

# HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

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## Meeting of Hindlip, Martin Hussingtree & Salwarpe Parish Council held at 7.00pm on Monday 15<sup>th</sup> January 2018 at Committee Room Salwarpe Village Hall

**PRESENT:** Cllr. B. Meddings (Deputy Chair Presiding). Cllr. M. Armitage. Cllr. J. Clarke Cllr..A. Thawley,  
Cllr. C. Hughes, Cllr. A. Phillips Cllr D. Luscombe Cllr. J Hill. Cllr J. Brodrick (7.40pm)

**IN ATTENDANCE** E. Gallagher (Clerk)  
Dist. Cllr T Miller (7.20pm)  
Dist. Cllr L Duffy (7.20pm)

No	Minute	Action
1.	<p><b>Apologies</b> Apologies had been received from: Cllr. P. Oakley (Chairman), Cllr A.Thomas</p>	
2.	<p><b>Declarations of Interest/Code of Conduct &amp; Standing Orders</b></p> <p><b>To declare any interest</b> None declared</p> <p><b>To declare any Dispensations</b> None declared.</p> <p><b>To note the Code of Conduct and requirements of the Transparency Regulations</b> Noted.</p> <p><b>To note the Right to Record meetings: Refer to Notice displayed on meeting table.</b> Noted.</p> <p><b>To confirm any necessary update to the Register of Interests</b> Noted.</p>	
3.	<p><b>Minutes</b></p> <p>The draft Minutes of the Parish Council Meeting held on 20<sup>th</sup> November 2017 were approved and signed as being a correct record.</p> <p>The draft Minutes of the Finance Committee Meeting held on 8<sup>th</sup> January 2018 were approved and signed as being a correct record.</p>	
4.	<p><b>Clerk - Progress Reports on actions from minutes of 20<sup>th</sup> November 2017</b></p> <p>Councillors requested an update on the following items from the previous Minutes.</p> <p><b>a) Martin Hussingtree Junction/Pulley Lane Schemes</b></p> <p><b>Martin Hussingtree</b> Reparation work had commenced. Verges had been levelled and posts replaced. Sensors sited on the slip road outside the Swan Inn would be repositioned and County Highways repair works on the A38/A4538 junction would be carried out in January 2018. Landscaping on the verge fronting the Village Green would commence in the spring as recent attempts to reseed had failed due to adverse weather conditions.</p>	

