



Hartlebury Parish Council

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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 the Parish Council will be held on **Tuesday 1st February 2022 at the New Elizabethan School, Quarry Bank, Hartlebury, DY11 7TE commencing at 7.00pm**. 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, who cannot attend, emailed to the Clerk.
- 3.2 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.
- 3.3 County Councillor Tony Miller Report. No report available for circulation ahead of the meeting.
- 3.4 District Councillor Stephen Bateman. No report available for circulation ahead of the meeting.

4. MINUTES OF MEETING

To **APPROVE** the minutes of the Parish Council meeting held Tuesday 7th December 2021 already circulated.

5. PLANNING

District Council Decisions- already APPROVED.

21/02150/CU

Change of use of land to site existing agricultural workers comprising of 34 existing caravans and 4 proposed additional caravans (38 in total). With 28 being occupied between February and November inclusive and 10 occupied for 12 months of the year. Norchard Farm, Norchard Lane, Crossway Green, Stourport –on –Severn. (21st Dec)

21/02592/CU

Change of use of land to domestic garden enclosed by fencing and installation of log cabin for home office use and raised decking for Jacuzzi(part retrospective) 3 Norchard Barns, Norchard Lane, Crossway Green. (5th Jan 2022)

21/02858/CLE

4 Norchard Barns, Norchard Lane, Crossway Green. The Lawful Development Certificate, Lawful Commencement of Planning Permission 20/01396/CU redundant barn to a single dwelling house (10th Jan)

21/02447/HP

1 Norchard Barns, Norchard Lane, Crossway Green. Erection of garden shed (14th Jan)

21/02739/HP

Mole End, Stourport Road, Charlton. Single storey extension (14th Jan)

District Council Decisions-already REFUSED/WITHDRAWN/APPEAL.

21/01670/FUL

Change of use of land and construction of 2no. Holiday Lets. Lakeside Barn, Charlton Lane, Torton. **Refused** (14/12/21)

21/02433/HP

3 Upper Goldness Barns, Worcester Road, Torton. Erection of a detached garage. **Withdrawn.** (18/1/22)

Planning decisions –Retrospective.

21/02858/CLE

Lawful Development Certificate. The Lawful Commencement of Planning Permission 20/01396/CU. 4 Norchard Barns, Norchard Lane, Crossway Green, Stourport On Severn. **No objection.**

21/02793/FUL

Conversion and extension to garage to form a live/work unit. Old Post Office, Crossway Green, Stourport-on-Severn. **Objection made 1) an over development of the site 2) parking and access, highway safety concerns**

21/02853/HP

First floor side extension and alterations. 68 Waresley Park. **No objection to the build providing the gate access by that property (Waresley Park to Manor Lane) not blocked. This gate was originally additional access in case of a fire for the safety of those on the estate.**

21/02586/HP

Proposed single storey side and rear extension. Bank House Cottage, Inn Lane. **No objection.**

21/02964/CU

Conversion of roof storage space above garage into holiday let accommodation. Carpenters Barn, Torton Lane, Torton. **No objection.**

Planning Applications for Parish Council Comments, already circulated

W/22/00047/HP

Erection of a two bay garage and home gym with an office/store room above for the use of the occupants of Sunnydale. Sunnydale Bungalow, Lincomb Lane.

21/02975/OUT

Development of 6no. self-build dwellings. Woodside Nurseries, Stourport Road, Crossway Green.

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To consider any planning matter since publication of agenda

6. FINANCE COMMITTEE MEETING / FINANCE

6.1 Minutes of the Finance Committee – none to consider.

6.2 To **RATIFY** the decision to approve the following payments made
Cheque 102222 £ 99.46 C Atkinson Christmas Fayre expenses
Cheque 102230 £495.00 Top Cut, grounds maintenance invoice 9992
Cheque 102233 £495.00 Top Cut grounds maintenance invoice 10076

Christmas Fayre Stall Holder Refunds:-

Cheque 102223 £ 20.00 L H
Cheque 102224 £ 15.00 S E
Cheque 102225 £ 10.00 R C
Cheque 102226 £ 20.00 JM
Cheque 102227 £ 15.00 CL
Cheque 102228 £ 10.00 AM
Cheque 102229 £ 15.00 TT
Cheque 102231 £ 10.00 ELC
Cheque 102232 £ 15.00 RH

