



# Hartlebury Parish Council

Clerk to the Council – Vacant  
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## **To Members of Hartlebury Parish Council**

Notice is hereby given that the next meeting of Hartlebury Parish Council will be held on **Tuesday 4<sup>th</sup> July 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 (Updated 28 June 2023)**

### **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 6<sup>th</sup> June 2023 (Attached).

### 7. PLANNING MATTERS

#### 7.1 District Council Decisions- already **APPROVED**.

W/23/00310/FUL

Proposed memorial wall and seating area. At Hartlebury Parish Hall, Waresley Court Road. Approved 23<sup>rd</sup> June 2023

#### 7.2 District Council Decisions-already **REFUSED/WITHDRAWN/APPEAL**.

None

#### 7.3 Planning Applications for Parish Council Comment.

**W/23/00832/LB**

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  
Aurora Wilden View School, Worcester Road, Torton.

### 8. FINANCE COMMITTEE MEETING / FINANCE

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

Direct debits	£13.73	YU Energy – May 2023
	£15.00	HSBC bank charges May 2023
Debit card	£23.40	First Class signed for letters 15 <sup>th</sup> June 2023

#### 8.2 PAYMENTS

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

(two signatories to sign the cheques):-

Cheque 102373	£1494.91	Clerks Salary May 2023
Cheque 102374	£1170.26	Clerks Salary June 2023
Cheque 102375	£ 86.19	Reimburse the Clerk Nest payment April 2023
Cheque 102376	£ 90.37	Reimburse the Clerk Nest payment May 2023
Cheque 102377	£ 54.85	Reimburse the Clerk Nest payment June 2023
Cheque 102378	£ 55.05	Clerks expenses May & June 2023
Cheque 102379	£ 250.00	Handyman/maintenance person May 2023
Cheque 102380	£ 252.60	R Mullett locum Clerk 6 <sup>th</sup> June 2023
Cheque 102381	£ 819.00	Top Cut May 2023 Contract

**8.3 BANK RECONCILIATION TO 1<sup>ST</sup> JUNE 2023** (Attached)

**8.4 BUDGET v ACTUAL**

To review the budget v actual 1<sup>st</sup> June 2023 and to receive any comments (Attached).

**8.5 COMMUNITY INFRASTRUCTURE LEVY NEIGHBOURHOOD FUND**

**9 CHRISTMAS EVENT** (Attached)

**10 RECYCLING PODS RETURN TO THE PARISH HALL CAR PARK** (Attached)

**11 MEMORIAL BENCH.** (Attached)

**12 ROSPA REPORT**

12.1 Actions to be considered following the ROSPA Report (Attached)

**13 QUESTIONNAIRE APRIL 2023 ANNUAL PARISH MEETING**

13.1 To review the above (Attached)

**14 PLAYING FIELDS/PARISH HALL SURROUNDS/GREEN MAINTENANCE/GRASS /LENGTHSMAN/PARISH INFRASTRUCTURE ADVISORY GROUP**

14.1 To consider this group's recommendations (Attached)

**15 NEW OFFICIAL COUNCIL WEBSITE** (Attached)

**16 LAPTOP & PHONE FOR THE CLERK** (Attached)

**17 APPOINTMENT OF WEB MASTERS** (Attached)

**18 COUNCILLOR MEMBERSHIP GROUPS AND EXTERNAL BODIES UPDATED** (Attached)

**19 TO OPEN A NEW COUNCIL BANK ACCOUNT** (Attached)

**20 REPORTS**

20.1 Council's representative on the HPHMC.

- 20.2 Clerks
- 20.3 Handyman/Maintenance person

## **21 CORRESPONDENCE**

- 21.1 List as circulated, comments to be received.

## **22 TO RECEIVE REPORT OF PARISH COUNCILLORS**

- 22.1 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.

## **23 ANY URGENT DECISIONS**

## **24 DATE OF NEXT MEETING Tuesday 1<sup>st</sup> August 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 PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE AGENDA ITEM.**

## **25 DATA PROTECTION**

## **26 TO CHANGE THE STAFFING COMMITTEE TO STAFFING ADVISORY GROUP (Attached)**

## **27 MATTERS RELATING TO THE CLERK**

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K Arnott  
Chair (locum Proper Officer)

**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.**