

**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 Monday 16th May 2022**

PRESENT: Cllr. P. Oakley (Re-elected Chair) Cllr. M. Armitage, Cllr. A. Thawley, Cllr. J. Clarke, Cllr. J Brodrick Cllr. B. Meddings Cllr. A Thomas, Cllr J. Hill (7.02pm)

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

No Residents of the Parish (Written representation received)

No	Minute	Action
1.	Election Of Chairman Cllr. Thawley proposed that Cllr. P. Oakley be reappointed to the role of Chairman of the Parish Council. This was seconded by Cllr. J Clarke and carried unanimously. Cllr. Oakley accepted the role and signed the Chairman's Declaration of Office (7.03pm)	
2.	Apologies Cllr. D. Luscombe Cllr. C. Hughes (Dispensation granted 21/03/2022)	
3.	Election Of Deputy Chair Cllr. Meddings proposed Cllr. A. Thawley for the role of Deputy Chair, this was seconded by Cllr. Armitage and carried unanimously. Cllr. Thawley accepted the role (7.07pm).	
4 (a).	Declarations of Interest/Code of Conduct i) To Declare any interest Cllr J. Hill W/22/00671/SCR Request for screening opinion for proposed solar park – Neighbouring property ii) To Declare any Dispensations Cllr. Hughes – Dispensation relating to the 6-month rule granted 21/03/2022 iii) To note the Code of Conduct and requirements of the Transparency Regulations Noted: The Parish Council was now classified intermediate category with greater than £25,000 turnover. iv) To note the Right to Record meetings: Noted. v) To confirm any necessary update to the Register of Interests No update. vi) To note security and privacy of information under the General Data Protection regulations. Noted.	
5..	Standing Orders & Financial Regulations i) To note Standing Orders Adopted 1 st November 2021 Amended 17 January 2022 ii) To note Financial Regulations Adopted 1 st November 2021 Amended 17 January 2022	

<p>iii)</p> <p>iv)</p>	<p>To review any Freedom of Information requests The Clerk reported that there had been no requests for information over the preceding 12 months.</p> <p>To note security and privacy of information under the General Data Protection regulations. Noted</p>	
<p>6.</p>	<p>Council's Scheme of Delegation Appointments made as follows:</p> <p>Finance Committee Cllrs, Mr A. Thawley (Chair), Mr D. Luscombe, Ms B. Meddings, Mr A. Thomas, Ms A. Phillips, Chairman (ex-officio).</p> <p>Staffing Committee Cllrs. Ms B. Meddings (Chair), Mrs M. Armitage, Mr A. Thawley, Chairman (ex-officio).</p> <p>Policies & Data Committee Cllrs. Mr A. Thawley (Chair) Ms B. Meddings, Mr J. Clarke, Chairman (ex -officio).</p> <p>Planning Committee. Procedure as set out in Standing Orders. Parish Ward consultations.</p> <p>Village Hall Trust Committee - Councillor Representative Cllr. J. Hill.</p> <p>Footpath Officers – Salwarpe - To be confirmed Martin Hussingtree – Mr. M Griffiths. Hindlip – Mr D. Lawrence</p> <p>Tree Warden for the three parishes Vacant post</p> <p>Newsletter/ Publications Cllr. B. Meddings.</p>	
<p>7.</p> <p>a)</p> <p>b)</p>	<p>Minutes</p> <p>The Draft Minutes of the Parish Council Meeting held on 21st March 2022 were approved as being a correct record and signed by the Chairman.</p> <p>The Draft Minutes of the Annual Parish Council Meeting held on 21st March 2022 were noted.</p>	
<p>8.</p> <p>a)</p> <p>b)</p> <p>i</p>	<p>Chairman's Report</p> <p>Martin Green Planting The Chairman thanked Cllr. Phillips for taking the lead for the on-going Martin Green Planting Scheme Project. The oak trees planted in 2021 had not survived and four replacements had been purchased at a cost of £41.40 (a % discounted rate). These replacements were now in situ. In addition, various local variety fruit trees had been planted and, multi colour wildflower seeds had been sown in order to top-up the self-seeding flowers planted in 2021. It was anticipated that this area would continue to thrive and become an impressive vista, beneficial to residents, motorists and wildlife habitat.</p> <p>Copcut Rise Integration The Chairman thanked Cllr. Armitage for asking the meeting to consider this item. Concern had been expressed that some Copcut Rise residents felt that they lacked identity, with some feeling more aligned with Droitwich Town than Salwarpe Parish. The meeting expressed concern about this and it was agreed that action for integration was needed. The Parish Council was however, constrained in what immediate action it could take. Problems regarding grey water issues, the lack of litter bins, and scarcity of bus shelters had readily been expressed by residents. Copcut Rise Estate however, had not yet been adopted by the Local Authority rendering the Parish Council powerless to act upon these complaints (at this stage). The unadopted site remained the liability of William. Davis who was therefore responsible for the rectification of on-site problems. Reports from residents however indicated that the developer was unresponsive to complaints. A further aggravation and cause for complaints had evolved with the submission of planning applications</p>	

