CHILDSWICKHAM PARISH COUNCIL

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Annual Meeting of Childswickham Parish Council
at 7:30PM on Thursday 14th May 2026 at Childswickham Memorial Hall, WR12 7HF
(///stray.procures.magnetic)

Minutes 05/2026

Present: Jon Wade (Vice Chair), Jo Lynch, Peter Grimshaw
In attendance: David Hunter-Miller (Clerk), Sarah Boyle (CERF)

1. Election of Chair and signing the Declaration of Acceptance of Office

It was RESOLVED to elect Anthony Halling as Chair for the 2026/27 municipal year and it was RESOLVED to defer signing the declaration of acceptance of office until a future meeting.

Thanks were extended to Anthony for his work over the last year and many previous years.

2. Election of Vice-Chair

It was RESOLVED to elect Jon Wade as Vice-Chair for the 2026/27 municipal year.

3. Chairman's welcome and announcements

Jon Wade opened the meeting as Vice-Chair and welcomed attendees.

4. Apologies for absence: To receive apologies and to approve reasons for absence

Apologies were noted from Anthony Halling (Chairman).

5. Declarations of personal and prejudicial interest

5.1. Register of Interests: With reference to items on the agenda councillors are reminded of their responsibility to declare interests and to update their register of interests as required.

Noted.

5.2. Disclosable Pecuniary Interests: To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.

Nil declared.

5.3. Other Interests: To declare any Other Registerable Interests or Non-Registerable Interests in items on the agenda and their nature.

Nil declared.

5.4. Dispensations: To consider any written dispensations from councillors who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote.

Nil received.

***6.* Open Session**

The meeting was adjourned for the open session

6.1. Public participation

Sarah Boyle (CERF) expressed support for additional village noticeboards (item 12.1).

Sarah Boyle (CERF) provided an update on stream water quality monitoring (item 12.2).

Sarah Boyle (CERF) provided additional information regarding proposals and funding for delivering local events (item 12.3); it was noted that £1,756.00 was available in grant funding.

6.2. District Councillors

No matters were reported.

6.3. County Councillor

No matters were reported.

The meeting resumed following the open session

7. To consider and adopt the minutes from the parish council meeting on the 12th March 2026

It was RESOLVED to adopt the minutes as a true record and they were duly signed.

8. Co-option: To consider application(s) received

No applications were received.

9. Progress reports

9.1. Councillor vacancies

It was noted that there were four vacancies on the Parish Council and enquiries from parishioners were welcomed.

9.2. Solar conversion for Speed Indicating Devices

It was RESOLVED to order an additional solar charging kit from Elan City.

It was RESOLVED to periodically move the SID from the site on Broadway Road, to the site on Hinton Road, when the solar kit was available.

9.3. Footpath CW-516 (Brook Street) erosion of bank

It was noted that Worcestershire County Council did not consider that the erosion was a priority for repair.

9.4. Farmers Lane road naming request

It was noted that Brook Close had been suggested for naming the new development.

9.5. Farmers Lane flooding concerns

An update on flooding concerns was noted.

10. Planning

10.1. To consider an update on a standardised planning statement/document for Childswickham

Following discussions at recent working group meetings and the adoption of the South Worcestershire Development Plan Review, it was RESOLVED that this project would be suspended, with the Parish Council continuing to concentrate on continuing to provide robust, specific comments (or objections) to future planning applications in the parish.

10.2. To consider the following applications to be determined by Wychavon District Council:

10.2.1. W/26/00892/HP: Schiehallion, Farmers Lane, Childswickham, Broadway, WR12 7HN. Replace flat roof dormer with 2 no. pitched roof dormers

It was RESOLVED that the Parish Council would raise no objections to the proposals.

10.3. To note responses made under delegated authority for the following applications:

10.3.1. W/26/00550/FUL (application withdrawn): Land at OS 0761 3887, Broadway Road, Childswickham. Proposed development of 9no. dwellings and associated works.

It was noted that the following objections had been submitted under delegated authority:

Childswickham Parish Council considered this application under their delegated authority arrangements and formally object to the proposals.

