



Hartlebury Parish Council

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MINUTES OF THE MEETING OF HARTLEBURY PARISH COUNCIL HELD ON 1ST JUNE 2021

PRESENT: Cllrs T Ingham Chairman, A Buck, C Atkinson, R Fellows, A Evans, K Humphreys, J Martins, S Newman, K Pratt, R Tranter, S Tranter

ALSO PRESENT: County Councillor Tony Miller, District Councillor Stephen Bateman Chairman Worcestershire CALC Derek Killingworth, Clerk Lesley Cleaver and 4 members of the public

25 APOLOGIES

Cllr Meredith, arrangement made over a year ago.

26 DECLARATIONS OF INTERESTS

None

27 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 Councillor Tony Miller.

Worcestershire County Council should progress the speeding concern at Waresley Road week commencing 7th June.

He had received a lot of emails about the Experimental Order at the Black Bridge, there seemed 90% of normal traffic, the diversion to be taken off and will recommence at the appropriate time.

Rollout of vaccination very successful in the County, with testing stations well supported. Not doing as well the NHS having considerable backlog of services. The scrutiny panel will be asking questions about how services can get back to normal and reduce long waiting lists.

New waste legislation on the return of bottle etc. County will not support this because it will not reduce its carbon footprint. Food waste not positively supported. £50 million spend on waste processing with a lot going to the EFW at Hartlebury. There are yearly improvements to the plant, with a need to use the heat and steam any suggestions to please let him know. Last reported plant problem was sound so a new ventilation system installed. Bottom ash used on the roads and Fines into concrete. Free grant available to mfg business for energy savings.

Cllr Tranter asked if the EnviRecovery CLG meeting could start again
District Councillor Stephen Bateman would look at this.

District Councillor Stephen Bateman

Both the field at Charlton Lane and the Shorthill Caravan site have appeals still on going.

The removal of the recycling pods from the village hall, recycling part of WDC's strategy, would the Parish Council be able to relocate them

Chairman T Ingham mentioned the reason for the bins removal from the village hall was down to Breedon Gravels laying instructions in that no HGV's permitted on this type of surface, also the site had become a place to tip items not related to recycling and their removal to make the site look a lot more tidy. .

28 MINUTES OF MEETING

Proposed by Cllr S Tranter and seconded by Cllr Buck and unanimously **RESOLVED** that the minutes of the Annual Meeting of the Parish Council held Wednesday 5th May 2021 be signed as a correct record.

29 PLANNING

District Council Decisions- already APPROVED.

21/00112/HP Honeysuckle Cottage, 1 Whitleng Lane. Two storey side extension and single storey rear extension, approved 5th May 2021..

20/01749/FUL Bank House A449, Mitre Oak to Crown Lane, Crossway Green. Erection of 3 dwellings.

21/00956/AGR Bells Farm Shop, Stourport Road, Chadwick Bank. Application for prior approval for the erection of an agriculture storage buiding.

District Council Decisions-already REFUSED/WITHDRAWN.

None

Planning decisions –Retrospective.

Proposed by Cllr Newman and seconded by Cllr R Tranter and unanimously **RESOLVED** to ratify the decision as outlined below

21/00899/HP Hollytree Cottage, Crossway Green, Stourport On Severn. Extensions and alterations (Variation of condition 2 Ref 20/01721/HP). **No objection.**

Planning Applications for Parish Council Comment

21/01061/HP Roberts Paddock, Whitleng Lane. Replacement of single storey Dayroom building at the Paddocks, Whitleng Lane. **No objection.**

To consider any planning matter since publication of agenda

21/00896/FUL Hartlebury Castle, Stourport Road, Charlton. Adventure playground in existing woodland walk. **Support**

Proposed Development at the former Royal British Legion Club

Intension to buy and redevelop land at the former Royal British Legion Club 13 new homes, essential housing for local people to include maisonettes and houses for both rent and shared ownership.

The Council to reply to Rooftop Housing Association with the following comments:- Happy to support the building of 13 new homes to improve the local community but wish to bring to their attention current safety concerns over the roof being unstable, the electrics being live on site, traffic safety concerns as no safe turning point along the adopted road marked on the map.

30 FINANCE COMMITTEE MEETING / FINANCE

To approve recommendations from the Finance Committee held Tuesday 27th April 2021.

- 30.1 Minutes were received and unanimously agreed by all Cllrs with no further comment.
- 30.2 There were no decisions to approve payments made at the meeting
- 30.3 Budget V Actual end April 2021 scrutinised and agreed by all Councillors.
- 30.4 Bank reconciliation April 2021 scrutinised and agreed by all Councillors.
- 30.5 It was unanimously **RESOLVED** to ratify the decision to approve the following payments made after the meeting. -
 - Chq no 102069 £1,384.44 Zurich Insurance – renewal.
 - Chq no 102070 £5,019.91 Western Power Distribution, Power Supply to the Village Green. Funds to cover this spend (from the NHB scheme) should be received sometime this week.
- 30.6 It was unanimously **RESOLVED** to agree changes to the budget 2021-22
 - To remove the budget for the magazine £250.00
 - To set aside as agreed £500 for advertising events around the parish.
 - CIL Levy to be reserved.
 - To bring forward the balance with reference to Litigation
- 30.7 It was unanimously **RESOLVED** to agree a new General Reserves Policy
- 30.8 It was unanimously **RESOLVED** to agree the following payments
 - Cheque 102171 to CPRE £36.00 yearly membership.
 - Cheque 102172 DKE internal audit services invoice 0048 £190.00

