



Hartlebury Parish Council

Clerk to the Council – L Cleaver
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To Members of Hartlebury Parish Council

Notice is hereby given that the next meeting the **ANNUAL MEETING** of the Parish Council will be held on **Tuesday 16th May 2023 commencing at 7.30pm at the New Elizabethan School, Quarry Bank, Hartlebury, DY11 7TE.**

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.

BUSINESS OF THE AGENDA

1. ELECTION OF CHAIRMAN

To elect a Chairman and for the Chairman to sign the Declaration of Acceptance of Office

2. APOLOGIES

To receive and approve apologies for absence

3. ELECTION OF VICE CHAIRMAN

To elect a Vice Chairman.

4. DECLARATIONS OF INTERESTS

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

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.

6. COUNTY COUNCILLOR

6.1 To receive report of County Councillor Tony Miller

7. DISTRICT COUNCILLOR

7.1 To receive report of District Councillor Antony Hartley

8. MINUTES OF MEETING

8.1 To **APPROVE** the minutes of the Extraordinary Parish Council meeting held on 26th April 2023 (Attached).

9. PLANNING MATTERS

9.1 District Council Decisions- already APPROVED.

W/22/02756/HP

3 Norchard Barns, Norchard Lane, Crossway Green. Internal alterations to form an additional bedroom and glazing alterations. (23/2)

W/22/02747/RM

Proposed casting and inhibition buildings. Roxel (uk Rocket Motors), Summerfield Lane, Summerfield. (24/2)

W/22/00734/FUL

Change of Use and Conversion of the Existing Building on-site for the Provision of 6 Holiday Accommodation Units. Land at Grid Ref 381701 268258 Lincomb Lane, Lincomb. (2/3)

W/20/00561/CU APPEAL DECISION APPROVED

The appeal allowed and planning permission is granted for 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, retention of stable building under reference 19/02104/FUL. Site at Hangman's Cross, Stourport on Severn. (6/3)

W/22/01772/FUL & W/22/01773/LB

Change of use and extension with associated internal alterations to Grade 11 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 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. **Approved 9th March 2023.**

W/22/01599/FUL

The retention of timber decking and 2 no. Handrails (retrospective). Bells Farm Shop, Stourport Road, Chadwick Bank, Stourport On Severn. **Approved 4th April 2023**

W/22/00676/HP

Fenestrations, finish and onsite parking. Parkland View, The Avenue, Waresley, **Approved 6th April 2023**

W/22/01186/FUL

The erection of a mixed use commercial building (Use Classes E, B2, B8). Tilstone Industry, Ikon Trading Estate, Droitwich Road, Torton. **Approved 6th April 2023**

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

W/22/00172/FUL Appeal

Demolition of existing building (former kitchen to the New Elizabethan School) and erection of two-storey three bedroom dwelling. The Old Kitchen, Quarry Bank. Hartlebury. **The Councils original objections still stood, an additional email on behalf of the Parish Council sent referencing their concerns over the Appellants case ie their arguments to be considered untrue and photo misleading.**

W21/01670/FUL Appeal

Proposal holiday lets. Lakeside Barn, Charlton Lane, Torton. **Appeal dismissed 16th March 2023.**

W/22/00175/FUL Appeal

Change of use of land for siting of a mobile home (including access steps and storage building) for temporary use during periods of flooding (retrospective). Orchards End, Lincomb Lane, Titton. **Appeal dismissed 14th April 2023.**

9.3 Planning decisions –RETROSPECTIVE .

W/23/00020/FUL

Formation of New Site Access to Car Storage Area Associated with Car Sales Company. Land at (OS 8415 7354) Worcester Road Summerfield. **The Parish Council offered no objection as such but would like noted that stringent drainage checks should be made during the construction process.**

W/23/00395/HP

Two Storey Side Extension, Hill Crescent, Worcester Road, Low Hill, Kidderminster. **The Parish Council would like to object that the site is overdeveloped, in the greenbelt with no special needs**

W/23/00540/HP

Conversion of existing outbuilding to form additional residential accommodation to the main house. 2 Station Road, Hartlebury. **Objection:- with regards the parking provision, a four bed property must have a minimum of 2 x parking spaces and it is understood this property only has one.**

9.4 Planning Applications for Parish Council Comment.

10. FINANCE COMMITTEE MEETING / FINANCE

To receive any comments with regards minutes of the Finance Committee 8th March 2023 (Attached).

