



MINUTES OF THE VIRTUAL ANNUAL MEETING OF HARTLEBURY PARISH COUNCIL HELD ON 5th May 2021

PRESENT:- Cllrs T Ingham Chairman, A Buck, C Atkinson, K Humphreys, J Martins, L Meredith, S Newman, K Pratt, R Tranter, S Tranter.

ALSO PRESENT: County Cllr P Tomlinson, Chair of Worcestershire CALC D Killingworth Clerk L Cleaver and 18 members of the public.

Before commencement of the meeting the Chairman noted the resignation of Cllr Evans and thanked him for his contribution to the Parish Council over the last year.

1. ELECTION OF CHAIRMAN

Nominations:- Tim Ingham and Keenan Pratt. Voting took place with 7 votes for Tim Ingham and 1 vote for Keenan Pratt and two abstentions. Therefore Tim Ingham was duly elected as Chairman of Hartlebury Parish Council.

2. ELECTION OF VICE CHAIRMAN

Nominations:- Alan Buck and Keenan Pratt. Voting took place with 5 votes for Alan Buck and 1 vote for Keenan Pratt and 4 abstentions. Therefore Alan Buck was duly elected as Vice Chairman of Hartlebury Parish Council.

3. APOLOGIES

Cllr Richard Fellows, technical issues and District Councillor Stephen Bateman.

4. DECLARATIONS OF INTERESTS

Cllr Ingham - agenda item 7 - planning Yew Tree Cottage – neighbour.

5. 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.

County Cllr Peter Tomlinson.

Abstaining must be recorded. Cllrs report will be sent again as not received.

The concrete barriers cited at the car park entrance when being removed have caused damage to the car park. The Parish Council must remove the concrete barriers on site by midnight, failure to do so will cause a breach of planning condition. He has had four and a half years not always on good terms with Hartlebury Parish Council, he has been making notes and may write a book. Tony Miller is to be his replacement. Future meetings are to take place face to face.

The comment made by County Cllr Peter Tomlinson with reference to a breach of planning condition would be incorrect.

6. MINUTES OF THE LAST PARISH COUNCIL MEETING.

Proposed by Cllr Meredith and seconded by Cllr Tranter and unanimously **RESOLVED** that the minutes of the meeting 6th April 2021 be signed as a correct record with the following amendment.

Item 13.2, Cllr referenced to her abstaining and not against.

7. PLANNING

District Council Decisions- already APPROVED.

21/001230/HP Winnall Springs, Lincomb Lane, Lincomb. Conversion of domestic garage into granny annex.

21/00282/HP Clareland, Lincomb Lane, Lincomb. Erection of a glasshouse.

21/00185/LB Yew Tree Cottage, Torton Lane, Torton. Replace existing retaining walls with walls the identical height and length.

District Council Decisions-already REFUSED/WITHDRAWN.

None.

Planning decisions –Retrospective.

None.

Planning Applications for Parish Council Comments, already circulated

21/00697/CU Waynhams Farm, Lincomb Bank, Lincomb. Change of Use of Land, siting of two mobile shepherd huts for use as holiday lets. **No Objection**

21/00956/AGR Bells Farm Shop, Stourport Road, Chadwick Bank. Application for prior approval for the erection of an agricultural storage building. **No Objection**

21/00333/FUL Cobblers Barn, Low Hill. Construction of agricultural track and field gates. **Objection , destruction of the green belt , out of keeping giving a negative impact to the area.**

21/00502/HP 1 Pansington Farm Barns, Worcester Road, Titton. Removal of internal Ceiling to form vaulted roof and insertion of new window to gable (Associated ref 21/00758/LB). **No Objection**

21/00898/HP. Old Post Office, Crossway Green. First floor side extension (Variation of condition 2 to reference 20/01720/HP. **No objection.**

To consider any planning matter since publication of agenda

21/00899/HP Hollytree Cottage, Crossway Green. Extensions and alterations (variation of condition 2 Ref 20/01721/HP) It was agreed by all further time needed to consider this consultation, the Clerk to recirculate the planning information and to receive Cllrs comments by Friday evening 7th May.

21/00798/HP Church View, Crossway Green. Single storey rear extension. **No Objection**

8. FINANCE COMMITTEE MEETING / FINANCE

8.1 No minutes to consider due to meeting rescheduled.

8.2 Proposed by Cllr Ingham and seconded by Cllr Buck and unanimously **RESOLVED** to ratify the decision to approve the following payments:

Cheque 102164 £20.69 Clerks expenses

Cheque 102165 £498.00 Top Cut grass maintenance contract March Inv 9049

Cheque 102166 £1157.78. CALC yearly subscription ref 8389

Cheque 102167 £180.00 Kidwells 23/3 to 19/4 billing period inv 12580

8.3 **Budget V Actual.**

Proposed by Cllr Ingham and seconded by Cllr Buck and agreed by all, end of January 2021 and end of March 2021 to be a true record..

8.4 **Bank Reconciliation.**

Proposed by Cllr Newman and seconded by Cllr Buck and agreed by all that the position end of January 2021 to be a true record.

Proposed by Cllr Buck and seconded by Cllr Ingham and agreed by all that the position end March 2021 to be a true record.

8.5 Proposed by Cllr Newman and seconded by Cllr Ingham unanimously **RESOLVED** to ratify the decision to approve the following payments after the meeting:-

Cheque 102161 M Atkinson balance £400.00 website design.

