

## 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 19<sup>th</sup> November 2018 at Committee Room Salwarpe Village Hall

**PRESENT:** Cllr. P. Oakley (Chairman) Cllr. A. Thawley (Deputy Chair ) Cllr. B. Meddings, Cllr. A. Phillips,  
Cllr. C. Hughes, Cllr. M. Armitage Cllr. J. Brodrick Cllr. A.Thomas (7.20pm) Cllr. J. Hill (7.40pm)

**IN ATTENDANCE** E Gallagher (Clerk)  
Dist. Cllr T Miller (7.10pm)

No	Minute	Action
1.	<b>Apologies</b>	
a)	Cllr. J.Clarke Cllr.D. Luscombe	
2.	<b>Declarations of Interest/Code of Conduct</b>	
a)	<b>To declare any interest</b> Councillor A. Phillips declared a-pecuniary interest in planning application 18/02019/HP - Erection of detached garage	
b)	<b>To declare any Dispensations</b> None declared.	
c)	<b>To note the Code of Conduct and requirements of the Transparency Regulations</b> Noted.	
d)	<b>To note the Right to Record meetings: Refer to Notice displayed on meeting table.</b> Noted.	
e)	<b>To confirm any necessary update to the Register of Interests</b> No update	
f)	<b>To note security and privacy of information under the General Data Protection regulations.</b> Noted	
	<b>Meeting Adjourned for Public Question Time 7.10pm</b>	
	<b>Meeting Re-convened 7.20pm</b>	
3.	<b>Standing Orders &amp; Financial Regulations</b>	
a)	<b>To note Standing Orders</b> Noted – Review continues	
b)	<b>To note Financial Regulations</b> Noted – For Review	
c)	<b>To review any Freedom of Information requests</b> The Clerk reported that there had been no requests for information over the preceding 12 months.	
4.	<b>Minutes</b>	
a)	The Draft Minutes of the Annual Parish Council Meeting held on 17 <sup>th</sup> September 2018 were approved and signed by Cllr. B Meddings (presiding Chair 17/09/2018) as being a correct record.	

b)	The Draft Minutes of the Finance Committee held on 15 <sup>th</sup> October 2018 were approved and signed by Cllr A Thawley (Chair)	
5	<p><b>Clerk - Progress Reports on actions from minutes of 17<sup>th</sup> September 2018</b></p> <p><b>a) Martin Hussingtree Junction/Pulley Lane Schemes</b> The Martin Hussingtree Junction Scheme was discussed during public question time. Concerns were expressed over perceived speeding at the traffic light junction adjacent to the Swan Inn. A request to apply for speed control limits was made by the resident in attendance. The District Councillor informed the meeting that a road safety audit was planned. Cameras would monitor the speed and density of traffic. Additional traffic light systems might be installed dependent upon the analysis and information gleaned from the safety audit. Advisory and directional signage at the Swan Inn and Drury Lane was also discussed. It was noted that tree workers were parking on the pavement causing obstruction to the footpath at Martin Hussingtree junction. Councillor Phillips agreed to speak with the driver of the vehicles.</p> <p><b>b) Pulley Lane</b> It was noted that Wychavon District Council had refused an application to remove a condition which limited the number of allowable occupied properties to 90 dwellings until the A38 Pulley Lane traffic signalisation had been fully complied with</p> <p>The dangerous tree trunk which was surrounded and hidden by tarmacadam had not yet been removed. The County Councillor agreed to contact County Highways in order to expedite its removal. The County Councillor also agreed to request that an accuracy survey of the width of Pulley Lane be carried out and inform the Chairman of any updated information.</p> <p>A grit bin had been requested Pulley Lane/Woodland Drive (Highways incident number 605522) The Parish Council had been informed that the provision was the responsibility of the site developer.</p> <p><b>c) The Canal &amp; River Trust</b> A recent incident involving a cyclist on the towpath who had become entangled in hidden netting resulting in a potentially serious accident was reported. The County Councillor had contacted the Canal &amp; River Trust but the netting had still not been removed. The District Councillor agreed to contact the Canal and River Trust again to request that this be he removed as a matter of urgency.</p> <p><b>d) CIL Levy Middleton Cottages</b> The CIL levy had been paid. The Parish Council would be awarded a conditional 15% of this levy amounting to £7128 in April 2019,.</p> <p><b>e) Sling Lane</b> The clerk had received a further email from Ian Dennis (Place Partnership) reaffirming their intention to install a drainage ditch and erect removable wooden posts, restricting vehicular but not pedestrian access.</p> <p><b>f) Junction 6 Roundabout – Proposed Upgrade</b> Planned work was designed to ease traffic congestion. Concern was expressed regarding pedestrian safety.</p> <p><b>g) Middleton Cottage Development</b> Excavators were on site installing drainage pipes. in an attempt to remedy the poor drainage situation. Gulleys were routinely cleaned on a four-year basis (sooner if deemed necessary) however blockages would be dealt with whenever the need arose.</p> <p><b>h) Salt Storage/Spreading/Salt Bin</b> A request for a yellow salt bin to be located at Spellis Green had been made (Request 606669).This had been rejected by County Highways. Councillor Thawley agreed to contact Highways to discuss. A new bin was to be installed replacing the damaged bin at Ladywood Triangle. Councillor Thomas agreed to investigate whether this replacement had been made.</p> <p>There was still no update from the County Council regarding volunteer salt spreaders.</p> <p><b>i) Parliamentary Boundary Review</b></p>	<p>County Councillor</p> <p>Councillor Phillips</p> <p>Pending</p> <p>Pending</p> <p>County Councillor</p> <p>County Councillor</p> <p>Clerk to monitor</p> <p>Clerk to monitor</p> <p>Pending</p> <p>Pending</p> <p>Councillor Thawley</p> <p>Councillor Thomas</p>

