



Hartlebury Parish Council

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To Members of Hartlebury Parish Council

Notice is hereby given for an **EXTRAORDINARY MEETING** of the Parish Council and will be held on **Wednesday 26th April 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. APOLOGIES

To receive apologies and to approve reasons for absence.

2. DECLARATIONS OF INTERESTS

2.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.

2.2 To declare any Disclosable Pecuniary Interests in items on the Agenda and their nature.

- 2.3 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.
- 2.4 Failure to register or Declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

3. 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: -

- 3.1 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.

4. MINUTES OF MEETING

To **APPROVE** the minutes of the Extraordinary Parish Council meeting held Wednesday 8th March 2023 already circulated.

5. CLERKS DELEGATED POWERS.

To **RESOLVE** to agree the continuation of delegated powers for the Clerk on all planning related matters, details as circulated.

6. PAYMENTS TO BE AGREED

To **RESOLVE** to agree the following payments, two signatures required:-

Cheque 102359 £1354.84 Clerks Salary March

Cheque 102360 £ 75.04 Reimbursement to Clerk, Nest payment

Cheque 102361 £1212.88 Worcestershire CALC – Annual subscription

Cheque 102362 £ 2400.00 K W Boulton Tree Care po 71 Mitre Oak tree works

Cheque 102362 £200.00 Hartlebury Castle Annual Parish Meeting

7. FINANCIAL REGULATIONS

a) To **RESOLVE** to agree the recommendations made by the External Auditor and to make the following changes to (4.1) and (6.2) as attached.

b) To **RESOLVE** to agree a change to the Clerks emergency powers point (4.4)

8. PAYEMENTS

To **RATIFY** the following urgent payments made:

Cheque 102345 £819.00 Top Cut maintenance contract grass cutting Feb.

Cheque 102346 £278.36 Maintenance/Handyman February checks

Cheque 102348 £ 36.00 Worcestershire CALC, Clerks Toolkit training

Cheque 102349 £168.00 Leagate Builders –heras fencing emergency

Cheque 102350 £264.00 J&A Tree Services po 69 parish hall tree work

Cheque 102351 £589.98 Top Cut Lengthsman duties

Cheque 102352 £756.00 K W Boulton Tree Care po 70 tree works – village green

Cheque 102353 £331.11 Maintenance/Handyman , March checks

Cheque 102354 £368.40 ROSPA Play Safe Annual Inspection po85

Cheque 102355 £1975.00 Maintenance/Handyman po 84 play area works
Cheque 102356 £5538.00 PKF Littlejohn, Agar complaint year ended March 2021
Cheque 102357 £3768.00 PKF Littlejohn, Agar complaint year ended March 2022
Cheque 102358 £819.00 Top Cut maintenance contract grass cutting March

9. RESERVES

- a) To **RESOLVE** to agree changes to ear marked reserves as outlined on the attached.
- b) To consider the General Reserves figure at the end of the year and recommendation.

10. AGAR

To **RESOLVE** to agree help with this year's AGAR. £20 per hour to a maximum of 10 hours plus mileage at 45p per mile.

11. MANOR LANE STORAGE

To **RESOLVE** to agree writing to an ex parish councillor with regards to items owned by the Parish Council but apparently stored at Manor Lane.

12. MEETING 6TH APRIL /BREACH OF LEASE

- a) To review the Breach of Lease letter dated 13th March 2023 to the HPHMC and consider what action if any to take.
- b) To review the meeting notes from Worcestershire CALC and to consider their recommendations.

13. DATE OF NEXT MEETING Tuesday 16th May 2023, all agenda items to be presented to the Clerk no later than Tuesday 2nd May 2022

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.

14. COMMUNITY PROJECT – LITIGATION.

Update since the last meeting.

15. EMAIL REQUEST

To consider this request details as circulated.

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