

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

Clerk to the Council Mrs E Gallagher, PO Box 6986, Kidderminster DY11 9FB,  
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**Minutes of the Meeting of Hindlip, Martin Hussingtree & Salwarpe Parish Council  
held at 7.20 pm on Monday 18<sup>th</sup> September 2023**

**PRESENT:** Cllr. P. Oakley Chair. Cllr. J. Clarke, Cllr. B. Meddings Cllr. A Thomas, Cllr J. Hill. Cllr. A Johnson. Cllr R Hewitt. Cllr A Phillips. Cllr M. Armitage. Cllr. A. Thawley. Cllr.J. Brodrick

**IN ATTENDANCE** E Gallagher (Clerk).  
District Councillor N. Wright  
County Councillor M.Bayliss

Thirteen Residents of Hindlip Parish

| No  | Minute  | Action |
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| 1.. | <b>Apologies</b><br>Apologies received from Dist. Cllr Birch  |        |
| 2   | <b>Declarations of Interest/Code of Conduct</b><br><br>i) <b>To Declare any interest</b><br>None declared<br><br>ii) <b>To Declare any Dispensations</b><br>None declared<br><br>iii) <b>To note the Code of Conduct and requirements of the Transparency Regulations</b><br>Noted: The Parish Council was now classified intermediate category with greater than £25,000 turnover.<br><br>iv) <b>To note the Right to Record meetings:</b><br>Noted.<br><br>v) <b>To confirm any necessary update to the Register of Interests</b><br>Noted<br><br>vi) <b>To note security and privacy of information under the General Data Protection regulations.</b><br>Noted.       |        |
| 3.  | <b>Standing Orders &amp; Financial Regulations</b><br>i) <b>To note Standing Orders</b><br>Adopted 1 <sup>st</sup> November 2021 Amended 17 January 2022. Standing Orders to be reviewed. Date to be agreed<br><br>ii) <b>To note Financial Regulations</b><br>Adopted 1 <sup>st</sup> November 2021 Amended 17 January 2022. Financial Regs to be reviewed. Date to be agreed<br><br>iii) <b>To review any Freedom of Information requests</b><br>The Clerk reported that there had been no requests for information over the preceding 12 months.<br><br>iv) <b>To note security and privacy of information under the General Data Protection regulations.</b><br>Noted |        |

