



Hartlebury Parish Council

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MINUTES OF THE MEETING OF HARTLEBURY PARISH COUNCIL HELD ON 7th DECEMBER 2021

PRESENT : Cllrs T Ingham (Chair), A Buck, C Atkinson, R Fellows, K Humphreys, S Newman, K Pratt, R Tranter, S Tranter.

ALSO PRESENT:- County Councillor Tony Miller, District Councillor Stephen Bateman, Clerk L Cleaver and 4 members of the public.

Before the meeting started Chair Cllr Ingham said a few words to ensure the parish Council started with a clean slate. Due to attendance from members of the public agenda item 8 would be brought forward.

194 APOLOGIES

Cllr Martins – work, Cllr Meredith - not well.

195 DECLARATIONS OF INTERESTS

Cllr Buck, disclosable pecuniary–personal planning application 20/0000042/CM
Cllr Humphreys, disclosable pecuniary– personal planning application 21/01670/FUL
Cllr Atkinson, disclosable pecuniary- payment to Leapgate Builders chq 102207 partner
Cllr Atkinson, declaration of interest, friend, planning application 21/01670/FUL

196 ADJOURNMENT OF THE MEETING

The meeting was adjourned to hear questions from members of the public. This does not form part of the formal council meeting.

Parish Tree Warden.

The Parish Tree Warden gave an informative overview of their role since 2008 a voluntary role being the eyes and ears around the Parish. They then took questions from Parish Councillors.

County Councillor Tony Miller

Replied to the speeding concern raised along Station Road and more than happy to take this forward with WCC if the Parish Council wished. Agreed this action would be most helpful.

Yellow lines by the post office would not help the parking situation he believed and would talk to the owner of the post office especially with reference to a van parked

frequently outside. Discussion took place about the area in general, he understood the importance of parking but not familiar with the area as yet.
Manor Lane also problematic with HGV's using quite a narrow lane. Sign already on the road "not suitable for HGV;s" It was suggested a sign further down the lane making it more visible which may stop the concern, he would speak to Highways.

WCC are setting their budget for the next twelve months with a possible increase of 4%, £15 per year on a band D property.

Black Bridge Trial - is now over and it seems with a no turn right outcome. The PC would have an opportunity to have their say. Discussions concerning flooding by the car showroom, traffic on Torton Lane, condition of Torton Lane shocking.

He had received concerns over rotten trees along Station Road and would have someone from WCC look at.

Tony Miller was thanked for the speed cameras along the A449, he may have some results soon.

District Councillor Stephen Bateman

Driver shortages, still problematic. The sale of the ground by the houses before entering back onto the A449 approved for Platform Housing. The Parish Council asked if they could give an up-to-date statement of the car park by the village hall which was agreed. Five outstanding concerns. Clerk to organise a date and time to go through. It was lovely to see the Hartlebury Christmas tree and lights in the local papers.

197 MINUTES OF MEETING

Proposed by Cllr S Tranter and seconded by Cllr Pratt and unanimously **RESOLVED** that the minutes of the meeting held Tuesday 5th October 2021 be signed as a correct record.

198 PARKING CONCERNS OLD WORCESTER ROAD/TOP IN LANE

Parking concerns ongoing, raised February 2019 by previous parish councillors but not taken forward. This concern also identified in the Parish Plan. The Parish Council listened to all comments made on the subject Consideration to make the road one way down Inn Lane and the layby opposite a 30 minute wait zone not taken forward. Further investigation to take place with reference to the layby opposite the hairdressers as this should be for public use.

199 PLANNING

District Council Decisions- already APPROVED.

21/01996/HP

Montana, Stanklyn Lane, Summerfield. Single storey rear extension. (15th October).

21/02073/HP & Associated Reference 21/02074/LB

2, Pansington Farm Barns, Worcester Road, Titton. Demolition of internal partition walls, installation of an air source heat pump and underfloor heating. (20th October).

21/01743/FUL

Sandal Cottage, Worcester Road, Torton. Demolition of existing dwelling. Construction of a 4 bedroom detached house with garage. Creation of new access. (20th October)

District Council Decisions-already REFUSED/WITHDRAWN/APPEAL.

20/000042/CM (20/1024/WCR)

Winning and working of sand and restoration to agriculture (pasture for horses) (Part Retrospective) at former motocross site adjacent to Widen Lane, Widen, Stourport-on-Severn. Permission refused 29th September.

20/00675/OUT APPEAL DECISION

The yard, Bishops Wood Lane, Crossway Green. Appeal refused by notice 24th September 2021. Decision date 3rd November 2021 full details can be found on the Parish Councils website.

