

HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

Clerk to the Council: Mrs E Gallagher, PO Box 6986, Kidderminster DY11 9FB Tel: 01562 700479

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

You are duly summoned to attend the Acceptance of Office followed by the
ANNUAL MEETING of the PARISH COUNCIL
to be held at **7.00 p.m.** on **Monday 21st May 2018**, Committee Room, Salwarpe Village Hall

Public Question Time – To be adjourned until after item 6. 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 – Officers report circulated to the Parish Council prior to meeting.

AGENDA

1. **Election of Chairman** and signing of Declaration of Office
2. **Apologies:** To receive apologies and approve reasons for absence
3. **Election of Deputy Chairman**
4. **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
 - (d) To note the right to record meetings refer to displayed notice
5. **Standing Orders & Financial Regulations**
 - a) To note Standing Orders
 - b) To note Financial Regulations
 - c) To review any Freedom of Information requests
6. **Council's Scheme of Delegation**

Appointment of Councillors/Wardens to the following:

 - (a) Finance & Internal Control Committee
 - (b) Staffing Committee
 - (c) Policies & Data Committee
 - (d) Community Publications
 - (e) Village Hall Trust Committee Council Representative
 - (f) Parish Path Wardens
 - (g) Parish Tree Warden

Public Question Time – Meeting to be adjourned and reconvened

7. **Minutes**
 - a) To consider for approval the draft Minutes of the meeting of the Parish Council held 19th March 2018
 - b) To note for information the draft Minutes of the 2018 Annual Parish Meeting and to consider items requiring action for future agendas
8. **Clerk**
 - (a) Clerk to report on actions from Minutes of 19th March 2018 and update on progress from actions from Minutes for items not covered on the Agenda
9. **Reports of County & District Councillors**
 - (a) For information (any items raised for decision will appear on the agenda for the next meeting)
10. **Chairman's Report**

Chairman's Address
11. **Deputy Chair Report**

None
12. **Councillors Reports**
 - (a) Bus Shelters Cllr. Phillips
 - (b) Notice boards – Re-siting Drury Lane board & purchase of Salwarpe Bridge board Cllr. Meddings
 - (c) Policies & Data Committee progress report Cllr Thawley
 - (d) Arrangement of staff appraisal meeting. Cllr. Meddings

**HINDLIP, MARTIN HUSSINGTREE AND SALWARPE
PARISH COUNCIL**

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

Tel: 01562 700479

Email: hmhspc@gmail.com

www.worcestershire.gov.uk/myparish

- (e) WWI Nations Tribute Community Event Cllr. Meddings
- (f) Parliamentary Boundary Review – Mid Worcestershire Constituency Cllr. Meddings

12. Salwarpe Village Hall Committee Report (Cllr.J.Hill)

13. Finance

- (a) Review of payments made and received since the last meeting (see Appendix 1)
- (b) To approve the Annual Governance Statement 2017/2018
- (c) To approve the Annual Statement of Account Auditors Report and Year End Returns 2017/2018
- (d) To approve the Asset register and approve arrangements to update Risk Assessment Register 2017/2018
- (e) To approve the Lengthsman Scheme and Maintenance Contract 2018/2019
- (f) To approve and confirm insurance policy renewal
- (g) To review subscriptions
- (h) To note budget details for 2018/19 (Attached to Agenda)
- (i) To initiate arrangements to update all internal control documents.
- (j) To approve Terms of Appointment of DKE Internal Auditor for 2018/2019
- (k) To approve NALC salary award effective from 1st April 2018
- (l) To approve recommended grant of £50 for defibrillator training event – payable to Droitwich AED.
- (m) To approve Maintenance Agreement between Salwarpe Village Hall Trust and the Parish Council for public access defibrillator Salwarpe Village Hall
- (n) To note Worcester County Council award of £1000 for community events

14. Planning Consultations

- (a) Applications (see Appendix 2)
- (b) Enforcements and Appeals (see Appendix 3)
Hill Top Farm APP/H1840/W/18/319738617/01689/OUT
- (c) Temporary Granted Permissions (see Appendix 4)
Worcester Warriors Marquee expired temp permission Application submitted 18/00660/FUL

