

**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 7.00 pm on Monday 20th November 2023**

PRESENT: Cllr. P. Oakley Chair. Cllr. J. Clarke, Cllr. B. Meddings Cllr. A Thomas, Cllr. A Johnson.
Cllr A Phillips. Cllr M. Armitage. Cllr. A. Thawley. Cllr J. Hill (7.05pm).
Cllr.J. Brodrick(7.07pm)

IN ATTENDANCE E Gallagher (Clerk).
District Councillor N. Wright
District Councillor D. Birch

Matt Nicol – Place Board (Agenda Item 5)
Gemma Ranford Wychavon District Council Place Board Officer for Droitwich South

Four Residents of Hindlip Parish – Observe only- Left after feedback on A38 Martin
Hussingtree Lights

No	Minute	Action
1..	Apologies Apologies received from Cllr. R Hewitt & County Councillor M.Bayliss	
2	Declarations of Interest/Code of Conduct	
i)	To Declare any interest Cllr P Oakley Non -Pecuniary Neighbour Planning application 23/01669/HP Mill House & Planning application 23/01184/OU Wain House	
ii)	To Declare any Dispensations Councillor M. Armitage Planning application 23/00007/CM Court Farm anaerobic digestion facility 12-month dispensation to participate in discussion but not approved to participate in any vote.	
iii)		
iv)	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.	
v)	To note the Right to Record meetings: Noted.	
vi)	To confirm any necessary update to the Register of Interests Noted	
	To note security and privacy of information under the General Data Protection regulations. Noted.	

<p>3.</p> <p>i)</p> <p>ii)</p> <p>iii)</p> <p>iv)</p>	<p>Standing Orders & Financial Regulations</p> <p>To note Standing Orders Adopted 1st November 2021 Amended 17 January 2022. Standing Orders to be reviewed on 8/1/2024</p> <p>To note Financial Regulations Adopted 1st November 2021 Amended 17 January 2022. Financial Regs to be reviewed on 8/1/2024</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>4.</p>	<p>Minutes Councillor A. Phillips proposed that the minutes of 18th September 2023 be accepted as an accurate record, Councillor Thawley seconded the proposal and it was unanimously agreed. The Draft Minutes of the Parish Council Meeting held on 18th September 2023 were dutifully approved as being a correct record and signed by the Chairman.</p>	
<p>5</p>	<p>Community Legacy Grant - Matt Nicol Placeboards (Independent) Gemma Ranford Wychavon District Council Place Board Officer for Droitwich South</p> <p>Patrick Connelly presented the following information:</p> <p>Place Board Official Definition</p> <p><i>“The Place Boards are not formal committees of the Council. They are there to operate independently and offer recommendations to the Council on town centre economic and development projects (based on the objectives outlined in the Town Centre Prospectus) and suggest proposals for the Council to consider but have no formal role in Council decision making”.</i></p> <p>The Parish Council was considered a priority parish as it had not previously applied for a Legacy Grant. Details were outlined for potential partnerships with Droitwich Town Council and Canal & Rivers Trust on the following proposal:</p> <p>Project Proposal</p> <ol style="list-style-type: none"> 1) Tow path improvements –Initial suggestion Ladywood to Droitwich approx. 1.5km (Ladywood Lock to St.Michaels Church discussed) 2) Improve the natural path (currently dangerous in places) <ul style="list-style-type: none"> • Connect to the health corridor – making the stretch longer • Provide signage about the history and the surroundings (educate on the history of the area & the nature) • Provide better seating opportunities to enjoy the surroundings • Improve safe access points on the tow path (if required) 3) Coney Meadow <ul style="list-style-type: none"> • Improve ecosystem by increasing water to allow for the habitat and ecosystem to work. Canal & Rivers Trust (CRT) could lead on this work. 4) Salwarpe Valley 	