	<p>Karen Hanchett of County Highways Planning had confirmed roads within the vicinity of Martin Hussingtree would be subject to a safety audit. It was anticipated that re-tarmacing of Ombersley Road fronting High Park would take place imminently due to low skid resilience and camber issues.</p> <p>It was also reported that there appeared to be no visible improvement to traffic flow since the introduction of the MOVA traffic sensors management scheme.</p> <p><b>Pulley Lane</b> County Councillor Miller had spoken with County Highways regarding the chaotic effect on traffic flow caused by the closure of Pulley Lane. It had been reported that a complete rather than partial closure had been effected and that the contractors on site were generally non-co-operative when asked for assistance. Adrian Tuck, County Highways was due to visit the lane to inspect the resurfacing and road widening works. Karen Hanchett (County Highways) had agreed to review the planning permission to ensure compliance with the approved conditions and had agreed to report any issues to County Councillor Miller. An enforcement notice had been issued to the Developer regarding the occupation of houses prior to the commencement/completion of works.</p> <p><b>b) Planning Notification Oversight</b> The Chairman had agreed to write to Gary Williams, Head of Planning, Wychavon District Council regarding their Planning department oversight in consultation notifications when siting of Telecommunication Masts are proposed within the parishes.</p> <p><b>c) Nations Tribute</b> The Clerk had contacted the Parish Council Insurers regarding liability cover and it had been confirmed that, as sole organiser, the Parish Council Public Liability insurance would cover all volunteers working on behalf of the Parish Council. Private contractors would be covered by their own liability insurance and Salwarpe Village Hall's insurers would be liable for any defect in the fabric of the building, its contents, and land within its ownership. The Deputy Chair would organise a meeting with the contractor and treasurer of the Village Hall to discuss finalising of the event requirements.</p> <p><b>d) Microlite Flights</b> The Deputy Chair asked that all Councillors to continue to report all incidents.</p> <p><b>e) The Canal &amp; River Trust</b> The Parish Council been approached by the Canal &amp; River Trust and the Chairman had met with Nick Worthington, (Waterways Manager) and his colleagues on 15<sup>th</sup> August 2017. A joint funding operation with the Parish Council for improvement of the towpath and a permanent mooring station near Salwarpe Bridge was discussed. The Chairman was awaiting further follow up information from the Canal &amp; River Trust. Previously an approach had been made by the Droitwich Pamela May Trust regarding improvement work and discussions had taken place as to whether the Droitwich Trust could also become involved in a multi-funded party venture. It was decided that this project might be suitable for consideration for an application for a New Homes Bonus grant.</p> <p>District Councillor Miller had also recently met with a representative of the Canal &amp; River Trust and offered to pass on details to the Chairman.</p> <p>The Clerk was also tasked to contact the Canal &amp; River Trust to discuss whether their volunteers could be drafted to undertake towpath maintenance and enhancement work</p> <p><b>f) Drury Lane Hatchery</b> A recorded delivery letter had been sent to the owner at the registered address detailing public concern over the safety of the derelict buildings and this had resulted in a site surveyor visit on behalf of the owners. One building had now collapsed and the corrugated roof the structure nearest to the public footpath was lifting. Concern was expressed regarding the safety of users of the public footpath. The landowners breach in their liability for a duty of care was discussed and it was agreed that if remedial action was not taken, the Parish Council would approach the District Council's legal team to ascertain whether legal action could be taken in view of this breach. It was also reported that the public footpath had recently been cleared to improve access that enabled the public to use only the official route.</p> <p><b>g) Notice Boards</b></p>	<p>Chairman (In absentia. Carried forward from previous meeting)</p> <p>Deputy Chair</p> <p>Chairman Pending (In absentia. Carried forward from previous meeting)</p> <p>District Councillor Miller</p> <p>Clerk</p> <p>Clerk to monitor</p>
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	<p>The District Councillor now had a sample pickled wood board and agreed to contact the Chairman in February to discuss. He also agreed to bring the board to the March Parish Council Meeting to allow all councillors to inspect its suitability for use in our rural parishes.</p> <p><b>h) Defibrillator Training</b> The Clerk was now in possession of details of volunteers wishing to undertake defibrillator training. The District Councillor agreed to contact the training provider to organise (any Friday after 6.00pm preferred). The Village Hall venue would be offered free of charge. The Clerk agreed to forward volunteer information to the District Councillor.</p> <p><b>i) Court Farm (Planning Application (17/02458RM))</b> Concern was expressed over the dangerous blind spot opposite the Police Drive caused by insufficient visibility splay at the corner of the Court Farmhouse outbuildings. The property redevelopment plans did not include the redesign of any structures/layout in order to improve road safety. As the application was still within its consultation period the District Councillor agreed to contact the relevant Planning Officer to discuss and arrange a multi-party meeting with the owner. It was agreed that Councillor Armitage should be invited to attend this meeting on behalf of the Parish Council.</p> <p><b>j) Highway Developer Obligations</b> Highways engineer, Adrian Tuck was now dealing with multiple highways issues. The County Councillor offered to contact the Chairman to discuss. It was noted that the small triangle of land on the A38 at Martin Hussingtree, in the registered ownership of the Parish Council, had been deemed a green space and therefore could not be utilized for highway improvement projects. The land now acknowledged by County Highways as an open space, has existing road directional signage in breach of its protected status installed over the years from the original implementation of the slip road.</p> <p><b>k) Policies &amp; Data Committee</b> It was agreed that the following Councillors would comprise the membership of the Policies and Data Committee - Chairman, Deputy Chair, Cllr. Thawley and Cllr Clarke.</p> <p><b>l) Meeting with the Internal Auditor</b> It was agreed that a meeting to discuss Transparency Code obligations should be arranged between the Internal Auditor, the Chairman, Deputy Chair and Clerk, It was suggested that this meeting be held in February 2018.</p> <p><b>m) Offerton Lane Illegal Layby Parking/Obstruction – Residential Caravan</b> Tom Tudor, Wychavon Planning Enforcement had agreed to speak with Worcestershire Highways regarding taking action to remove the illegal residential caravan parked on Offerton Lane. It was agreed that the location of the caravan created difficulties for HGV vehicles manoeuvring to access the narrow Offerton Bridge. District Councillor Duffy also agreed to monitor the situation,</p> <p><b>n) Memorial Land: Possessory Title 2024</b> 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>o) Pensions Regulator</b> Completion of Auto Enrolment Compliance Declaration due March 2020.</p>	<p>District Councillor Miller</p> <p>Clerk/District Councillor Miller</p> <p>District Councillor Miller/Cllr. Armitage</p> <p>Cnty. Cllr Miller District</p> <p>Clerk</p> <p>Clerk to monitor</p> <p>2024</p> <p>2020</p>
<p><b>5. Reports by District &amp; County Councillors</b></p> <p><b>a) Pear Tree Inn</b></p> <p><b>b) A38 Layby (Brookside Fruits)</b></p>	<p>The Pear Tree Inn site was discussed in terms of potential development of the property raising the question of whether the historic original section of the 'Old Inn' had any Listed Building protection. It was agreed that Councillor Hughes would check the listing status and provide details to the District Councillors.</p> <p>A request had been received from County Highways to utilise the A38 layby (Brookside Fruits) for the storage of maintenance equipment and gravel for use in road repairs. This would be</p>	<p>Cllr. Hughes</p>