	A proposal for the parishes to be located within Bromsgrove's boundary had been put forward. Proposals would be voted upon in the autumn.	Pending
j)	<b>Planning Application 18/01097</b> It was expected that planning application 18/01097 Land at Station Road, - outline planning application for up to 160 dwellings would be presented to the Planning Committee in the New Year,	Pending
k)	<b>Nations Tribute</b> A very successful well organised Nations Tribute event had taken place on the 11 <sup>th</sup> of November 2018 at Salwarpe Village Hall. attended by 130-140 parishioners. Councillor Phillips proposed a vote of thanks to Councillor Meddings for her diligence and hard work in the planning and implementation of this event. Excess food was donated to St. Paul's Hostel in Worcester City.	Closed
l)	<b>Additional Responsibility -Lengthsman Duties.</b> The Finance Committee had recommended that the Parish Council should not absorb the responsibility and cost of additional lengthsman duties. The decision to support the Finance Committee recommendation was proposed by Councillor Hughes and seconded by Councillor Armitage and unanimously carried.	Closed
m)	<b>Wreath Laying – Remembrance Sunday</b> Councillor Meddings thanked Councillor Thomas for laying the wreath on behalf of the Parish Council.	Closed
n)	<b>Defibrillator – Gloverspiece Mini Farm</b> The County Councillor had gifted £800 to Gloverspiece Mini Farm for the provision of a defibrillator.	Closed
o)	<b>Request for Funding – Church Lane Mowing</b> The County Councillor asked if the request for additional funds to support the routine mowing of Church Lane could be deferred until the end of the financial year.	Closed
p)	<b>Overgrown Hedge – The Hainings</b> The Clerk agreed to write to the resident of The Hainings with a request to cut back the hedge in the interests of safety of road users and pedestrians.	
q)	<b>Forthcoming Committee Meeting Dates</b> The 20 <sup>th</sup> February 2019 had been proposed (to be confirmed) for a meeting with the Internal Auditor (closed meeting). The Clerk and Deputy Chair would attend. The Finance Committee would reconvene at 6.00pm on the 14 <sup>th</sup> January Salwarpe Village Hall to finalise precept recommendations to be presented to the January Parish Council Meeting	Clerk/Cllr. Thawley/ F.C
r)	<b>Raised Manhole Cover Ladywood Road</b> The District Councillor offered to speak with County Highways to investigate and possibly refer the issue to Openreach as the raised manhole was considered to be dangerous to highway users.	District Councillor
s)	<b>Increased Incidents of Theft in the Parishes.</b> Councillor Brodrick agreed to, in liaison with the Chairman, draft a letter to the Police & Crime Commissioner with regard to an increase of theft to properties in the area.	Councillor Brodrick/C hairman
t)	<b>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.	2024
u)	<b>Pensions Regulator</b> Completion of Auto Enrolment Compliance Re-declaration due March 2020.	2020
v)	<b>Defibrillator</b> Renewal of battery November 2022 and warranty of AED expires April 2024	2022/ 2024
6.	<b>County &amp; District Councillors</b>	