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| 4. | <p><b>Minutes</b><br/>Councillor A. Phillips proposed that the minutes of 17<sup>th</sup> July 2023 were accepted as an accurate record, Councillor Meddings seconded the proposal and it was unanimously agreed. The Draft Minutes of the Parish Council Meeting held on 17<sup>th</sup> July 2023 were approved as being a correct record and signed by the Chairman.</p>   |   |
| 5  | <p><b>Community Legacy Grant – Patrick Connelly</b> - Communities Officer (North) Wychavon District Council</p> <p>A new round of the Community Legacy Grant had been released. Hindlip, Martin Hussingtree &amp; Salwarpe Parish Council would be considered a priority parish for this award of up to £100,000. Expressions of Interest would need to be submitted by February 2024 at the latest and a panel would scrutinise the application and come to a decision regarding the suitability of an award.</p> <p>Criteria for this award:</p> <ul style="list-style-type: none"> <li>• Capital projects of a strongly innovative and ambitious nature.</li> </ul> <p>In the first instance it would be necessary to consult with the community on any proposed project as community support was vital. Purchase of new capital assets would be considered as would joint community group projects with the Parish Council taking the lead. Match funding would also be considered.</p> <p>Suggestions made were:</p> <ul style="list-style-type: none"> <li>• Mooring project at Salwarpe canal basin</li> <li>• Pump track – location to be decided</li> </ul> <p>Bull Meadow had been a previously successful application for an adjoining parish.</p> <p>The chairman asked all councillors to consider the criteria and email the clerk any suggested projects</p> | All Councillors   |
| 6  | <p><b>Progress on items from Minutes of 17 July 2023 (see Action List Attached)</b></p> <ul style="list-style-type: none"> <li>• <b>Items 1-4</b> – County Cllr. M Bayliss – unable to provide update due to absence of the County Highway’s Engineer. A written update would be sent to the clerk by 29/9/2023</li> <li>• <b>Item 5</b> - County Cllr. M Bayliss – unable to provide update due to protracted process – Councillor Johnson spoke of an ombudsman report which had recommended the re-draft of the boundary with respect to Copcut Middle School. Councillor Bayliss requested that Councillor Johnson send a copy of this report to assist him with this action.</li> <li>• <b>Item 6</b> - County Cllr. M Bayliss –Intervention had not influenced police presence. Cllr. Bayliss would remind relevant officers.</li> <li>• <b>Item 7</b> – Discharged – Cllr. Phillips agreed to scatter seeds.</li> <li>• <b>Item 8</b> – Cllr. Oakley – In abeyance.- Noise still prevalent. Awaiting contact from resident regarding noise recording equipment</li> <li>• <b>Item 9 – 12</b> Agenda item</li> <li>• <b>Item 12</b> – Gulley Jetting – All councillors to report location of problem gulley’s</li> <li>• <b>Item 13</b> - Discharged</li> </ul>   | <p>Cnty Cllr Bayliss</p> <p>Cnty Cllr Bayliss/Cllr. Johnson</p> <p>Cnty Cllr Bayliss</p> <p>Cllr Phillips</p> <p>Cllr Oakley</p> <p>All councillors</p> |
| 7  | <p><b>Chairman’s Report</b></p> <p><b>ai) Provision of Bus Shelter’s/Litter Bins – Copcut Rise Update</b><br/>The Chairman had been in regular contact with the representative of William Davis but progress was slow and there had been no further movement or update since the meeting of the 17<sup>th</sup> July 2023.</p> <p><b>ii) Memorial Bench</b><br/>No further update on the proposed memorial land at Copcut Rise. The chairman asked for location suggestions for the proposed memorial bench.</p> <p><b>iii) Allocation of Community Space - Copcut Rise Estate</b></p>  | <p>Chairman</p> <p>All Councillors</p>  |

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|                  | <p>The chairman, clerk and other councillors had met with District Councillors in a fact-finding exercise at the site of proposed community space. The proposed community space was located on the site of a intended development of nineteen residential homes.</p> <p>It was agreed by all present that a formal community centre would have cost implications for future maintenance. William Davis had also wanted an agreement on tenancy and future responsibility before this option would be considered by them. A suggestion was made for an open structure with little need for maintenance, for community use to be installed. This could be developed into a more formal structure should a future need arise. District Councillor Birch agreed to discuss this option with Jay Singh, Principal Development Officer Wychavon District Council.</p> <p>The newly opened play area was discussed. There had already been complaints regarding dog fouling both inside and beside the play area. It was suggested that signage/fencing should be erected in view of this health and safety hazard. It was also felt that Wychavon District Council should strengthen its policy in regard to dog fouling incidents. The chairman agreed to report this issue to William Davis.</p> <p><b>iv) Highways – Newlands Crossroads to the Rugby Club/Pulley Lane</b><br/>Rural roads and lanes had become rat-runs for heavy traffic. These lanes rarely had road markings and were deemed not suitable for the type and volume of traffic. The situation was aggravated by lack of visibility due to overgrown verges. It was agreed that Councillor Thawley would contact the lengthsman to request he cut back all verges which affected visibility splays. County Councillor Bayliss would discuss feasibility of road markings with the County Engineer</p> <p><b>v) Sixways Asset of Community Value – Community Right to Bid</b><br/>Councillors had been approached on 29<sup>th</sup> August 2023 to canvass their views on the potential registration, under the Localism Act 2011, of Sixway Stadium, Warriors Way, Hindlip as an ‘Asset of Community Value’. Councillors were asked to respond by listing any known previous community uses of the Worcester Warriors Rugby Club. The chairman had responded, incorporating information from councillors, to Wychavon District Council’s Corporate Database Manager’s request.</p> | <p>Dist Cllr Birch/Chairman</p> <p>Chairman</p> <p>Cllr. Thawley/Cnty. Cllr Bayliss</p> |
| <p><b>8.</b></p> | <p><b>Deputy Chair Report</b><br/>No report</p>   |   |
| <p><b>9.</b></p> | <p><b>i) Electoral Review County Council Bowbrook Division. - Cllr Meddings</b><br/>Councillor Meddings had drafted a report which had been submitted on behalf of the Parish Council. to the Local Govt. Boundary Commission on the 6<sup>th</sup> September 2023 (as agreed by the meeting of 17 July 2023). All councillors and County and District Councillors had received a copy of this report.</p> <p>The County Council was in accord with the Parish Council’s written representation.</p> <p>Review dates as follows:</p> <ul style="list-style-type: none"> <li>• Initial consultation end date 19th September 2023</li> <li>• 9th January - 18th April 2024: Proposals published and public consultation.</li> <li>• 27th July 2024: LGBC Recommendations Published.</li> <li>• Parliamentary approval required. New arrangements to apply to local elections in 2025.</li> </ul> <p><b>ii) Neighbourhood Communications – Establishment of a Facebook Page – Cllr, R. Hewitt</b><br/>A report drafted by Councillor Hewitt had been circulated to all councillors prior to the meeting. This report was referred to during this agenda item.</p> <p>The following detail was discussed:</p> <p>Advantages of developing a Parish Council Facebook page were considered to be:</p> <ul style="list-style-type: none"> <li>• Free to use</li> <li>• GDPR compliant</li> <li>• Recognisable</li> <li>• Used in addition to supplement traditional methods</li> <li>• Fits with user’s timeframe.</li> <li>• Easy system to use.</li> </ul>   |   |

