



# Hartlebury Parish Council

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## MINUTES OF THE MEETING OF HARTLEBURY PARISH COUNCIL HELD ON 1ST NOVEMBER 2022

**PRESENT:** - Cllrs T Ingham (Chair), C Atkinson, A Buck, R Fellows, K Humphreys, J Martins, L Meredith, K Pratt, R Tranter, S Tranter.

**ALSO PRESENT:** - County Councillor Tony Miller, Clerk L Cleaver and 1 member of the public.

### 137. APOLOGIES

District Councillor Stephen Bateman, family matters.

Resignation of Cllr Newman. Resignation read out by the Chair “As you were made aware at the last meeting I needed to take a step back due to health issues. Further to that, my family now require my support as my aunt is battling cancer and will be coming to stay with me following her operation. The additional call on my time means I can no longer act in the capacity of parish councillor and with that in mind I have resigned. Normally I’d try and carry on during this stressful time but as we have a small group of parishioners that seem determined to derail all efforts to move things forward I really don’t need the additional uncalled for hassle. I wish you every success going forward and I will continue to support you any way I can as a member of the public”. The Chair thanked Cllr Newman for her support and commitment to the Parish Council.

### 138. DECLARATIONS OF INTERESTS

None.

Note, Cllr Pratt did present a declaration of interest after this minute note taken under agenda item 9. This pecuniary declaration was presented for consideration by the Parish Council as Cllr Pratt a Trustee of the HPHMC to which the demand for funds against the Parish Council considered. It was unanimously agreed for Cllr Pratt to stay in the meeting but not have voting rights.

### 139. 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**

Works to trees reported as overhanging has been put back until next year. £1000 has been donated by Councillor Miller towards the funding of another Oak Tree for the School and any additional Lengthsman duties. This kind gesture would allow both the schools in Hartlebury to have Oak saplings for the Queens Green canopy. The Chair thanked Councillor Miller for his kind and generous support. Drainage problems in the area, a pipe had collapsed and needed replacing on an owners field which was the owners responsibility. Cllr Miller had contacted both Wychavon District Council and Worcestershire County Council as flooding not acceptable. The car dealership along the road had also suffered from flooding and installed two expensive pumps. Councillor Miller was asked for his support over highway concerns on planning consultation for Goldness House, Torton, the Council felt the entrances and pathways dangerous. Cllr Miller has also received a complaint about the selling of pumpkins that may not have the necessary planning consent. The Council raised concerns with Cllr Miller with overhanging trees by the white house by the Black Bridge and unreadable signage associated with that concern. Problems encountered from illegal tree cutters who then dump the cuttings rather than take to the tips. Cllr Miller mentioned the concrete blocks still at the car park. He wished everyone well for Christmas and the Chair Cllr Ingham thanked Cllr Miller for all his support this year.

### **140. MINUTES OF THE LAST MEETING**

Proposed by Cllr S Tranter and seconded by Cllr Buck and unanimously **RESOLVED** that the minutes of the Meeting Tuesday 6<sup>th</sup> September 2022 be signed as a correct record.

### **141. PLANNING**

#### **District Council Decisions- already APPROVED.**

W/22/01385/HP Two storey rear extension, demolition of existing conservatory and replacement rear extension, pitched roof over existing garage and first floor extension (in part) canopy entrance porch following demolition of UPVC porch, dormer window to the front roof slop and proposed detached carport located on the existing drive. Sandstones, Old Worcester Road. (12/9)

W/22/02020/AGR

Erection of 30m x 12m steel portal framed agricultural building for storage of agricultural machinery. Lincomb Farm, Lincomb Lane, Lincomb. (18/10) Provided the development is carried out in accordance submitted, the Council to determine prior approval is not required.

