

HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

Clerk to the Council: Mrs E Gallagher, PO Box 6986, Kidderminster DY11 9FB Tel: 07846 125405

Email: hmhspc@gmail.com
www.worcestershire.gov.uk/myparish

Councillors are duly summoned to attend the **Parish Council Meeting** to be held at **7.00pm on Monday 20th November 2023** in the Main Hall, Salwarpe Village Hall

Members of the public and the press are entitled to attend.

Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for further consideration at the discretion of the Chairman, after which, the Parish Council will commence its meeting. Members of the Public may not take part in the Parish Council Meeting itself. This period is not part of the formal meeting: brief notes will be appended to the minutes. The adopted code is applicable to Councillors during Public Question Time.

Rights to Record Meetings - Admission to meetings Act 1960 s.1 (9) allows for members of the public and the press to report on the proceedings of the meeting (details and limitations displayed at the meeting).

Community Police Report - A Police & Crime Commissioner Report now distributed on a monthly basis in newsletter form

AGENDA

1. **Apologies:** To receive apologies and approve reasons for absence
2. **Declarations of Interest/Code of Conduct**
 - (a) To declare any interest
 - (b) To declare any Dispensations
 - (c) To note the Code of Conduct and requirements of the Transparency Regulations (note not exempt authority)
 - (d) To note the right to record meetings refer to displayed notice
3. **Standing Orders & Financial Regulations**
 - a) To note Standing Orders - Adopted November 2021 (including amendments 17/01/2022)
 - b) To note Financial Regulations - Adopted November 2021 (including amendments 17/01/2022 & 16/05/2022)
 - c) To review any Freedom of Information requests
4. **Minutes**
 - a) To consider for approval the Draft Minutes of the Meeting of the Parish Council held 20th November 2023
5. **Community Legacy Grant – Matt Nicol & Gemma Ranford (Place Board Officer for Droitwich Spa)**
6. **Chairman/Clerk/ County & District Councillors - Progress on items from Minutes of 18th September 2023 Not otherwise covered by the agenda – See attached Action List**
7. **Chairman's Report**
 - a) Copcut Rise Update –
 - o Bus Shelter/Litter Bins
 - o Memorial & Coronation Benches
8. **Deputy Chair Report**
 - a) **Finance Committee Meeting – Confirm meeting date**
 - Precept
 - Review Control Documentation
9. **Councillor Reports**
 - a) Remembrance Wreath Laying Service- (Cllr Meddings).
 - b) Establishment of Parish Facebook Page – Cllr. R. Hewitt
 - c) Martin Green Trees – Cllr A Phillips
 - d) Consideration of s137 Grant Provision for Chawson First School – Cllr. A. Johnson
 - e) Cocut Rise Defibrillator Sponsorship (Public health Act 1936, s.234)– Cllr. A. Johnson
10. **Salwarpe Village Hall Committee Report (Council Representative – Cllr. J. Hill)**
11. **Reports of County & District Councillors (County Cllr. M. Bayliss. Dist. Cllrs. N.Wright & D. Birch)**
12. **Finance**
 - a) Review of Payments made and Received since the Last Meeting (see Appendix 1)
 - b) Report on Year-to-Date Expenditure Compared to Budget
 - c) Monitoring Officer to confirm Accuracy of Bank Payments

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- d) Internal Audit - Initial Feedback
- e) To Note 2023/24 Pay Scale Review
- f) To note Rescheduled January Risk assessment – Cllr Phillips/Clerk

13. Planning Consultations

- a) Applications (see Appendix 2)
- b) Enforcements and Appeals (see Appendix 3)
- c) Temporary Granted Permissions (see Appendix 4)

14. Correspondence Received

15. Items for Future Agenda's:

To report matters of essential information and to raise items for future agendas. Items for debate or decision will be deferred to a future meeting. _

16. Items Carried Forward for Noting

- a) Defibrillator – Expiry Pads July 2025. Battery November 2027 AED Warranty Expired April 2023
- b) Memorial Land – Possessory Title 2024
- c) **Pensions Regulator – Auto enrolment February 2026**