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|                   | <p>Disadvantages were noted as follows:</p> <ul style="list-style-type: none"> <li>• Lack of control over postings. Potential for inappropriateness</li> <li>• Manpower required to administer the page</li> <li>• Once initiated it would need to be a permanent addition to other methods.</li> </ul> <p>Training would be required for all councillors/clerk The Parish Council would determine the parameters for the page, It would be a council decision on read only or read/write. Access agreements would also be specified by the Parish Council.</p> <p>Councillor Hewitt offered to provide a mock-up version of a Parish Council page for further discussion.</p> <p><b>iii) Public Footpath Access – Cllr R Hewitt</b><br/>Councillor Hewitt raised concerns over overgrowth on public footpaths which rendered them inaccessible to walkers. These paths were too onerous for path wardens to remedy. The Parish Council was not in a position to clear this overgrowth as these paths were in the ownership of private landowners. Councillor Hewitt was asked to provide the clerk with specific path references and she would contact Patrick White, Worcestershire County Council, to ask for his intervention.</p> <p><b>iv) S137 Grant Consideration Chawson First School – Councillor A Johnson</b><br/>A percentage of parish children were on the roll at Chawson First School. The s137 grant to Hindlip First school had proved to be successful in supporting many families in need. Councillor Johnson, with the Parish Council's permission, had contacted Chawson First School to ascertain the appropriateness of a consideration for a s137 grant. A draft report detailing information gleaned from this contact had been circulated prior to the meeting. Specific areas of concern noted were - reading resource support for children who had fallen behind during lockdown and uniform provision for children in poverty. Concern was expressed regarding the provision of uniform but Councillor Johnson was asked to meet with the school to establish more comprehensive information.</p> <p>The provision in principle to provide a s137 grant to Chawson First School was proposed by Councillor Oakley and seconded by Councillor Thawley and unanimously agreed.</p> <p><b>v) Ragwort – Councillor J. Brodrick</b><br/>Worcestershire County Council had partially treated ragwort sites in August 2023 as per their policy guidelines. Councillor Brodrick noted that some ragwort continued to thrive.</p> <p><b>vi) Worcester Rugby Club – Possible Unauthorised Use of the Car Park– Councillor J. Brodrick</b><br/>Councillor Brodrick reported the possible unauthorised use of the Worcestershire Warriors car park by a vehicle windscreen repair company and other vehicles. Councillor Brodrick was asked to supply the clerk photographic evidence of misuse.</p> <p><b>vii) Overgrown Verges Police Drive Hindlip Lane – Councillor J. Brodrick</b><br/>The Parish Council did not have powers to deal with this overgrowth as the Lane was in private ownership.</p> <p><b>viii) Oak Trees at Hindlip Lane – Councillor J. Brodrick</b><br/>Councillor Brodrick had contacted Nick McGowan, Tree &amp; Landscape Officer, Wychavon District Council to request a site visit to assess whether established oak trees on Hindlip Lane should be awarded TPO status. Councillor Brodrick would keep the Parish Council fully informed of any development.</p> | <p>Councillor Hewitt</p> <p>Councillor Hewitt/Clerk</p> <p>Councillor Johnson</p> <p>Councillor Brodrick</p> <p>Councillor Brodrick</p> |
| <p><b>10.</b></p> | <p><b>Village Hall Report</b><br/>No report.<br/>Cllr. J. Hill left the meeting 9.15pm</p>   |   |
| <p><b>11.</b></p> | <p><b>Reports of County &amp; District Councillors (County Cllr. M. Bayliss. Dist. Cllrs. N.Wright &amp; D. Birch)</b></p> <p><b>i) Divisional Funds - County Councillor M. Bayliss</b><br/>Grants available. Possible top-up for s137 school project. County Councillor M. Bayliss to discuss at Parish Council's request</p> <p><b>ii) Protocol for Parish Council Speaking at County Council Planning Committee Meetings- County Councillor M. Bayliss</b></p>  | <p>County Councillor M. Bayliss</p>   |

