



Hartlebury Parish Council

Clerk to the Council – Clare Shinner. Email hartleburyclerk@gmail.com

To Members of Hartlebury Parish Council

Notice is hereby given that the next meeting of Hartlebury Parish Council will be held on **Tuesday 1st August 2023 commencing at 7.00pm at the Hartlebury Parish Hall, Waresley Court Road, Hartlebury, DY11 7TQ.**

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 and approve apologies for absence

2. DECLARATIONS OF INTERESTS

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

- 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.
- 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.

4. COUNTY COUNCILLOR

- 4.1 To receive report of County Councillor Tony Miller

5. DISTRICT COUNCILLOR

- 5.1 To receive report of District Councillor Tony Hartley

6. MINUTES OF MEETING

- 6.1 To **APPROVE** the minutes of the meeting 20th June 2023 and 4th July (Attached).

7. PLANNING MATTERS

7.1 District Council Decisions- APPROVED.

W/23/00970/LB

Proposal: Repairs to timber framing and infill panels, and associated lime-work repairs.

Location: Waresley Manor, Manor Lane, Waresley, Hartlebury, Kidderminster, DY11 7XN

W/23/00832/LB

Proposal: Removal and replacement of doors on second floor, to comply with fire safety requirements of the previously permitted Change Of Use W/22/01773/LB

Location: Aurora Wilden View School, Worcester Road, Torton, Kidderminster, DY11 7RR

W/23/00969/HP

Proposal: Single storey side and rear extensions and front porch

Location: Old Coach House, Droitwich Road, Torton, Hartlebury, Kidderminster, DY10 4HU

W/23/00540/HP

Proposal: Conversion of existing outbuilding to form additional residential accommodation to the main house.

Location: 2 Station Road, Hartlebury, Kidderminster, DY11 7YJ

7.2 District Council Decisions-already REFUSED/WITHDRAWN/APPEAL.

None to date of agenda.

7.3 Planning Applications for Parish Council Comment.

W/23/01263/HP Location: Berkley Farm, Summerway Lane, Torton, Hartlebury, Kidderminster, DY11 7SE

Description of Proposal: First floor single and two storey extensions and render of existing façade.

W/23/00834/HP

Location: Holmdale, Stanklyn Lane, Hartlebury DY10 4HS

Proposal: Proposed first floor extension.

W/23/01017/HP

Location: The Field House, Worcester Road, Shenstone, Kidderminster, DY10 4ER

Proposal: erection of garage block with games room over.

W/23/01358/FUL

Location: Formerly The Royal British Legion, Millridge Way, Hartlebury Description of Proposal: Demolition of existing buildings and the erection of 12 dwellings with access, open space, parking, landscaping and associated works. Change of use from Sui Generis to C3 - Residential.

8. FINANCE COMMITTEE MEETING / FINANCE

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

Direct debits

YU energy	£13.73
HSBC Charges to 31 May	£15

<u>Cheque</u> 102363	£200
----------------------	------

Debit card

Post office	£23.40
-------------	--------

<u>Balance at HSBC</u> according to bank statement	£56,502.87
--	------------

8.2 PAYMENTS

To **RESOLVE** to agree the following payments:-

Replacement defibrillator pads from AADEFIB	£138
Worcestershire CALC Training for Hartlebury Parish Council	£222.45
Grant Marshall – Maintenance July 23	£250
L Cleaver – payment for attending Court on behalf of Hartlebury Parish Council	£44.57

9. REPORTS

To receive reports from Parish Councillors & advisory groups/working parties and to consider accepting this as a monthly agenda item.

10. MEMORIAL BENCH

The council previously voted to remove the memorial bench for Mrs Richardson due to health and safety concerns. At the previous council meeting it was agreed that options could be presented to the council to replace the memorial bench. Council to consider the 3 options for replacement bench as per attached documents.

11. APPOINTMENT PROCESS FOR NEW CLERK

The staffing advisory group would like the Council to consider that they follow the CALC interview and appointment process (adapted where necessary to exclude factors not relevant to this Parish Council)

12. DEFIBRILLATOR

The recreation and Amenities Group ask that the defibrillator is placed on the nationwide register "The Circuit" so that anyone who needs this device in the area will be instructed by 999 operators to the device at the Parish Hall.

To allow the Recreation & Amenities Advisory Group to further investigate about signage and bring their findings, with possible quotes (if required) back to council.

13. WEBSITE

At the 4th July meeting it was resolved for the W&SM working party to get three quotes for design, implementation and training on a new/re-vamped web site. Quotes to be submitted to the full council with the group's recommendations and a decision on the provider to be made.

14. A COMMUNITY CONSULTATION

BL&E Advisory group

Proposal for decision - To hold a community consultative event : "A Community Conversation" in the Parish Hall (using one of the allotted meeting dates of the HPHMC Contract)

Date: Wednesday 27th September 2023 at 4.30pm -7pm.

For the BL&E Advisory Group to carry on to develop and co-ordinate the event. • Event to be advertised as widely as possible (web/social media/noticeboards) at no cost to the council.

15 CHRISTMAS TREE EVENT

The business Advisory Group asks the Parish Council for permission to

- 1) To gain quotes for an exit box glandplate modification to be carried out. Bring back to the September PC meeting for consideration.
- 2) Contact original installer for replacement circuit diagram, replace timer instructions and install while changing locks.
- 3) Purchase and replace existing locks ASAP

16 LAPTOP & PHONE FOR THE CLERK (Attached)

To note the purchase of a laptop and phone for the clerk and quotes thereof.

17 REPORTS

17.1 Councils representative on the HPHMC.

17.2 Clerks

17.3 Handyman/Maintenance person

18 CORRESPONDENCE

18.1 List as circulated, comments to be received.

- Parish Hall bookings email.

19 TO RECEIVE REPORT OF PARISH COUNCILLORS

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 Council to consider that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the following part of the meeting during the consideration of the following business as it would be prejudicial to the public interest because of the confidential nature of the items.

21 TO DISCUSS ONGOING LEGAL MATTERS.

To discuss the halls recommendation to adjourn the Court Case and to mediate with the Council. If agreed, a temporary working party to be set up of 3+ Councillors to investigate the Case.

22 MATTERS RELATING TO THE PREVIOUS CLERK – report to the Council.

23 DATE OF NEXT MEETING Tuesday 5th September 2023

C Shinner.....
Clerk to the Parish Council.

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