted</p> <p>b) <b>To note Financial Regulations -</b>Noted.</p> <p>c) <b>Freedom of Information Requests</b> The Clerk reported that there had been no requests for information over the preceding 12 months.</p>	
6.	<p><b>Council's Scheme of Delegation</b> Appointments made as follows:</p>	

<p>a) <b>Finance Committee</b> 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>b) <b>Staffing Committee</b> Cllrs. Mrs C Hughes (Chairman), Mrs M Armitage, Ms. B Meddings, Mr A Thawley, Chairman (ex-officio).</p> <p>c) <b>Village Hall Trust Committee</b> – Cllr. J Hill.</p> <p>d) <b>Planning Committee.</b>Procedure as set out in Standing Orders. Parish Ward consultations.</p> <p>e) <b>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>f) <b>Tree Warden for the three parishes -</b> Mr R. Meredith.</p>		
<p>7. <b>Public Question Time</b> No members of the public present.</p> <p><b>Police Incident Report</b> The Chairman read a Police Incident Report dated 15<sup>th</sup> May 2017, produced by PCSO Aidan Goundry, SNT Droitwich Town West and Rural West. (7.15pm)</p>		
<p>8. <b>Minutes</b></p> <p>The draft Minutes of the Parish Council Meeting held on 20<sup>th</sup> March 2017 were approved and signed as being a correct record.</p>		
<p>9. <b>Clerk - Progress Reports on actions from minutes of 20<sup>th</sup> March 2017</b></p> <p>Councillors requested an update on the following items from the previous Minutes.</p> <p>a) <b>Newland Lane/Newland Hurst</b> Woodedge Drive and Cuphill Close remained unadopted by County Highways. Legal agreements between Bellway Homes and the County Council had not been completed. County Councillor Miller agreed to discuss pedestrian/motorist hazards caused by the damaged verges with County Highways. County Councillor Miller would also investigate overgrowth of foliage causing highway obstruction at Tagwell Lane and Newland Hurst.</p> <p>b) <b>Martin Hussingtree Junction/Pulley Lane schemes</b> The applications had been deferred at the Planning Committee of 11<sup>th</sup> May 2017. Additional plans were to be provided by the Developer prior to further consideration. Road diversion schemes were discussed and the County Councillor explained that traffic must be diverted on the same road class as the original road The County Councillor also informed the meeting that schemes operating in other counties were being scrutinised with a view to adopting best scheme principles. Further progress reports to be provided by County Councillor Miller.</p> <p>c) <b>Sling Lane</b> District &amp; County Cllr Miller agreed to speak with the Police &amp; Crime Commissioner/Place Partnership and North Claines Parish Council regarding Sling Lane maintenance. Overgrowth had recently been cut back.</p> <p>d) <b>Drainage Hindlip Lane</b> Cllr Brodrick had supplied the Clerk with a map indicating the probable location of buried drains. This had been forwarded to the Parish Lengthsman who had been asked to investigate.</p> <p>e) <b>Offerton Bridge (Listed Building)/ Salwarpe Bridge (Listed Building)</b> Traffic volumes were a concern with regard to the safety and preservation of this structure. Bridge surveys would continue.</p> <p><b>Overgrown Hedge</b></p>		<p>Cnty Cllr Miller</p> <p>Cnty Cllr. Miller</p> <p>Cnty Cllr. Miller</p> <p>Closed</p> <p>Closed</p>

