

HARTLEBURY PARISH COUNCIL

Clerk to the Council – L Cleaver
Email: hartlebury.clerk@gmail.com
Website: Hartlebury.org.uk
Please visit our NEW Facebook page.

To Members of Hartlebury Parish Council

Notice is hereby given that the next 'virtual' meeting of the Parish Council will be held on Wednesday 5th May 2021 commencing at 7.00pm **ANNUAL MEETING OF THE PARISH COUNCIL**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film, and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recordings and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photograph or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

Please note that members of public exercising their right to speak during Public Question Time may be recorded. **Members of the public, who would like access to this meeting, please contact Councillor S Tranter no later than midday on the Wednesday of the meeting, details of which can be found on our website. Virtual Meeting Policy to be adhered to.**

BUSINESS OF THE AGENDA

1. **ELECTION OF CHAIRMAN.**
2. **ELECTION OF VICE CHAIRMAN.**
3. **APOLOGIES**

To receive apologies and to approve reasons for absence.

4. **DECLARATIONS OF INTERESTS**

- 4.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.
- 4.2 To declare any Disclosable Pecuniary Interests in items on the Agenda and their nature.
- 4.3 To declare any Other Disclosable Interests on items on the Agenda and their nature, councillors who have declared a Disclosable Pecuniary Interest, or an

Other Disclosable Interest which falls within the terms of Paragraph 12(4)(b) of the Code of Conduct, must leave the room for the relevant items.
Failure to register or Declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

5. ADJOURNMENT OF THE MEETING

The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the parish council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting and will not form part of the minutes.

Adjournment of Meeting to hear from: -

- 5.1 Questions from members of the public, who cannot attend, emailed to the Clerk.
- 5.2 Questions from members of the public (a maximum of 15 minutes in accordance with Parish Council's Standing Orders for members of the public to submit comments or raise questions regarding matters on the agenda or for future consideration.
- 5.3 County Councillor Peter Tomlinson's report to be circulated.
- 5.4 District Councillor Stephen Bateman's report to be circulated.

6. MINUTES OF THE LAST PARISH COUNCIL MEETING.

To **APPROVE** the minutes of the meeting of the Parish Council 6th April 2021

7. PLANNING

District Council Decisions- already APPROVED.

21/001230/HP Winnall Springs, Lincomb Lane, Lincomb. Conversion of domestic garage into granny annex.

21/00282/HP Clareland, Lincomb Lane, Lincomb. Erection of a glasshouse.

21/00185/LB Yew Tree Cottage, Torton Lane, Torton. Replace existing retaining walls with walls the identical height and length.

District Council Decisions-already REFUSED/WITHDRAWN.

None.

Planning decisions –Retrospective.

None.

Planning Applications for Parish Council Comments, already circulated

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

21/00956/AGR Bells Farm Shop, Stourport Road, Chadwick Bank. Application for prior approval for the erection of an agricultural storage building.

None.

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

21/00502/HP 1 Pansington Farm Barns, Worcester Road, Titton. Removal of internal Ceiling to form vaulted roof and insertion of new window to gable (Associated ref 21/00758/LB).

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

To consider any planning matter since publication of agenda

8. FINANCE COMMITTEE MEETING / FINANCE

8.1 No minutes to consider due to meeting rescheduled.

8.2 To **RATIFY** the decision to approve the following payments made at the meeting 27th April 2021.

Cheque 102164 £20.69 Clerks expenses

Cheque 102165 £498.00 Top Cut grass maintenance contract March Inv 9049

Cheque 102166 £1157.78. CALC yearly subscription ref 8389

Cheque 102167 £180.00 Kidwells 23/3 to 19/4 billing period inv 12580

8.3 To review Budget V Actual.

End of January 2021

End of March 2021

8.4 To review bank reconciliations.

Position end of January 2021

Position end March 2021.

8.5 To **RATIFY** the decision to approve the following payments made after the meeting.

Cheque 102161 M Atkinson balance £400.00 website design.

Cheque 102162 D Stokes repairs to bench £85.00

Cheque 102163 Cumbrian Clock Company £198.00 Clock maintenance

8.6 To **Resolve** to agree the following.

Renew insurance policy with Zurich due 1st June 2021

Renewal cost £1,111.12 plus additional £274.32. Total £1,385.44

9. BRANDING.

9.1 To **RESOLVE** to agree the update required to bring letterheads and all councils paperwork in line with the house style of the new website.

10. NEW HOMES BONUS SCHEME CLOSURE.

10.1 To **RESOLVE** to agree electric supply to Hartlebury Village Green £5019.91 funding from NHB

10.2 To **RESOLVE** to agree best VFM quotes for one cubicle, fixing of cubicle and an electrician ref electric supply to the village green.

11. COUNCILLOR MEMBERSHIP GROUPS AND EXTERNAL BODIES.

11.1 To appointment members.

12. CAR PARK LEASE.

- 12.1 To consider the proposal to add the car park to the Parish Hall Management Committee lease.
- 12.2 To consider the Terms of Reference that three parties meet (PC & PHMC & CPMT) and mediator.
- 12.3 To consider the appointment of one or more mediators/negotiators.

13. BUSINESS LIAISON ADVISORY GROUP.

- 13.1 To **RESOLVE** to agree, bench area rear of the village hall to act as a remembrance area details as circulated.

14. VILLAGE HALL.

- 14.1 To **RESOLVE** to agree to bring the Village Hall back under the umbrella of the PC details as circulated.

15. FITNESS CLASS ON THE VILLAGE GREEN

- 15.1 To **RESOLVE** to agree fitness classes/boot camp, Tuesday/Thursday 10am for 40 minutes, taken by Petra Bland. Insurance details obtained.

16. CORRESPONDENCE.

- 16.1 List circulated and comments to be received on items marked yellow.

17. CLERKS REPORT.

- 17.1 Report as circulated, comments to be received.

18. PHMC COMMUNICATIONS UPDATE.

- 18.1 To **RESOLVE** to agree as circulated asking the solicitor about the sharing of the Structural Inspection report with the PHMC. .

19. TO RECEIVE REPORT OF PARISH COUNCILLORS

- 19.1 Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future debates. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

20. ANY URGENT DECISIONS

21. DATE OF NEXT MEETING Tuesday 1st June 2021

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.

22. Communication/Co-Option

23. Allotment Land Purchase.

24. Community Project/Village Hall Litigation.

**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.**