10.1 To **note** the following direct debits/debit card payments taken:-

Direct debits	£ 22.90	YU Energy – January 2023
	£ 28.00	HSBC bank charges January 2023
	£ 337.50	Savills allotment rent , 6mths to 24/3/2023
	£ 3.23	YU Energy – February 2023
	£ 36.00	HSBC – February 2023
	£ 13.73	YU Energy – March 2023
	£1114.32	HMRC qtlly payment
	£ 15.00	HSBC bank charges March 2023
Debit card	£ 7.65	Post office ,paperwork for small claims court

10.2 PAYMENTS

To **RESOLVE** to agree the following payments:-
(two signatories to sign the cheques):-

Cheque 102365	£1456.97	Clerks salary April 2023
Cheque 102366	£ 289.32	G Marshall Maintenance/Handyman April
Cheque 102367	£1271.00	Hartlebury Castle Preservation Trust event to Celebrate the Coronation of HM King Charles III
Cheque 102369	£ 97.55	Clerks expenses (Attached)
Cheque 102370	£ 328.60	D K Edwards Internal Audit & Agar advice

The use of the new direct debit card for Nest Payment April 2023 £ 86.19

10.3 CHURCH CLOCK MAINTENANCE

To discuss/**RESOLVE** to agree this subject (Attached)

10.4 BANK RECONCILIATION

To approve the monthly bank reconciliation statement 1st May 2023 (Attached)

10.5 BUDGET v ACTUAL

To review the budget v actual 1st May 2023 and to receive any comments (Attached).

10.6 MIDSUMMER EVENT ON THE VILLAGE GREEN

To agree the recommendation of the Finance Committee 8th March 2023 to sponsor the electricity for the above event for that day.

10.7 INTERNAL AUDITORS REPORT

To receive the Internal Auditors Report (Attached)

10.8 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/2023

To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for the financial year to 31st March 2023(Attached)

10.9 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/2023

To approve section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for the financial year to 31st March 2023 (Attached)

11 PARISH LENGTHSMAN/MAINTENANCE

11.1 To note this year's budget and current Lengthsman and additional Lengthsman providing training pass successful.

12 COUNCIL MEETING DATES

12.1 To review/agree meetings (Attached)

13 COUNCILLOR MEMBERSHIP GROUPS AND EXTERNAL BODIES

13.1 To appoint members

14 STANDING ORDERS

14.1 To note and consider reviewing Standing Orders.

15 ANNUAL INSURANCE DUE 1st June 2023

15.1 To consider arrangements for insurance cover are in place in respect of all insurable risks and payment cheque 102368 £1554.89 for Zurich Municipal (Attached)

16 WYCHAVON PARISH GAMES

16.1 Details as circulated. Comments to be received.

17 GRASS CUTTING CONTACT

17.1 To review /agree this year's contact (attached) and payment of Aprils invoice £819.00

18 REPORTS

18.1 Councils representative on the HPHMC.

18.2 Clerks

18.3 Handyman/Maintenance person

19 CORRESPONDENCE

19.1 List as circulated, comments to be received.

20 TO RECEIVE REPORT OF PARISH COUNCILLORS

20.1 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.

21 ANY URGENT DECISIONS

22 DATE OF NEXT MEETING Tuesday 4TH July 2023, all agenda items to be presented to the Clerk no later than Monday 19th June 2023

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 PREJUDIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE AGENDA ITEM.

23 CHADWICK BANK

To consider information from current tenant.

Hartlebury Parish Council – Parish Council Membership, K Arnott, C Atkinson, J Cosham, A Evans, Ed Hancocks, M Harris, E Hellens, J Hipkins, R Kirby, C Neale, K Pratt, A Scheps, L Tarleton-Hodgson.