Clerk to the Council: Mrs E Meredith, PO Box 823, Worcester WR1 9BP
Tel: 01905 754086 Email: hindlipmartinandsalwarpepc@yahoo.co.uk

Minutes of the Meeting of Hindlip Martin Hussingtree & Salwarpe Parish Council held at 7.30 p.m. on Monday 16th May 2011 at Salwarpe Village Hall.

Public Question Time - 1 member of public in attendance

The Parish Council meeting convened at 7.30pm

PRESENT: Cllr B Meddings - Chairman;

Cllr M Armitage; Cllr Jim Brodrick; Cllr John Brodrick; Cllr P Edwards; Cllr R Hatfield; Cllr C Hughes; Cllr J Hill; Cllr D Luscombe; Cllr P Oakley;

Cllr A Thomas

IN ATTENDANCE: Mrs E Meredith (Clerk)

District Councillor A Miller (joined the meeting at 20:22hrs)

1. DECLARATION OF ACCEPTANCE OF OFFICE

First meeting of all elected members of the Parish Council for a four year term 2011 to 2015, undertaking to duly fulfil duties of a Parish Councillor and to observe the Code of Conduct in the performance of duties.

Acceptance of Office had been signed by all Parish Councillors immediately prior to the commencement of the Parish Council Meeting.

2. Apologies: None

3. Election of Chairman

Cllr R Hatfield proposed Cllr. B Meddings; this was seconded by Cllr A Thomas and carried unanimously. Cllr. Meddings accepted the role and signed the Declaration of Office.

4. Election of Vice Chairman

Cllr C Hughes and Cllr D Luscombe were proposed for the position of Vice Chairman. Cllr D Luscombe declined to stand for election. Cllr P Edwards proposed Cllr Hughes as Vice Chairman; this was seconded by Cllr D Luscombe and carried unanimously.

5. Declarations of Interest:

The Chairman welcomed all Councillors for the new 4 year term 2011-15. Hindlip and Martin Hussingtree Parishes had been uncontested elections, while Salwarpe was contested with 5 candidates standing for 4 seats. Cllr P Oakley was newly elected to the council.

The Clerk to write to Mr G Harrison, who had not stood for re-election, expressing thanks for his committed service over previous years.

Councillors were duly reminded of the need to:

- a. update their register of interest
- b. to declare any Personal interests in items on the agenda and their nature
- c. to declare any prejudicial interests in items on the agenda and their nature.

6. Code of Conduct

The Code of Conduct May 2007 (circulated by email to Councillors with the May 2011 agenda) was noted by Councillors and remains adopted by the Council.

7. Standing Orders

Existing Standing Orders (circulated by email to Councillors with the May 2011 agenda) were noted and remain adopted by the Council. The Chairman proposed the existing Standing Orders require review and it was agreed this should be an agenda item for the July 2011 meeting.

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8. Council's Scheme of Delegation - Appointment of Councillors/Members to working groups:

a. Finance Working Group

Cllrs Mrs C Hughes, Jim Brodrick, D Luscombe, P Oakley, A Thomas, Chairman (ex-officio), Clerk/Responsible Finance Officer Mrs E Meredith

b. Staffing Committee

Cllrs Mrs C Hughes (Chairman), Mrs M Armitage, Ms P Edwards, Chairman (ex-officio)

- c. Village Hall Committee Cllr J Hill
- d. Police & Community Together (PACT) To await further details.

e. Footpath Officers -

Hindlip - Ms J Grotefeld (Agreed to continue with at Annual Parish Meeting 16-03-11) Salwarpe and Martin Hussingtree – Mr D Cullom (Agreed to continue at Annual Parish Meeting 16-03-11).

- **f. Tree Warden for the three parishes -** Mr E Showell (Agreed to continue at Annual Parish Meeting 16-03-11).
- g. Internal Auditor

Mr John Hughes FCA. Clerk to write to Mr Hughes confirming terms of appointment.

h. Governor to Hindlip First School

Cllr Jim Brodrick enquired if the Parish Council should consider having representation at the Hindlip First School with an appointed Governor. Clerk to check if the structure of the school within the Education Authority requires such an appointment.

Cllr D Luscombe proposed normal matters of the meeting be suspended to allow a local resident in attendance to address the council on a matter of concern.

Councillors unanimously agreed and the meeting was suspended at 19:50hrs

The full business of the Council resumed at 19:57hrs

9. Minutes:

- **a.** The minutes of the Parish Council Meeting held 21st March 2011 were approved and signed as being a correct record.
- **b.** The draft minutes of the 2011 Annual Parish Meeting were approved 'pro temp', and noted for information and considered for items requiring future action. No items were put forward for future Agenda.