15. Correspondence

- (a) Public member complaint regarding bus failing to stop at Copcut Elm
- (b) Removal of advertising hoarding on Village Green – Davids Nurseries
- (c) Request to Salwarpe Parish Path Wardens to inspect footpath 518

16. Councillors Reports & Items for Future Agenda's:

Each councillor is requested to use this opportunity to report matters of information not included elsewhere on this agenda and to raise items for future agenda's. Items for debate or decision will be deferred to the next meeting

17. Date of next meeting

To confirm the date of the next Parish Council meeting to be held at 7.00 p.m. on Monday 15th July 2018 Committee Room at Salwarpe Village Hall

Signed 

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

**HINDLIP, MARTIN HUSSINGTREE AND SALWARPE
PARISH COUNCIL**

Clerk to the Council: Mrs E Gallagher, PO Box 6986, Kidderminster DY11 9FB Tel: 01562 700479
Email: hmhspc@gmail.com
www.worcestershire.gov.uk/myparish

**Appendix 1
Payments and Receipts 29th February – 14th May 2018**

Opening Balance Community Account	12379.60
Less Payments	(1721.21)
Plus Receipts	12408.60
Total Closing Balance	23066.99

Business Money Manager Deposit Account	9711.14
Interest	1.69
Closing Balance April BMM Account	9712.83
Closing Balance Community Account	23066.99
Total	
Less Ring-fenced grant – NHB Memorial fund	(857.76)
Less Ring-fenced additional mtnce - mowing yrs 18/19–20/21	(500.00)
Less maintenance provision grant - contribution to notice boards	(1,245.00)
Less ringfenced election costs received	(750.00)
Less ringfenced community event grant	(1000.00)
Total Reserves	18714.23

Payments from 29th February – 14th May 2018

Year 2017/18

13/03/2018	101767	Councillor	Expenses	119.14
13/03/2018	101768	Contractor	Lengthsman 5710	96.00
16/03/2018	101769	Chairman	Chairman Allowance Oct - Mar	150.00
31/03/2018	101770	Salaries	March Salary	490.18
31/03/2018	101771	HMRC	HMRC Jan - Mar	303.36
			Bank error	0.05

Year 2018/19

04/05/2018	101773	HMRC	Tax April Salaries	97.68
04/05/2018	101774	Salaries	April Salary	464.80
			TOTAL PAYMENTS	1721.21

Receipts from 29th February – 14th May 2018 (Community Account)

13/03/2018	Worcs County Council	Community event grant	1000.00
23/03/2018	Worcs County Council	Lengthsman reclaim Dec 2017	204.40
10/04/2018	Worcs County Council	Lengthsman reclaim Jan/Feb 2018	1698.20
30/04/2018	Wychavon District Council	Precept 1 st Payment	9506.00
		TOTAL	12408.60

Receipts from 29th February – 14th May 2018 (Deposit Account)

