



Hartlebury Parish Council

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MINUTES OF THE MEETING OF HARTLEBURY PARISH COUNCIL HELD ON 5TH OCTOBER 2021

PRESENT: Cllrs T Ingham (Chairman), A Buck, C Atkinson, K Humphreys, L Meredith, K Pratt, R Tranter, S Tranter

ALSO PRESENT: County Councillor Tony Miller, District Councillor Stephen Bateman, Clerk L Cleaver and one member of the public.

150 APOLOGIES

Cllrs R Fellows & J Martins, work commitments. Cllr S Newman not well.

151 DECLARATIONS OF INTERESTS

None

152 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.

Live this month – new speed cameras along the A449

Speed assessment by the brickworks and around the area

Lengthsman arrangements – being reassessed, there should be an increase in funding.

Money available for energy savings supported by the parish council.

Incinerator is reducing greenhouse gases and well used to make energy. Looking to utilise the heat source, bottom ash used in aggregates for road. Great need for recycling, less waste.

Spending on children's fostering has been difficult with a constant monitoring of care.

No update with regards broadband opportunity with WCC.

District Councillor Stephen Bateman.

Weekly waste will continue to be collected, but bulk waste cancelled for the time being.

SWDP – has been pushed back again until July 2022 but has a minimal impact on the parish of Hartlebury. 59 houses still planned just by the Taylor Wimpey site.

Bells Farm Shop licencing application, agreement reached that would satisfy all parties. For further information please see the Clerks report.
Land off Charlton Lane, appeal decision made. Note- the parish council asked why the decision notice to post on the council's website had not been granted.
Cllr Bateman hoped everyone by now had received two magazines from Wychavon District Council.

153 MINUTES OF MEETING

Proposed by Cllr R Tranter and seconded by Cllr Meredith and unanimously **RESOLVED** that the minutes of the Extraordinary Meeting held Thursday 23rd September 2021 be signed as a correct record.

154 PLANNING

District Council Decisions- already APPROVED.

21/01068/LB

Red House Quarry Bank. Re-roofing of rear slope and installation of new internal gas boiler, approved 4th August 2021

21/01061/HP

Roberts Paddock, Whitlenge Lane, Hartlebury. Replacement of single storey Dayroom building at the Paddocks, approved 10th August 2021

21/00896/FUL

Hartlebury Castle, Stourport Road, Charlton. Adventure playground in existing woodland walk, approved 9th September.

21/01591/HP

Willow House, Titton Farm Lane, Titton. Erection of proposed single storey side extension, approved 10th September.

21/01187/HP

2, Waresley Court Road. Single storey rear/side extension (retrospective). Approved 13th September

21/01577/FUL & Associated Ref 21/01578/LB

Pye Hill Farm, Walton Lane. Conversion of a former agricultural barn to holiday let including extension of driveway and parking Approved 13th September 2021

21/01599/OUT

Roxel (UK Rocket Motors) Ltd, Summerfield Lane, Summerfield. Erection of 2 no. industrial facilities. This planning application was decided by WDC Planning Committee on 16th September 2021 with a recommendation to approve subject to no new material considerations being raised prior to the consultation expiry date 17th September 2021. Said application approved 22nd September.

District Council Decisions-already REFUSED/WITHDRAWN/APPEAL.

21/01691/HP

Sunnydale Bungalow, Lincomb Lane, Lincomb. Erection of a four bay garage with an office/storage room above for the use of the occupants. **Notice 10th Sept. Withdrawn by the applicant.**

Proposed development of an Energy and Resource Park

This to be considered 28th September 2021 at County Hall, noted permission granted 1st October.

The Planning Inspectorate Appeal Decisions

Appeal A & B APP/H1840/C/20/3256744 & APP/H1840/W/20/3256477 Land on the north side of Charlton Lane, Torton. Summary of decision: **The appeal is allowed, the enforcement notice is quashed, and a temporary personal planning permission is granted in terms set out in the Formal Decision.**

Planning decisions –Retrospective.

Proposed by Cllr R Tranter and seconded by Cllr Meredith and unanimously

RESOLVED to ratify the decisions as outlined below

21/01743/FUL

Sandall Cottage, Worcester Road, Torton. Demolition of existing dwelling. Construction of 4 bedroom detached house with garage. Creation of new access. **The parish council had no objection to the build but raised concerns over the entrance and for planning to consider previous refusals for development and site access 76/00843 & 76/00996 and that nothing had changed.**

21/01996/HP

Montana, Stanklyn Lane, Summerfield. Single storey rear extension.- **No objection**

21/02073/HP

2 Pansington Farm Barns, Worcester Road, Titton, Stourport On Severn. Demolition of internal partition walls, installation of an air source heat pump and underfloor heating.