Direct Debit £16.32 Electricity on the village green (9/1/22)

6.3 To review Budget v Actual 1st January 2022 as circulated and to receive any comments.

6.4 To review bank reconciliation 1st January 2022 as circulated and to receive any comments.

6.5 To **RESOLVE** to agree the following payments
Cheque 102234 Clerks expenses £151.08
Cheque 102235 Clerks Salary November and December £2507.57
Cheque 102237 GJH Electrical remove/store Christmas lights £144.00
Cheque 102238 CALC Chairmanship training £144.00

7. PARKING ON QUARRY BANK

7.1 To review parking concerns and agree course of action as circulated by Cllr Meredith

8. WORK REQUIRED AROUND MUGA/TENNIS COURT/REAR CAR PARK

8.1 To consider 3 x quotes for various works for the above as circulated.

9. EVENTS 2022

9.1 Stall holders, funds from Christmas carried forward £190 to the Easter event 2nd April.
9.2 To advertise events for 2022 free of charge via the Parish Magazine – Community Events section.
9.3 Events 2022 thoughts

10. 2022-2023 TAX BASE WDC

10.1 The amount of £1372.11 subject to approval by the Executive Board 5th January 2022. Band D will therefore be £27.33.

11. ASSET REGISTER WORKING PARTY

- 11.1 To review the current Asset Register value £425,603.
- 11.2 Any changes to be considered before insurance renewal consideration.

12. PAYROLL PROGRAMME

- 12.1 To consider to reimburse the Clerk for the Moneysafe Payroll programme for integration to HMRC and pension provider £75.00 plus Vat £15.00, total £90.00.
Cheque 102236 £90.00

13. ROSPA

To **RESOLVE** to agree to following

- 13.1 Gym Equipment Post Installation Inspection by ROSPA £395 plus vat
- 13.2 Annual Inspection. MUGA/Tennis Court, Children's areas £210.00 plus vat, price at a reduced rate as gym equipment post installation inspected at the same time.

14. MUGA & TENNIS COURT MAINTENANCE

- 14.1 To **RESOLVE** to agree SAPCA sports specialist their recommendation cleaning and moss killing every 3 years and small holes repaired as practically possible. No previous cleaning or moss killing. This year £2570.00 plus vat. Included in the quote will be the cleaning of 5 disabled parking spaces in the car park by the village hall which are also full of moss.

15. ANNUAL PARISH MEETING TUESDAY 5TH APRIL

- 15.1 Venue to be secured, to lay on light refreshments, to agree maximum spend £200
- 15.2 Advertisement placed in the parish magazine at no cost to the parish council.

16. THREE YEAR GROUNDS MAINTENANCE CONTRACT..

- 16.1 To **RESOLVE** to agree that the above be reviewed by the FC 1ST March and contract awarded accordingly without further referral to the parish council as the contract needs to be awarded before the next full council meeting.

17. CLERKS TRAINING

- 17.1 To **RESOLVE** to agree Clerks training, 6TH October 2022, Introduction to CILCA £65.00

18. ALLOTMENTS CONCERNS

To **RESOLVE** to agree 5 x proposals as outlined by Cllrs Atkinson and Pratt.

- 18.1 Rail by main gate to be repaired at no charge to the PC
- 18.2 Contact the farmer for the repair of the fence.
- 18.3 3 x places allocated on site (2 x left of entrance 1, x back of site) for the delivery of bark. Map provided.
- 18.4 To purchase 6 x LED security motion sensors as outlined in the proposal
- 18.5 Funding for the LED sensors to be taken from budget section Green Maintenance P3 Scheme.

19. ALLOTMENT TRACK REPAIRS

To **RESOLVE** to agree 2 x proposals as outlined by Cllr Atkinson

- 19.1 To the purchase of 10 tonne of materials £150.00 plus vat £30, total £180
- 19.2 Funding to be taken from budget "Hire of Hall".

20. CORRESPONDENCE

20.1 List circulated and comments to be received on items marked yellow.

21. CLERKS REPORT

21.1 Report 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 3rd 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.

25. COMMUNITY PROJECT /VILLAGE HALL/LITIGATION

Community Project to include the Heras Fencing.

Kidwells Solicitors

Review test results (undertaken 2nd December) and agree next course of action.

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