

HARTLEBURY PARISH COUNCIL

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MINUTES OF THE VIRTUAL MEETING OF HARTLEBURY PARISH COUNCIL HELD ON 6TH APRIL 2021

PRESENT: Cllrs T Ingham Chairman, A Buck, C Atkinson, A Evans, K Humphreys, L Meredith, K Pratt & S Tranter.

ALSO PRESENT: County Cllr P Tomlinson, District Cllr S Bateman, Chair
Worcestershire CALC D Killingworth and 12 members of the public.

1. APOLOGIES
NONE.

2. DECLARATIONS OF INTERESTS

Cllr T Ingham - agenda item 5 – planning, Yew Tree Cottage, neighbour.
Cllr S Tranter - agenda item 13 –relative.

3. 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

It would be his last meeting as he steps down in May. He was not available as he would have liked but wished to let all know about his help over his term with funds for Smart water, kissing gates and support for the Footpaths Warden. Cllr Tomlinson then progressed with COVID 19 facts and finally wished all well. The Chair wished him all the best in his retirement.

District Cllr Stephen Bateman.

WDC is still in self-isolation, leisure centres being able to open from the 12th April. Excellent news with regards NH Bonus funding for the parish. Planning update, Short Hill- physical appeal, Charlton Lane still no date. Local polling 6th May.

4. MINUTES OF THE EXTRAORDINARY MEETING

It was proposed by Cllr Meredith, seconded by Cllr Tranter and unanimously **RESOLVED** that the minutes of the extraordinary meeting held on Thursday 11th March 2021 be signed as a correct record.

5. PLANNING

District Council Decisions- already APPROVED.

20/02770/HP, Commonfields, Commonfield, Titton. Demolition of conservatory and erection of two storey rear extension. Alteration to front entrance and replacement of front porch.

20/02796/HP Lower Poollands Farm, Lower Poollands Lane. Proposed single storey rear and secondary storey extension.

20/02768/FUL. Unit 60 & 61 Hartlebury Trading Estate. Schroders, proposed development of a B1(c), B2 and B8 building. (Variation of Condition 11- 14/02481/PN

District Council Decisions-already REFUSED/WITHDRAWN.

20/02850/LB & Associated Ref 20/02849/FUL. Pye Hill Farm, Walton Lane. Application withdrawn by the Applicant..

Planning decisions –Retrospective.

It was proposed by Cllr Meredith and seconded by Cllr Tranter and unanimously **RESOLVED** to ratify the decisions as outlined below.

21/00185/LB Yew Tree Cottage, Torton Lane, Torton. Replace existing retaining garden walls with the walls identical height and length. **No objection**

21/00123/HP Winnall Springs, Lincomb Lane, Lincomb. Conversion of domestic garage into granny annex. **No objection**

21/00282/HP Clareland, Lincomb Lane. Lincomb. Erection of a glasshouse. **No objection.**

20/000034/CM. Proposed development of an Energy and Resource Park. Power generation (Midlands)Ltd- **No further information submitted.**

20/000042/CM. Winning and working of sand and restoration to agriculture (pasture for horses) A C Buck and Son Ltd. **No objection.**

20/02768/FUL. Proposed development of a B1(c), B2 and B68 building (Variation of Condition 11- 14/02481/PN) Unit 60 and Unit 61 Hartlebury Trading Estate.

21/00112/HP. Honeysuckle Cottage, I Whitlence Lane. Single and two storey side extension to rear. **No objection.**

Other Matters

A449/A450 Junction –Black Bridge – Proposed prohibition of Right Turn Experimental Order. Comments submitted. Whilst the PC understand the need to undertake the Experimental Traffic Regulation Order, there would seem to be varying opinions on just how frequently vehicles turn right and concerns being that users of that road may take alternative routes down perhaps smaller country roads that may only shift the concern from one area to another. Concerns being if this were to happen the alternative routes taken may not be a safer option, there is doubt as to whether this the best solution.

Planning Applications for Parish Council Comments, already circulated

None.

To consider any planning matter since publication of agenda

None.