No objection.

Planning Applications for Parish Council Comments, already circulated

WDC – Draft Supplement Planning Document for Local Listed Buildings. (16th Sept)

No further comments on this consultation.

21/02150/CU

Norchard Farm, Norchard Lane, Crossway Green, Stourport On Severn. Change use of land to site existing agricultural workers comprising of 34 existing caravans and 4 proposed additional caravans (38 in total, with 28 caravans occupied between February and November inclusive and 10 caravans occupied for 12 months of the year).**No objection.**

To consider any planning matters since publication of agenda

Nothing to consider.

155 FINANCE COMMITTEE MEETING / FINANCE

155.1 The minutes of the Finance Committee meeting 7th September 2021 reviewed
One comment received that the fire risk assessment had been omitted.

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

Cheque 102186 Hartlebury WI £250.00 Grant award approved.

Cheque 102187 D Stokes £970.00 the redecoration of two bus shelters.

Cheque 102188 Top Cut invoice July 9478 £495.00 grounds contract

Cheque 102189 DGH Electrical £3,775.75 electrical works pillar feeder

Cheque 102190 Worcestershire CALC £120.00 Training Whistle Stop Tour

Direct Debit payment to Savills £337.50. Allotments March to end Sept 21

- 155.3 Budget V Actual end July 2021 and end August 2021 scrutinised and agreed by all Cllrs.
- 155.4 Bank reconciliations end July 2021 and end August 2021 scrutinised and agreed by all.
- 155.5 It was unanimously **RESOLVED** to agree the decision to make an adjustment to funds of £335.58 in this years accounts which could not be identified 2019/20 when taking over the accounts and had still not come to light 2021/22
- 155.6 It was unanimously **RESOLVED** to agree the following changes to the budget 2021-22
- a) Staff Cost "Locum Clerk" £2237.50 is moved to Salary (net) as no locum Clerk.
 - b) £500 from Maintenance "Minor works "is moved to "Bus Shelters".
 - c) £300 from Maintenance "RoSPA" is moved to Bus Shelters. Both b & c to cover urgent roof work to the bus shelter along the A449
 - d) £1000 "Grants" is moved to "External Audit" to cover the possible extra associated charge for addition works due to a complaint raised by two members of the public.
- 155.7 **GARDENING CLUB GRANT APPLICATION**
Unanimously **RESOLVED** to agree the Gardening Club grant application £250
- 155.8 It was unanimously **RESOLVED** to agree the following payments, two signatures required:
- a) Cheque 102193 £58.51 Clerks expenses.
 - b) Cheque 102194 £17.50 Clerk to be reimbursed for payment to Hobbycraft Lockdown Event on the village green 28th August.
 - d) Cheque 102196 £30.00 Worcestershire CALC .Training Clerks Toolkit
 - e) Cheque 102197 £495.00 Top Cut invoice 9606 maintenance contract
 - f) Cheque 102198 £66.00 Top Cut invoice 9729 tree damage/car park visibility
 - g) Cheque 102199 £282.00 Top Cut invoice 9730/1 Lengthsman duties
- 155.9 It was unanimously **RESOLVED** to agree the following recommendations from the Finance Committee:-
- a) The issue of appropriate letter to allotment holders (plots 2 & 16) tenants who have not signed this year's allotment agreements.
 - b) For plots not attended, to issue a Notice of Improvement letter to allotment holders (13,36 & 44)
 - c) The Smartwater letter displayed at the Lockdown Event be amended with the additional words "Security Marking" for publication on the website and FB page to see if that generated any interest.
 - d) The safeguarding risk at the tennis court low risk, however to add to the grounds maintenance contract, the maintenance to the courts hedges and the collection of the leaves in the autumn.
 - e) A new advertisement for a Lengthsman, be posted on the website and FB page for one month to generate interest. Until such time to stay with the temporary Lengthsman arrangements.
 - f) Meeting dates for 2022
 - g) To appoint the internal audit services of DK Edwards 2021/22 at the same terms as this year £190.00 plus any travelling at 45p per mile

h) **NEW HOMES BONUS**

- a) Update reviewed with regards the current financial position, the surplus NHB amount £422.99 cannot be used towards the tree and lights.
- b) It was unanimously agreed to the appointment of Sunshine Gym for 10 gym items £10,982.00 (excluding vat) as recommended to the Finance Committee by Cllr Pratt. References supplied, start date when order placed, no payment upfront. It was noted that £422.99 remained available to spent on further equipment.

i) **RISKS**

- a) Unanimously agreed to adopt the day to day risk consideration proposal
- b) Agreed by all to adopt the Risk Assessment Schedule without further changes.

j) **HALL HIRE 2022**

Considered by all to use the New Elizabethan School for Council meeting 2022 at no charge to the Council. It was noted no other free school option available. (Noted p37 7.2 Place of Local Council Meetings).