	<p>for an approximate two-month period. The Parish Council had no objections to this request but asked the County Councillor to inform West Mercia Police of this activity as the layby was currently used by heavy goods vehicles for overnight parking. Redirection would therefore need to be put into operation. It was also noted that a street trader had submitted an application currently under consideration by the Worcestershire Regulatory Services to trade within the Layby. County Councillor Miller confirmed that he intended to make representations in respect of the pending Trading application. Attention was also drawn to an expected submission of a planning application by Brookside Fruits for a change of use of their Farm Shop site that utilized an existing access via the entrance to the Layby.</p> <p><b>c) CIL Levy – Middleton Cottages</b> A £47,000 CIL levy in lieu of provision of affordable housing applied as a pre-commencement planning condition had not yet been paid by the developer. The matter had been referred to the Councils Legal Team who were now pursuing payment. District Councillor Duffy agreed to liaise with this team. Specific planning conditions relating to off-road parking of site operatives vehicles in addition to negotiated way-leave relating to land drainage from Middleton Cottage development were discussed. The Deputy Chair agreed to provide both District Councillors with the relevant details. Concern was expressed on flooding near the Railway Bridge on Copcut Lane caused by surface water seepage from the Copcut Rise development created by land level disturbance. District Councillor Miller agreed to investigate the road drainage issues and the agreement to culvert the water into the brook at the bottom of Middleton Bank (the developer being responsible for the cost).</p> <p><b>d) Sling Lane</b> County Councillor Miller reported that County Highways had agreed to provide ex-road planings for the repair of Sling Lane. He agreed to liaise with Ian Dennis (Place Partnership) and County Highways in order to organise this maintenance work. The Clerk agreed to liaise when required.</p> <p><b>e) Wychavon Council Tax</b> Councillor Duffy reported that the Council would meet on the 7<sup>th</sup> February to agree the final council tax requirement for 2018/19. She confirmed that the Band D grant to Parish Councils was protected.</p> <p>District &amp; County Councillors leave the meeting 8.35pm</p>	<p>Cnty. Cllr. Miller</p> <p>Deputy Chair/ District Cllr. Miller.</p> <p>County Cllr. Miller.</p>
6.	<b>Chairman Report - Apologies Received (Deputy Chair Presiding)</b>	
7.	<p><b>Deputy Chair (Presiding) Report</b></p> <p><b>a) Precept</b> The revised precept was discussed. Minor amendments had been suggested by the Finance Committee on the 8<sup>th</sup> January 2018 where It was suggested that the community events budget should be raised by £120 and that a ringfenced contingency fund should be set up to cover costs of the Parish Council's involvement with the new housing development at Copcut Rise. With amendments, the 2018/19 precept amounted to an overall increase of 1% on the 2017/18 budget. Councillor A Thawley proposed acceptance and Cllr. M Armitage seconded the proposal. The proposal to accept the revised precept was passed unanimously and the Clerk was authorised to submit the application to Wychavon District Council.</p> <p><b>b) General Data Protection Regulation</b> A change in the law had resulted in an introduction of The Data Protection Regulation which would become effective on the 25<sup>th</sup> May 2018. Councillors were issued with a briefing describing the impending changes brought about by its introduction. There was some controversy on the ways of complying with the new Regulation and NALC was in the process of providing-specific guidance and developing a toolkit to be circulated to subscribed parish councils. The Data Protection Bill was currently going through parliament and further information was expected.</p>	