	<p>proposing development contrary to the original proposed A1 use class. Swift adoption of the site by the Local Authority was unlikely due to the poor state of the roads It was felt that despite this hindrance, the Parish Council should support residents and attempt to develop proactive methods to encourage integration of residents into the parish of Salwarpe. The Chairman asked the meeting for suggestions to enable this.</p> <p>Initial thoughts were logged as follows::</p> <ul style="list-style-type: none"> • Possibly an additional, Parish Councillor with responsibility for the increased electorate at Copcut Rise. • Form a residents/neighbourhood committee • Make a concerted effort to encourage residents to attend Parish Council and/or arrange open meetings on Copcut Rise issues/ integration. • Locate an onsite Parish Council noticeboard. A representative of William Davis had previously agreed to provide this upon completion of the developments commercial centre. Councillor Meddings offered to contact this representative to discuss. • Offer an Invitation to Churchfields Farm to attend a meeting arranged in order to elicit their opinions on joint integration programmes of organised functions and activities aimed at encouraging families from Copcut Rise. <p>It was noted that a residents Whatsapp group was already in operation.</p> <p>Discussion continued regarding a potential beacon lighting ceremony to be held in honour of the Queens Platinum Jubilee. The meeting considered whether the Parish Council should arrange this event. It was felt that although this would be an ideal occasion for Copcut Rise and Salwarpe residents to integrate the extensive requirements in organising and managing this occasion meant that it was unlikely that an event of this nature would be a viable option.</p> <p>It was agreed that the outcome of the Wychavon District Wards Boundary Review on the 5th July 2022 should be taken into consideration prior to developing any of the above suggestions.</p> <p>The District Councillor stated that where sewage problems were considered a potential health hazard, a report should be made to both Worcester Regulatory Services and to Severn Trent Water Authority. It was irrelevant whether the site had been adopted or not.</p> <p>c) Cherry Lane Advertising Hoarding – Extension of Expired Permission The agreement permitting Cherry Lane Nurseries (QDCGH Ltd) to position advertising hoarding on Parish Council owned land at Ash Lane had expired on the 1st November 2021. There had been no issues or complaints regarding the signage and so the Chairman asked the meeting whether they felt a new two-year temporary permission should be granted. Councillor Phillips proposed the granting of such a permission, this was seconded by Councillor Thawley and unanimously passed. The Clerk would arrange for the drafting and circulation of the new agreement.</p>	<p>Cllr Meddings</p> <p>Clerk</p>
<p>9. a)</p> <p>b)</p>	<p>Deputy Chair Report</p> <p>Anaerobic Digestion Facility – Screening Application Application W22/000009/SCR had been determined on the 6th of April 2022 and was found to be below the threshold of an Environmental Impact Assessment. An EIA was therefore not required.</p> <p>The applicant had been informed of the decision and been asked by the case officer to hold combined pre-application consultations with Worcestershire County Council & Wychavon District Council. The case officer had also suggested that the applicant arrange to carry out a public consultation exercise (pre-app). This was not a mandatory obligation and so it would be left with the applicant to decide whether to take this course of action.</p> <p>The Parish Council had been reassured that any prospective application would be stringently managed by Worcestershire County Council, irrespective of whether an E.I.A. had been carried out or not. Both Wychavon District Council and the Parish Council would be statutory consultees if an application was made.</p> <p>A planning application had not yet been submitted.</p> <p>Worcestershire Warriors Briefing on Future Proposals</p>	