156 DISCONTINUATION OF THE CHAIRMAN'S DIAMOND JUBLIEE RECOGNITION AWARDS.

- a. Proposed by Cllr Meredith and seconded by Cllr R Tranter and agreed by all not to have the funds returned to the Council but to move the figure of £50 to the new community recognition awards scheme to benefit others.

157 THE NATIONAL ALLOTMENT SOCIETY.

- a. Proposed by Cllr Atkinson and seconded by Cllr S Tranter and agreed by all the recommendation of the Allotment Advisory Group, payment of £66.00 to the National Allotment Society – membership renewal, cheque 102204

158 ZOOM

- a. After a lengthy discussion it was decided that the sharing of information for zoom accessibility be passed to Cllrs Atkinson and S Tranter with a review in April 2022.

159 ALLOTMENT RENT REVIEW/ACCESS/REPAIRS

- a. After a lengthy discussion proposed by Cllr Ingham and seconded by Cllr S Tranter and unanimously agreed to increase the rate per sq. meter from 10p to 11p for 2022/23. This to help pay for track repairs. It was noted that a considerable amount of material had already been provided free by Cllr Buck.
- b. Agreed by all a letter to be sent to all houses backing onto the allotment ground, there is no right of way thought their gates onto the allotment ground.
- c. After a lengthy discussion agreed by all to use the free aggregate already on site for repairs and to review next year's budget focusing on a long term repair strategy.

160 ELECTRICITY PROVIDER NOW LIVE

- a. Proposed by Cllr R Tranter and seconded by Cllr Meredith and unanimously **RESOLVED** to ratify the amended charges by the electricity provider as recommended by CALC Clear Utility Solutions YU Energy 100% Green Tariff three year fixed to include free installation the meter Standing Charge 42.21p to 42.187p per day. Unit Rate 19.29p to 19.845p.

161 COUNCILLOR MEMBERSHIP ON PARISH COUNCIL GROUPS

- a. Agreed by all the request by Cllr Pratt to join the Allotment Advisory Group with immediate effect.

162 27TH NOVEMBER CHRISTMAS EVENT

13.1 After a lengthy discussion unanimously agreed that the availability of the hall would not work for this year's event. Cllr Buck kindly offered to hire three marquees and associated items for example lights & toilets for the event. Chair Tim Ingham thanked all for their hard work, especially Cllrs Atkinson and Pratt and Cllr Buck for such generosity to help support the event for the parish.

163 CORRESPONDENCE

- a. Correspondence list circulated to all ,items for action:-
PSE Digital Transformation Event on line – no councillors wished to attend
PSE Webinar Future Proofing the next generation – no councillors wished to attend.

164 CLERKS REPORT

- a. Report as circulated with no further comments.

165 TO RECEIVE REPORT OF PARISH COUNCILLORS

- a. Cllr Atkinson wished to thank Mike Pratt of Leapgate Activity Centre for cutting the allotment land grass.
b. Cllr Humphreys wished to thank Pinewood for donating a 15ft Christmas tree for the 27th November event on the village green.
c. Cllr Meredith wish to bring to everyone's attention Remembrance Sunday

166 URGENT DECISIONS

- a Cllr Meredith asked for £20 for a Remembrance wreath, Cllr S Tranter offered to buy and agreed by all.
b Cheque 102201 £3775.75 to Dominic Hudson to replace chq 102189 which was made out to his business name, bank refused.
c Cheque 102202 £240.00 PKF Littlejohn. External Auditor fee.
d Cheque 102203 £414.00 GJH Electrical 20% deposit for Christmas tree lights
e To allow the publication in the Parish Magazine – one article and flyer to promote the event on the village green, November 27th.

167 DATE OF NEXT MEETING Tuesday 7th December 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.

168 COMMUNITY PROJECT /VILLAGE HALL/LITIGATION

Update given on the progress made so far, urgency a priority. Any further updates to be sent to all Cllrs.

Reviewed by all letter 4th August to HPHMC, agreed to revisit at a later date.

Community Project Administrator – reply read out, a copy to be sent round to all Cllrs.

169 STAFFING COMMITTEE CLERKS SALARY

Recommendation made by the Staffing Committee following a meeting 5th October 2021, Clerks pay scale, unanimously agreed by all.

170 CHADWICK BANK.

Chair Tim Ingham updated the Parish Council following a meeting, three quotes required for legal paperwork required.

The meeting closed at 10.25pm

Signed T Ingham (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.**