<p>a) <b>Anticipated Increase in Council Tax.</b> An anticipated 4.9% increase in council tax was expected in order to fund services for young people and the elderly. New measures were due to be introduced to support the maintenance of home living rather than reliance of care facilities. The 'on front door' initiative would be a central first point of call to report suspected abuse. The County Council's current expenditure on care provision for children was £90m per year.</p> <p>b) <b>District Councillor – Resignation of District Councillor L Duffy</b> The resignation of District Councillor Duffy meant that the District was now under- represented by District Councillors. A replacement would not be sought as elections would be held within six months of the date of resignation.</p> <p>c) <b>SWDP _ Call for Sites</b> The SWDP call for sites was currently under review. Several sites had been suggested for consideration.</p> <p>d) <b>Councillor Training – Planning</b> The District Councillor was attempting to initiate training sessions for councillors and clerks to incorporate information relating to changes in planning legislation.</p> <p>e) <b>Planning – Discrepancies in Determination of Applications</b> Concern was expressed over the recent inconsistent decision making in determining planning applications. The Parish Council agreed make representations when obvious inconsistencies occurred.</p> <p>f) <b>Recruitment of Councillors – 2019 Elections</b> The District Council was encouraging Parish Councils to actively seek new candidates for the elections in 2019. The Parish Council intended to place advertisements ion the Community Magazine and insert notices on its parish notice boards (see item 8(b)).</p>		
<p>7. <b>Chairman's Report</b></p> <p>a) <b>Highways</b> Discussed at agenda items 5.</p> <p>b) <b>Salwarpe Fete Grant Consideration –Non-Pecuniary Interest declaration: Cllr C. Hughes</b> A letter had been received from the treasurer of Salwarpe &amp; Hindlip with Martin Hussingtree PCC requesting a suggested contribution of £400 towards the cost of the Salwarpe Village Fete. The contribution would be allocated towards the hire of the village hall, provision of marquee, toilet facilities refreshments and public seating. The letter had been circulated to all Councillors prior to the meeting and after due consideration Councillor M. Armitage proposed a contribution of £200 be made. The proposal was seconded by Councillor A. Thomas and carried unanimously (Councillor C. Hughes refrained from this vote)</p> <p>c) <b>Notice Boards</b> An application showing an alternative location for the notice board located at Drury Lane had been refused by the County Council. The County Council's proposed site was deemed to be unsuitable. The Chairman had asked for a meeting to be arranged to enable him to discuss alternative locations with the County Council's officer on-site.</p> <p>d) <b>Unauthorised Advertising on Parish Council Land</b> The Chairman agreed to speak with a person of authority belonging to the offending company about the unauthorised advertising on the village green.</p>		<p>Closed</p> <p>Chairman</p> <p>Chairman</p>
<p>8. <b>Deputy Chair Report</b></p> <p><b>Finance Committee Meeting 15/10/2018</b> A meeting of the Finance Committee was held on the 15<sup>th</sup> October 2018. The initial draft precept emanating from this meeting had been circulated to all Councillors for consideration with a recommendation for approval.</p> <p>In addition, the following issues were discussed-:</p> <p>a) <b>Members Allowance Scheme</b></p>		