17. Date of next meeting

Monday 15th January 2024 at 7.00pm Salwarpe Village Hall

Signed



Mrs E. Gallagher, Clerk to Hindlip, Martin Hussingtree & Salwarpe Parish Council

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Updated Action List Meeting 18 September 2023			
No	Councillor	Action	Response
1	M. Bayliss Feedback 20/11/23	A38 Copcut/Roman Way Island -Queues - Unsatisfactory traffic flow, long queues and impatient drivers with unsafe responses – ‘This issue is currently with higher management at WCC to discuss and respond’ - Lobby for longer term better solution - Discuss camera installation - Safety Partnership - Salwarpe abbreviation to be amended to full or right turn only	Written response by 29/9/2023
2	M. Bayliss Feedback 20/11/23	Martin Hussingtree Lights - Accident hot spot, Swan Pub exit dangerous right turn (turn left instruction suggested), Swan & Garden Centre exits & jumping lights issue We have a site meeting set to discuss issues raised 08:15 6/11 - Discuss with County Safety Partnership and Highways for solutions	Written response by 29/9/2023 Update req
3	M. Bayliss	Road Closure Signage - not keeping up with display signage and not collecting signage after use. The majority of signage left out is from utilities works. There should be a label on the back showing the owner. They can be contacted direct to collect or report on WCC report it site - Take issue to Highways	Written response by 29/9/2023
4	M. Bayliss Feedback 20/11/23	Hindlip Verges Discuss levelling and mowing for better pedestrian access with the relevant works team We wouldn't prepare a soft uneven surface to encourage walking on as it wouldn't be safe.	Written response by 29/9/2023
5	M. Bayliss Feedback 20/11/23	Copcut Middle School Issue - Discriminatory one school option - out of line with the rest of the District - Investigate and feedback	Update req
6	M Bayliss	Police attendance at meetings Marc to - encourage police presence (3 monthly)	M Bayliss
8	P. Oakley	Noise nuisance - contact residents to advise noise abatement recording	In abeyance
9	All Councillors	Gulley Jetting Programme There are cyclic drainage cleaning programmes. The areas are circulated to Cllrs. Blocked gullies can be reported individually on WCC report it site Community Legacy Grant Suggestions	Update req
10	All Councillors Agenda Item 20/11/2023	Memorial bench locations (7 (ii) If any benches are intended for placement on the highway I can survey the site and issue licences	Update req
11	D Birch/Chairman	Community space Copcut Rise 7 (iii) Dog Fouling Copcut Rise(7iii)	Update req
12	Cllr. Bayliss/Cllr Thawley	Highways overgrowth/lane marking 7 (iv) Please report any sites on WCC report it for Inspectors to attend and raise any works as necessary	Update req
13	Cllr Hewitt/Clerk	Mock up Facebook page 9.(ii) Overgrown footpath references 9 (iii)	Update req Actioned

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	Agenda Item (Facebook) 20/11/23		
14	Cllr Johnson Agenda Item 20/11/23	Chawson School 9(iv)	Update req
15	Cllr Brodrick	Rugby Club car park misuse photos 9 (iv)	Update req
16	Cllr Brodrick	Oak trees TPO 9 (viii)	Update req
17	Cllr Bayliss/Clerk	Protocal for speaking at Cnty. CI Planning Committee	Actioned by Clerk Completed
18	All Councillors/Clr. Wright	Rural issues 11(iii)	Update req
19	Cllr. Thawley/Clerk Agenda Item 20/11/23	Finance Committee meeting date 12 (iv) Also- Review of Control Documentation Risk Assessment Date Note Pay scale Update	Update req
20	Chairman	Churchfields children's nursery 14(i)	Update req
21	Cllr Johnson Agenda Item 20/11/23	Copcut defibrillator 14 (iii)	Agenda item Nov
22	Clerk	War Memorial clean 14 (iv)	Actioned Completed
23	All Councillors Agenda Item 20/11/23	Community Legacy Grant 5	Partially Actioned Update required from some

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Appendix 1

Payments and Receipts 12/07/2023 – 06/09/2023

Opening Balance Community Account 2022/23	26027.79
Less Payments	(27624.99)
Plus Receipts	19444.00
Total Closing Balance	17846.80

Business Money Manager Deposit Account Opening Balance	72485.79
Transfer from Current Acc	20000.00
	92485.79
Closing Balance May BMM Account	92485.79
Closing Balance Community Account	17846.80
Total	110332.59
Total allocated Reserves (Ring fenced see attached)	(46482.03)
Total Funds	110332.59
Ringfenced	(46482.03)
Available Funds	63850.56