Unsustainable Location
Childswickham is designated as a Category 4 village within the SWDP, where development is explicitly restricted due to the absence of services and facilities. The village has:

- *No school*
- *No shop*
- *Limited public transport*
- *No street lighting*
- *No continuous footpaths, particularly along Broadway Road adjacent to the site*

The SWDP makes clear that such settlements are not suitable for new housing development beyond very limited infill (SWDP2 - Development Strategy and Settlement Hierarchy). The proposal for nine dwellings is therefore contrary to the spatial strategy and represents unjustified growth in an unsustainable location.

Pedestrian Safety and Lack of Footpath Provision
There is no footpath on this side of Broadway Road and none is proposed. Residents would be forced to exit via one of two narrow 4.5m-wide access points and immediately cross the road. This creates a significant safety hazard, particularly where vehicles are turning into the development at the same time pedestrians attempt to cross.

This arrangement is fundamentally unsafe and fails to meet the requirements of SWDP4 (Moving Around South Worcestershire) and SWDP21 (Design), which require development to provide safe, convenient, and accessible pedestrian routes integrated with the surrounding area.

Highway Safety
Residents have consistently identified traffic and road safety as the primary concern in the village.

The proposal introduces two further access points in close proximity to an existing development, resulting in four access points within a short stretch of road. The proposed nine dwellings are likely to generate at least 18 resident vehicles, excluding visitor and service traffic. The additional junctions and traffic will significantly increase conflict points and exacerbate existing safety concerns. Accordingly any consideration of this development must include meaningful mitigation measures such as:

- *Traffic calming (for example, priority chicanes)*
- *Improved signage and road markings*
- *Speed reduction enforcement*

Failure to address these issues would be contrary to SWDP4 (Moving Around South Worcestershire), which seeks to ensure safe and sustainable transport.

Traffic Impact
Broadway Road already functions as a cut-through between the A44 and A46, with high traffic volumes and poor compliance with the posted speed limits. There has also been a notable increase in heavy goods vehicles and public service vehicles using the route (in contravention of contracted timetabled routes), despite the signed 7.5t weight restrictions, further compounding safety risks.

The A46/Broadway junction at Hinton Cross remains substandard, particularly in terms of visibility to the north, and continues to present a safety risk. Increased traffic from the development will place further strain on this already dangerous junction.

A full and updated traffic and speed survey should be undertaken (including Broadway Road and Hinton Road), as previously indicated by Highways in earlier applications. Without this, the application fails to properly assess highway impacts in accordance with SWDP4 (Moving Around South Worcestershire).

Parking and Internal Layout
The development fails to provide adequate visitor parking.

Five of the houses rely on shared drives (approx. 4.2m wide) which are insufficient for two-way traffic and the loop road (approx. 4.5m wide) is also inadequate for passing vehicles. Drop kerbs severely restrict the availability on-street parking, risking displacement onto the adjacent Broadway Road which may create additional hazards, particularly at night due to the absence of street lighting. This indicates poor design and layout, contrary to SWDP21 (Design) which requires functional, safe, and well-considered design.

Should the application be approved despite these objections, the developer should be required to fund reinforcement of the Buckland Road western verge (e.g. grass grid system) to mitigate existing parking pressures, in line with SWDP7 (Infrastructure) which requires appropriate infrastructure contributions.

Sewerage Infrastructure Capacity
The existing foul drainage system in the village is already operating at capacity. This is evidenced by the frequent discharge of untreated sewage from the combined sewer overflow in Brook Street and the recorded pollution of local watercourses, posing serious health risks to humans and animals.

The addition of nine dwellings will further overload an already failing system. The proposal is therefore contrary to SWDP1 (Overarching Sustainable Development Principles) and SWDP7 (Infrastructure), which require that

development is supported by adequate infrastructure and does not result in unacceptable environmental impacts.

Surface Water Drainage
The application lacks sufficient detail regarding surface water drainage. An attenuation pond is indicated, but no clear discharge point is identified. Local ground conditions are known to be near impermeable, making soakaways and permeable paving ineffective.

As the existing infrastructure within the village cannot cope with the current storm water demands, the proposed development should not be approved until fully detailed storm water provision has been submitted and approved. Under no circumstances should exemption be granted to allow storm water to discharge to the foul sewer even with provision for attenuation. The proposal therefore conflicts with SWDP28 (Management of Flood Risk) and SWDP29 (Sustainable Drainage Systems).