	<p>It was recommended that Members should adhere to the Members Allowance Scheme in existence by agreeing to the non-payment of member allowances</p> <p><b>b) Devolution of Responsibility for Lengthsman Duties to Parish Councils</b> The Finance Committee recommended not to approve devolution of responsibility to the Parish Council for duties relating to of the lengthsman scheme,</p> <p>Councillor C. Hughes proposed acceptance of all Finance Committee recommendations, Councillor M. Armitage seconded the proposal and all recommendations were carried unanimously.</p> <p>The revised Members Allowance Scheme would be published on the Council's website.</p> <p><b>c) Standing Orders</b> Initial amendments to the Parish Council's Standing Orders proposed by the Policy and Data Committee would be circulated to all Councillors and discussed at the January 2019 meeting.</p> <p><b>d) Policy Updates</b> Policies were being reviewed and updated on a rolling basis. The Financial Regulations were to be scheduled for consideration by the Finance Committee at the beginning of the new year . Councillor B. Meddings and Councillor J. Clarke were in the process of reviewing Human Resource and relative resourcing and management policies. Councillor Clarke had agreed to supply ACAS documentation for consideration and absorption into Parish Council policies.</p> <p><b>e) SWDP Meeting at County Hall 6/11/2018</b> The Deputy Chair had attended a meeting at County Hall on the 6<sup>th</sup> November, chaired by Ms. Melanie Baker. The updated SWDP would be published in 2020 and 'Call for Site' options and other relevant issues were currently under consideration. An additional 14,000 residential homes were to be provided by 2041. Green belt and other existing 2016 policies would remain intact. It was recognised that additional traveller sites would need to be provided within the District. The Parish Council had been asked to make comments on methodology by 17<sup>th</sup> December 2018. These comments had been submitted. Preferred site options would be available for publication in November/December 2019</p>	<p>Clerk</p> <p>Clerk</p> <p>Finance Committee/Cllr Clarke/Cllr Meddings</p>
<p><b>9. Councillors Reports</b></p> <p><b>a) Bus Shelters (Councillor A. Phillips/Chair)</b> An order had been placed with Littlethorpe of Leicester Ltd for one Newstead and one Great Leigh bus shelter (order total cost £15610 ex Vat). Both models would include solar panels in their roof area. The shelters would be delivered and erected on either side of the A38 at Martin Hussingtree on the 22<sup>nd</sup> November 2018. Prior to this concrete base pads would need to be laid and the tender received from Top Cut Mowing Services Limited had been accepted for this element of the work. It was noted that some repair work to the pavement was necessary and it was felt that landscaping an area on the northbound carriageway would enhance the location. It was also suggested that gabion cages might be necessary to secure the area. Councillor Phillips would inform County Highways to discuss partial road closure in order to assist the shelters erection. Leaflets had been circulated to the neighbouring area informing residents of the impending work and provision. The New Homes Bonus grant for this work had been agreed and monies could now be applied for.</p> <p><b>b) Community Publications (Councillor B. Meddings)</b> Parish/District Council elections would be held in May 2019 and it was agreed that the Parish Council should actively seek new membership. Notifications would be placed in the January/February 2019 Community Magazine to inform and encourage residents to stand. It was agreed that councillors would indicate whether they intended to stand for re-election at the next Parish Council meeting in January 2019</p>		<p>Councillor Phillips/C Chair Clerk</p> <p>Councillor Meddings/ All Councillors</p>
<p><b>10. Village Hall Committee - Councillor Representative Councillor J.Hill (apologies received)</b></p>	<p>It was reported that the light sensors illuminating the car park and walkways to and from the village hall were ineffective due to timing issues. It was requested that illumination timings be adjusted to allow better visibility for longer periods. In addition, the problem relating to the combination lock had not been rectified and it was requested that this lock be replaced with a larger combination or key lock.</p>	<p>Cllr. Hill</p>