Current Account				
Date	Recipient	Reason	Receipts	Payments
10/09/2023		Precept 2	19,444.00	
10/09/2023		Bank Charge		8.00
26/09/2023	Councillor reimbursement	Landlife wildflowers seeds		101.95
26/09/2023	PKF Littlejohn	Audit 2022/2023 Completion		252.00
26/09/2023	Salaries	Sept salary		528.37
26/09/2023	HMRC	Sept salary		118.00
02/10/2023	UK Aggregates Ltd	BDS Shelter Copcut CIL		4628.40
		Transfer to BMM Account		20000.00
29/10/2023	Salaries	October salary		525.57
10/10/2023		Bank Charge Sept		8.00
29/10/2023	HMRC	October salary		118.00
31/10/2023	Contractor	Copcut shelter fit		1328.70
09/11/2023		Bank Charge Oct		8.00
Total			19444.00	27624.99

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Date		Receipt
02/10/2023	Transfer from Current Account	20000.00

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As at 10/11/2023

BUDGET COMPARISON APRIL 23/24- £

	Actual YTD	Forecast	Total Forecast To 31 Mar 24	Budget 23/24	Variance	Notes - Negative variance shows over spend to budget
Clerk Salary & Expenses						
Salary (inc. extra hours worked)	4,425.00	1,475.00	5,900.00	8,400	2,500	
Home office allowance	180.00	132.00	312.00	312	0	
Mileage	76.50	102.00	178.50	300	122	
CALC Training / Clerk Gatherings	50.00	150.00	200.00	200	0	
Chairman / Councillor Expenses						
Chairmans allowance	650.00	-	650.00	650	0	
Councillors Mileage & expenses	-	200.00	200.00	200	0	
Councillors training	117.50	282.50	400.00	400	0	
Fees						
Insurances	540.94	-	540.94	1,000.00	459	
CALC Fees	981.75	-	981.75	1,200.00	218	
External Audit	210.00	-	210.00	300.00	90	
Internal Audit	-	250.00	250.00	300.00	50	
Subscriptions	40.00	740.00	780.00	780.00	0	
Misc Costs						
Meeting Room Hire	-	300.00	300.00	300.00	0	
PO Box Rental	-	400.00	400.00	400.00	0	
Office consumables	228.94	76.31	305.25	560.00	255	
Risk Assessment & Tree Survey	-	-	-	-	0	
Maintenance:						
Maintenance Green & pond	-	3,573.50	3,573.50	4,000.00	427	
Burial Grounds	-	-	-	1,200.00	1,200	
General repairs - notice boards etc	2,540.00	1,460.00	4,000.00	4,000.00	0	
Misc Tree/litterbin maintenance inc top cut extra	-	1,000.00	1,000.00	1,000.00	0	
Section 137 / 139						
Wreaths	-	-	-	100.00	100	
War memorial maintenance	-	434.00	434.00	500	66	
Section 144/111						
Community event & Magazine	380.00	2,820.00	3,200.00	3,200	0	
Election Expenses (Reserves)	-	-	-	250	250	
New Development Costs	-	-	-	-	0	
Climate enhancement & NHB (Brownheath)	84.96	-	84.96	9,336	9,251	
					0	
Expenditure exc. L'sman & VAT recovery	10,505.59	13,395.31	23,900.90	38,888.00	14,987.10	
Election Recharge	1,308.94	-	1,308.94			
Hindlip School	3,541.00	7,084.00	10,625.00			
Coronation Grant	52.54	523.46	576.00			
Lengthsman Scheme	-	-	-			
VAT paid	1,799.01	-	1,799.01			
BDS Shelter	4,964.25	2,538.67	7,502.92			
Year to date gross expenditure	22,171.33	23,541.44	45,712.77			

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Application 7th September 2023 – 9th November 2023

