



Hartlebury Parish Council

Clerk to the Council – L Cleaver
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Please visit our NEW Facebook page.

To Members of Hartlebury Parish Council

Notice is hereby given that the next meeting of Hartlebury Parish Council will be held on **Tuesday 6th June 2023 commencing at 7.00pm 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 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 Annual Meeting of the Parish Council held on 16th May 2023 (Attached).

7. PLANNING MATTERS

7.1 District Council Decisions- already APPROVED.

W/22/01136/FUL

Green Gables, Lincomb Lane, Hartlebury. New build bungalow to replace existing barn approved for residential conversion. (Approved 26th May 2023)

7.2 District Council Decisions-already REFUSED/WITHDRAWN/APPEAL.

None

7.3 Planning Applications for Parish Council Comment.

8. FINANCE COMMITTEE MEETING / FINANCE

To **APPROVE** the minutes of the Finance Committee 8th March 2023 (Attached).

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

Direct debits	£13.29	YU Energy – April 2023
	£32.00	HSBC bank charges April 2023

Debit card	£ 0.00	Not used.
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8.2 PAYMENTS

To **RESOLVE** to agree the following payments:-
(two signatories to sign the cheques):-
None

8.3 BANK RECONCILIATION

Nothing to consider

8.4 BUDGET v ACTUAL

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

8.5 CHANGE IN STATUS OF FINANCE COMMITTEE

To review as proposed. (Attached)

9 CHANGE OF VENUE AND DAY OF MEETING

9.1 To consider this proposal (Attached)

10 TO EXAMINE THE 2022/2023 AGAR

10.1 To consider the proposal (Attached)

11 INTERNAL AUDIT REPORT

11.1 To review the Internal Auditors Report (Attached)

12 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/2023

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

13 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/2023

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

14 STANDING ORDERS

To review the following:-

- 14.1 Terms of Reference of committees and advisory groups. Finance, Staffing and working .
- 14.2 Councils Financial Regulations
- 14.3 Review of arrangements with other local authorities, none for profit bodies/business
- 14.4 Representation on or work with external bodies and arrangements for reporting back
- 14.5 Asset Register, including office equipment
- 14.6 Complaints procedure
- 14.7 Data Protection & FOI
- 14.8 Review of Councils subscriptions to other bodies (attached budget)
- 14.9 Complaints procedure
- 14.10 Councils employment policies and procedure.
- 14.11 Councils expenditure incurred under S137 of the Local Government Act.
- 14.12 Determin time/place ordinary meetings of full Council to next annual meeting

15 COMMUNITY PROJECT LITIGATION WORKING PARTY

15.1 To consider the set up of the above (Attached)

16 BLOCKS AT THE PARISH HALL CAR PARK

16.1 To consider the request for the removal of concrete blocks (Attached)

17 EMAIL CONTACT PRIVACY NOTICE

17.1 To be reviewed (Attached).

18 PUBLICATION SCHEME

18.1 To be reviewed (Attached).

19 RISK ASSESSMENT

19.1 To be reviewed (Attached)

20 REPORTS

20.1 Councils 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 4TH July 2023, all agenda items to be presented to the Clerk no later than Tuesday 20th 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 PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE AGENDA ITEM.

25 Data Protection Complaint

L Cleaver.

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.