<p><b>8. Councillor Reports</b></p> <p>a) <b>Sling Lane – see item 5(e)</b></p> <p>b) <b>Bus Shelters</b> Councillor Phillips had approached suppliers of bus shelters for preliminary information and discovered that the cost for the provision and erection of two wooden shelters would be approximately £14,000. Consideration had previously been given to assessing whether these items could be funded from the New Homes Bonus Grant (NHB). Community support and a specific need would have to be established in order to gain approval for access to this fund. The Parish Council had been advised by Wychavon District Council however that this project would not meet the NHB protocol of being a ‘tangible asset and innovative project that provided a lasting legacy’. It was suggested that this decision be challenged. Councillor Phillips agreed to draft a full report and circulate to all councillors. Consideration would need to be given to the siting of the shelters and land ownership. Authority to erect would also need to be investigated and approved. The Deputy Chair asked that all Councillors become familiar with the NHB protocol (<a href="http://www.wychavon.gov.uk/newhomesbonus">www.wychavon.gov.uk/newhomesbonus</a>) and with the letter drafted by Cllr. Audrey Steel on the 8<sup>th</sup> September 2017. An alternative proposal to provide a bench seat from Parish Council funds was suggested</p> <p>c) <b>Junction 6 Roundabout – Proposed Upgrade</b> Councillor Armitage had attended an open, community exhibition provided by Kier Developers displaying plans for the proposed Junction 6 upgrade. The exhibition was poorly attended. A contract for works had not yet been awarded (expected Jan 2018) but it was anticipated that works would commence in the spring of 2018. It was suggested that the developers be advised to consult with local parishes and that any information received be published in the community magazine.</p>		Cllr. Phillips/All Councillors
<p><b>8. Salwarpe Village Hall Committee Report</b></p>	<p>The proposed post-Christmas community event had been cancelled due to conflict with an arranged Scottish Burns Night Supper celebration. Cllr. Hill was asked to pass on a message to request that the committee room to be heated prior to meetings as the room had been exceptionally cold.</p>	Cllr. Hill
<p><b>9. Finance</b></p> <p>a) <b>Review of payments made and received since the last meeting (see Appendix 1)</b> Noted and approved.</p> <p>b) <b>Report year to date expenditure compared to budget</b> Noted and approved</p> <p>c) <b>Risk Assessment</b> Grateful thanks were extended to Cllr. Phillips for enabling the update of the Risk Assessment Schedule</p>		
<p><b>10. Planning Consultations &amp; Enforcement (Appendices 3 - 5)</b></p> <p>a) <b>Planning Applications</b> Noted.</p> <p>b) <b>Enforcements and Appeals</b> Noted.</p> <p>c) <b>Temporary Granted Permissions</b> Permission due to expire in March 2018 (W/15/00244) Clerk to monitor</p> <p>d) <b>Parish Council Consultation Planning Notifications</b> Councillors were reminded not to pass on to members of the public, the specific planning consultation notification which incorporated a unique identifying link to the parish council. It had been drawn to the attention of all parish clerks that this had happened in another parish where the views of a private individual submitted on-line appeared to represent the comments of that Parish Council..</p>		Clerk
<p><b>11. Correspondence</b></p>		

<p>a)</p> <p>b)</p>	<p>Recorded delivery letter to the landowners of the Hatchery Drury Lane.</p> <p>Condolence card to Cllr. P. Oakley</p>	
<p>12.</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p>	<p><b>Councillor Reports and Items for Future Agendas</b></p> <p>Councillors were reminded to provide holiday dates to the clerk.</p> <p>The clerk was asked to obtain copies of land registry documents. Deputy Chair to provide details.</p> <p>A suggestion to erect plaques in the three parishes detailing the history of the area was mooted. Cllr. Hill to provide further details.</p> <p>Salwarpe Canal Towpath reported as being muddy and slippery. Cllr Luscombe to provide further details. Clerk to contact the Canal &amp; River Trust</p> <p>Sling Lane. New signage reported. The Deputy Chair confirmed that Place Partnership the Police Estate Management agents were already aware of the signs, The signs however were located within the North Claines Parish and therefore beyond the Parish Council's remit.</p> <p>Court Farm Sale Boards. Deputy Chair to speak with the contractor regarding their legitimacy.</p>	<p>Clerk/Deputy Chair</p> <p>Cllr. Hill</p> <p>Cllr. Luscombe/ Clerk</p> <p>Deputy Chair</p> <p>Deputy Chair</p>
<p>13.</p>	<p><b>Date of Next Meeting</b></p> <p>The date of the next Council Meeting was approved as Monday 19th March 2018 at Salwarpe Village Hall to commence at 7.00pm.</p>	

There being no further business the Deputy Chair (presiding) closed the meeting at 9.35pm.

Signed.....  
Date 19th March 2018 Chairman

**Public Question Time**  
No members of the public present.

**Police Incident Report**  
7.00pm. A report produced on 9<sup>th</sup> January by PCSO Aidan Goundry Droitwich West SNT was circulated for consideration prior to the meeting and although some duplication was noted was accepted without further comment.