	Councillors Thawley, Armitage and Brodrick had attended a gathering at Worcestershire Rugby Club, for a presentation by Worcestershire Warriors, on the 29 th March 2022. A report detailing the content of this presentation is included as appendix 1 of these minutes.	
10.	<p>Parish Tree Warden – Councillor Meddings</p> <p>a) The vacant post of the Parish Tree Warden had been advertised in Parish noticeboards and in the Community Magazine. Two individuals had expressed an interest and application forms had been despatched. To date, only one of these application forms had been returned. It was agreed that the applicant should be interviewed by the Chairman plus at least one other councillor. If the applicant proved successful, training and induction would be arranged by the Senior Greenspace Officer of Worcestershire County Council. Insurance would be covered by Worcestershire County Council Volunteer Policy. Councillor Meddings agreed to arrange the interview session.</p> <p>b) Martin Green Planting – Further Planting Proposals – Councillor Phillips Councillor Phillips reported that £400 of the pre- approved £1000 had been spent on the purchase and planting of 14 fruit trees. It was proposed that 16-18 trees should be planted in total. Lord Hindlip trees were due to be in stock in the autumn and it was agreed that this tree should form part of the orchard. Councillor Phillips also suggested that daffodils and bluebells should be planted at the edge of The Green to enhance the vista. Councillor Thawley proposed that these suggestions be approved. This was seconded by Councillor Brodrick and unanimously passed. Councillor Phillips also suggested that clearance work was necessary to the frontage of the Green but the pinch-point section would be left to wild as per Worcestershire Wildlife Trust's recommendations.</p>	Cllr. Meddings
11.	<p>Salwarpe Village Hall Committee Report - Council Representative - Cllr.J.Hill</p> <p>Councillor Hill reported that the Village Hall Committee was due to hold a meeting on the 19th May 2022 and agreed to draft a report for circulation to councillors after this event. This report had been received on 28/05/2022 (post meeting) and is attached as appendix 2 to the minutes.</p>	
12.	<p>Reports by District Councillors -</p> <p>a) Boundary Commission - District Councillor N. Wright A decision report on Wychavon's District Wards was due to be published on the 5th July 2022</p> <p>b) Legacy Grants - District Councillor N. Wright Legacy Grants were now available with more in the pipe-line. Councils who had not previously accessed these grants would be favourably considered.</p> <p>c) Development Control - District Councillor N. Wright Development Control had been going through a series of change with a high turnover of staffing posts. Some new staff were not familiar with the District. It was suggested that contact details of all staff should be published including role descriptions. This was felt to be particularly important for staff posts of a senior nature. Newly appointed Enforcement Officers did not now necessarily hold planning qualifications. This was not perceived to be detrimental as the new system was seen to be working well,</p> <p>d) Internet Disruption – District Councillor T Miller Telegraph poles had been struck by lorries on the Droitwich–Ombersley highway causing disruption to internet services. The disruption was due to be rectified within the near future.</p> <p>e) Self-Build Permissions (Newland Lane) – District Councillor T Miller An application granted for self-build applications had raised questions as to whether it was of a true self-build nature. It was felt that there could be more of these questionable applications in the future due to the expansion of self-build schemes.</p> <p>f) Traffic Signals at Martin Hussingtree– District Councillor T Miller District Councillor Miller was unsure whether cameras were still sited at the lights at Martin Hussingtree. He agreed to investigate this and report back to the Parish Council. He reported that the smart system was not working correctly and would need to be recalibrated. A 40mph speed limit was not enforceable at these lights. He went on to say that jumping traffic signals at the lights at the A38-Pershore Lane had been found to be the largest cause of traffic accidents at this location. The Police Crime Commissioner had reported that cameras located on the A449 had paid for themselves within two months and they were looking at expanding the scheme to other problem areas.</p> <p>District Councillor T Miller left the meeting 8.20pm</p>	
13.	Progress on Items form the Minutes of 21st March 2022	