10. Clerk - Progress Reports on actions from minutes 21st March 2011

a. Insurance damage claims The Green

Accident 10th Nov 2009. A cheque in settlement of the £125 excess has been sent to the wrong address by the insurers, Allianz. New cheque being issued.

Renewal documents for the insurance year commenting 1st June 2011 have been received and checked for accuracy. Conditions and exclusions apply to any Councillor over the age of 75. Clerk to confirm privately with Councillors if any fall within this category.

Clerk to check if our Footpath Officers and our Tree Warden are covered by Worcs County Council insurance.

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b. Highways, Hedges, Potholes

- i. Grit Bins Clerk to refer to Highways Department for identifying existing bins and criteria for requesting additional bins.
- ii. Pear Tree Inn at Smite Owners have responded to recorded delivery letter and stated the hedge is not on their land. Clerk to refer matters to Highways Dept at Worcs County Council.
- **iii.** Overgrown hedgerow Pulley Lane The Woodland Trust have confirmed they will attend to the hedge once the nesting season is over.
- **iv.** Hindlip Lane junction with Pershore Lane Action brought forward from previous minutes. Clerk to pursue Highways on the continuance of double white lines up to the lane junction to prevent cars overtaking as cars pull out of the lane.
- v. Middleton Bridge Clerk to follow up with Highways Team the required repair works to the posts and barriers.

c. Lengthsman Scheme

Clerk confirmed an invoice for £2,474.48 had been submitted to Worcs County Council for Lengthsman expenses in 2010/11. This amount included a £52.48 recovery for the clerks time spent in administering the scheme.

Many residents have commented on the improved standard of maintenance of the paths and highways in the Parishes, which has been facilitated by the delegation of Lengthsman duties from Worcs County Council to the Parish Council, under the Lengthsman Scheme. Clerk to write to Top Cut Mowing Services to thank them for their work.

d. Court Farm – Enforcements – The clerk wrote to C J Hegarty, Managing Director, Wychavon District Council on 25th March 2011, expressing the Councils concerns on ongoing enforcement matters at Court Farm. A response from Mr Hegarty had been received dated 15th April 2011, which had been circulated to Councillors.

District Cllr Tony Miller clarified some points and explained to Councillors that while regulations for alterations to listed buildings was fairly rigorous, there is limited action that can be taken with the deterioration of listed buildings.

e. Worcester Rugby Club Signage – The clerk wrote to C J Hegarty, Managing Director, Wychavon District Council on 25th March 2011, expressing the Councils concerns on numerous breaches of planning regulations, resulting in Enforcement actions and retrospective applications by the Worcester Rugby Club at Sixways, within Hindlip Parish.

A response from Mr Hegarty had been received dated 8th April 2011, which had been circulated to Councillors.

- **f. Parish Council Elections** The Chairman welcomed Mr Philip Oakley as a new Parish Councillors and congratulated District Cllrs Tony Miller and Alan Fisher on their re-election.
- **g.** Royal Wedding Celebration 29th April 2011 The Chairman thanked all those who made this special celebration a wonderful day, and a special thanks was given to those who made it possible for the event to be run at zero cost by providing facilities and equipment either free of charge or through generous donations.

h. Gloverspiece, Salwarpe

The Chairman to provide District Cllr Tony Miller with a précis of matters regarding the increased activities, structures and fencing at Glover Piece.

i. National Speed Limit Survey

The report has been delayed until June 2011. Matter to be considered for future agenda item.

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j. Old Poultry Farm, Drury Lane

A Public Meeting was held by the Agents on 14th April 2011 at the Baptist Church in Fernhill Heath, where they presented the results from the questionnaires circulated to residents, and an outline scheme for the site. Approx. 25 residents, plus Parish Councillors attended the meeting.

The agents advised feedback from the public meeting would be reported to the site owners for further consideration.

At the meeting local residents informed the clerk of concerns over a rat infestation of the site. The Clerk notified the Environmental Services Team at Wychavon DC and they have contacted the agent.

k. Access through Hindlip

Chairman to contact West Mercia Police, to highlight concerns from the local community over access problems to Hindlip Church Burial Ground, and also to gain assurances that access would not be denied to residents taking their children to Hindlip school which would effectively cut the parish in half, and also prevent the Sling Lane properties right of access.

I. Clerk to report fly tipping adjacent to the Smite Traveller site and make enquiries if this can be cleared in the same manner as before under the Community Payback Scheme.

