



Hartlebury Parish Council

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MINUTES OF THE MEETING OF HARTLEBURY PARISH COUNCIL HELD ON 5th JULY 2022

PRESENT: - Cllrs T Ingham (Chair), C Atkinson, S Newman, K Pratt, R Tranter, S Tranter.

ALSO PRESENT: - County Councillor Tony Miller, Clerk L Cleaver and 3 members of the public.

51. APOLOGIES

Cllr Meredith away. Cllr Martins personal. Cllr Humphreys unwell. Cllr Fellows work commitment. It was noted that due to work commitment Cllrs Buck would join the meeting later.

52. DECLARATIONS OF INTERESTS

Cllr Newman completed a Dispensation Request Form, under Agenda Item 16 Donations. Interest was due to them being a trustee of the Mannings Charity to which a consideration for a donation would be discussed. They requested a dispensation to remain in the meeting and participate but not vote. Reason given in the interests of persons living in the authority's area. This dispensation unanimously granted.

53. 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

A449/A450 Prohibition of a right turn at the Black Bridge, some people have complained that they have been disadvantaged. County Councillor Tony Miller has visited the area and unhappy with the works and so will be taking that up tomorrow. Around the area other signage in need of cleaning which he will also take up. Concerns raised with trucks trying to turn on the A450. Reports of bins not being emptied along Crown Lane. A car park to be installed by the train station, the Council to provide him with their thoughts on this planning consultation which would be very helpful. The Chair thanked County Cllr Miller for all his help and support which was appreciated.

District Councillor Stephen Bateman.

County Councillor Tony Miller submitted this report due to Councillor Bateman being unwell.

Wychavon District Council are in favour of Solar Farms, however the Government are not if the build to be on prime agricultural land. The solar farm at Doverdale will generate billions in revenue over a 40 year term. The Parish Council could if they wished make known their needs if the application for the Solar Farm at Norchard went forward. There is a Notification of Planning Appeal for the site at Hangmans Cross, Lincomb Lane, all representations to be received by 28th July 2022.

54. MINUTES OF THE LAST MEETING

Proposed by Cllr S Tranter and seconded by Cllr Newman and unanimously **RESOLVED** that the minutes of the Annual Meeting of the Parish Council held 3rd May 2022 be signed as a correct record.

55. PLANNING

District Council Decisions- already APPROVED.

W/22/00336/FUL & W/22/00315/FUL

Erection of an agricultural building. Land at (OS8362 7018) Parsons Lane. (3/5)

W/22/00755/ADV

3no. directional signs on posts around the site, 2no. fascia signs (illuminated) fixed directly to the building(one at the front and one to the rear) Site Of Former Unit 60 and 61 Hartlebury Trading Estate. (3/5)

W/22/00047/HP

Erection of a two bay garage and home gym with an office/storage room above for the use of the occupants of Sunnydale. Sunnydale Bungalow, Lincomb Lane. (4/5)

W/22/00484/FUL

Erection of agricultural building. Grove Farm Bungalow, Lincomb Bank, Lincomb, Crossway Green. (6/5)

W/22/00732/HP & W/22/00733/LB

Proposed internal alterations and change in external fenestration (Modern link building). Castle Barns, Stourport Road, Charlton. (20/5)

W/22/00898/HP

Proposed single storey rear bay window extension to include balcony and solar shading. Charlton Hythe, Stourport Road, Charlton. (24/6)

District Council Decisions-already REFUSED/WITHDRAWN/APPEAL.

18/02270/CU & APP/H1840/W/20/3245884

Shorthill Caravan Park, A449 Mitre Oak to Crown Lane, Crossway Green. For the use of land for the stationing of caravans for residential purposes for 10 no. gypsy pitches, 1no. site managers pitch together with the formation of additional hard standing and utility/dayroom ancillary to that use, and the siting of 24 no. touring caravans for transit

pitches for use by gypsy and travellers. **The appeal dismissed and planning permission refused (4/5)**

Planning Decisions - RETROSPECTIVE.