	No urgent updates – In abeyance	
14.	<p>Finance</p> <p>a) Review and ratification of payments made and received since the last meeting (see Appendix 1) Approved</p> <p>b) To approve Annual Governance & Accounting Statements (AGAR) Unanimously approved (8.26pm & 8.30pm)</p> <p>c) To approve the Annual Statement of Account Auditors Report and Year End Returns 2021/2022 Unanimously approved.</p> <p>d) To approve the Asset register and approve arrangements to update Risk Assessment Register 2022/2023 Unanimously approved.</p> <p>e) To update Financial Controls – Internal Authorisation of Payments An attempt had been made to amend the HSBC bank mandate to include additional signatories. This had been abandoned due to the protracted process, with inaction and incorrect information relayed by HSBC staff. The Parish Council had complained to HSBC and been compensated by them as a result (£100). The Clerk asked the meeting to consider an amendment of the Financial Controls to allow internal authorisation procedures to be widened. The amendment would allow any two councillors, excluding the monitoring officer (segregation of duties), to authorise payments. Wherever possible one of the signatories should be the Chairman or Deputy Chairman. The Clerk/RFO would process all bank payments and where the Clerk was not available cheque payments would be made using only the signatories mandated to do so. The Clerk had discussed this proposed amended procedure with the Internal Auditor and verbal approval had been given. Councillor Meddings proposed the acceptance of the amended procedure, this was seconded by Councillor A. Thomas and carried unanimously.</p> <p>f) To confirm Zurich Insurance Policy Renewal – Year 2 of a 3 year fixed term. Unanimously approved.</p> <p>g) To review subscriptions Reviewed and approved</p> <p>h) To note and approve budget/ring-fenced details for 2021/22 Councillor Thawley proposed the provision of a dog litter bin or standard litter bin to be located at Salwarpe Village Hall and also to consider the same for siting at Copcut Rise/Middleton Cottage. Costs of this provision would be allocated from ring-fenced C.I.L monies. The proposal was seconded by Councillor Phillips and unanimously passed. Suggestions for future provision of bus shelters and children’s play area/skate park at Copcut Rise were welcomed but it was agreed to await the publication of the District Wards Boundary Review on the 5th July before discussing further. All other ringfenced allocations were noted and agreed.</p> <p>i) To approve Terms of Appointment of DKE Internal Auditor for 2022/23 Awaiting terms but approved in principle.</p>	
15.	<p>Planning Consultations - Appendix 2-4</p> <p>a) Planning Applications Noted</p> <p>b) Enforcements and Appeals Noted</p> <p>c) Temporary Granted Permissions The Clerk was asked to contact the enforcement team regarding 3 expired permissions.</p>	
16.	<p>a) Councillor Reports and Items for Future Agendas</p> <p>Councillor Recruitment – Councillor Armitage The Parish Council was asked to consider ideas to encourage the recruitment of new councillors prior to the elections in 2023. It was suggested that not all current members would choose to stand. Councillors were asked to indicate their intention at the July meeting.</p>	All Councillors

<p>b)</p> <p>c)</p>	<p>Overgrown Verges – Councillor Hill Overgrown verges causing visibility issues. To consider vegetation cut back at junctions to be undertaken by the Parish Lengthsman. Councillor Hill Left the meeting 9.05pm</p> <p>Overgrown Footpath At Gloverspiece – Councillor Meddings Councillor Meddings offered to confirm PROW reference for the Clerk to report to the County Council.</p>	<p>Cllr Meddings/ Clerk</p>
<p>17.</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p>Items Carried Forward for Noting</p> <p>Defibrillator (i) Renewal of Battery due November 2021. (ii) Pads expiry date July 2022 (iii) Warranty of AED expiry April 2023.</p> <p>Memorial Land. Possessory Title 2024. Possessory title to be finalised with Land Registry.</p> <p>Pensions Regulator. Auto enrolment compliance. Re-declaration made 6th March 2020. Next redeclaration due March 2023.</p>	
<p>17.</p>	<p>Date of Next Meeting The next meeting of the Parish Council was scheduled for the 18th July 2022 at 7.00pm in the main hall of Salwarpe Village Hall</p>	