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|      | County Councillor M. Bayliss would investigate and confirm details with the Parish Council  |  |
| iii) | <b>Rural Panel. Wychavon District Council – District Councillor N. Wright</b><br>Councillors were asked to contact Councillor Wright with any issues affecting the rural community so that the panel could be fully informed of all concerns.   | All Councillors/<br>Dist Cllr.<br>Wright |
| iv)  | <b>SWDP Review - District Councillor N. Wright</b><br>SWDP due to be published in 2024  |  |
| 12.  | <b>Finance</b>  |  |
| i)   | <b>Review of Payments made and Received since the Last Meeting (see Appendix 1)</b><br>Noted.   |  |
| ii)  | <b>Report on Year-to-Date Expenditure Compared to Budget</b><br>Noted   |  |
| iii) | <b>Monitoring Officer to confirm Accuracy of Bank Payments</b><br>Confirmed   |  |
| iv)  | <b>Notification of Date for Internal Audit – Scheduled for 14<sup>th</sup> November 2023 9.30am</b>   |  |
| v)   | <b>Notification of Purchase of two replacement Lord Hindlip Trees £62 and Wildflowers/Cornflower £83</b>  |  |
| vi)  | <b>Finance committee Meeting</b><br>Councillor Thawley and Clerk to set date and liaise/ inform all other members of the Finance Committee  | Clerk/Cllr.<br>Thawley                   |
| 13.  | <b>Planning</b>   |  |
| i)   | <b>Applications (see Appendix 2)</b><br>Court Farm - 23/000007/CM – Consultation end date extended to 6 <sup>th</sup> October 2023 (Parish Council only)  |  |
| ii)  | <b>Enforcements and Appeals (see Appendix 3)</b><br>Noted   |  |
| iii) | <b>Temporary Granted Permissions (see Appendix 4)</b><br>Noted  |  |
| 14.  | <b>Correspondence Received</b><br>None  |  |
| 14.. | <b>Items for Future Agenda's:</b>   |  |
| i)   | <b>Childrens Nursery Churchfields – Opened 29/8/2023 -Councillor Armitage</b><br>No notification of planning application. Chairman to investigate   | Chairman                                 |
| ii)  | <b>Spate of Burglaries- Councillor Thawley</b><br>Councillor Thawley reported a spate of house break-ins in the Hindlip area.   |  |
| iii) | <b>Defibrillator Copcut Rise -Consideration of Funding/Adoption – Councillor Johnson</b><br>Agenda item November 2023   | Cllr<br>Johnson/                         |
| iv)  | <b>Remembrance Sunday – Councillor B Meddings</b><br>Councillor A.Johnson to lay wreath on behalf of the residents. Councillor A Thomas to lay wreath on behalf of the Parish Council. Clerk to contact resident to ascertain whether voluntary cleaning of the War Memorial would take place | Clerk                                    |
| 15.  | <b>Items Carried Forward for Noting</b>   |  |
|      | <b>Defibrillator</b><br>Renewal of Battery due November 2027. (ii) Pads expiry date July 2025 (iii) Warranty of AED expiry April 2023.  |  |
|      | <b>Memorial Land.</b> Possessory Title 2024. Possessory title to be finalised with Land Registry.   |  |
|      | <b>Pensions Regulator.</b> Auto enrolment compliance. Re-declaration made 28 <sup>th</sup> February 2023. Next redeclaration due February 2026.   |  |
| 16.  | <b>Date of Next Meeting</b>   |  |