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

W/22/00996/HP

Single Storey side extension and front entrance porch. 3 Waresley Court Road, Hartlebury. **No objection**

W/22/00510/HP

Proposed 2-storey extension and internal alterations, including installation of solar panels. Whitlunge House Cottage, Whitlunge Lane, Hartlebury. **No objection as such but would like the use of similar bricks and same style windows.**

W/22/01062/FUL

Removal of steel clad storage building & re-building of new dual pitched garage on same footprint, 2 new garages to rear. Waresley Grange, Worcester Road, Waresley. **No objection.**

W/22/01070/FUL

Construction of equestrian manege, relocation of stables, sheds and field shelter for equestrian use, and part change of use garden land to equestrian paddock. Home Cottage, Lincomb Lane, Hartlebury. **No objection.**

W/22/01136/FUL

New build bungalow to replace existing barn. Green Gables, Lincomb Lane, Lincomb. **Objection, the build would be within the Greenbelt with no special need for development. The initial planning on agricultural grounds and then changed back to look like a finished house. Safety concerns as the entrance/exit onto the worst incline possible.**

Planning Applications for Parish Council Comments, already circulated

W/22/01233/FUL

Erection of 3 dwellings as approved under planning reference 20/01749/FUL variation of condition 2. Bank House, A449 Mitre Oak to Crown Lane, Crossway Green. **Safety Concerns, the entrance and exit onto the A449 on the worst possible incline is an accident waiting to happen. The site on Green Belt land so no justification.**

W/22/01231/FUL

Demolition of an extension and garages, the creation of a new access to The Old Coach House and the erection of two dwellings. Ashfield House, Droitwich Road, Torton. **No objection.**

W/22/00676/HP

Changes to fenestrations finish & onsite parking. Parkland View, The Avenue, Waresley **The original application granted was for a bungalow only on the footprint of the**

old garages with an outside covered area for a walk through and bike store at the end elevation and materials in keeping with the surrounding area. This has not been carried out, there is no walkway through or bike store, that area has now become an integral part of the home and so the footprint exceeded and so an objection to the proposed changes to the fenestrations and materials to be used not in keeping with the area.

To consider any planning matter since publication of agenda

To note that a planning appeal has been lodged with the Planning Inspectorate in respect of 20/00561/CU site at Hangmans Cross, Lincomb Lane. The use of land as a 2 pitch caravan site consisting of 2 mobile homes, 2 touring caravans, 2 utility blocks, car parking, septic tank and associated works. All representations to be made to the Planning Inspectorate by 28th July 2022. **The Parish Council would like District Councillor Stephen Batman to make a representation on their behalf.**

To note that planning consultation W/22/00996/HP, single storey side extension and front entrance porch, 3 Waresley Court Road. **Approved.**

W/22/01186/FUL

The erection of a mixed use commercial building (Use Classes E, B2 & B8) Ikon Estate, Droitwich Road, Torton. **Concerns raised due to additional light pollution to local houses, increased traffic on the road in that area, need to upgrade the facilities for site water.**

W/22/01351/HP

To erect a new garage. April Cottage, Wilson Road. **Parish Councillors asked for more time to make comment. Unanimously agreed to circulate to all Clls making comments known in the next 5 days for submission.**

56. FINANCE COMMITTEE MEETING / FINANCE

56.1 Minutes of the Finance Committee Meeting 7th June 2022 reviewed by all with no further comment.

56.2 It was unanimously **RESOLVED** to ratify the decision to approve the following payments made:-

Cheque 102264	£198.00	Cumbrian Clock Company, maintenance
Cheque 102265	£819.00	Top Cut Mowing, grass cutting contract April
Cheque 102266	£1406.60	Zurich Insurance, renewal
Cheque 102267	£15.00	Stall holder refunds L Harper
Cheque 102268	£15.00	Stall holder refunds SWWFL
Cheque 102269	£40.00	CPRE Annual Membership
Cheque 102270	£504.00	CLS – Tree survey
Cheque 102271	£1303.55	Clerks Salary May
Cheque 102272	£819.00	Top Cut Mowing grass cutting contract May
Direct debit	£12.40	YU Energy, electricity on the village green
Direct debit	£29.66	HSBC Bank Charges April
Direct debit	£13.82	YU Energy, electricity on the village green

Direct debit £18.00 HSBC Bank Charges May

56.3 Budget v Actual 1st June 2022 as circulated, scrutinised and agreed by all.

56.4 Budget 2022 – 2023 agreed by all to approve the recommendations of the Finance Committee to move £600 from the Training section and £900 from the Summer Fayre section, both to be moved to cover the increase in the Grass Cutting contract.

56.5 Budget – 2023/2024

Agreed by all to approve the recommendation of the Finance Committee to amend the header called Summer Fayre to Easter Fayre in line with this years event.