<p>f) It had been established that the overgrown hedge at Lock Keepers Cottage belonged to County Highways and would therefore be addressed by them</p> <p><b>Police and Crime Commissioner</b></p> <p>g) The appointment of Police &amp; Crime Commission Ambassador had not yet been made.</p> <p><b>Parliamentary Boundary Proposals</b></p> <p>h) Further information on representations and the impact on Parishes would be available in 2017.</p> <p><b>Copcut Rise – Welcome Leaflet</b></p> <p>i) An introductory leaflet had been provided in a welcome pack issued by Church P.C.C. The Deputy Chair to provide the Clerk with Wm Davis contact details on provision of an agreed notice board within the Local Centre of the new housing development.</p> <p><b>Walking Route - Strategic Route Boards and New Gates</b></p> <p>j) Deputy Chair to investigate the feasibility and cost for NHB project consultation/consideration.</p> <p><b>War Memorial - Salwarpe</b></p> <p>k) After appraisal, Cllr. Thawley agreed to undertake the cleaning of the monument having knowledge of methodology/solutions. Sealant was proposed to reduce adherence of lichens. Maintenance would be reviewed on a 12 monthly basis.</p> <p><b>Worcester Wildlife Trust -Horse Seizures</b></p> <p>l) Several horses had been seized over recent weeks. The Clerk had written to the Chief Constable and the Police and Crimes Commissioner. A response had been received from the Police &amp; Crime Commissioner stipulating that the matter had been referred to the Police Operational Team.</p> <p><b>Church Lane – Overgrown Trees/Potholes</b></p> <p>m) Confirmation had been received that Church Lane was an adopted road and Highways would inspect in due course. Councillor Miller also agreed to write to a resident attaching a Highways boundary map which would confirm that trees with overhanging branches were located on private property.</p> <p><b>Memorial Land: Possessory Title 2024</b></p> <p>n) 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><b>Pensions Regulator</b></p> <p>o) Completion of Auto Enrolment Compliance Declaration due March 2020</p>	<p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Clerk/Deputy Chair</p> <p>Deputy Chair</p> <p>Cllr Thawley</p> <p>Closed</p> <p>C.Cllr Miller</p> <p>2024</p> <p>2020</p>
<p>10. <b>Reports from District and County Councillors</b></p> <p>a) <b>Defibrillator</b> County Councillor Miller confirmed that the requirement was for the defibrillator to be located within a community site and not at private locations. Siting at Salwarpe Village Hall was under consideration and Cllr. Hill agreed to discuss this issue, including the funding of replacement batteries and pads, with the Village Hall Committee at their June meeting. There would be no personal liability attached to the operation of the defibrillator and could be insured as part of the Parish Council insurance policy. The Chairman confirmed that 'Heart Start' would provide free courses which could be advertised in the Community Magazine seeking volunteers willing to undertake training in the use of the machine.</p> <p>b) <b>New Homes Bonus (NHB)</b> District Councillor Miller confirmed that future NHB grants could be further scrutinised and that awards would only be approved if recipients could show they had consulted with the community and the proposed spend had proven benefits and ongoing value to the local community. Funding to Parish Councils had been agreed for a further 4 years but future allocations may be affected by new government policy.</p>	<p>Cllr. Hill</p>