	<ul style="list-style-type: none"> • Improve views by clearing excess foliage from towpath and reeds from canal. (Suggested by Cllr. G. Duffy Droitwich Town Council) <p>5) Mooring at the off-side of the canal (ambitious element of the proposal)</p> <ul style="list-style-type: none"> • Swing-bridge potential • Opportunity for watersports connecting back to King Georges mooring/jetty • Allow mooring for Pamela May and others waterway users. • A 'break' point for boaters in that area. <p>CRT could potentially provide a boating facility or welfare station possibly next to Churchfields (under discussion).</p> <p>6) Pump Track (combined project with Droitwich Town Council). Possible suggested locations, Steyners Avenue or King Georges (near sports centre) Droitwich. Wychavon District Council meeting w/c 20/11/2023 to discuss further. Financial information was not yet available but previous awards had been granted at £100,000. Contribution from the council or other stakeholder would be circa 10%.</p> <p>Timetable</p> <ul style="list-style-type: none"> • Expression of Interest bid by 18th December 2023 • If agreed, full application 9th January – 19th February 2024 • Of shortlisted final bid by 30th May 2024 <p>Bids needed to be evidence based showing benefits realized by the community and prove to have the full support of residents.</p> <p>The initial opinion of the council was to support the proposal in principle but additional information in the form of a sketch map was requested before a commitment was made. Matt Nicol agreed to supply the map. The project would be managed by the Parish Council. Councillors to respond once the map/additional information had been received and considered</p> <p>Matt Nicol & Gemma Ranford left the meeting 7.45pm</p>	<p>Matt Nicol/All Councillors</p>
<p>6</p>	<p>Progress on items from Minutes of 18th September 2023 (see Updated Action List Attached)</p> <ul style="list-style-type: none"> • Item 1 - A38 Copcut/Roman Way Island No feedback (Cllr Bayliss meeting apologies) • Item 2 – MH Junction, Site meeting 8/11/2023 Feedback received- ;'Officers were working up a proposal for reducing speed at MH Junction Lights. Not a speedy Process. Cllr M Bayliss continued to campaign for 40mph' • Item 5 – Copcut Middle School . Written response from County Councillor Bayliss forwarded to Councillor Johnson for comment • Item 11 – District Councillor Birch in discussion with William Davis and Wychavon District Council regarding location, area, and method of financing structure. Further dog control signage suggested • Item 13 Cllr Hewitt meeting apologies received • Item 20 Churchfields Children's Nursery Hold use class E permission and monitored by Ofsted – discharged 	<p>Cnty Cllr Bayliss</p> <p>Cnty Cllr Bayliss</p> <p>Cllr. Johnson</p> <p>Dist Cllr. Birch</p> <p>Cllr Hewitt</p>

	Items 3-9, 12 and 15 -23 discharged	
7	<p>Chairman's Report</p> <p>i) Bus Shelter's/Litter Bins – Copcut Rise Update The bus shelter was in place and had been received well by residents. Insurance cover for the shelter was also in place. The chairman had arranged to meet Wychavon District Council's Street Scene and Amenities Officer on site on the 22/11/2023 to discuss the provision/location of the litter bin. There had been no response from William Davis regarding the provision of a notice board.</p> <p>ii) Memorial Bench There was no further update on the siting of memorial land at Copcut Rise. The chairman asked councillors to suggest locations for the proposed memorial bench. The clerk would circulate images of benches designed in both wood and composite materials for a decision by councillors on their preference. It was felt that the memorial and coronation bench should be sited in the same location and a litter bin should also be provided within the same vicinity William Davis approval would be required. It was agreed that further litter bins should also be provided at various other locations within the Estate.</p>	<p>Chairman</p> <p>Clerk</p> <p>All Councillors</p>
8.	<p>Deputy Chair Report The Deputy Chair confirmed the date of the Finance Committee meeting as 8th January 5.00pm, Salwarpe Village Hall Committee Room. The agenda would cover:</p> <ul style="list-style-type: none"> • Precept preparation • Review of ringfenced allocations and potential project expenditure • Review of Financial Regulations & Standing Orders. <p>The clerk would forward further details when available</p>	<p>Clerk</p>
9.	<p>Councillor Reports</p> <p>i) Remembrance Wreath Laying Service- Cllr Meddings Councillor Meddings had drafted a report which was circulated to all councillors (see appendix 1 to the minutes) The Chairman thanked Councillor Meddings for her hard work in dealing with all arrangements relating to this service.</p> <p>ii) Neighbourhood Communications – Establishment of a Facebook Page – Cllr, R. Hewitt Councillor Hewitt had sent apologies. Item carried forward to January 2024.</p> <p>iii) Martin Green Trees – Councillor A Phillips Councillor Phillips had drafted a report which had been circulated prior to the meeting and also attached to the agenda. The report covered details on the state of the existing trees and potential supply of additional trees. Fifty trees could possibly be supplied free of charge through an order placed by the Heart of England. The Tree Warden would be responsible for placing the order. If successful the 50 small trees would be planted as a central hedge towards the rear of The Green. Tree guards, staked and mesh would also be provided. There was a recommendation for brambles to be left in situ and wood already in situ to be relocated as a copse for insects. Two further replacement Lord Hindlip trees were also on order with an anticipated delivery of March 2024. These would be planted at a higher gradient than the previous Lord Hindlip trees which did not survive. Mulch had also been placed on order. Volunteers would be required to help with planting.</p> <p>iv) S137 Grant Consideration Chawson First School – Councillor A Johnson</p>	<p>Councillor Phillips</p> <p>All Councillors</p>