Inadequate Public Consultation and Notification
The Parish Council is concerned that the statutory consultation process for this application appears to have been inadequate. No site notices were observed in the vicinity of the application site and the apparent limited neighbour notification does not seem to have included all properties that would be affected by the development, particularly those along Broadway Road. This raise concerns that not all interested parties have been given a fair opportunity to comment on the proposal.

10.3.2. W/26/00487/LB: The Finches, Atkinson Street, Childswickham, Broadway, WR12 7HF. Alterations to rear extension including internal alterations, change in levels to create patio area, construction of retaining wall and steps. Demolition of greenhouse and erection of extension from existing outbuilding with internal alterations. Construction of storage shed. Relocation of existing timber access gates and construction of a new garden wall.

It was noted that the following comments had been submitted under delegated authority:

Childswickham Parish Council considered this application under their delegated authority arrangements and raised no objections to the proposals.

10.3.3. W/26/00531/HP: Wynstones, Broadway Road, Childswickham, Broadway, WR12 7HP. Removal of existing garage and chimney, erection of 1.5 storey side and rear extension, single storey front extension, porch, rear dormers and associated works.

It was noted that the following comments had been submitted under delegated authority:

Childswickham Parish Council considered this application under their delegated authority arrangements and raised no objections to the proposals.

10.3.4. W/26/00708/HP: Rosecoombe, New Street, Childswickham, Broadway, WR12 7HQ. Removal of rear extension and chimney, new single storey side extension, garage conversion, and associated alterations.

It was noted that the following comments had been submitted under delegated authority:

Childswickham Parish Council considered this application under their delegated authority arrangements and raised no objections to the proposals.

10.3.5. W/26/00673/CCO: Broadway View, Murcot Road, Childswickham. Discharge of Condition 3 (revised siting), Condition 7 (Construction Environmental Management Plan), Condition 10 (Surface Water), Condition 11 (Surface and Drainage), Condition 12 (lighting) and Condition 13 (foul sewage) of planning permission, Condition 8 (hard and soft landscaping), Condition 9 (LEMP) W/24/01079/FUL.

It was noted that the following objections had been submitted under delegated authority:

Childswickham Parish Council has considered this application under its delegated authority arrangements and objects on the following grounds:

- *Drawing No. ANS/400/02 does not define the limits of the impermeable asphalt surface to the access road other than possibly the undefined area of shading at the eastern end. However that area has references alongside it to "Bullnosed edgings to retain any gravel on site". Unless the impermeable*

surface is confined to the section between the site boundary and the highway edge, and falls toward the highway, no adequate drainage provision is demonstrated.

- *The total site area is approximately 7,200m², of which approximately 1,200m² (around 17%) might be impermeable road construction. In which case no provision for stormwater attenuation has been identified, raising concern that surface water will discharge onto neighbouring land.*
- *The drawings indicate "concrete fence posts and reinforced concrete gravel boards" along the southern side of the proposed entrance but no details are provided regarding the type or height of the fence.*
- *It is unclear whether the "Cellpave 40" paving cross-section applies to the bin store area, the access road, or both. Either way, if constructed on a Type-1 sub-base as shown, it is unlikely to comply with SuDS (Sustainable Drainage Systems) principles. At a minimum, a permeable sub-base such as Type-1X should be specified.*
- *While the submission refers to foul drainage being treated via an underground treatment plant, the drawings instead show a simple septic tank discharging to a 124.8m² drainage field. Given the likely slow-draining ground conditions, this appears significantly undersized for a site accommodating 36 people; a drainage field in the region of 500m² would typically be expected.*
- *There appears to be a design error in the foul sewer levels, with no indicated fall between Plots 2 and 3.*
- *The proposed installation of lighting columns and bollard lights on the site is contrary to the village vernacular and totally out of character with the surrounding open countryside and nearby settlements and should be omitted from the plans.*
- *No permeability test results have been identified within the submission. Local knowledge suggests that the ground conditions are near-impermeable and unsuitable for the scale and type of drainage proposed. Detailed porosity tests should be carried out and submitted, together with calculations as to the size of soakaways and drainage field required.*
- *Assurance is required that there will be no discharge of surface water or effluent across neighbouring land or into Badsey Brook, particularly in light of documented concerns regarding watercourse contamination.*
- *Condition 3 requires the re-siting of the caravans on Plot 1 as they are located within a flood risk area, prior to the commencement of other works. The current application does not appear to include any revised plan or detail addressing the re-siting of Plot 1.*
- *All works should be fully completed and approved prior to the siting of any caravans or occupation of the site.*
- *The site should be used for residential purposes only and not used for any commercial operation including storage of plant and materials.*