Planning decisions –Retrospective.

Proposed by Cllr R Tranter and seconded by Cllr Buck, and **RESOLVED** by seven Cllrs to ratify the decisions as outlined below.

21/02483/AGR.

Notification for prior approval for 2no. agricultural irrigation pools. Millridge Farm, Parsons Lane. **The Parish Council felt the information supplied insufficient to make an informed decision, planning officer informed. Site visit by the Planning Officer Fri 12th November. This application has since been approved.**

21/01670/FUL

Change of use of land and construction of 2no. Holiday lets. Lakeside Barn, Charlton Lane, Torton. **No objection as such, but reminded the Officer that the site falls within a conservation area and other previous planning stipulations must be observed. Safety concerns raised with the possible increase in traffic along a very narrow lane.**

21/02433/HP

3 Upper Goldness Barns, Worcester Road, Torton. Erection of a detached garage.

No objection.

21/02592/CU

3 Norchard Barns, Norchard Lane, Crossway Green. Change of use of land to domestic garden and installation of log cabin for home office use and raised decking for Jacuzzi (part retrospective). **Objection made:- Design and Visual Impact – in the greenbelt and not in keeping. Ecology and Landscape – in the greenbelt with no special need.**

21/02447/HP

1 Norchard Barns, Norchard Lane, Crossway Green. Erection of a garden shed. **No objection.**

Planning Applications for Parish Council Comments, already circulated

21/02739/HP

Mole End, Stourport Road, Charlton. Single storey extension. **No objection.**

To consider any planning matter since publication of agenda

Nothing to consider

200 FINANCE COMMITTEE MEETING / FINANCE

- 6.1 The minutes of the Finance Committee meeting Tuesday 2nd November 2021 reviewed by all with no further comments.
- 6.2 It was unanimously **RESOLVED** to ratify the decision to approve the following payments made:-
- | | | |
|---------------|---------|--|
| Cheque 102200 | £ 40.00 | WDC Lottery licence Christmas Fayre (S145)(po47) |
| Cheque 102205 | £250.00 | Gardening Club Grant |
| Cheque 102206 | £495.00 | Top Cut grounds maintenance invoice 9741 |
| Cheque 102207 | £480.00 | Leapgate Builders plot clearance (po44) |
| Cheque 102208 | £ 40.00 | ICO renewal |
| Cheque 102210 | £495.00 | Top Cut grounds maintenance invoice 9872 |
| Cheque 102211 | £ 21.00 | WDC alcohol licence Christmas Fayre (S145)(po47) |
| Direct Debit | £ 13.73 | Electricity usage on the village green |
- 6.3 Budget v Actual end September 2021 and 1st Nov 2021 scrutinised and agreed by all Cllrs.
- 6.4 Bank reconciliation end September 2021 and 1st November 2021 scrutinised and agreed by all Cllrs..
- 6.5 It was unanimously **RESOLVED** to agree changes to the budget 2021-22 To reduce "Training" by £400 as not required and to move to "Other Tree/Lights" to satisfy the shortfall.
- 6.6 It was unanimously **RESOLVED** to agree the following payments:-
- | | | |
|---------------|----------|---|
| Cheque 102212 | £120.70 | Clerks expenses September & October 2021 |
| Cheque 102213 | £ 275.00 | Reimburse the Clerk, Christmas Fayre Event Insurance (S145) |
| Cheque 102214 | £2101.94 | Clerks salary September & October 2021 |
| Cheque 102215 | £ 125.93 | Clerks expenses November 2021 |
- 6.7 It was unanimously **RESOLVED** to agree all the recommendations from the Finance Committee:-
- PURCHASE OF SCHOOL EQUIPMENT**
To the value £270.82 which would be covered by the Chairman's allowance not taken and £20 already donated. (S B 13.7)
 - LENGTHSMAN**
To attract interest to this role, to increase the Lengthsmans rate per hour from £12.50 to £15.00 in order to match the rates of pay being offered by other Parish Councils and advertise for one month , flexible hours..

c) REMOVAL OF BENCH

The urgent removal of the wooden bench on the village green because of health and safety concerns and its £200.00 value to be removed from the Asset Register with immediate effect.

d) ASSET REGISTER WORKING PARTY

To set up a new working party (short term) to formulate a sensible approach for a much needed robust repair and maintenance programme. Members names Cllrs S Tranter, T Ingham and S Newman

e) NEW HOMES BONUS

Cllr Pratt gave an update on the current position, the revised quote had been received for 9 gym items so could now be ordered , quote £11,071, the installation and delivery cost also reduced to bring back in line with the budget. (po50)

f) CIL LEVY/SUSTAINABILITY

CIL to be used for 100% recycled plastic benches..

g) COUNCILLOR TRAINING

Standards and the Code of Conduct for all Parish Councillors and the Clerk £150 for a 2 hour session, £75 per additional hour if required time Monday 10th January on line at 7.00pm (po51).