Cheque 102162 D Stokes repairs to bench £85.00

Cheque 102163 Cumbrian Clock Company £198.00 Clock maintenance

8.6 **Zurich Insurance .**

Proposed by Cllr Meredith and seconded by Cllr Newman and unanimously **RESOLVED** to renew the insurance policy with Zurich for £1,111,12 plus addition premium £274.32 to reflect the Councils asset register, total amount £1,385.44

9. BRANDING.

9.1 Agreed by all, the proposal from Cllr Pratt, the update required to bring all Councils letterheads and paperwork in line with the house style of the new website logo at no additional cost to the Council.

10. NEW HOMES BONUS SCHEME CLOSURE.

- 10.1 .Proposed by Cllr Atkinson and seconded by Cllr Martins and unanimously **RESOLVED** to agree payment £5019.91 to WPD, proposal for the supply of electricity to the village green.
- 10.2 **DEFFERED** to the next meeting so VFM quotes obtained for one cubicle, fixing of cubicle and an electrician ref electric supply to the village green.

11. COUNCILLOR MEMBERSHIP GROUPS AND EXTERNAL BODIES.

- 11.1 Agreed by all – to no longer continue with the COVID 19 help team
- 11.2 Agreed by all to amend the name of the IT group to the IT and Data Protection Group.
- 11.3 Parish Hall Management Committee representatives, Cllrs Buck, Ingham and Pratt wished to be part of this membership group. As only two representatives possible voting took place. Cllr Buck 6 votes, Cllr Ingham 7 votes and Cllr Pratt 4 votes. It was **RESOLVED** that Cllrs Buck and Ingham become the Councils representatives for this group.
- 11.4 Other Parish Council memberships agreed by all:-
Playing Fields & Parish Hall Surrounds, Cllrs Atkinson, Humphries and Pratt Allotments, Cllrs Atkinson, Humphries and S Tranter
Staffing, Cllrs Atkinson, Buck, Humphries, Ingham, Martins, Meredith and R Tranter.
Finance, Cllrs Atkinson, Buck, Ingham, Newman, Pratt and S Tranter
Crime, Speeding, Traffic & Road Safety , Cllrs Atkinson, Humphries, Martins, Meredith and R Tranter.
Business Liaison, Cllrs Atkinson, Buck, Ingham, Pratt and S Tranter
Website and Social Media, Cllrs Martins, Meredith, Pratt and S Tranter. IT and Data Protection, Cllrs Atkinson, Newman and S Tranter.
Green Maintenance, Cllrs Atkinson, Pratt and S Tranter
- 11.5 External Groups
Parish Hall Management Committee, Cllrs, Buck and Ingham
Samuel Manninge Charity, Cllrs Newman and Meredith
EnviRecover CLG, Cllr S Tranter
Weinerberger/Biffa CLG, Cllr S Tranter
Worcestershire CALC , Cllr Ingham
QE Foundation, Cllr Ingham.

12. CAR PARK LEASE.

- 12.1 Proposed by Cllr Newman and seconded by Cllr Atkinson to consider the proposal to add the car park to the Parish Hall Management Committee lease
Voting took place, 4 in favour, 5 against and 1 abstention therefore the proposal failed.

13. BUSINESS LIAISON ADVISORY GROUP REMEMBRANCE BENCH

13.1 Proposed by Cllr Pratt and seconded by Cllr Martins and unanimously **RESOLVED** the bench area rear of the village hall to act as a remembrance area.

14. VILLAGE HALL.

14.1 After a long debate it was proposed by Cllr Newman and seconded by Cllr Martins and unanimously **RESOLVED** to set up a working party with a balanced view and full transparency to consider the Village Hall back under the umbrella of the PC/ the car park being added to the PHMC lease. The working party to be Cllrs Atkinson, Buck, Ingham, Martins, Newman, Pratt and S Tranter.

15. FITNESS CLASS ON THE VILLAGE GREEN

15.1 Proposed by Cllr Meredith and seconded by Cllr Martins and unanimously **RESOLVED** to allow fitness classes/boot camp on the village green as per the Parish Councils Playing Fields/Village Green Plan.

16. CORRESPONDENCE.

16.1 Report circulated and noted by all.

17. CLERKS REPORT.

17.1 Report circulated and noted by all.

18. PHMC COMMUNICATIONS UPDATE.

18.1 **DEFERRED** To allow the new Village Hall Working Party time to consider if asking the solicitor about the sharing of the Structural Inspection report with the PHMC appropriate.

19. TO RECEIVE REPORT OF PARISH COUNCILLORS

19.1 Cllr Meredith requested an agenda item reference the Orchards.

20. URGENT

DECISIONS None.

21. DATE OF NEXT MEETING Tuesday 1st June 2021 this a face to face meeting and not via the Zoom platform.

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.

22. Communication/Co-Option

A summary of the concern circulated to all Cllrs.

23. Allotment Land Purchase.

The Clerk to further write to the land agents with an offer.

Proposed by Cllr R Tranter and seconded by Cllr Martins and unanimously **RESOLVED** that the consultation process to start.

24. Community Project/Village Hall Litigation

Proposed by Cllr Pratt and seconded by Cllr Martins and unanimously agreed for the Clerk to contact the solicitor. All other matters to be considered by the new Village Hall Working Party. The Village Hall Working Party and the Community Project Review Team to report back to the Council at the next meeting.

The meeting closed at 22.11

Signed(Chair) Dated.....

**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.**