11. Chairman

a. Planning Documentation

i. Formation of A Planning Committee

The Chairman outlined forthcoming changes whereby the Local Planning Authority intend to supply copies of plans and documents on-line, as opposed to issuing paper copies.

The time may have arrived for the Parish Council to consider the formation of a Planning Committee.

The Annual Parish Meeting is the appropriate time to consider delegating authority to Committees.

After lengthy discussion, it was agreed that at this point in time a Planning Committee will not be formed. It was agreed that the Parish Council will continue with, and amend, the existing system detailed under the Standing Orders, which are to be considered at the July 2001 meeting.

ii. Applications for Grant for PowerPoint Equipment

Following on from the points made in 10.a.i.above, the Chairman outlined the type of equipment that would be required to facilitate paperless planning consultations with Councillors and for Public Meetings with residents.

Councillors approved the proposal that quotes should be obtained for the necessary equipment and that the Clerk in consultation with the Chairman and Vice Chairman complete the application to apply for a grant.

b. Parish Plans

Cllrs Luscombe and Armitage requested that, in view of the current formulation of future development plans by Wychavon DC, consideration be given to creating Parish Plans.

The Chairman outlined the desired aims of a Parish plan and the issues that require consideration in their formulation.

Councillors were requested to look into the possibility of Parish Plans and report back on their findings to the July 2011 council meeting.

Clerk to forward Community Planning Guidance Publication to Cllrs Luscombe and Armitage.

12. Clerk updates

No updates or new items that are not covered elsewhere in minutes.

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13. Reports of County and District Councillors

a. County/District Councillor Tony Miller updated P. Councillors on the status of the Copcut planning application. Traffic surveys have been completed and the impact on Junction 6 of the M5 remains a considerable problem. Issues regarding the capacity of the Ladywood Sewage plant still require addressing.

Cllr Miller stressed that should the Copcut site be approved, it is unlikely the entire development would be built in the short term, rather that it would be phased over a long period, potentially up to 2030.

- b. Cllr Miller advised the results of the Speed Limits Survey was not yet available.
- **c.** Cllr Miller advised that his Civic Service would be held at Salwarpe Church on Sunday 12th June 2011. All Parish Councillors are invited to attend.

14. Finance

- **a.** Councillors were reminded of the need to submit 'NIL' Return Of Election Expenses declaration.
- **b.** Payments made and received since the last meeting were reviewed and approved (see Appendix 2)
- c. The Year End accounts 2010/11 were reviewed and approved (see Appendix 3). Cllr Hatfield queried why only £225 had been paid as a contribution under Section 144 for a community event, while a budget of £250 was held. The Clerk confirmed £250 was an estimate, while £225 was the actual amount requested by the community event organisers.
- **d.** The Clerk presented the 2011/12 budget as prepared by the Finance Committee on 25th October 2010 and approved at the Parish Council meeting 15th November 2010.

15. Development Control Consultations

- a. Planning Applications see Appendix 1
- **b.** Enforcements See Appendix 2:

IN/09/00472 - Ashford House, Martin Hussingtree

The owners of the property have give assurances that the container will be removed within the next few weeks. The previous owners of the property have now sold the container and it is due to be collected once new tarmac on the driveway has hardened.

16. Correspondence

Correspondence received since the last Parish Council meeting was available for Parish Councillors to review – see Correspondence Register below.

No matters raised.

Date	From	Topic	Action
17/03/2011	Peter Luff	Response from Wychavon DC re W/10/02896/OU - Copcut Development	
22/03/2011	Wychavon District Council	local Authorities - Members allowances	Information only
22/03/2011	Peter Luff	Response from Highways agency re Copcut	
23/03/2011	Peter Luff	Broadband	
31/03/2011	Clement Keys Accountants	Notice of Audit - Submission Deadline 04/07/11	Clerk to action
06/04/2011	Wychavon District Council	Code of Conduct/Standards Regime - training event 9/6/11	
07/04/2011	Harris Lamb - agents for Yew Tree development	Steering Group meeting with local residents	
15/04/2011	Worcester City Council	Bus Service Review	
15/04/2011	West Mercia Police Authority	Farewell Reception for Chief Constable - Invitation to Chairman of PC	

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19/04/2011	Wychavon District Council	Parish Plans	Agenda item
19/04/2011	Peter Luff	Copy of correspondence to Omberley PC	Information only
		- Traveller sites and Clerks PAYE	
21/04/2011	David Viner, British	Damage to Salwarpe reed bed	Information only
	Waterways		
21/04/2011	Worcester City Council	Big reasons to sign up for local opinion	
12/05/2011	Roy Fullee, Worc CC	Stolen manhole covers	Information only
	Highways		
12/05/2011	Wychayon District Council	Community Grants	Information only