<p><b>11.</b></p> <p><b>a)</b></p> <p><b>b)</b></p> <p><b>c)</b></p>	<p><b>Chairman's Report</b></p> <p><b>Review of Issues Raised 2016/17</b> The Chairman referred to recent planning documentation lacking clarity and some instances of a failure by the Planning Authority to follow the stipulated consultation process. Application 17/00742/TC, a telecoms proposal for installation of a 17.5m Jupiter Single Stack pole was cited. A briefing session between the local Planning Authority and Droitwich Town Council had been held but our Parish Council had not been notified until after this event had taken place. The Chairman agreed to write to District Councillors and David Hammond (Head of Planning WDC) to raise concerns about this oversight. Concern was expressed regarding the application and information would be sought as to whether possible mast sharing had been investigated. The Chairman reminded Councillors to regularly view the 'planning weekly lists'.</p> <p><b>Consideration of a Neighbourhood Plan – Deferred until July 2017</b> Details of this project had been covered in the Chairman's address to the Annual Parish Council Meeting (see appx 1).</p> <p><b>Defibrillator</b> Covered in item 10 (a)</p>	<p>Chairman</p>
<p><b>12.</b></p> <p><b>a)</b></p> <p><b>b)</b></p> <p><b>c)</b></p>	<p><b>Deputy Chair Report</b></p> <p><b>New Homes Bonus Update (NHB)</b> The Deputy Chair informed the meeting that the latest NHB statement indicated a balance of £18,000 available for drawdown. The Advisory panel also confirmed that remaining NHB money was to be spent on bigger projects rather than on smaller proposals.</p> <p><b>Nations Tribute 11<sup>th</sup> November 2018</b> The Parish Council had registered, with Her Majesty's Pageant Master, the intention to participate in the National Commemoration and Remembrance of the End of the First World War. It was intended to organise the lighting of a community beacon as part of a national chain of beacons across the United Kingdom. Salwarpe Village Hall had been contacted to obtain agreement to utilize the existing mounted metal brazier located on the edge of their car park. A joint event with local groups and organisations was being prepared along with costings, risk assessment and public liability required for the event. Details to be reported at a later stage. The local church to be approached to consider holding a commemoration service preceding the lighting of the community beacon. Councillor Hill agreed to discuss use of the Village Hall facilities at the June meeting of the Salwarpe Village Hall Committee.</p> <p><b>Microlites</b> Five incidents of microlite/paragliders had been recorded so far this year. Some damage had occurred by cars parking along the verges. Councillors were asked to be vigilant in the recording and reporting of such incidents. The use of recreational drones invading resident's privacy was also discussed and when further information was available a report would be made to the District Councillor.</p>	<p>Cllr Hill</p> <p>Deputy Chair</p>
<p><b>13.</b></p>	<p><b>Village Hall Trust Report.</b></p> <p>Councillor Hill reported that the tables and chairs provided through the NHB Scheme were now in use and a letter of thanks would be sent from the Salwarpe Village Hall Committee (SVHC) to the Parish Council for obtaining a community grant on their behalf.</p> <p>Councillor Hill also confirmed that he would discuss the siting of the defibrillator and the Nations Tribute Event at the June meeting of the SVHC and report back at the July Parish Council meeting.</p> <p>Cllr Miller &amp; Cllr. Duffy left the meeting 8.45pm</p>	
<p><b>14.</b></p> <p><b>a)</b></p> <p><b>b)</b></p>	<p><b>Finance</b></p> <p><b>Review of payments made and received since the last meeting (Appx 2)</b> Accepted without query. An amount of £200 had been received from HSBC in respect of the settlement of a complaint by the Clerk on behalf of the Parish Council.</p> <p><b>To approve the Annual Governance Statement 2016/2017</b></p>	

<p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p> <p>g)</p> <p>h)</p> <p>i)</p> <p>j)</p>	<p>Approved signed 8.50pm <b>To approve the Annual Statement of Account Auditors Report and Year End Returns 2016/17</b> Approved signed 8.55pm</p> <p><b>To approve the Asset register and approve arrangements to update Risk Assessment Register 2016/2017</b> Approved</p> <p><b>To approve the Lengthsman Scheme and Maintenance Contract 2017/2018</b> Approved</p> <p><b>To approve and confirm insurance policy renewal</b> Approved</p> <p><b>To review subscriptions</b> Subscriptions noted</p> <p><b>To note budget details for 2017/18 (Attached to Agenda)</b> Noted</p> <p><b>To note Pension Regulator Auto Enrolment Declaration submission</b> Noted</p> <p><b>Transparency Code – Consideration of appointment/non- appointment an External Auditor 2017/18</b></p>	
<p>15.</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p><b>Planning Consultations &amp; Enforcement (Appendices 3 - 5)</b></p> <p><b>Planning Applications</b> Noted. 17/01516/VARYPL. Licencing Application. Churchfields Farm variation of premises licence approved with amendment.</p> <p><b>Enforcements and Appeals</b> IN/16/00670 Powells Field Paddock returned to agricultural use.</p> <p><b>Temporary Granted Permissions</b> IN/14/00299 – APP/H1840/C/16/3150869 Pear Tree Inn. Unauthorised Change of Use. Removal of groundworks commenced.</p>	
<p>16.</p>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• Condolence letter to F Randall.</li> <li>• Condolence letter to family of P.Edwards. – Cllr. Phillips to arrange private donations</li> </ul> <p>Cllr Hill left the meeting 9.15pm</p>	
<p>17.</p>	<p><b>Councillor Reports and Items for Future Agendas</b> None</p>	
<p>18.</p>	<p><b>Date of Next Meeting</b></p> <p>The date of the Annual Council Meeting was approved as Monday 17<sup>th</sup> July 2017 at Salwarpe Village Hall to commence at 7.00pm.</p>	

There being no further business the Chairman closed the meeting at 9.20pm.

Signed..... Date 17<sup>th</sup> July 2017 Chairman