56.6 Bank reconciliation end 1st June 2022 as circulated, scrutinised and agreed by all

56.7 It was unanimously **RESOLVED** to agree the following payments, two signatures required.

Cheque 102274 £114.31 Clerks Expenses Feb – 17th May as circulated

Cheque 102275 £1339.46 Clerks Salary April 2022

Cheque 102276 £286.14 Reimburse the Clerk , pension paid from own a/c

57. QUESTIONNAIRE COLLATED FROM THE ANNUAL PARISH MEETING 5th APRIL 2022

57.1 It was noted that a reasonable amount of questions received, more than had been expected. The list considered but due to the amount of questions received, it was agreed to direct some of the questions to either a parish councillor or to a working party which would have more time to consider making their recommendations to the full Council at the 6th September meeting.

58. LETTER TO THE CONTRACTOR TO RETURN TO MAKE GOOD REPAIRS .

58.1 It was unanimously **RESOLVED** to ratify the urgent decision to send a letter to the Contractor, agreed by the Parish Halls Management Committee and the Councils Mediators, as circulated to all Cllrs 9th June 2022. The Contractor, to make good the repairs to the halls patio terrace areas walls and piers.

59. COUNCILLOR MEMBERSHIPS

59.1 Unanimously agreed to have just one Parish Councillor Representative on the HPHMC instead of two and that to be Cllr Pratt. Agreed by all a positive way forward in working together for the good of the both parties and the Parish as a whole.

60. PLAY INSPECT AND REPAIR SERVICE

60.1 Deferred for consideration by the Finance Committee.

61. VOICE AMPLIFIER FOR MEETING

61.1 Chair T Ingham to bring his own amplifier and microphone to the next PC meeting in order to test the halls acoustics before further purchasing consideration.

62. GRANT APPLICATION – HARTLEBURY GARDENING CLUB

62.1 It was unanimously agreed to award the grant application of £146.78 to the Gardening Club to further enhance the village with plants.

63. FINANCE COMMITTEE TERMS OF REFERENCE.

63.1 Unanimously agreed to approve the Finance Committees recommendation to accept their Terms of Reference without change.

64. MODEL COUNCILLOR CODE OF CONDUCT 2022

64.1 Unanimously agree the recommendation of the Finance Committee to adopt the Local Government Association model Councillor Code of Conduct 2022 with Immediate effect.

65. FACEBOOK POLICY

65.1 Unanimously agreed the recommendation of the Finance Committee to accept the policy without further change on the proviso points 6 and 14 rechecked. It was noted that this policy had been in force for a couple of years and also in use by another Parish Council so not a unique policy for Hartlebury.

66. EVENTS DONATION

66.1 After a lengthy discussion it was agreed the amount of £545.62 be split equally and awarded to the Samuel Manninge Charity who help those in the Village suffering hardship and St Marys Church to help with the repairs of the church's tap and tap protective box. The parish council considered both awards would benefit the villagers of Hartlebury.

67. DONATIONS/PLAYINGFIELDS & NOTICEBOARD

67.1 Unanimously agreed to approve the recommendation by the Finance Committee of the new donations structure to benefit local charities and organisations within parish.

68. CORRESPONDENCE

68.1 List circulated and comments received on item 22nd June "Ticket to Ride" scheme which Cllrs Pratt and S Tranter requested further details. Item 22nd June Worcestershire CALC, Civility & Respect Newsletter for training courses in September after growing concerns an impact of bullying, harassment and intimidation on Councillors and Clerks and Council Staff, further information also required.

69. CLERKS REPORT

69.1 Report as circulated with no further comments made.

70. TO RECEIVE REPORT OF PARISH COUNCILLORS

70.1 Cllr Atkinson reported that the farmer would be back to cut the allotment field at no cost to the parish council.

71. URGENT DECISIONS

Unanimously agreed to make a payment transfer to HMRC for £952.90 months 1 to 3 and for cheque 102277 £ 1161.47 Clerks June Salary two signatures required.

72. DATE OF NEXT MEETING Tuesday 6th September 2022 at 7.30pm
Agenda items to be submitted to the Clerk no later than Monday 22nd August 2022

Note:- Cllr Buck did not attend the meeting in the end due to his work commitment.

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.

73. COMMUNITY PROJECT /VILLAGE HALL/LITIGATION

Discussed at length. An update to be given to the HPHMC with regards to the two letters, three emails and phone call made to the Contractor.

74. BREACH OF DATA PROTECTION

Discussed at length with no further action to be taken.

With no further matters to discuss the meeting closed at 9.55pm

Chair T Ingham..... 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.