	<p>Councillor Johnson had circulated a s137 award proposal incorporating a funding application submitted by Chawson First School. Discussion took place regarding the monitoring, administration and governance by the school should the award be agreed. The Acting Headteacher had given assurances that all s137 conditions would be met and committed to providing an evidential report confirming this (to be sent to HMHSPC at the end of the award period).</p> <p>HMHSPC had a total remaining unallocated 2023/24 s137 allowance of £4775. Chawson First School application amounted to £4497</p> <p>Councillor M Armitage proposed full provision of the requested funding to be provided to Chawson First School. This was seconded by Councillor A. Phillips and unanimously passed.</p> <p>Clerk to draft agreement. Councillor Johnson to advise Chawson First School</p> <p>v) Copcut Elm Defibrillator Sponsorship (Public Health Act 1936 s234) – Councillor A Johnson</p> <p>An application had been made by Droitwich AED for a five-year sponsorship grant for the maintenance of the AED located on an outer wall of the Copcut Elm Pub. A grant of £375 would maintain the Community Access Defibrillator for the full five-year period (batteries/pads). Councillor Johnson asked the meeting to consider granting this award as funding currently relied upon collection boxes and other such methods.</p> <p>Councillor A. Thawley proposed that the full award be made. This was seconded by Councillor A. Phillips and unanimously passed.</p> <p>Councillor Johnson to advise Droitwich AED</p>	<p>Clerk/ Councillor Johnson</p> <p>Councillor Johnson</p>
<p>10.</p>	<p>Village Hall Report</p> <p>Councillor Hill reported that the Village Hall Trust had welcomed a Salwarpe resident as a new member of the committee. Hall bookings had increased by thirty percent. A pig roast and barn dance would be held on the 17th January 2024 to raise funds for the Village Hall</p>	
<p>11.</p>	<p>Reports of County & District Councillors (County Cllr. M. Bayliss. Dist. Cllrs. N.Wright & D. Birch)</p> <p>i) Wychavon District Council Planning – Dist Councillor N. Wright</p> <p>The department was suffering from staffing issues and applications were taking longer to process. Many refused applications were referred to appeal or revised thereby increasing officer workload. A new head of Planning was due to take up post in the New Year.</p> <p>ii) Rural Grants - Dist Councillor N. Wright</p> <p>Small business and other rural grants were available (£470k). Dist Cllr. Wrights agreed to investigate whether this grant could be used to extend problematic unfinished paths at Copcut Rise (under dispute with regard to responsibility).</p> <p>iii) Copcut Rise – Dist. Councillor D. Birch</p> <p>i) A scarecrow festival had taken place and was supported by residents. The council was asked to consider becoming involved in any such future events.</p> <p>ii) Flower Bed - Dist. Councillor D. Birch</p> <p>Shaun Hubert, Parks & Tree Officer had come to an agreement in principle with Wm Davis to install a flower bed at Copcut Rise. Locations had been discussed</p>	<p>County Councillor M. Bayliss</p> <p>All Councillor s/Dist Cllr. Wright</p>

