



# Hartlebury Parish Council

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## MINUTES OF THE MEETING OF HARTLEBURY PARISH COUNCIL HELD ON 3<sup>RD</sup> AUGUST 2021

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

**ALSO PRESENT:** - County Councillor Tony Miller, District Councillor Stephen Bateman, Clerk Lesley Cleaver, with 9 members of the public and PC Warren Edmunds and PC Liam Hopkins.

### 81. APOLOGIES

Cllr Martins – not well.

### 82. DECLARATIONS OF INTERESTS

Cllr C Atkinson, agenda item 14 Allotments. Relative.

Cllr Newman, agenda item 5, Planning. Neighbour.

Cllr R Tranter, agenda item 16, Code of Conduct. Relative.

Cllr S Tranter, agenda item 16 Code of Conduct. Alleged breaches.

### 83. 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.

PCSO Andrea Leslie was unable to attend the meeting; however crime figures provided will be posted on the Council's website. PC Warren Edmunds gave an update in particular with regards recent concerns of anti-social behaviour along Old Worcester Road. Speeding concerns raised along Station Road, the parish council was asked to supply further details. The Chair thanked both for attending the meeting.

#### **County Councillor Tony Miller.**

Report emailed to all Parish Councillors ahead of the meeting. The speed averaging cameras to make people safer on the A449 will be live in September. A news report going out around 7<sup>th</sup> September but unfortunately he would not be able to attend. A speed survey was carried out on Waresley Road between 8<sup>th</sup> -15<sup>th</sup> June 2021. Southbound there were 756 vehicle movements with an average speed of 30 -37 mph. Northbound 793 movements were recorded averaging speeds between 29 -35 mph. A total of only 85 vehicles exceeded the speed limit of 30 mph. Following this the views of the parish council would be appreciated as to whether a second survey is required on the road going to the brick works. Perhaps no longer required as the Police have

offered to look at. The Council asked for input reference the possible additional car parking at rail station, did they feel additional car parking required. After discussion it was considered of great benefit so the parish council would support.

**District Councillor Stephen Bateman.**

The SWDP has been delayed due to the pandemic; however no change to the two sites planned for Hartlebury.

An appeal took place 27<sup>th</sup> July 2021 with regards to the land north side of Charlton Lane, Torton. No decision, still outstanding.

There were 22 live enforcement complaints for the area.

£250 for the funding of the councils website, funds still have to be found.

Making the Old British Legion site secure would be chased up.

£10,000, for the parish council regarding the sale of the Old British Legion site, still to be checked.

The Council were asked if they had considered where the recycling pods could be relocated, suggestions given, by the tennis courts, on the Hartlebury Trading Estate, by the Old British Legion Site or by the train station, further suggestions to be forwarded to the Clerk.

**84. MINUTES OF MEETING**

Proposed by Cllr R Tranter and seconded by Cllr Buck and unanimously **RESOLVED** that the minutes of the Meeting of the Parish Council held Tuesday 1<sup>st</sup> June 2021 be signed as a correct record.

**85. PLANNING**

**District Council Decisions- already APPROVED.**

21/00898/HP Old Post Office, Crossway Green, Stourport On Severn. First floor side extension (Variation of condition 2 to reference 20/01720/HP)

21/00798/HP Church View, Crossway Green, Stourport On Severn. Single storey rear extension.

21/00502/HP 1 Pansington Farm Barns, Worcester Road, Titton, Stourport On Severn. Removal of internal ceiling to form vaulted roof and insertion of new window to gable. Associated reference 21/00758/LB

21/00333/FUL Cobblers Barn, Low Hill. Construction of agricultural track and field gates.

21/00697/CU Waynhams Farm, Lincomb Bank, Lincomb, Crossways Green. Change of use of Land (siting of two mobile shepherd huts) for use as holiday lets.

21/012227/CU Land at Stourport Road, Chadwick Bank. Change of use to dog agility training field.