No Police Incident Report available

Public Question Time

An email had been received from a resident of Martin Hussingtree Parish asking the Parish Council to investigate heavy goods vehicles entering and exiting Drury Lane without adhering to County Council directional signage. The email suggested that the increase in traffic flow was largely due to a new business venture at Sterling Business Park, Drury Lane. The Chairman asked Councillor Phillips to approach the manager of the business to ascertain whether measures previously discussed the Chairman had been activated (see minute4(iv) 21/03/2022). Councillor Phillips confirmed that new on-site, signage which had been sourced and erected by the business was in situ and the business was additionally verbally advising all of their drivers and delivery contractors of the directional restrictions. It was acknowledged that there had been a marked increase in goods traffic at the Lane but also acknowledged that not all of this traffic was as a result of this new business.

There being no further business the Chairman closed the meeting at 9.13pm.

Signed..... Date

Chairman

WORCESTER WARRIORS BRIEFING ON FUTURE PLANNING PROPOSALS

On 29 March 2022, Councillors Armitage, Brodrick and myself attended an informal but very informative presentation at Worcester Rugby Club, hosted by Colin Goldring, one of the two owners of the club and Fiona Prendergast, Marketing and Communications Director.

Colin revealed in an enthusiastic presentation, a most ambitious proposal to:

- 1) Enhance and develop the Warriors on both a team level and as a base for "bringing on" home grown players from a youth programme.
- 2) Further develop the site to encompass a range of specific buildings to accommodate a variety of usages, some identified as being needed or of benefit to the local and wider community.
- 3) Develop an environmentally friendly approach to sustainability, having already signed up to an initiative to reduce greenhouse gas emissions by at least 45% by 2030 and net zero by 2040. Considerable thought has also been given to car share and the provision of additional shuttle bus services which could extend even to Redditch.

Consultation appears to have been widespread with discussions with Worcester City, Wychavon and County Councils, although it was evident there was still a way to go. There was mention of talks with Worcester University and larger businesses, including Bosch, and as stated the emphasis was very much on local community, although most references were relating to the adjoining Council areas.

In summary the proposals are for the currently temporary North stand to be developed into a permanent fully functioning spectator stand. Behind this is proposed a large events arena, the size and likes of which do not exist in the neighbouring areas. A central plaza is to be bounded on the one side by the arena and fronted by a three storey Hotel. To the other two sides will be an office block provided for small business use in a variety of guises, and a restaurant/food hall for general and match day use.

To the rear of the site, adjacent to the A449 is proposed a multi storey car park to offset all the parking lost to the new development.

The current practice pitch to the front of the site will be lost to a self-contained and fully functioning three storey medical facility for both team and community use, with parking and fast charge electric hook up for vehicles.

Beyond the canal to the right of the site and behind the practice pitches will be located an array of solar panels.

As stated, this is a very ambitious proposal which even includes the possible removal and relocation of an electricity pylon. Their excitement and enthusiasm was very evident and if all boxes relating to planning can be ticked this appears to be a good proposal overall. It has obvious benefits for moving the club forward and much of that would benefit the community too, encouraging wider use of the enhanced site.

Councillor Alan Thawley.
Hindlip Martin Hussingtree and Salwarpe Parish Council

29 March 2022

Appendix 2

Parish Council representative report is as follows:

The committee discussed the siting of a Litter/Dog Poo Bin on the roadside frontage of the hall. It was felt that any bin and ensuing smells or litter lying around its base could impact on the use of the facilities of the hall and should not be located anywhere near the car park or the gateway.

The road frontage and PROW leading to the Churchfield Cottage had very little verge area. It was felt the wider verge by the hall's field side boundary could be a possible location. Carol Luscombe, Chair of the Committee would discuss the siting of a litter bin with the Parish Council Chairman in due course.

The committee also discussed the need for the hall to have new roofing. It was found that an electricity power cable ran above the roof of the hall and that the Power Company would be contacted to remove the overhead cable and pole from within the property.

Report by Cllr John Hill

19/05/2022