6. FINANCE COMMITTEE RECOMMENDATIONS: To approve recommendations from the Finance Committee held 15th February 2021.

6.1 Minutes were received by all councillors with one question by Cllr Pratt regarding CIL.

- 6.2 Proposed by Cllr Pratt and seconded by Cllr Ingham and unanimously **RESOLVED** to ratify the decision to approve the following payments
- . Clerk duties to R Mullet £350.00 chq 102052
 - Clerks expenses L Cleaver, £149.31 chq 105053
 - Top Cut Invoice 8950 grounds maintenance £498.00 chq 102054
- 6.3 **Budget V Actual end of December 2020** scrutinised and agreed by all Councillors.
- 6.4 **Bank reconciliation end of December 2020** scrutinised and agreed by all Councillors.
- 6.5 **Accounts for Payment.** It was unanimously **RESOLVED** to ratify the decision to approve the following payments. Two councillors sign the cheques. -
- Chq no 102055 (po8 & 9) £528.00 Top Cut. Tree Canopy & new fence
 - Chq no 102056 £498.00 Top Cut, grounds maintenance Inv 8996
 - Chq no 102057 £720.00 Kidwells Solicitors Legal Advice, funds on account
 - Chq no 102058 £522.00 Kidwells Solicitors on account/Inv 12442 advice given.
 - Chq no 102059 £600.00 J Turner & Associate Ltd Structural Report
 - Chq no 102060 £412.50 R Mullett Locum Clerk.
- 6.6 It was proposed by Cllr Ingham and seconded by Cllr Meredith and unanimously **RESOLVED** to approve the following:-
- Training new Co-opted Parish Councillors £150.00- The Whistle Stop Tour from CALC.
 - Training Chairmanship £150.00 for Chair, Vice Chair of the Parish Council, Chairs of Finance and Staffing and the Clerk.
 - Signage of up to £75.00 for the defib and clips once artwork approved by the Finance Committee.
 - £150.00 for the Local Council Administration by Charles Arnold Baker 12th Edition for the Clerk.
 - £500 to be set aside (including vat) to help generate interest in the village with Advertising/promotions for events with the Business Liaison Advisory group.
 - Clerks Training – 8 Training Toolkit Modules for new Clerks £400.00

7. WEBSITE AND SOCIAL MEDIA

- 7.1 Cllr Meredith informed all that the Website and Social Media Committee had been working very hard with the web developer to create a new easily accessible website. Cllrs Tranter and Pratt had received training, go live date today. Excellent news, the Chair thanked the team for their hard work.
- 7.2 The name of this working party to include communication to a wider audience was reviewed with no changes made.

8. NEW HOMES BONUS SCHEME CLOSURE.

- 8.1 Cllr Pratt gave an update regarding proposals submitted February and March and his presentation to Wychavon Community and Funding Advisory Panel requesting the funding for outdoor gym equipment and power supply to the village green. He was pleased to confirm the Panel had approved £19,364 of funds for the projects 24th March 2021. Delivery of the project must have commenced by 31st March 2022. The NHB Group would now start work on the projects and Cllr Pratt and

Atkinson would refresh the quotes, investigating all permissions required and to present at the next Council meeting for approval.

9. CHARGES – FOOTBALL PITCHES, NOTICE BOARDS & STREET FOOD VENDING.

- 9.1 It was agreed that charges relating to the notice boards could proceed, however more time would be required to further consider other matters and this be referred back to the Finance Committee. .
- 9.2 It was agreed to further consider fitness classes on the village green in line with the above.

10. CHURCH CLOCK MAINTENANCE

- 10.1 Proposed by Cllr Tranter and seconded by Cllr Buck and unanimously **RESOLVED** to pay The Cumbria Clock Company £198.00 for the servicing of the Church Clock 10th February 2021.

11. PARISH LENGTHSMAN

- 11.1 Proposed by Cllr Tranter and seconded by Cllr Meredith and unanimously **RESOLVED** to use a temporary Lengthsman (Topcut) until our Lengthsman has undergone the necessary training by Worcestershire County Council.