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

20/00675/OUT The Yard Bishops Wood Lane, Crossway Green. Outline application for the construction of a live/work unit of accommodation with all matters reserved. **Appeal lodged APP/H1840/W/20/326301 Parish Council raised an objection.**

### **Planning decisions –Retrospective.**

Proposed by Cllr R Tranter and seconded by Cllr Buck and unanimously **RESOLVED** to ratify the decisions as outlined below:-

21/01227/CU Land at (OS 83333 6914) Stourport Road, Chadwick Bank. Change of use to dog agility and training field. **No Objection.**

21/01068/LB Red House, Quarry Bank. Re-roofing of rear slope and installation of new internal gas boiler. **No Objection**

21/01591/HP Willow House, Titton Farm Lane, Titton. Erection of proposed single storey side extension. **No Objection.**

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

20/000034/CM Proposed development of an Energy and Resource Park. Re-consulting on the application. Submission of further information as circulated with **No Further Comments.**

21/01577/FUL Pye Hill Farm, Walton Lane. Conversion of former agricultural barn to holiday let including extension of driveway and parking. Associated Ref 21/01578/LB **No objection providing it remains a holiday let.**

21/01187/HP 2, Waresley Court Road. Single storey rear/side extension (retrospective) **No Objection.**

21/01599/OUT Roxel (UK Rocket Motors) Ltd, Summerfield Lane, Summerfield. Erection of 2.no industrial facilities. **No Objection providing WRS letter adhered to.**

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

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 of Sunnydale. **No Objection.**

## **86. FINANCE COMMITTEE MEETING 6<sup>th</sup> JULY 2021 / FINANCE**

86.1 Minutes were received by all Councillors with no further comments.

86.2 It was unanimously **RESOLVED** to ratify the decision to approve the following payments

Cheque 102175 DK Edwards Internal Audit £190.00 Reissued original 102172 cancelled.

Cheque 102176 Top Cut £495.00 May grass cutting

Cheque 102177 S Tranter £19.98 Padlock as original 102050 Feb not presented

Cheque 102178 L Cleaver £149.31 Clerks expenses as original chq 102053 Feb not presented

Cheque 102179 R Mullett £350.00 Locum Clerk as original chq 102052 Feb not presented.

Cheque 102080 Lexis Nexis £119.99 book for the Clerk 12<sup>th</sup> Edition of the Local Council Administration.

Cheque 102081 J & A Tree Service £360.00 Cut back trees statutory height 5.2m

Cheque 102182 Top Cut June grass cutting £495.00

Cheque 102183 HPHMC £14.00 hire of the Village Hall inspection of the Councils accounts by members of the public.

- 86.3 **Budgets V Actual end May 2021 and end June 2021** scrutinised and agreed by all Councillors.
- 86.4 **Bank reconciliations end May 2021 and end June 2021** scrutinised and agreed by all Councillors.
- 86.5 It was unanimously **RESOLVED** to ratify the urgent decision for the removal and disposal, damage branch to the Silver Birch Tree on the village green £25.00 plus vat.
- 86.6 It was unanimously **RESOLVED** to agree the following changes to the budget 2021-2022
- a) The allotment surplus end of April 2021 £351.22 be recorded on this years budget under "Allotment Expenses".
  - b) Cllr Tim Ingham Chairman's allowance to be donated to the local primary school.
  - c) The balance from last year's Community Project £2845.62 cost to be recorded on this year's budget.
  - d) A letter be sent to HPHMC referencing £4,000 and £6,000 Entrust funding which the FC believe should be held in the PC's accounts and not HPHMC's
- 86.7 It was unanimously **RESOLVED** to agree the decision to allow the Clerk to make the necessary payment of invoices as required due to bi-monthly meetings.
- 86.8 It was unanimously **RESOLVED** to agree the following payments:-  
Clerks expenses £61.80 plus £14.80 = Total £76.60 Cheque 102185
- 86.9 It was unanimously **RESOLVED** to agree the recommendations by the Finance Committee:-
- a) To instruct the Children's Play Advisory Service to carry out the Annual Playground Inspection £100 plus vat.
  - b) To increase the websites speed, cost £71.88 plus vat
  - c) To engage with the Lengthsman to move to VAS to Woodbury Close until end September and then to Station Road only if still required.
  - d) To allow the Maintenance person, painting two picnic benches between the two play areas £70 each to help extend their life.
  - e) To amend the Finance Committees Terms of Reference (2. Members) to reflect committee members appointed 5<sup>th</sup> May meeting, with no further recommendations for the Council to consider.
  - f) A member from Business Liaison Cllr Buck to contact the PCC about a joint Christmas event.
  - g) To agree the recommendation to use the New Elizabethan School (at no charge to the parish council) for all evening council meetings until the end of the year, a donation for the schools pupils of £200.
  - h) To agree to ask for charitable donations were possible for the use of the playing fields to help support this year's Christmas project, Christmas tree and lights.