#### **District Council Decisions-already REFUSED/WITHDRAWN/APPEAL.**

20/00561/CU

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. Site Hangmans Cross, Lincomb Lane, Lincomb. **Notification of planning appeal 26/9, hearing to take place 12<sup>th</sup> October 2022 cancelled. New date to follow.**

## **Planning Decisions - RETROSPECTIVE.**

It was unanimously **RESOLVED** to ratify the decisions as below:-

W/22/01599/FUL

The retention of timber decking and 2 no. Handrails (retrospective). Bells Farm Shop, Stourport On Severn. **No Objection.**

W/22/01523/LB

Installation of ten solar panels within concealed roof area. Clareland, Lincomb Lane, Lincomb. **No Objection.**

W/22/01798/FUL

Erection of a Equestrian Stable Block for 6 stables and a tack room along with a hardcore stone tract and hard standing from the existing access on Walton Road and a change of use from agricultural to equestrian land. Walton Bungalow, Walton Lane. **No Objection.**

W/22/02020/AGR

Erection of 30m x 12m steel portal framed agricultural building for storage of agricultural machinery. Lincomb Farm, Lincomb Lane, Lincomb. **No Objection**

W/22/01843/HP

Single Storey Oak Framed Orangery extension to side. Upper Poolands Farm, Stourport Road, Charlton. **No Objection**

W/22/01598/CU

Change of use of land from mixed use to use as residential caravan site for 10 gypsy/traveller families (retrospective). Shorthill Caravan Site, Crossway Green.

**The Parish Council would have no objection to the change of use of land from mixed use to use as 10 residential caravans.**

W/22/01957/HP

Single storey rear extension. Ashfield House, Droitwich Road, Torton. **No Objection**

W/22/02052/HP

Extensions to existing dwelling. Cherry Cottage, Stourport Road, Chadwick Bank. **No Objection**

## **Planning Applications for Parish Council Comments, already circulated**

W/22/01772/FUL and associated W/22/01773/LB

Change of Use and extension with associated internal alterations to Grade II listed building, Goldness House, to provide a specialist SEN educational facility for pupils aged 3 -18 years at the site (Use Class C3 to F1 throughout). Vehicular access to become one-way, with separate pedestrian gate to proposed entrance. Alterations to the landscape including additional planting, further car park space and MUGA. New outbuilding with single classroom and accessible WC. Additional secure fencing to provide safe learning environment for pupils. Goldness House, Worcester Road, Torton. **Objection:- safety concerns over the number of vehicle movements, to also note when driving from the direction of Kidderminster to the school**

especially at drop off time trying to turn right into the school when motorists already queue along the road to go under the Black Bridge would bring chaos, 76 people will use the facility (25 staff and 51 students). To even cycle and walk (footpaths only available on the opposite side to Goldness House ) along that busy stretch towards the gritting yard dangerous.

Highways need to consider and produce a full report. The Council wished to also raise the destruction of a Grade 11 listed house.

**To consider any planning matter since publication of agenda**

None to consider.

## **142. FINANCE COMMITTEE MEETING / FINANCE**

**142.1** Minutes of the Finance Committee Meeting 4<sup>th</sup> October 2022 reviewed by all with comments received about the wording. Cllr to send details to the Clerk for consideration and if required taken to the next Finance Committee meeting.

**142.2** Proposed by Cllr Ingham and seconded by Cllr Martins and unanimously agreed to ratify the decision to approve the following payments:-

Cheque 102297	£90.00	Gardening Club – Grant for barrels
Cheque 102298	£130.00	St James Church – Grant Queens Jubilee
Cheque 102299	£130.00	Castle Preservation Trust – Grant Queens Jubilee
Cheque 102300	£ 15.00	HAPTC – Training S Tranter
Cheque 102301	£ 66.00	National Allotment Society – membership
Cheque 102302	£819.00	Top Cut Sept contract
Cheque 102303	£130.00	Hartlebury VE School – Grant Queens Jubilee
Cheque 102304	£144.00	Top Cut Lengthsman Duties

Direct debit	£13.73	Aug 2022 Energy, electricity on the village green
Direct debit	£10.00	HSBC - August business charges
Direct debit	£13.29	Sept 2022 Energy, electricity on the village green
Direct debit	£480.22	HMRC Cumbernauld second quarter Clerks PAYE

### **142.3 BUDGET V ACTUAL 1<sup>ST</sup> OCTOBER 2022**

Budget circulated and scrutinised by all with no further comment.

### **142.4 BUDGET 2022/23**

Approved by all the recommendation of the Finance Committee to move £100 from the budget headed “Easter Fayre” and move to “Minor works/Tree survey to cover associated spend.

### **142.5 BANK RECONCILIATION 1<sup>ST</sup> OCTOBER 2022**

Scrutinised and agreed by all the bank reconciliation as circulated.