<p>iv)</p> <p>v)</p>	<p>Community Legacy Grant - Dist. Councillor D. Birch PumpTrack- supported by Droitwich West. Possibility for a joint exercise with HMHSPC. Track would be sited within Droitwich Town area.</p> <p>Provision of Croft Structure – Wm Davis Copcut Rise - Wm. Davis was obliged to provide a community structure as part of a nineteen homes development, application. It was thought that their plan was to erect this structure on the same plot as the housing development. There was no information with regard to the area of the plot provided for the structure. Councillors queried whether the structure would be better sited on adjacent land which currently housed cabins. Dist. Cllr Birch would investigate and circulate the proposed plan. It was felt that any agreement should have conditions attached to ensure that the community structure would be a priority for the developer.</p> <p>William Davis had agreed to the structure proposed by HMHSPC and had asked for a delegated officer decision on this proposal. In addition, in order to fund the structure, a suggestion had been made by Wm Davis to remove two affordable homes and reallocate the two homes to open market housing. The Director of Infrastructure felt this to be a reasonable request. Councillors questioned whether residents would consider this proposal to be value for money or indeed a desirable decision to be taken on their behalf.</p> <p>Dist. Cllr. Birch also agreed to speak with Wm Davis with regard to the development of an informal footpath (permission granted 2nd October 2022 but work not commenced</p> <p>Cllr Hill left the meeting 8.40pm</p>	<p>Dist Cllr. Birch</p> <p>Dist Cllr. Birch</p> <p>Dist Cllr. Birch</p>
<p>12.</p> <p>i)</p> <p>ii)</p> <p>iii)</p> <p>iv)</p> <p>v)</p>	<p>Finance</p> <p>Review of Payments made and Received since the Last Meeting (see Appendix 1) Noted.</p> <p>Report on Year-to-Date Expenditure Compared to Budget Noted</p> <p>Monitoring Officer to confirm Accuracy of Bank Payments Confirmed</p> <p>Internal Audit – Carried Out on 14th November 2023 - Initial Feedback The preliminary audit went well with just one issue relating to councillor allowances. The Chairman’s allowance paid in lump sum(s) was classed as a taxable benefit as was councillor mileage over the HMRC tax-free allowance (currently running at .45p per mile) These payments had previously been paid as a non-taxable benefit. The clerk was asked to ensure that this error did not recur. She had since spoken with CALC regarding the process for dealing with these payments and was advised that the chairman’s allowance could either be dealt with through the Basic PAYE system used by HMHSPC or could be declared on the chairman’s personal tax return (with confirmation that this had taken place). Excess mileage payments should be declared on the member’s P11D (with confirmation)</p> <p>Councillor Meddings disputed this advice/instruction citing a notice previously issued by NALC stating that these specified casual allowances were classified as non-taxable benefits.</p> <p>Clerk to investigate</p> <p>Payscale Review Increase in clerks salary by £1 per hour backdated to April 23 noted.</p>	<p>Clerk</p> <p>Councillor Phillips/ Clerk</p>

vi)	Risk assessment – Rescheduled Councillor Phillips to liaise with the clerk to reschedule a date in January 2024	
13.	Planning	
i)	Applications (see Appendix 2) Noted	
ii)	Enforcements and Appeals (see Appendix 3) Noted	
iii)	Temporary Granted Permissions (see Appendix 4) Noted Expired permission – Log Cabin Upper Smite Farm – Land sold. Await update	
14.	Correspondence Received None	
14..	Items for Future Agenda’s:	
i)	Hindlip Lane Verges - Councillor Armitage Agenda Item January 2024	Clerk
ii)	Copcut Rise Catchment - Councillor A. Johnson Agenda Item January 2024	Mr Johnson/
iii)	Boundary Commission Report – Councillor B Meddings Agenda Item January 2024	Clerk
15.	Items Carried Forward for Noting Defibrillator Renewal of Battery due November 2027. (ii) Pads expiry date July 2025 (iii) Warranty of AED expiry April 2023. Memorial Land. Possessory Title 2024. Possessory title to be finalised with Land Registry. Pensions Regulator. Auto enrolment compliance. Re-declaration made 28 th February 2023. Next redeclaration due February 2026.	
16.	Date of Next Meeting The next meeting of the Parish Council was scheduled for the 15 th January 2024 at 7.00pm in the main hall of Salwarpe Village Hall	

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 8.55pm.