02/03/2018	HSBC	Interest	1.69
		TOTAL	1.69

HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

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

Tel: 01562 700479

Email: hmhspc@gmail.com

www.worcestershire.gov.uk/myparish

PLANNING 9th March 2018 – 13th May 2018 APPENDIX 2

NEW APPLICATIONS				
No	Location	Proposal	Parish	Decision
17/02523/LB	Church of St. James The Drive Hindlip	Replace existing exterior basement door	Hindlip	Comment submitted 21/3/2018 Approved 26/4/2018
18/00589/LB	Hindlip Hall, The Drive, Hindlip, Worcester, WR3 8SP	The installation of a access Platform lift in the West Wing area of Hindlip Hall. The installation of a handrail / guardrail to Hindlip Hall Sports Hall roof	Hindlip	Comment sent 16/4/2018 Planning Officer Elaine Artherton
18/00484/FUL	Woodlands, Pershore Lane, Martin Hussingtree, WR3 8TA	Proposed Agricultural Building	Martin Hussingtree	Comment due 23/4/2018 Dawn Lloyd
18/00591/LB See also 18/00288/LB	Hindlip Hall, The Drive, Hindlip, Worcester, WR3 8SP	Like for like replacement of existing windows to a listed building	Martin Hussingtree	Comment sent 18/4/2018 Planning Officer Elaine Artherton
18/00660/FUL	Worcester Warriors Sixways Stadium, Warriors Way, Hindlip, Worcester, WR3 8ZE	Continued use of the Marquee inside the ground as a bar area	Hindlip	Comment sent 23/04/2018 Planning Officer Gavin Greenhow
18/00592/HP	The Byre, Middleton Farm, Ladywood Road, Salwarpe, Droitwich Spa, WR9 0AH	Proposed extension to existing dwelling	Salwarpe	Comment due 15/05/2018 Planning Officer Dawn Lloyd
18/00774/FUL	Hindlip Hall, The Drive, Hindlip, WR3 8SP	Proposed Installation of Roof Safety Guardrail. Proposed Relocation of the front Entrance Barrier	Hindlip	Comment due 17/05/2018 Planning Officer Ruth Lambert
18/00769/HP Associated Ref:18/00768/LB	Court Farm, Hindlip Lane, Hindlip, WR3 8SS	Proposed link extension, proposed detached garage, new railings and gates to front and internal alterations	Hindlip	Comment due 21/05/2018 Planning Officer Tracy Humphries
18/00830/ADV	Land Between Roman Way And, Copcut Lane, Salwarpe Wm Davis	17 flags with poles	Salwarpe	Comment sent 13/05/2018 Planning Officer Katherine Smith
18/00896/FUL	Brookside Fruits, Worcester Road, Copcut, Droitwich Spa WR9 7JA	Extension to cafe	Salwarpe	Pending Comment due 25/05/2018 Planning Officer Simon Rowles
NEW Applications in period 10				
AWAITING DECISIONS				
No	Location	Proposal	Parish	Decision
17/00169/OU	Land North Of Pulley Lane And, Newland Lane, Newland Droitwich Persimmon Homes	Infrastructure & open space not in accordance with Condition 7 Part i.ii.iii. (Ref: W/12/02336/OU). Widening of Pulley Lane, A38 junction/Pulley Lane and pedestrian links to Tagwell Rd.Persimmon Homes	Salwarpe	Pending Comment due 16/03/2017 Response submitted 15/03/2017 Planning Committee 11/5/2017 Decision Deferred
W/16/02240/OU	Land North of Pulley Lane and, Newland Lane, Newland Droitwich Spa Redrow Homes	Access and infrastructure Pulley Lane, Newlands Rd (Ref:W/11/01073/OU). Condition 6 amended highway works.	Salwarpe	Original response submitted 1/11/2016 Material amendment to plans variation to highway condition.

HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

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

Tel: 01562 700479

Email: hmhspc@gmail.com

www.worcestershire.gov.uk/myparish

		Condition 5. Part ii). with regards to an increase in the occupation to the 90 th dwelling. Amendment..Removal of variation. 4/07/2017. Condition 5 Part(i) Temporary Traffic Management Plan only to proceed.		Redrow Homes. Response Submitted 15/03/2017 Planning Committee 11/5/2017 Variation to condition 5 (ii) Response due 20/07/2017 Response sent 20/07/2017 Decision Deferred
17/02458/RM	Court Farm, Hindlip WR3 8S Rural Enterprise Centre.	Reserve Matters (Outline Permission W/13/01593/PN) Landscaping, Layout & scale for new office buildings(Class B1) Multifunctional building (ClassB1/D1/D2)	Hindlip	Pending comment Submitted 2/01/2018 Planning Committee 3/5/2018 Pending decision deferred
17/05973 LICENCING APPLICATION	A38 Layby Droitwich Road	Street Trading Consent Application. sale of plants and woodcrafts.	Salwarpe	Representations submitted 20/11/2017 Committee Meeting 28 th March 2018 Meeting cancelled
18/00103/CU	Hindlip Hall. The Drive	Temporary site for welfare portakabin on car parking facility (retrospective)	Hindlip	Pending Comment submitted 23/2/2018
17/02334/OUT	Casa Colina Newland	Residential development of land of up to 9 dwellings following the removal of the existing dwelling.	Droitwich/Salwarpe	Non Consultation Comments submitted 27/2/2018