NEW APPLICATIONS				
No	Location	Proposal	Parish	
W/23/01230/LB	Old Mill House, Copcut Lane, Salwarpe,	Proposed remedial roof repair work to dwelling and replacement of 3 no. dormer windows and 2 no. rooflights	Salwarpe	Comments sent 4/10/2023
W/23/01625/GPDQ	Brookhill Farm, Porters Mill Lane, Ladywood, Salwarpe,	Notification for Prior Approval for the proposed change of use of an Agricultural Building to 1 Dwellinghouses (Class C3), and for building operations reasonably necessary for the conversion	Martin Hussingtree	Not Consulted Approved
W/23/01669/HP	Old Mill House, Copcut Lane, Salwarpe,	Proposed remedial roof repair work to dwelling and replacement of 3 no. dormer windows and 2 no. rooflights	Salwarpe	Comments sent 4/10/2023
W/23/01287/LB	Old Mill House, Copcut Lane, Salwarpe,	Demolition of garage and lean-to structures attached to the outbuildings. (RETROSPECTIVE)	Salwarpe	Comments sent 4/10/2023
W/23/02058/FUL	Court Farm, Hindlip Lane, Hindlip,	Change of use of redundant detached outbuildings to 3No. dwellings with home office accommodation	Hindlip	Comments due 31/10/2023
W/23/02182/HP	Court Farm, Hindlip Lane, Hindlip,	Alterations to existing garage approved under planning permission 20/00576/HP to include 3No. dormer windows and use of first floor space as home office (retrospective)	Hindlip	Cpmments due 13/11/2023
W/23/01990/HP Associated Ref:W/23/01991/LB	Willow Barn, Church Lane, Martin Hussingtree,	Erection of garden shed	Martin Hussingtree	Comments due 15/11/2023
NEW Applications in period – 8				

AWAITING DECISIONS				
No	Location	Proposal	Parish	Decision
21/02562/FUL	Land Opposite, Yew Tree Farm, Newland Road	Demolition of Outbuildings and the Development of 52 Dwellings	Salwarpe	Committee 10/11/2022
W/22/00743/FUL	Land Between Roman Way And, Copcut Lane,	Development of 19 residential dwellings with associated landscaping and infrastructure	Salwarpe	Comments sent 18/05/2022
W/22/00868/RM	Land At (Os 8880 6158), Joynes Road, Copcut,	Reserved matters application for the amendments to footpaths	Salwarpe	Comment sent 24/05/02
21/02562/FUL	Land Opposite, Yew Tree Farm, Newland Road, Droitwich Spa	Demolition of Outbuildings and the Development of 56 Dwellings, Public Open Space and Associated Infrastructure	Salwarpe	Comment sent 26/11/2021 Amended Plans comment sent 06/06/2022 Amendments received 20/10/2022

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W/22/01558/FUL	Wescocoe, Newland Lane, Newland, Droitwich Spa, WR9 7JH	Residential development consisting of 26no. affordable 2dwellings and associated infrastructure on land north of Newland Lane,	Salwarpe	Coment sent 5/10/2022 Additional comments by 26/5/2023
W/22/01756/OUT	Former Poultry Buildings, Drury Lane, Martin Hussingtree	Removal of existing derelict agricultural buildings and replacement with 10no New Residential Dwellings.	Martin Hussingtree	Comment sent 26/11/2022
W/22/01558/FUL Amendments	Westcooe, Newland,Lane, Salwarpe	AMENDED Site Layout. Reduced scheme to 25 no. affordable dwellings.	Salwarpe	Comments sent 26/05/2023
W/23/00893/FUL	Land East side Droitwich Road Martin Hussingtree (OS 8864 6045)	Construction of a SOLAR PARK, Battery Store, Improved Access, associated infrastructure and landscaping	Martin Hussingtree	Comments sent by 16/2023
W/22/01558/FUL	Wescocoe, Newland Lane, Newland, Droitwich Spa, WR9 7JH	Residential development consisting of 26no. affordable 2dwellings and associated infrastructure on land north of Newland Lane,	Salwarpe	Comment sent 5/10/2022 Additional comments by 26/5/2023
W/23/00939/PIP	Hill Top Farm, Newland Lane, Newland, Droitwich Spa, WR9	Permission in Principle for the construction of 3 no. self-build dwellings	Salwarpe	Comment sent 2/06/2023 Approved 23/6/2023
W/23/00893/FUL	Land East side Droitwich Road Martin Hussingtree (OS 8864 6045)	Construction of a SOLAR PARK, Battery Store, Improved Access, associated infrastructure and landscaping	Martin Hussingtree	Comments Sent 16/6/2023
W/23/01180/PIP	Land At (OS 8726 6088), Ladywood Road, Salwarpe	Permission in Principle for 2 detached bungalows	Martin Hussingtree	Comment sent 29/06/2023
W/23/00665/FUI	Land at (OS 8778 5991), Church Lane, Martin Hussingtree,	Erection of live/work unit.	Martin Hussingtree	Comment sent 11/08/2023
W/23/01379/RM	Hill Top Farm, Newland Lane, Newland,	Reserved matters application for the appearance; landscaping; layout and scale of Plot 4, following outline permission W/22/00143/OUT.	Salwarpe	Comment Sent 4/08/2023
23/000007/CM	Court Farm, Hindlip Lane, Hindlip, Worcestershire, WR3 8SS	Proposed anaerobic digestion facility for a biomethane gas to grid plant, creation of new access and haul road from Hindlip Lane and ancillary works	Hindlip	comments sent 15/9/2023
W/23/01184/OU	The Wain House, Copcut Lane, Salwarpe,	Outline application for the erection of 1 dwelling	Salwarpe	Comment sent 14/9/2023
DECISIONS				
No	Location	Proposal	Parish	Decision
W/23/01625/GPDQ	Brookhill Farm, Porters Mill Lane,	Notification for Prior Approval for the proposed change of use of an Agricultural Building to 1 Dwellinghouses	Martin Hussingtree	Not Consulted Approved