12. BUSINESS LIAISON ADVISORY GROUP.

- 12.1 The Group met twice in March, 9th March & 30th. Discussions had taken place with the village hall committee to agree the bench at the rear of the hall be used as a remembrance bench. The Adopt a Station initiative had stalled but would be re-arranged as soon as possible and with the engagement with a member of the public who wished to support the initiative. Sports funding opportunity's also being considered.

13. CO-OPTION OF NEW PARISH COUNCILLORS.

- 13.1 Cllr Pratt proposed, seconded by Cllr Evans, to consider deferment of the co-option process due to the ongoing issues regarding the Village Hall and Community Project. All Cllrs were reminded that co-option must take place at the earliest opportunity. Voting took place, 4 in favour, 4 against, Chair having the casting vote, the proposal failed.
- 13.2 The Co-option Procedure proceeded. Proposed by Cllr Buck and seconded by Cllr Meredith three candidates unsuitable Voting took place with four Cllrs in favour and 4 against, Chair having the casting vote; it was **RESOLVED** three candidates unsuitable for Co-option. Proposed by Cllr Atkinson and seconded by Cllr Humphreys that a further candidate be considered not suitable for Co-option. Voting took place, 2 in favour, 2 abstentions, 3 against. The proposal failed. Voting took place on the 4 remaining candidates where it was **RESOLVED** Richard Fellows, Jayne Martins, Sus Newman and Russell Tranter be co-opted onto the parish council.
- 13.3 Richard Fellows, Jayne Martins and Russell Tranter duly signed the Declaration of Acceptance of Office; Sue Newman would sign at the earliest opportunity.
- 13.4 It was agreed by all that membership be deferred until the next meeting.

14. CORRESPONDENCE

- 14.1 Correspondence list circulated to all councillors, items for action agreed:-

SWDP Public Consultation on the draft Travellers and Travelling Showpeople site allocation plan. Briefing 6^{pm} 20th May. Cllrs Atkinson, Buck and S Tranter to attend.

NALC Bulletin, Remote Meetings, call for evidence, Cllr Tranter to respond.

WDC, Parish Survey, Playing Pitch Strategy & Built Sports Facility, Cllr Pratt to consider after the Clerk sent further details.

15. CLERKS REPORT

15.1 Report circulated and noted by all councillors.

16. COUNCIL POLICY

16.1 Proposed by Cllr Meredith and seconded by Cllr Buck and unanimously **RESOLVED** to agree the new Fraud & Corruption Policy.

16.2 The Equal Opportunity Policy (Nov 2018) it was agreed by all that Cllrs Meredith and Newman review said policy and refer back to the council at a later date.

17. TO RECEIVE REPORT OF PARISH COUNCILLORS

17.1 Cllr Pratt requested an agenda item "Branding" for future consideration.

17.2 Cllr Atkinson stated she had 11 people on the allotment waiting list with further discussion at agenda item 20.

18. URGENT DECISIONS

None.

19. DATE OF NEXT MEETING Wednesday 5th May 2021, all agenda paperwork to the Clerk by Thursday 22nd April 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.

20. Allotment Land Purchase.

Clerks report noted by all, the Clerk to further write to the Land Agents with an offer.

21. Community Project/Village Hall Litigation.

Proposed by Cllr Pratt and seconded by Cllr Ingham and unanimously **RESOLVED** to ratify the urgent decision to accept the offer from WCC to fill in the pot holes, make the area safe so the concrete barriers be removed and thus comply with Breach of

Condition Notice noting that making the area safe would not affect the outcome of the litigation.

Proposed by Cllr Ingham and seconded by Cllr Tranter and unanimously **RESOLVED** to Ratify the urgent decision to erect Heras Fencing around the terrace/patio area
Saturday 27th March 2021

It was further agreed for Cllr Pratt to become spokesperson for the Council to undertake discussions with the Vice Chair of the PHMC and for two other Cllrs to also attend Cllrs Atkinson and Martins.

The Clerk to contact Planning with regards Building Control and also progress action as discussed with regards the solicitor.

Meeting closed 22.31pm

Signed(Chairman). Dated.....