- 142.6** Proposed by Cllr Ingham and seconded by Cllr R Tranter and unanimously **RESOLVED** to agree the following payments, two signatures required.
- |               |          |   |
|---------------|----------|---|
| Cheque 102305 | £ 64.87  | Clerks Expenses September 2022                |
| Cheque 102306 | £ 105.82 | Nest refund to the Clerk (July & August 2022) |
| Cheque 102307 | £ 32.35  | Clerks Expenses October 2022                  |
| Cheque 102308 | £1096.36 | Clerks Salary September 2022                  |
| Cheque 102309 | £ 46.96  | Nest refund to the Clerk (Sept 22)            |
| Cheque 102310 | £ 40.00  | ICO –data protection/GDPR                     |
| Bank Transfer | £ 64.66  | Web Solutions Direct – HOST 2- year.          |

**142.7 MITRE OAK – TOP REMOVAL QUOTATION**

Following consideration of the Tree Survey as circulated and after a lengthy discussion about the life expectancy of the ancient tree, the TPO and the associated cost for works to be carried out, it was **RESOLVED** to agree the recommendation of the Finance Committee for works to be carried out by the professional Contractor. The tree top section removed to reduce the weight on the props supporting the southerly side with the use of a mobile hoist. Work would commence after the Councils financial year end £2000 plus vat and any associated planning permissions.

**142.8 SPORT ENGLAND'S SINKING FUND.**

This agenda item not discussed as a letter found from the Parish Council to Sport England dated May 2018 which confirmed that the Parish Council agreed to put in place appropriate resources and plans to adequately maintain the MUGA and Pentanque court and to set up a “sinking fund” to pay for it’s eventual replacement.

**142.9 GRANTS POLICY**

Agreed by all the recommendation of the Finance Committee to keep the policy as circulated, no further changes to be made.

**142.10 FINANCIAL REGULATIONS**

Agreed by all the recommendations of the Finance Committee to keep these regulations as circulated, no further changes to be made.

**142.11 INTERNAL CONTROLS POLICY**

Agreed by all the recommendations of the Councils Audit Review Financial Affairs Advisory Group and Finance Committee to keep this policy as circulated no changes to be made.

**142.12 ALLOTMENT RENTS FROM 1<sup>ST</sup> APRIL 2023**

A lengthy discussion took place with regards the recommendation of the Finance Committee to keep the Allotment Rent from 1<sup>st</sup> April 2023 in line with this years. Voting took place with 8 for the recommendation and 2 against, therefore the motion carried to accept the recommendation of the Finance Committee and not increase the rent from 1<sup>st</sup> April 2023, but consideration must be given for an increase from 1<sup>st</sup> April 2024

#### **143. QUESTIONNAIRE - ANNUAL PARISH MEETING 5<sup>th</sup> APRIL 2022**

Questions collated so far reviewed, progress slower than expected, it was therefore agreed by all for the Clerk to organise meetings with Council groups to finalise the report for presentation at the next Council meeting.

#### **144. CO-OPTION POLICY**

Reviewed by all the Councils Co-option Policy as circulated, no further change considerations.

#### **145. INVOICE DEMAND £5000 FROM THE HPHMC**

The HPHMC raised a demand invoice for £5000 plus expenses £205 for the alleged none payment by the Parish Council for the Halls patio doors from 2020, the demand delivered via the HM Courts and Tribunal Service.

Consideration by the Parish Council firstly as no funds remained in the Community Project funds to pay that amount.

According to information found the Halls patio doors agreed cost a lot lower than the demand and evidence found that the Hall had retained from the Community Project Entust Funding element £4371.00 this public document found on the Halls account end March 2020 clearly stated money retained for patio doors.

As the HPHMC had clearly received funds there was no obligation for the Parish Council to consider further and all the evidence would be submitted accordingly.

The Clerk had produced a draft reply and all Cllrs eligible to vote unanimously agreed to the reply being sent to HM Courts and Tribunal Service along with an evidence pack. The Parish Council took a very dim view of the HPHMC's payment request causing an excessive amount of time having to go back over four years of paperwork and to consider the submission of a counter claim so no waste of tax payers money.

#### **146. BUDGET 2023-2024/PARISH PRECEPT AND COUNCIL TAX**

After a lengthy discussion it was decided to vote on the proposal as recommended by the Finance Committee, the Councils Precept Figure of £44,496.00 an increase of £7,000 from the previous year taking into account works to be carried out to the Councils bus shelters and kissing gates £6,000, and an increase of £1,000 to help local charities, details as circulated.