	<p>Councillor Meddings asked that thanks be passed on to the Village Hall Committee for their help and assistance in the Nations Tribute Commemoration event. The Village Hall had been provided free of charge and the caretaker and other volunteers were in attendance at this highly successful event.</p> <p>Councillor Hill informed the meeting that a post-Christmas event would be hosted at the Village Hall in January 2019.</p> <p>Councillor A. Thomas left the meeting 9.10pm</p>	Cllr. Hill
<p><b>11. Finance</b></p> <p><b>a) Review of payments made and received since the last meeting (see Appendix 1)</b> Accepted without query</p> <p><b>b) Report on year to date expenditure compared to budget</b> Noted</p> <p><b>c) Draft Budget/Precept 2019/2020 Finance Committee Recommendations</b> Approved. See Item 8(a) - Councillor C. Hughes proposed acceptance of Finance Committee recommendations, Councillor M. Armitage seconded and acceptance of the proposed draft was carried unanimously.</p> <p><b>d) Reserves Finance Committee Recommendations</b> Approved. See Item 8(a) - Councillor C. Hughes proposed acceptance of Finance Committee recommendations, Councillor M. Armitage seconded and acceptance of the recommendations was carried unanimously.</p> <p><b>e) Reserves Retention Policy Finance Committee Recommendations - Proposal for one-year budget equivalent to be held as reserves</b> Approved. See Item 8(a) - Councillor C. Hughes proposed acceptance of Finance Committee recommendations, Councillor M. Armitage seconded and acceptance of the recommendation was carried unanimously.</p> <p><b>f) Increased Insurance Premium to incorporate new Bus Shelters</b> Increase to premium to cover the new bus shelter assets noted and agreed. Clerk to inform Councillors of increase to premium when available.</p> <p><b>g) Finance Committee Meeting – Final Precept 2019/2020</b> The next Finance Committee meeting had been arranged for 14<sup>th</sup> January 2019 at 6.00pm, Committee Room Salwarpe Village Hall - to consider final draft precept</p> <p><b>h) Nations Tribute – Notification of and approval of St. John’s Ambulance Attendance</b> Expenditure of £73.60 for the attendance of St. Johns Ambulance staff at the Nations Tribute event was noted. Councillor A. Phillips recommended retrospective approval seconded by Councillor P. Oakley and unanimously carried.</p> <p><b>i) Section 106 Grant</b> A s106 grant of £5320 had been awarded to the Parish of Hindlip for use in public open space projects. The following suggestions were made;</p> <ul style="list-style-type: none"> <li>• Collaborative project with the Wildlife Centre</li> <li>• Hindlip Lane/Hurst Lane verges. Project to improve the safety of walkers and aesthetics of the lanes.</li> </ul> <p>Further discussions to be held at the January 2019 meeting</p> <p>•</p> <p><b>j) Replacement Boundary Posts – Expenditure Approval</b> Councillor J. Hill proposed acceptance of expenditure to replace broken boundary posts located at the Village Green. The proposal was seconded by Councillor B. Meddings and unanimously carried.</p>	Clerk	
<p><b>12. Planning Consultations - Appendix 2-4</b></p> <p><b>a) Planning Applications</b></p>		

	<p>Noted</p> <p><b>Licencing Application Gloverspiece Mini Farm 18/05635/PREMLI.</b>  The Deputy Chair would represent the Parish Council at a licencing hearing on the 29<sup>th</sup> November 2018 in respect of the above application for an entertainment licence. Concern was expressed as to the suitability of the site for the demands of this application. In addition, planning conditions attached to previous approved planning applications had not been adhered to. It was proposed and agreed that the Chairman should contact the Planning Enforcement Officer to inform him of the breach of conditions (change of use and non-demolition of redundant buildings).</p> <p><b>Court Farm</b> – Application 18/02166/OUT resubmission of application 18/01141/OUT noted</p> <p><b>b) Enforcements and Appeals</b>  Noted</p> <p><b>c) Temporary Granted Permissions</b>  Noted</p> <p>Councillor J. Hill left the meeting 9.45pm</p>	Chairman
13.	<p><b>Correspondence</b></p> <p><b>a) Letter of thanks to Churchfields Farm for the use of field for parking at the Nations Tribute event (Councillor B. Meddings)</b></p> <p><b>b) Letter of good wishes to District Councillor Lynne Duffy (Chairman)</b></p>	
14.	<p><b>Councillor Reports and Items for Future Agendas</b>  None</p>	
15.	<p><b>Date of Next Meeting</b>  The date of the next Council Meeting was approved as Monday 21<sup>st</sup> January 2019 at Salwarpe Village Hall to commence at 7.00pm.</p>	

There being no further business the Chairman closed the meeting at 9.55pm.

Signed..... Date 21<sup>st</sup> January 2019 Chairman

**Public Question Time**

One resident of the parish attended to express concern over speeding and non-compliance with traffic signals at Martin Hussingtree Junction. A request was made to the County Councillor to instigate procedures to introduce speed limits at this site. The County Councillor informed the resident of the measures under consideration or currently in place i.e. road safety audit, camera installation and consideration of installation of additional signals (see agenda item 5(a))

**Police Incident Report**

Councillors had been provided with a copy of an incident report prepared by PCSO Aidan Goundry dated 19<sup>th</sup> November 2018. No issues were raised. The apparent non-reporting of crime was noted.