31 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21

- 31.1 It was unanimously **RESOLVED** to approve the year-end financial position to end March 2021.
- 31.2 Internal Auditor's Report 2020/21 it was unanimously agreed to approve the Internal Audit Report produced by DKE Audit Services 2020/2021. This was placed on the website as part of the AGAR
- 31.3 Section 1 Annual Governance and Accountability Return the Annual Governance Statement for the financial year to end March 2021. Councillors reviewed the S1 AGAR the Annual Governance Statement which had been issued ahead of the meeting. It was unanimously **RESOLVED** that the Chairman and Clerk RFO sign

31.4 Section 2 Annual Governance and Accountability Return, the Annual Accounting Statement for the financial year end March 2021. Councillors reviewed S2 AGAR the Accounting Statement for the financial year to end March 2021 which had been circulated as part of the agenda. It was unanimously **RESOLVED** that the Chairman and Clerk/RFO sign.

32 EQUALITY AND DIVERSITY POLICY.

32.1 It was unanimously **RESOLVED** to agree the Equality and Diversity policy.

33 VILLAGE GREEN WARESLEY COURT.

33.1 It was unanimously **RESOLVED** to appoint a licensed supplier of electricity, with the lowest standing charge but a higher rate for electricity usage.

34 VILLAGE HALL WORKING PARTY.

34.1 The working party was set up to address ongoing issues. There would appear to be a breakdown of communication and trust between the Parish Hall Management Committee and the Parish Council. The Parish Council is very keen to resolve this situation. The working party met 19th May and will meet again in order to present an option to the Parish Council which in turn can be presented to the Parish Hall Management Committee for their consideration ending said discord.

35 STREET TRADING CONSENT SHORTHILL CAR BOOT FIELD A450.

35.1 After discussion, nine Cllrs no objection, 1 Cllr objected. It was therefore agreed to place a no objection comment to the application.

36 STANDING ORDERS

36.1 Standing Orders circulated ahead of the meeting and reviewed by all.

36.2 Proposed by Cllr Newman and seconded by Cllr Martins and unanimously **RESOLVED** to make the following changes in order to reduce risk and for good governance.

a) To restrict the number of Councillors on anyone group to 7.

b) To restrict the groups to 4 that anyone Cllr can be a member of.

37 COUNCILLOR MEMBERSHIP ON PARISH COUNCIL GROUPS

37.1 It was agreed Cllr Fellows would join the Allotment and the Crime, Speeding, Traffic & Road Safety Groups.

37.2 Changes to the Standing Orders the following changes made: Cllr Pratt would no longer be part of the Website & Social Media Group. Cllr S Tranter would no longer be part of the Allotment and the Green Maintenance Group. Cllr Atkinson would let the Clerk know after the meeting which groups she would step down from, this acceptable and agreed by all.

37.3 Agreed by all that Cllrs Martins & R Tranter be appointment to review/audit the Councils financial affairs.

38 THE ORCHARDS WORCESTER ROAD, SUMMERFIELD.

38.1 Agreed by all Cllr Meredith's proposal and to contact WDC with regards the TPO's and Enforcement with regards the site.

39 CORRESPONDENCE

39.1 Correspondence list circulated to all councillors. Items for action.-

Severn Arts, Creative Exchange, free event 6th July 5 – 7.30pm, Cllrs Pratt wished to attend.

Police and Crime Commissioner, Parish Council Survey. Cllr Pratt to consider.

WDC running an event Building a Greener Recovery, Cllrs Atkinson, Buck, Pratt R Tranter & S Tranter to attend.

40 CLERKS REPORT

40.1 Report circulated, with the following comments, a former parish councillor had 82 of the Council's Smartwater kits, and said kits returned to Smartwater as out of date so no kits left to be considered. County Cllr Tony Miller to offer £500 towards the purchase of new kits, to which the Council thanked him for his kind offer. Chair Cllr Ingham to contact the PCC for help and support..

41 TO RECEIVE REPORT OF PARISH COUNCILLORS

41.1 No minor matters reported or items for future debates.

42 URGENT DECISIONS

Agreed by all:-

Bus shelter A449 Mare and Colt side, roof and front becoming a concern. Repairs to make good and repaint £985.00, unanimously agreed to make good the shelter.

Having no Smartwater kits, two @ £8.90 each to be purchased for use by the allotment holders.

Payment to Top Cut April cutting invoice 9225 £495.00 cheque number 102173

Payment to Kidwells Solicitors invoice 12780 £327.00 cheque number 102174

Cllr Tranter raised concern about face to face meetings, the Clerk to have delegated powers to maintain council functionality in case unable to meet in the future.

Cllr Tranter to place Manning's Charity flyers on the council's three notice boards. The fee of £20 to be waved.

The above urgent decisions agreed by all Cllrs.

43 DATE OF NEXT MEETING Tuesday 3rd August 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.

44 Allotment Land Purchase.

Negotiation with the agents are still ongoing, with the agents now discussing said matter with the Church Commissioners for England.

45 Community Project/Village Hall/ Litigation.

Discussions on-going but real progress being made towards a final proposal for the Council to first consider together with their legal team.

The meeting closed 10.00pm

Signed Chair.....Dated.....