DECISIONS

No	Location	Proposal	Parish	Decision
17/02584/HP	The Spinney, Ladywood Road	Removal of chimney, replacement of windows, new timber cladding and rendering to exterior. New soffit and fascia board, various internal alterations, comprising modernization of layout, and improved disabled access for family member. New log burner flues and replacement of existing and new proposed velux rooflights	Martin Hussingtree	Approved 23/3/2018
18/00207/OUT	Land adjacent to Lydds Gree Ladywood	Proposed construction of a single work/live unit with associated parking and landscaping with all matters reserved	Salwarpe	Refused 29/03/2018
18/00187/HP	The Old Rectory, Church Lane, Martin Hussingtree, Worcester, WR3 8TQ	Replace 2 single garage doors with one full width up and over type door.	Martin Hussingtree	Approved 29/03/2018
17/02453/CLE	HHindlip Stables,Pershore Lane, WR3 8TA	Certificate of Lawful Use existing for occupation of annexe as dwelling house.	Martin Hussingtree	Approved Certificate of Lawfulness 31/01/2018.
18/00184/HP	4 Woodside Cottages Hindlip	Alterations and amendments to existing dwelling erection of gabled side extension	Hindlip	Pending Comment submitted 14/02/2018 Approved 18/4/2018
18/00315/LB	Hindlip Hall. The Drive	Phase 2 Internal refurbishment and remodelling of public accessible areas such as main hall reception area and corporate meeting rooms	Hindlip	Approved 27/4/2018
18/00082/RM	Land North Of Pulley Lane	Application for Approval of Reserved Matters relating to Proposed Care Home for Older People with Associated Access and	Salwarpe	Comment submitted 13/2/2018

HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

Clerk to the Council: Mrs E Gallagher, PO Box 6986, Kidderminster DY11 9FB Tel: 01562 700479

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

		Parking and as Part of Approved Local Centre and pursuant to Outline Planning Permission Ref. No. W/11/01073/OU		Planning Committee 5/4/2018 Approved 6/4/2018
18/00288/LB	Hindlip Hall, The Drive, HINDLIP, WR3 8SP	Like for like replacement of existing windows to a listed building	Hindlip	Pending Comment submitted 28/2/2018 Approved 19/04/2018
Decisions in period (including new application decisions) 9				

APPENDIX 3

ENFORCEMENTS

Enforcement No.	Location	Description of alleged breach	Parish	Status
ENF/18/0165	Offerton Farm, Offerton Lane.	Breach of planning control on agricultural barn	Hindlip	Pending investigation 28/03/2018
New enforcements 1				

APPEALS

No.	Description	Parish	Decision
IN/14/00299 APP/H1840/C/16/3150869	Pear Tree Inn Pear Tree Inn. Unauthorised Change of Use. Siting of marquee. Installing groundworks. Land restoration.	Hindlip	Appeal Dismissed 16/11/2016. Conditions: (1) Removal of Marquee. REMOVED (2) Removal of Groundworks. REMOVED. (3) Restoration of Land. Within six months of removal of groundworks. RESTORATION PENDING. (If groundworks not removed, restoration of land delayed 'ad infinitum').
APP/H1840/W/18/3197386 17/01689/OUT	Outline application with all matters reserved apart from access for the construction of 4no. dwellings. Resubmission of application W/16/01197/OU Hill Top Farm Newland Lane Newland Droitwich Spa WR9 7JHT	Salwarpe	Representations by 8 th June 2018
New appeals in period 1			

APPENDIX 4

TEMPORARY GRANTED PERMISSIONS

No:	Location	Period	Expiry Date
W/15/00244	Worcs. Rugby Club, Marquee Sixways, Hindlip	3 years	19 March 2018 - New Application submitted 18/00660/FUL
W/16/01286/PN.	Land North of Pulley Lane, Marketing Suite. Redrow Homes.		Within 6 weeks of Sale of 239th dwelling
W/16/01104/PO	Middleton Cottages Copcut Lane (S106) CIL Levy.	3 years	21 June 2019
W/16/01472/AA.	Copcut, A38 Layby Advertising Sales Board, Redrow Homes.	3 years	30 th July 2019
17/00095/FUL	Upper Smitte Farm. An application for the retention of a temporary agricultural workers dwelling (log cabin)	3 years	25 th May 2020
New Temporary permissions in period 0			