11. Parish matters for discussion/decision

11.1. To consider a request to fund a new litter bin on the Hinton road

It was RESOLVED to seek further information to establish the need for a litter bin at this location, as it was felt that there may be more suitable locations.

11.2. To consider and adopt a Grant Awarding Policy

It was RESOLVED to adopt a Grant Awarding Policy.

11.3. To consider and adopt a WPF Employer Discretions Policy

It was RESOLVED to adopt a WPF Employer Discretions Policy.

11.4. To consider the purchase of two filing storage boxes

It was RESOLVED to purchase two filing storage boxes (costing up to £20.00).

12. Correspondence for response or action

12.1. Parishioner: Request for an additional noticeboard in New Street

It was RESOLVED to review costs and the location for a new noticeboard in New Street by the telephone box.

12.2. CERF: Childswickham Stream and Badsey Brook

It was noted that pollution testing was being undertaken locally and results would be collated over the coming months.

12.3. CERF: Request to receive grant funding with a view to providing local events

It was RESOLVED that the Parish Council would apply to Wychavon District Council to draw down the funding and would provide the events, supported by CERF volunteers.

It was RESOLVED to prepare a short memorandum of understanding to outline the responsibilities of the Parish Council and CERF for this project. Details of each event would be shared with the Parish Council who would discuss with their insurers.

12.4. CERF: Grant funding request in support of village bulletin

It was RESOLVED to make a donation of £100.00 towards future printing costs.

12.5. South Worcestershire Citizens Advice: Grant funding request

It was RESOLVED to donate £100.00 to Citizens Advice to support their work.

12.6. Wychavon District Council: Taxi and private hire vehicle licensing consultation

The above consultation was noted.

12.7. West Mercia Police: Local Policing Charter priorities

It was RESOLVED that future Police Charter priority lists would not be submitted, but that issues would be reported to the Safer Neighbourhoods Team directly as they arise.

12.8. West Mercia Police: Consultation on police force mergers

The above consultation was noted.

13. Play Area

13.1. To consider the recent play area survey results

The play area survey results were reviewed. There was strong support for refurbishing the play area with a wider variety of inclusive equipment for different age groups. Residents particularly requested climbing equipment, swings, slides, sensory features, sports facilities and improved seating. Feedback also highlighted the importance of better maintenance, accessibility and retaining green space within the play area.

13.2. To consider next steps for provision of new play equipment

It was RESOLVED to pursue a number of quotes/designs from leading suppliers.

13.3. To consider maintenance issues at the play area

It was noted that a quote had been sought from the Lengthsman to remedy several maintenance issues identified at the last inspection.

14. Highways and Lengthsman Scheme

14.1. To receive an update on the lengthsman scheme and to consider any items for the work schedule

No matters were reported.

14.2. To consider additional locations for the Speed Indicating Devices (SID)

It was noted that Worcestershire County Council would not approve any additional locations.

14.3. To consider a warranty extension with Elan City for one of the Speed Indicating Devices (SID)

It was RESOLVED that a warranty extension was not required.

14.4. To consider costs associated with relocation of the bus stop (approximately £8,000.00)

It was RESOLVED that the relocation of the bus stop to a location on New Street would not be progressed due to concerns of increasing bus usage on less suitable routes.

It was RESOLVED to ask for an alternative stop on Broadway Road opposite Atkinson Street for alighting (boarding to remain at the current location).

15. Finance

15.1. To consider and approve the 2025/26 end of year accounts and bank reconciliation

It was RESOLVED to approve the 2025/26 end of year accounts and bank reconciliation.

15.2. To note the appointment of an External Auditor

It was noted that PKF Littlejohn LLP had been appointed as the External Auditor.