201 PARKING ON QUARRY BANK

This item was deferred as Cllr Meredith not present.

202 THE QUEENS GREEN CANOPY

Unanimously agreed to apply for funding for a Christmas tree on the village green as outlined by Cllr Meredith.

203 CHRISTMAS FAYRE

Parish Councillors were thanked for all their hard work. Sad that the Christmas Fayre did not take place due to the storm. Funds raised raffle & baubles £414 with Chair T Ingham making the funds to a round figure £500. This would now be donated to Hartlebury PCC.

Thank you letters to all those who donated gifts for the raffle would be sent, stall holder refunds addressed.

Dates for the diary 2022:- Easter Event Saturday 2nd April. Queens Jubilee Friday 3rd June, Hartlebury Christmas Fayre Saturday 19th November 2022.

204 BUDGET 2022-2023/PARISH PRECEPT AND COUNCIL TAX

Proposed by Cllr S Tranter and seconded by Cllr Newman and unanimously **RESOLVED** to agree the Parish Precept for 2022-2023 £37,496. This had been a recommendation by the Finance Committee. The budget circulated to all Parish Councillors 15th November to give all time to consider the proposal and its impact. The main increases, the Clerk who would now receive a salary, allotment and asset maintenance. The Precept for 2022-2023 at £37,496 would give households in band D £27.447 per year contribution. It was noted that England's average band D contribution to parish council's precepts 2021/22 was £71.86 so Hartlebury well under the national average.

205 WREATH FOR ARMISTICE DAY

Unanimously **RESOLVED** to agree to reimburse Cllr S Tranter for the wreath, cost £20.00 chq 102209.

206 INTERNAL CONTROLS POLICY

Unanimously **RESOLVED** to agree the Internal Controls Policy as presented.

207 COMMUNITY LEGACY GRANT SCHEME

Unanimously agreed to put forward an application as outlined for a large ambitious project that would have a lasting impact on the community. If the application accepted Cllrs Buck, R Tranter, S Tranter and K Humphreys would form an advisory group to take the project forward.

208 CORRESPONDENCE

List circulated with no further comments received on items marked yellow.

209 CLERKS REPORT

Report circulated, with no further comments received.

210 TO RECEIVE REPORT OF PARISH COUNCILLORS

Cllr Newman would like future consideration of a 30 mph sign before Hartlebury on the Stourport Road

Cllr S Tranter asked if the CLG minutes could be placed on the website and circulated to all Parish Councillors.

211 URGENT DECISIONS

Unanimously agreed by all, payments below and delegation to the Clerk:-

Stall holder refund – Chq 102216 £10.00 JM

GJH Electrical - Chq 102217 £1098.00 Christmas tree lights and star

Hartlebury PCC - Chq 102218 £ 500.00 Christmas Fayre donation.

Stall holder refund – Chq 102219 £ 15.00 LH Enchanted

Stall holder refund - Chq 102220 £ 10.00 SL

Cllr expenses - Chq 102221 £ 38.04 Cllr Meredith Christmas Fayre

Noted YU Energy direct debit £ 13.54 Electricity village green

Christmas cards to be purchased and thank you notes sent to all those supporting the PC and parish.

To delegate regular Council actions to the Clerk until regular meetings resume or until the Council meet to fulfil the requirement to attend a meeting within 6 months of the Annual Council meeting, whichever occurs first.

212 DATE OF NEXT MEETING Tuesday 1st February 2021

UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS)ACT 1960, THE PUBLIC AND REPRESENTATIVES OF THE PUBLIC AND PRESS AND BROADCAST MEDIA BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING BUSINESS AS PUBLICALLY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE AGENDA ITEM.

213 COMMUNITY PROJECT /VILLAGE HALL/LITIGATION

No further update until test results (undertaken 2nd December) received. Holding statement to be issued.

214 CHADWICK BANK.

Following emails early October, no further action. Clerk to address. The matter would now be closed.

Meeting closed at 20.41 with the Chair wishing all a Happy Christmas and for their support this year.

**Hartlebury Parish Council –
Parish Council Membership, T Ingham (Chair), A Buck (Vice Chair) C Atkinson, R Fellows, K
Humphreys, J Martins, L Meredith, S Newman, K Pratt, R Tranter, S Tranter.**