

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

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**Minutes of the Annual Meeting of Hindlip, Martin Hussingtree & Salwarpe Parish Council  
held at 7.00pm on Wednesday 5<sup>th</sup> May 2021**

**HELD VIRTUALLY BY ZOOM**

Voting Procedure – Alphabetical roll call led by the Chairman

**PRESENT:** Cllr. P. Oakley (Re-elected Chair) Cllr. M. Armitage, Cllr. A. Thawley, Cllr. C. Hughes,  
Cllr. J. Clarke, Cllr. J Brodrick Cllr J. Hill. Cllr. D Luscombe. Cllr. B. Meddings Cllr. A  
Thomas

**IN ATTENDANCE** E Gallagher (Clerk).  
District Councillor N. Wright  
County & District Councillor T Miller

No Residents of the Parish

No	Minute	Action
1.	<b>Election Of Chairman</b> Cllr. Clarke proposed that Cllr. P. Oakley be reappointed to the role of Chairman of the Parish Council. This was seconded by Cllr. Armitage and carried unanimously. Cllr. Oakley accepted the role and signed the Chairman’s Declaration of Office (7.03pm)	
2.	<b>Apologies</b> Cllr. A. Phillips	
3.	<b>Election Of Deputy Chair</b> Cllr. Meddings proposed Cllr. A. Thawley for the role of Deputy Chair, this was seconded by Cllr. Hughes and carried unanimously. Cllr. Thawley accepted the role (7.05pm).	
4 (a).	<b>Declarations of Interest/Code of Conduct</b>	
i)	<b>To Declare any interest</b> Cllr P Oakley 21/00573/CAN - Fell tree on land in personal ownership (non-pecuniary) Cllr J. Hill 21/00781/AGR – Close family relationship (non-pecuniary)	
ii)	<b>To Declare any Dispensations</b> None declared	
iii)	<b>To note the Code of Conduct and requirements of the Transparency Regulations</b> Noted: The Parish Council was now classified intermediate category with greater than £25,000 turnover.	
iv)	<b>To note the Right to Record meetings:</b> Noted.	
v)	<b>To confirm any necessary update to the Register of Interests</b> No update.	
vi)	<b>To note security and privacy of information under the General Data Protection regulations.</b> Noted.	

<p>5..</p> <p>i)</p> <p>ii)</p> <p>iii)</p> <p>iv)</p>	<p><b>Standing Orders &amp; Financial Regulations</b></p> <p><b>To note Standing Orders</b> Adopted 18 November 2019</p> <p><b>To note Financial Regulations</b> Adopted 18 November 2019 Amended to include emergency measures 8/7/2020</p> <p><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.</p> <p><b>To note security and privacy of information under the General Data Protection regulations.</b> Noted</p>	
<p>6.</p>	<p><b>Council's Scheme of Delegation</b> Appointments made as follows:</p> <p><b>Finance Committee</b> Cllrs, Mr A. Thawley (Chair), Mr D. Luscombe, Ms B. Meddings, Mr A. Thomas, Ms A. Phillips, Chairman (ex-officio).</p> <p><b>Staffing Committee</b> Cllrs. Ms B. Meddings (Chair), Mrs C. Hughes, Mrs M. Armitage, Mr A. Thawley, Chairman (ex-officio).</p> <p><b>Policies &amp; Data Committee</b> Cllrs. Mr A. Thawley (Chair) Ms B. Meddings, Mr J. Clarke, Chairman (ex -officio).</p> <p><b>Planning Committee.</b> Procedure as set out in Standing Orders. Parish Ward consultations.</p> <p><b>Village Hall Trust Committee - Councillor Representative</b> Cllr. J. Hill.</p> <p><b>Footpath Officers -</b> <b>Salwarpe</b> - Vacant <b>Martin Hussingtree</b> – Mr. M Griffiths. <b>Hindlip</b> – Mr D. Lawrence</p> <p><b>Tree Warden for the three parishes</b> Mrs.J. Letts. - Resignation Received. (Vacancy)</p> <p><b>Newsletter/ Publications</b> Cllr. B. Meddings.</p>	
<p>7.</p> <p>a)</p>	<p><b>Minutes</b></p> <p>The Draft Minutes of the Parish Council Meeting held on 15<sup>th</sup> March 2021 were approved as being a correct record and signed remotely by the Chairman.</p>	
<p>8.</p> <p>a)</p> <p>b)</p> <p>i)</p>	<p><b>Chairman's Report</b></p> <p><b>Wildflower Planting (N.H.B/s106 Funds)</b> Planting had been completed on the 24<sup>th</sup> April 2021 and the Chairman thanked Councillor Phillips (in absentia) and all of the residents who had helped with this planting task. The area consisted of two swathes of seeds sown in 'V' shaped strips. Planting was, seven meters from the edge of the Green thus ensuring no impairment to highway visibility. The ground had been pre-prepared by the Parish Council's contractor</p> <p><b>Grants</b></p> <p><b>Brownheath Common</b> A s106 grant application amounting to £5320.77 had been approved by Wychavon District Council and a project for improvement works to Brownheath Common had been agreed. Recommendations made in a Natural Networks report on the area, drafted in 2019, would be adhered to. The Chairman and Deputy Chair agreed to carry out a site visit. Councillor Hill also</p>	