17. Councillors Reports & Items for Future Agendas:

a. Cllr Jim Brodrick expressed concerns over the number of drivers that have difficulty in locating the eastern end of Hindlip Lane, which is located in the Blackpole Trading Estate. Satnav systems are taking heavy goods vehicles into the western end of Hindlip Lane (from the A4536, Hurst Lane to the A4538, Pershore Lane). Clerk to refer to North Claines Parish Council, as the eastern end of Hindlip Lane is not within the Hindlip Parish. Cllr Brodrick suggested the eastern section could be renamed OLD Hindlip Lane.

18.	The	date	of	the	next	meeting
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Monday 18th July 2011 at Salwarpe Village Hall.

There being no	further b	usiness th	ne Chairman	closed tl	he meetina	at 10.24	-pm

Signed		Date: 18th July 2011
Name	Chairman	

NOTES OF PUBLIC QUESTION TIME

A Salwarpe resident expressed concern over the car park capacity and parking arrangements at the Copcut Elm Public House on the A38, Worcester to Droitwich road.

New promotional events at the pub have resulted in increased attendance and cars are regularly parking inappropriately on verges, in gateways and lay-bys, and close to the Copcut Lane / A38 junction, causing a serious hazard to motorists.

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PARISH COUNCIL

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APPENDIX 2 Agenda Item 14 (b)

Payments and Receipts 8th March 2011 – 9th May 2011

Date	Chq no	Payee	Description	Amoun
01-Mar-11	101362	Topcut Mowing Services	Lengthsman services	1,134.00
21-Mar-11	101363	Mrs E Meredith	Mar Salary & Expenses	459.62
21-Mar-11	101364	CALC	Clerks Gatherings	22.00
31-Mar-11	101365	B Meddings	Chairmans Expenses	17.97
	101366	Cheque Cancelled		-
31-Mar-11	101367	Topcut Mowing Services	Mar 11 Invoices	746.40
			TOTAL	£2,379.99
RECEIPTS	Current A			
14-Apr-11		Worcs CC	Lengthsman Scheme Recovery	2,474.48
03-May-11		Worcs DC	Precept	5,765.00
			TOTAL	£8,239.48

Balances as at 10th May 2011

Current Account	£2,629.80
Deposit Account	£14,162.52
Total Reserves per bank	£16,792.32
Less Uncleared Cheques	£0.00
Actual Reserves	£16,792.32

Statement date - 10th May 2011

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APPENDIX 3 Agenda Item 14 (c) – Review of Year End Accounts 2010/11 Budget Comparison – Full Year 2010/11

Negative variance denotes an under spend to budget	Actual £	Budget £	Variance s
Clerk Salary & Expenses			
Salary (inc. extra hours worked)	4,061	3,682	379
Home office allowance	520	540	-20
Mileage	216	450	-234
CALC Training / Clerk Gatherings	22	285	-263
Chairman / Councillor Expenses			
Chairmans allowance	100	100	(
Chairman / Councillors mileage	38	100	-62
Councillors expenses		150	-150
Councillors training		150	-150
Fees			
Insurances	553	570	-1
CALC Fees	268	230	38
External Audit	135	135	(
Internal Audit	100	100	(
Data Protection	35	35	(
Misc Costs			
Meeting Room Hire	190	120	70
PO Box Rental	126	130	-4
Office consumables	213	350	-13
Interest	60	-	60
Maintenance:			
Maintenance Green & pond	1,560	1,665	-10
Burial Grounds - * Year end Debtor due May 2011	-	850	-850
General repairs - notice boards etc	45	300	-25
Tree maintenance. Village Green, Salwarpe War Memorial	-	825	-82
Section 137 / 139			
Wreaths	-	20	-20
War memorial maintenance	380	225	15
Section 144			
Community event	225	250	-2
Community Magazine	100	50	50
Net Expenditure (*excluding year end Debtor)	8,947	11,312	-2,36
Expenditure to be recovered (year end Creditors)			
Lengthsman Scheme	2,422		
VAT paid	861		
Full Year Gross Expenditure to 31st March 2011	12,230		

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APPENDIX 3 Agenda Item 14 (c) – Review of Year End Accounts 2010/11