## **87. WDC HOUSING NEEDS SURVEY FOR HARTLEBURY**

- a. Considered by all Councillors with no changes or additional questions to be made to the template.

#### **88. GRANT AWARDS.**

- a. It was unanimously **RESOLVED** to agree a £250 grant payment to the WI to publish and print a book celebrating the centenary of Hartlebury WI making reference in the publication, funded by the parish council and as a suggestion a copy to the National Archives.
- b. A discussion took place that circumstances had not changed from last year to this in that the parish council could not directly fund the PCC for the maintenance of the churchyards. However the Parish council understood that the PCC had very little funds to maintain the churchyards and so could offer support by redirecting donations, hold an event to help raise funds, support needed for maintenance work by using the Parish Lengthsman.

#### **89. STAFFING COMMITTEE.**

- a. Minutes for the meeting Tuesday 20<sup>th</sup> July 2021 were received by all Councillors with no further comments. Cllr Meredith made all aware that the present Clerk had been with the Council (unpaid) for over a year and thanked her for her hard work to date.
- b. It was unanimously **RESOLVED** to agree the recommendations by the Staffing Committee that the committee's Terms of Reference be amended (1. Members) to reflect committee members appointed at the Annual Council Meeting 5<sup>th</sup> May 2021. No further recommendations for the Council to consider.

#### **90. VILLAGE HALL WORKING PARTY UPDATE.**

- a. The Village Hall Working Party was set up to address the ongoing issues between the PC and the HPHMC. Meetings had taken place during the last two months. Three options outlined which could be presented to the HPHMC as early as next week. No other comments made.

#### **91. STRUCTURAL INSPECTION REPORT PUBLICATION (Ref ACB/KA/12066 2/3/2021)**

- a. It was unanimously agreed to **RATIFY** the decision to publish said report on the Council's website, Facebook page and also for submission to the Parish Hall Management Committee so concerns identified in the report could be seriously considered.

#### **92. WORKS TO BE CARRIED OUT TO THE PATIO/TERRACE AREA VILLAGE HALL.**

- a. It was unanimously agreed to **RATIFY** the urgent decision to allow a letter dated 12<sup>th</sup> June be sent to the Solicitors acting on behalf of the Contractor for the Community Project, points taken from the structural inspection report (ref ACB/KA/12066 2/3/2021) so urgent rectification works could take place on the terrace area at the village hall.

#### **93. NEW HOMES BONUS PROJECT**

- a. The project's financial position reviewed by all Councillors with no other comments.
- b. It was unanimously **RESOLVED** to agree the electricity provider as recommended by CALC working with Clear Utility Solutions as YU Energy 100% Green Tariff three year fixed deal to include free meter installation. Standing Charge 42.21p per day. Unit Rate 19.29p. These figures may change slightly once refreshed.

- c. It was unanimously **RESOLVED** to agree the first quote of three for £3775.75 for further works to be carried out regarding electricity installation to provide the necessary lighting for the Christmas tree.

#### **94. ALLOTMENTS**

- a. It was unanimously **RESOLVED** that the overgrown allotment plot 12 be split into two plots and advertised for one month on Facebook. Plots offered at no charge until end March 2022 on condition they were cleared by the new tenants. If the advertisement did not attract new tenants then the Clerk to contact the first quote offered by LB to clear plot 12 and cut back the hedge by 12 and 23 at £400 plus vat.

#### **95. COUNCILLOR MEMBERSHIP ON PARISH COUNCIL GROUPS**

- a. It was agreed by all to accept Cllr Pratts recommendation to incorporate the Green Maintenance/Grass/Lengthsman/Parish Infrastructure group with the Playing Fields and Parish Hall Surrounds with immediate effect.