	<p>requested that he meet with the Chairman on site. The contract for works had been awarded to Top Cut Ltd, and initial emergency pruning works had commenced.</p> <p><b>ii) CIL Middleton Cottages</b> A payment of £1670.10 in respect of the final development at Middleton Cottages had been received. Councillors were asked to suggest projects for its usage.</p> <p><b>c) Litter Bin Salwarpe Bridge</b> The litter bin had now been installed and was being fully utilised.</p> <p><b>d) Mobile Lighting Worcester Warriors Rugby Club</b> The clerk had been informed that planning permission was not required for mobile lighting. She had been asked however to monitor its usage and report back to the planning officer if usage was considered to be excessive. It was suggested that some permanent lighting had been installed. Councillor Brodrick agreed to provide photographic evidence.</p> <p><b>e) Virtual Meetings</b> An appeal against the dissolution of virtual meetings had been dismissed and it was therefore now necessary to return to in person meetings (for any meeting where decisions would be made). The minimum requirement for the number of meetings to be held was three plus the annual meeting. There was however no stipulation specified whether the year related to calendar year or commence at the annual meeting date. To date, the Parish Council had held two meetings plus the annual meeting in the calendar year 2021 (January, March, May). Future meeting dates would be reviewed. Councillors were asked to relay their thoughts on the optimum number of meetings to be held and opinions on the return to face to face meetings.</p> <p><b>f) A38 Roadworks Review</b> Roadworks had not been completed and work was running behind schedule. Under resourced workforce and skills shortage was blamed for the delay. Numerous issues were noted. Embankment planting was now likely to be delayed until September and road markings were still to be agreed. The County Council was keen to merge two lanes into one towards Martin Hussingtree. Suggestions for layout had been made and were under consideration. A safety audit would be carried out to test the feasibility of proposals prior to decisions being taken. Some signage would need to be adjusted or replaced. The layout and accessibility of bus stops was considered to be unsatisfactory and problems had been identified relating to the depth of utilities and the tonnage rolling over them. The developer was in discussion with utility companies in an effort to resolve this issue. It had also been agreed by Adrian Tuck (County Council Highways) that the bus stop sign would be reinstated. Work at Hurst Lane had not been completed to an acceptable standard and had therefore not been adopted. There were plans to fully resurface Church Lane, Martin Hussingtree, on the 18<sup>th</sup> June 2021 (weather permitting).</p>	
<b>9.</b>	<b>Deputy Chair Report</b> None	
<b>10.</b>	<b>Church Lane Road Surfacing – Cllr. C. Hughes</b> Councillor Hughes had received two letters of complaint from residents regarding the poor state of Church Lane’s road surface. These letters had been forwarded to the Chairman and Clerk. Diverted Heavy Goods Vehicles, by mistake, had habitually been using the Lane causing large and deep potholes and gouges to the verges in their attempts to turn or reverse. Some potholes had been filled as an interim measure but this solution was only suitable as a temporary fix. Councillor Hughes was assured the complete resurfacing was planned for the 18 <sup>th</sup> June 2021 (weather permitting).	
<b>11.</b>	<b>Salwarpe Village Hall Committee Report - Council Representative - Cllr.J.Hill</b> Councillor Hill reported that the Hall was due to re-open in May with restrictions in place. He asked the Parish Council to consider a request for a grant towards the resurfacing of the Village Hall car park. An outstanding s106 payment granted to the Village Hall was discussed and Councillor Hill agreed to speak to the treasurer about this. It was thought however that this may have been allocated towards the provision of broadband.	
<b>12.</b>	<b>Reports by District Councillors</b>  <b>i) Copcut Rise Planning Decision – District Councillor N. Wright</b> A Reserved Matters approval for access, appearance, landscaping and layout for the erection of 59 dwellings had been sought and granted by the Planning Committee (Committee date	