15.3. To consider and approve the Annual Internal Audit Report

The Internal Auditor's report was considered and it was noted that there were no matters requiring attention.

The Parish Council reviewed the independence of the appointed Internal Auditor and confirmed that no conflicts of interest exist and that the auditor remains independent of the Council's financial affairs.

15.4. To consider and approve the Annual Governance Statement

The Annual Governance Statement was considered and it was RESOLVED that each statement had been achieved and it was duly signed.

15.5. To consider and approve the Accounting Statements

The Statement of Accounts was considered and it was RESOLVED to approve and it was duly signed.

15.6. To approve the arrangements for the exercise of public rights

It was RESOLVED that the period for the exercise of public rights would run from Wednesday 3rd June to Tuesday 14th July 2026.

15.7. To review bank signatories

It was RESOLVED that the current signatory arrangements were satisfactory.

15.8. To note recent VAT claim

It was noted that reimbursement of £800.65 had been received.

15.9. To consider and approve the 2026/27 budget expenditure and to consider revising budgets

It was RESOLVED to approve the budget expenditure.

It was RESOLVED to amend the 2026/27 staffing budget to allow for pension provision.

15.10. To consider and approve the 2026/27 bank reconciliation

It was RESOLVED to approve the bank reconciliation.

15.11. To approve the following invoices for payment:

15.11.1. David Hunter-Miller (Clerk's salary and expenses)

15.11.2. HMRC (PAYE)

15.11.3. Worcestershire County Council Pension Fund (pension)

15.11.4. Iain Selkirk (internal audit): £170.00

15.11.5. Worcestershire CALC (subscription): £643.72

It was RESOLVED to settle the above invoices.

15.12. To note the following payments approved between meetings under delegated authority:

15.12.1. 13/03/26 R Hawkins (grass cutting): £385.00

15.12.2. 13/03/26 AJ Gallagher (insurance): £502.34

15.12.3. 13/04/26 David Hunter-Miller (salary and expenses April)

15.12.4. 13/04/26 HMRC (PAYE April)

15.12.5. 13/04/26 Worcestershire County Council Pension Fund (pension April)

The above payments were noted.

15.13. To note the following direct debit payments between meetings:

15.13.1. 17/03/26 Lloyds Bank (service charge): £4.25

15.13.2. 20/04/26 Lloyds Bank (service charge): £4.25

The above payments were noted.

16. Annual business as per Standing Orders

16.1. To review eligibility for the General Power of Competence

The Parish Council were encouraged to ensure that at least five seats were filled at the next elections to ensure eligibility for the General Power of Competence.

16.2. To review the following policies and procedures:

16.2.1. Balances and Reserves Policy
16.2.2. Biodiversity Policy
16.2.3. Code of Conduct
16.2.4. Complaints Procedure
16.2.5. Delegation Policy
16.2.6. Disciplinary Procedure
16.2.7. Equal Opportunities Policy
16.2.8. Financial Regulations
16.2.9. FOI Guide
16.2.10. Grievance Procedure
16.2.11. Health and Safety Policy
16.2.12. IT Policy
16.2.13. Planning Delegation Policy
16.2.14. Publication Scheme
16.2.15. Retention Policy
16.2.16. Social Media Policy
16.2.17. Standing Orders

It was RESOLVED that no amendments were required to the above policies.

16.3. To review insurance, risk and assets:

16.3.1. Risk Management Policy and Risk Register

It was RESOLVED to adopt an updated Risk Management Policy and Risk Register.

16.3.2. Insurance cover

It was noted that the insurance had been renewed (long-term agreement) and that the cover was adequate.

16.3.3. Inventory of assets

It was RESOLVED to approve the latest inventory of assets.

16.4. To review appointment to committees, working groups and external bodies

It was RESOLVED that no formal appointments were required.

16.5. To review the meeting schedule for the year ahead

It was RESOLVED to continue to hold meetings at 7:15PM on the second Thursday of alternate months.

17. Councillors' reports and items for the next agenda

It was RESOLVED to add the following items to the next agenda:

- Community Speedwatch

18. Date of the next meeting

The next scheduled meeting is at 7:15PM on Thursday 9th July 2026.

The meeting closed at 9:20PM.

David Hunter-Miller
Clerk and RFO