It was **RESOLVED** 5 votes for, 3 votes against, 2 abstentions for the Precept Figure £44,496.00 be submitted. Cllr Pratt wished the minutes to reflect he totally disagreed with the decision taken.

Parish Council would increase the Councils precept figure to £44,496.00. This would give an estimated band D rate of £32.43 from £27.32 an increase of £5.11 per household 18.70 %

#### **147. MEETING DATES 2023.**

Meeting dates presented and discussed. Two Cllrs wished to see a return to monthly meetings. It was **RESOLVED** 8 votes for, 2 votes against to accept the meeting dates for 2023

#### **148. MEMORIAL WALL.**

Consideration by all to the proposal by Cllr Buck to build a memorial wall by the hall

using £1,000 from the budget "Asset Maintenance" details as circulated including two drawings. One hedge would need to be removed between the hall and the chained grass area, bricks already in storage, any other bricks to be provided with no charge to the Council. A map of the Parish on the rear of the wall. The wall front hosting plaques in memory of loved ones within the Parish. Proposed by Cllr S Tranter and seconded by Cllr Meredith that the proposal taken forward. It was **RESOLVED** 8 votes for, 2 abstentions to progress matters with the wall. All to be kept updated.

#### **149. CHRISTMAS EVENT 19<sup>TH</sup> NOVEMBER 2022**

**Approved by all the following:-**

- 149.1** The installation of the Christmas Tree lights and Star £250.00 plus vat
- 149.2** The installation/removal of the cable and wireless switch devise £80 plus vat
- 149.3** The removal of the lights and star and storage for 2023 £100 plus vat
- 149.4** The purchase/delivery of an 18ft Christmas tree £300.00
- 149.5** The purchase of Christmas baubles/tea/coffee to no more than £200
- 149.6** The event to be posted on the website, FB and notice boards.

#### **150. CORRESPONDENCE**

Correspondence list circulated and without further comment.

#### **151. CLERKS REPORT**

Report as circulated without further comment.

#### **152. TO RECEIVE REPORT OF PARISH COUNCILLORS**

Cllr S Tranter mentioned that Biffa and Weinerberger may possibly get another VAS, current ones sited in the best locations due to vehicle speeds, Cllr S Tranter pointed out that the Parish Council would need to be involved since they maintain and operate them and there are other possible options that could be look at.

#### **153. URGENT DECISIONS**

Unanimously agreed by all:-

- 153.1** For the purchase of Christmas cards and stamps to thank all those who provide help and support to the the parish council £20
- 153.2** Consideration of the proposal for a new handyman/maintenance person. After a lengthy discussion it was decided to contact that person again and take any agreement to the Finance Committee in December without further referral to the Parish Council as their next meeting in the new year.
- 153.3** Purchase a memorial wreath to the value of £25 for remembrance day.
- 153.4** Cheque 102311 £432.00 (PO67) KW Boulton Tree Care works around the hall
- 153.5** Purchase an Oak Sapling around 8 -10ft high for the New Elizabethan School from funds provided by Worcestershire County Councillor Tony Miller to the value of £200 so both schools can have Oak trees for the Queens Green Canopy.

#### **154. DATE OF NEXT MEETING Tuesday 7<sup>th</sup> February 2023 at 7.30pm**

**Agenda items to be submitted to the Clerk no later than Monday 23<sup>rd</sup> January 2023 the Chair wishing everyone a good Christmas.**

**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.**

**155. COMMUNITY PROJECT /LITIGATION**

Agreed by all the Clerk to write with an update to the HPHMC following their email to the Parish Council dated 20<sup>th</sup> October 2022

Agreed by all to obtain quotes for works to the potholes in the car park.

**156. VILLAGE HALL DOCUMENTATION**

To be reviewed again at the next Parish Council meeting to see if any progress has been made

With no further business the meeting finished at 9.50pm

Signed T Ingham (Chair) ..... Dated .....

**Parish Council Membership, T Ingham (Chair), A Buck (Vice Chair) C Atkinson, R Fellows, K Humphreys, J Martins, L Meredith, K Pratt, R Tranter, S Tranter.**

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