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	Ladywood, Salwarpe,	(Class C3), and for building operations reasonably necessary for the conversion		
W/22/00796/FUL	Land At (Os 8880 6158), Joynes Road, Copcut, Droitwich Spa	Full planning application for construction of a 418 sq.m Sainsburys food retail unit	Salwarpe	Approved 28/9/2023
W/23/00958/HP	Newland Farm, Barn 3, Brown Heath Lane, Martin Hussingtree, Worcestershire, WR9 7JF	Erection of replacement gates and upgrading existing access (retrospective)	Salwarpe	Approved 5/10/2023
W/23/01298/PIP	Wescoe, Newland Lane, Newland, Droitwich Spa, WR9 7JH	Permission in Principle for the construction of up to 4 no. dwellings	Salwarpe	Approved 16/10/2023
W/23/01046/RM	Land Opposite, Yew Tree Farm, Newland Road, Droitwich Spa	Reserved Matters application up to 7 self build dwellings following grant of planning permission 20/01641/OUT	Salwarpe	Approved 3/11/2023
Decisions in Period - 5				

APPENDIX 3

ENFORCEMENTS				
Enforcement No.	Location	Description of alleged breach	Parish	Status
New Enforcements in period 0				
APPEALS				
No.	Description	Parish	Decision	
New appeals in period 0				

APPENDIX 4

TEMPORARY GRANTED PERMISSIONS			
No:	Location	Period	Expiry Date
20/000033/REG3 20/02041/CM.	Sixways Park & Ride variation of condition	4 years	See below 31/08/2025
19/01064/FUL	Hindlip Hall, The Drive, Hindlip, Installation of a temporary modular classroom adjacent to the Firearms School	2 years	Renewal Approved EXP 04/11/2024
20/02363/FUL	The Log Cabin, Upper Smite Farm, Smite Lane, Hindlip, Worcester, WR3 8SZ	3 years	Expire 30/10/2023
19/02329/ADV	Worcester Rugby Club, Westons Fields, Hindlip. Two Totem Pole signage,	5 Years	Expire 1/12/2024
P.C Contractual Agreement	Cherry Lane Advertising Hoarding	2 Years	Expire 31/05/2024
Appln.20/02041/CM (20/000033/REG)	Sixways Park & Ride variation of condition	4 Years	Expire 31/08/2025
21/02173/FUL	Installation of a temporary modular classroom adjacent to the Firearms School (3-year Renewal of Planning Consent 21/02173FUL)	3 years	Expire 03/11/2024
W/22/01516/FUL	Worcester Warriors Sixways Stadium, Warriors Way, Hindlip, Continued use of the Marquee inside the ground as a bar area	3 Years	Expire 08/09/2025
New Temporary permissions in period 0			

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**APPENDIX 5
NON-PLANNING ACTIVITY**

Defibrillator Temporarily Recalled 8/8/2022 Replaced 30/10/2022	(i) Battery replacement 1/11/2027 (ii) Pads expiry date July 2025 (iii) Warranty of AED expiry April 2023.
Memorial Land.	Possessory Title 2024 to be finalised with Land Registry.
Pensions Regulator.	Redeclaration due February 2026