#### **96. CODE OF CONDUCT COMPLAINT**

- a. The Chair made comment to a complaint in relation to the code of conduct around the lack of respect shown to fellow councillors and the then Clerk by Cllr S Tranter in two respects. The complaint was not accepted by Cllr S Tranter. Hearing took place 17<sup>th</sup> May 2021. Councillor Tranter was asked if he wished to say a few words in which he said the following “for the record, I asked correctly to see the accounts, I checked with the external auditor. They confirmed I used the right procedure as a member of the public, not as a councillor. My concern was over the project, since there was very little to review and the accounts not complete. I do not agree with the findings of the Code of Conduct since I have been a Whistle-blower. I have subsequently found out the details on the project which is of a very poor standard shown by the engineers report. The internal auditor in his findings for the year 2019/2020 showed how poor the financial recording had been. If I had to I would do the same again. I would have to regarding financial probity and transparency since it is community funding that was used. I’m sure any truthful person would have done the same”. The Parish Council was then asked to decide what action if any to take in respect of the MCC recommendations as outlined in the letter.
- b. Cllr Newman did not agree with the MCC’s recommendations.  
Proposed by Cllr Newman and seconded by Cllr Buck voting took place with 5 Councillors for, the rest abstentions. It was **RESOLVED** Cllr S Tranter should not have to make a formal verbal and written apology to the former Clerk and also his fellow councillors who resigned from those duties 1<sup>st</sup> October 2019.
- c. Cllr S Tranter to undertake training in respect of the Code of Conduct and training in respect of an elected members responsibility and duties of a Parish Councillor. Proposed by Cllr Buck and seconded by Cllr Meredith and unanimously **RESOLVED** that Cllr Tranter did not have to undertake training in respect of the Code of Conduct or training in respect of an elected member’s responsibility.

#### **97. CORRESPONDENCE**

- a. Viewed by all Councillors with the following comments:-  
Forestry Consultation, consideration by the Clerk.

WCC Minerals Local Plan (Modification Consultation) Cllr Buck to consider.  
CALC Councillor Gathering to be attended by Cllrs Newman, Pratt, R Tranter & S Tranter.  
Clarification given over the letter regarding PKF Littejohn.

#### **98. CLERKS REPORT**

a. Report circulated to all Parish Councillors with no further comments..

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

a. In the coming days, Councillor Atkinson will call a meeting of the Business Liaison Group with regards a Christmas Event.

#### **100. URGENT DECISIONS**

- a) It was unanimously agreed for the completion of the West Mercia Police Community Charter Parish Contact Contract.
- b) Two bus shelters had been redecorated (£485.00 each) before Council approval in error, no budget allocated to works. Worcestershire County Councillor Tony Miller offered support of £1000 to help the situation. The Parish Council thanked him for his very generous support.
- c) Unanimously agreed cheque 102184 for £985.00 to D Stokes for the urgent repair of the bus shelter roof and sides along the A449 by the Mare & Colt.
- d) It was unanimously agreed to **RATIFY** the urgent decision for works carried out. Overgrown shrubbery obstructing views when exiting the lower car park at the village hall £30 plus Vat = total £36.00
- e) It was unanimously agreed to have an attendance at the Lockdown Event 28<sup>th</sup> August 2021.

#### **101. DATE OF NEXT MEETING Tuesday 5<sup>th</sup> October 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.**

**102.** It was unanimously **RESOLVED** to agree the Clerks new Contract of Employment as circulated with one change made to the holiday entitlement.

#### **103. Allotment Land Purchase.**

It was unanimously agreed for the Clerk to write a reply letter to Savills. Based upon a reply the situation posted on the Councils website.  
Cllrs Ingham and Atkinson to discuss the land at Chadwick Bank with previous tenant.

#### **104. Community Project/Village Hall/ Litigation.**

a) It was unanimously agreed to send the letter (as circulated) dated 4<sup>th</sup> August 2021 to the HPHMC.

- b) It was unanimously agreed to the spend £3,500 plus vat (if required) for the rectification of works associated with the above letter sent to the HPHMC 4<sup>th</sup> August 2021.
- c) It was unanimously agreed the Clerk to write to the HPHMC about the village halls structure concern and building insurance cover not being divulged.

The meeting closed at 21.45.

Signed 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.**