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|  | The next meeting of the Parish Council was scheduled for the 20 <sup>th</sup> November 2023 at 7.00pm in the main hall of Salwarpe Village Hall |  |
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**A Police & Crime Commissioner Report was now distributed on a monthly basis in newsletter form**

There being no further business the Chairman closed the meeting at 9.30pm.

Signed..... Date Chairman

**Pre-Meeting Public Question Time 7.00pm -7.20pm**

Hindlip Parish Residents protesting against application number 23/000007/CM. – (Court Farm - Proposed anaerobic digestion facility for a biomethane gas to grid plant), - had formed a group in order to object both individually and en-masse. A professional consultant had been employed to assist the group. Grounds for objection included, (but were not limited to) – proximity to residential properties, odour, persistent heavy traffic volume and inappropriateness of the suggested application site. The spokesperson provided the clerk with contact details and offered to update the Parish Council with progress reports.

| <b>Action List Progress from Meeting 17 July 2023</b> |                     |  |                                |
|---|---------------------|--|--------------------------------|
| <b>No</b>   | <b>Councillor</b>   | <b>Action</b>  | <b>Response</b>                |
| 1   | M. Bayliss          | <b>A38 Copcut/Roman Way Island</b> -Queues - Unsatisfactory traffic flow, long queues and impatient drivers with unsafe responses –<br><br>- Lobby for longer term better solution<br>- Discuss camera installation - Safety Partnership<br>- Salwarpe abbreviation to be amended to full or right turn only | Written response by 29/9/2023  |
| 2   | M. Bayliss          | <b>Martin Hussingtree Lights</b> - Accident hot spot, Swan Pub exit dangerous right turn (turn left instruction suggested), Swan & Garden Centre exits & jumping lights issue<br><br>- Discuss with County Safety Partnership and Highways for solutions   | Written response by 29/9/2023  |
| 3   | M. Bayliss          | <b>Road Closure Signage</b> - not keeping up with display signage and not collecting signage after use.<br><br>- Take issue to Highways  | Written response by 29/9/2023  |
| 4   | M. Bayliss          | <b>Hindlip Verges</b><br><br>Discuss levelling and mowing for better pedestrian access with the relevant works team  | Written response by 29/9/2023  |
| 5   | M. Bayliss          | <b>Copcut Middle School Issue</b> - Discriminatory one school option - out of line with the rest of the District<br><br>- Investigate and feedback   | Written response by 29/9/2023  |
| 6   | M Bayliss           | <b>Police attendance at meetings</b><br><b>Marc to</b><br>- encourage police presence (3 monthly)  | M Bayliss                      |
| 8   | P. Oakley           | Noise nuisance - contact residents to advise noise abatement recording   | In abeyance                    |
| 9   | B Meddings          | Electoral review - draft representations on behalf of the PC.  | Agenda Item Sept               |
| 10  | A Johnson           | Grants – Feasibility for project Chawson First School  | Agenda Item Sept               |
| 11  | R Hewitt<br>D Birch | Facebook - Draft proposal<br>Send sample Facebook from neighbouring parish   | Agenda Item Sept               |
| 12  | All Councillors     | Gulley Jetting Programme<br>Community Legacy Grant Suggestions   | Update req<br>Agenda Item Sept |
| 13  | Clerk               | Village Hall meeting date – send detail to Cllr. Johnson   | Sent – Meeting 30/08/23        |