Signed..... Date

Chairman

Action List Meeting 18 September 2023			
No	Councillor	Action	Response
1	M. Bayliss Feedback 20/11/23 Cllr. Bayliss apologies	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 -	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	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 -	Discharged
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.	Agenda Item Jan 24
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	Agenda Item Jan 24
6	M Bayliss	Police attendance at meetings Marc to - encourage police presence (3 monthly)	Discharged
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	Discharged
10	All Councillors	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	Discharged
13	Cllr Hewitt/Clerk Agenda Item (Facebook) 20/11/23	Mock up Facebook page 9.(ii) Overgrown footpath references 9 (iii)	Agenda Item Jan 24
14	Cllr Johnson	Chawson School 9(iv)	Agenda Item Jan 24

	Agenda Item 20/11/23		
15	Cllr Brodrick	Rugby Club car park misuse photos 9 (iv)	Discharged
16	Cllr Brodrick	Oak trees TPO 9 (viii)	Discharged
17	Cllr Bayliss/Clerk	Protocal for speaking at Cnty. CI Planning Committee	Discharged
18	All Councillors/Clr. Wright	Rural issues 11(iii)	Discharged
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	Discharged
20	Chairman	Churchfields children's nursery 14(i)	Discharged
21	Cllr Johnson Agenda Item 20/11/23	Copcut defibrillator 14 (iii)	Discharged
22	Clerk	War Memorial clean 14 (iv)	Discharged
23	All Councillors Agenda Item 20/11/23	Community Legacy Grant	Agenda Item Jan 24

REMEMBRANCE SUNDAY 12th NOVEMBER 2023



SALWARPE WAR MEMORIAL

The Act of Remembrance followed the conclusion of the 8.30am service at St Michael's Church, Salwarpe village.

9.15am: the team Vicar Rev. Laura Handly led the remembrance ceremony attended by 17 people.

9.30am: the roll call of the men of Salwarpe fallen in two World Wars was read followed by the two-Minute silence and reading of Binyon's poem:

"At the going down of sun and in the morning, we will remember them".

Parish Councillor Anthony Thomas laid the Remembrance wreath on behalf of the Parish Council followed by Churchwarden David Luscombe laying a wreath on behalf of the Parochial Church Council. Resident Professor Champness laid a wreath on behalf of the parishioners of Salwarpe. Parish Councillor Meddings placed a wooden cross in remembrance of the Rector of Salwarpe 1935-1942, Rev. William Heading Mitchell killed in 1943 serving as RNVR Chaplain on HMS Charybdis. Two residents placed crosses in remembrance of relatives killed in the Great War.

The Act of Remembrance ended with Rev. Handy reading the Kohima Exhortation:

*"When you go home, tell them of us and say.
For your tomorrow, we gave our today".*

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The Council expressed its thanks to former soldier Rex Stenner and Julie Morgan residents of Copcut Rise, who as their personal act of remembrance cleaned the War Monument prior to the Sunday Remembrance ceremony.

Historic background

2012 the Parish Council was awarded grants to restore the war monument and improve the surrounding memorial land. The work was completed in 2014 and the War monument was re-dedicated on the Centenary of World War 1.

2012 The Parish Council registered the former village common open space to ensure its future preservation. Holding 'Possessory Title' meaning no-one other than deed-based ownership can challenge the Council.

If no challenge is made within 12 years, the Parish Council on 22nd August 2024 will apply for 'Absolute Title of Ownership' to become the lawful owner of the Salwarpe Memorial land and War Monument.

2019 the War monument was successfully registered as a Grade II Listed structure of special historic interest as a permanent testament to the sacrifice made by local men serving their Country in the 1914-1918 Great War and World War II.

Report by Parish Councillor
Barbara Meddings
20.11.2023