	<p>29/04/2021 -Phase 6 20/02792/RM). Conditions had been applied to the approval to ensure no detrimental impact to existing residents. Concern was expressed regarding the lack of existing/ planned infrastructure to support this expanding development and the effect of this expansion on community cohesion.</p> <p><b>ii) Lifting of Covid 19 Restrictions</b> The District Council was making future plans for the safe reintroduction of community activities. Some had already introduced in line with the lifting of Covid Restrictions. It was asking village and parishes to encourage residents to emerge from Covid 19 in a safe manner.</p>	
13.	<p><b>Progress on Items form the Minutes of 20<sup>th</sup> January 2020</b> No urgent updates – In abeyance</p>	
14.	<p><b>Finance</b></p> <p><b>a) Review and ratification of payments made and received since the last meeting (see Appendix 1)</b> Approved</p> <p><b>b) To approve Annual Governance &amp; Accounting Statements (AGAR)</b> Unanimously approved by roll call and signed by Chairman and Clerk.</p> <p><b>c To approve the Annual Statement of Account Auditors Report and Year End Returns 2020/2021</b> Unanimously approved by roll call.</p> <p><b>d) To approve the Asset register and approve arrangements to update Risk Assessment Register 2021/22</b> Unanimously approved by roll call.</p> <p><b>e) To approve the Lengthsman Scheme Contract 2021/22</b> Unanimously approved by roll call.</p> <p><b>f) To confirm delegation for acceptance of insurance policy renewal 3 year fixed term to Chairman/Clerk/Deputy Chair.</b> Delegation unanimously agreed by roll call. Clerk to approach additional providers (Aviva/Zurich/BHIB)</p> <p><b>g) To review subscriptions</b> Approved</p> <p><b>h) To note budget details for 2020/21</b> Noted</p> <p><b>i) To confirm relevance of all internal control documents including COVID Amendments.</b> Confirmed</p> <p><b>j) To approve Terms of Appointment of DKE Internal Auditor for 2021/22</b> Approved</p> <p><b>k) To note receipt of Middleton Cottages CIL</b> Noted – Suggestions for projects requested</p>	
15.	<p><b>Planning Consultations - Appendix 2-4</b></p> <p><b>a) Planning Applications</b> Noted</p> <p><b>b) Enforcements and Appeals</b> 20/0402 New report- Offerton Lane – Hardcore removal now re-instated 21/0115 Gloverspiece Mini Farm Breach of condition reported.</p> <p><b>c) Temporary Granted Permissions</b> Noted.</p>	

<p><b>16.</b> <b>i)</b></p> <p><b>ii)</b></p>	<p><b>Councillor Reports and Items for Future Agendas</b></p> <p><b>Broadband Provision – Cllr. Brodrick</b></p> <p><b>Anti-Social Behaviour and Traffic Volume – Ladywood Road – Cllr. Thomas</b> Suggestions – Speed checks, speed notices, anti-social behaviour notices, portable camera monitoring. The District Councillor offered to contact the Police &amp; Crime Commissioner and report back to the next meeting.</p> <p>The Chairman offered wholehearted thanks to County Councillor Tony Miller for his consistent support for the Parish Council and wished him success in his future role in Ombersley County Division.</p>	
<p><b>17.</b> <b>a)</b></p> <p><b>b)</b></p> <p><b>c)</b></p>	<p><b>Items Carried Forward for Noting</b></p> <p><b>Defibrillator</b> (i) Renewal of Battery due November 2021. (ii) Pads expiry date July 2022 (iii) Warranty of AED expiry April 2023.</p> <p><b>Memorial Land.</b> Possessory Title 2024. Possessory title to be finalised with Land Registry.</p> <p><b>Pensions Regulator.</b> Auto enrolment compliance. Re-declaration made 6<sup>th</sup> March 2020. Next redeclaration due March 2023.</p>	
<p><b>17.</b></p>	<p><b>Date of Next Meeting</b> To be confirmed</p>	

**No Police Incident Report available for the duration of the pandemic**

There being no further business the Chairman closed the meeting at 8.30pm.

Signed..... Date

Chairman