Financial Summary - Full Year 2010/11

• •	NANCIAL SUMMARY 2010/11		Current A/c	Money Manager A/c	TOTAL
Op	pening balance as at 1st April 2010		-510.04	8,155.72	7,645.68
Re	eceipts				
1	Precept	11,330.00			
2	VAT Recovery 2009/10 expenses	660.10			
3	Grant – Lengthsman 2009/10	925.00			
4	Insurance recovery	215.75			
6	Interest received			6.80	
	Total receipts		13,130.85		13,137.65
5	Net Transfers Current / Money Manager		-1,000.00	1,000.00	0.00
Pa	ayments	-8,947.29			
E>	spenditure to be recovered				
	Lengthsman Scheme	-2,422.00			
	VAT paid	- 861.20			
	Current A/c Total payments		-12,230.49		-12,230.49
CI	osing balance as at 31st March 2011		-609.68	9,162.52	8,552.84
	Opening Reserves as at 01/04/10	540			
	- Community Account a/c 91007963	-510	67.646		
	- HSBC Business Money Manager	8,156	£7,646		
	Receipts - Precept and interest		£13,138		
			-£12,230		
	Expenditure - Gross of VAT and recoveries	_	212,200		
	Expenditure - Gross of VAT and recoveries Closing Reserves as at 31/03/11	-	£8,553		
	·	-	•		
	Closing Reserves as at 31/03/11	-	•		
	Closing Reserves as at 31/03/11 Debtors and Creditors as at 31/03/11	-	£8,553		
	Closing Reserves as at 31/03/11 Debtors and Creditors as at 31/03/11 Payment due to PCC (burial grounds)	-	£8,553 -£850		
	Closing Reserves as at 31/03/11 Debtors and Creditors as at 31/03/11 Payment due to PCC (burial grounds) Recovery due HMRC for VAT	-	£8,553 -£850 £861		

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HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL Clerk to the Council: Mrs E Meredith, PO Box 823, Worcester WR1 9BP

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APPENDIX 5

Development Control (8th March 2011 – 10th May 2011)

New Applications						
Dev No	Location	Proposal	Council	Action		
W/11/ 00119/PN	Worcester Warriors Sixways Stadium	Wooden fence around the Warriors training pitch and positioning of 2 'Training Video Analysis' buildings	Hindlip	Object		
W/11/00078/ET	Cummins Farm, Hindlip Lane, Hindlip, Worcester, WR3 8ST	Extension of Time application for permission W/06/00612/CU	Hindlip	Support proposal		

	Awaiting Decisions – Pending Consideration by Wychavon District Council							
Dev No	Location	Proposal	Council	Action				
W/06/02244	Old Forge, Brown Heath	Conversion of the Old Forge into a single residential unit	Martin Hussingtree	Support				
W/10/02268/LUE	David's Nurseries, Ash Lane	Application for Certificate of Lawful Use	Martin Hussingtree	Support				
W/10/02896/OU	Land Between Roman Way and, Copcut Lane, Salwarpe	Mixed use development 740 homes & employment premises	Salwarpe	Object				
W/10/02854/PN	Cummins Farm, Hindlip Lane, Hindlip, Worcester, WR3 8ST	Construction of 202 berth canal boat marina basin	Hindlip	General Observations				
W/11/00078/ET	Cummins Farm, Hindlip Lane, Hindlip, Worcester, WR3 8ST	Extension of Time application for permission W/06/00612/CU	Hindlip	Support				

	Decisions						
Dev No	Location	Proposal	Council	Action			
W/11/ 00120/AA	Worcester Warriors Sixways Stadium	Advertising hoardings, 22 flagpoles, and repositioning Totem pole	Hindlip	Refused			
W/11/ 00119/PN	Worcester Warriors Sixways Stadium	Wooden fence around the Warriors training pitch and positioning of 2 'Training Video Analysis' buildings	Hindlip	Fence refused. Buildings Approved.			

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PARISH COUNCIL

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APPENDIX 6

Enforcements (8th March 2011 – 9th May 2011)

Enforcements				
Dev No	Location	Description of alleged breach	Council	Status
IN/09/00472	Ashford House, Droitwich Road	Removal of container in Conservation Area	Martin Hussingtree	Active
IN/09/00577	Court Farm	Listed Dairy Building. Removal of roof tiles	Hindlip	Active
IN/11/00034	Worcester Warriors Sixways Stadium	Breach of landscaping condition 4 of approval W06/01164 landscaping condition submitted and approved on the 18 September 2007	Hindlip	Active
IN/10/00500	Court Farm	Planning Application (Retrospective) W/10/02821/AA - 2 pole mounted signs, 2 wall mounted signs. Refused 21/02/2011	Hindlip	Active

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