



# Hartlebury Parish Council

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## To Members of Hartlebury Parish Council

Notice is hereby given that the next meeting of the Parish Council will be held on Tuesday 3<sup>rd</sup> August 2021 at the New Elizabethan School, Quarry Bank, Hartlebury 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.

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 Police Constable Andrea Leslie, crime figures over view.
- 3.2 Questions from members of the public, who cannot attend, emailed to the Clerk.
- 3.3 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.
- 3.4 County Councillor Tony Miller Report emailed to Parish Councillors ahead of the meeting.
- 3.5 District Councillor Stephen Bateman. No report will be available for circulation ahead of the meeting.

### 4. MINUTES OF MEETING

To **APPROVE** the minutes of the Meeting of the Parish Council held Tuesday 1<sup>st</sup> June 2021 already circulated.

### 5. PLANNING

**District Council Decisions- already APPROVED.**

- 21/00898/HP Old Post Office, Crossway Green, Stourport On Severn. First floor side extension (Variation of condition 2 to reference 20/01720/HP)
- 21/00798/HP Church View, Crossway Green, Stourport On Severn. Single storey rear extension.
- 21/00502/HP 1 Pansington Farm Barns, Worcester Road, Titton, Stourport On Severn. Removal of internal ceiling to form vaulted roof and insertion of new window to gable. Associated reference 21/00758/LB
- 21/00333/FUL Cobblers Barn, Low Hill. Construction of agricultural track and field gates.
- 21/00697/CU Waynhams Farm, Lincomb Bank, Lincomb, Crossways Green. Change of use of Land (siting of two mobile shepherd huts) for use as holiday lets.

**District Council Decisions-already REFUSED/WITHDRAWN/APPEAL.**

20/00675/OUT The Yard Bishops Wood Lane, Crossway Green. Outline application for the construction of a live/work unit of accommodation with all matters reserved. **Appeal lodged APP/H1840/W/20/326301 Parish Council raised an objection.**

**Planning decisions –Retrospective.**

21/01227/CU Land at (OS 83333 6914) Stourport Road, Chadwick Bank. Change of use to dog agility and training field. **No Objection.**

21/01068/LB Red House, Quarry Bank. Re-roofing of rear slope and installation of new internal gas boiler. **No Objection**  
21/01591/HP Willow House, Titton Farm Lane, Titton. Erection of proposed single storey side extension. **No Objection.**

**Planning Applications for Parish Council Comments, already circulated**

20/000034/CM Proposed development of an Energy and Resource Park. Re-consulting on the application. Submission of further information as circulated.  
21/01577/FUL Pye Hill Farm, Walton Lane. Conversion of former agricultural barn to holiday let including extension of driveway and parking. Associated Ref 21/01578/LB  
21/01187/HP 2, Waresley Court Road. Single storey rear/side extension (retrospective)  
21/01599/OUT Roxel (UK Rocket Motors) Ltd, Summerfield Lane, Summerfield. Erection of 2.no industrial facilities.

**To consider any planning matter since publication of agenda**

**6. FINANCE COMMITTEE MEETING / FINANCE**

- 6.1 To receive any comments with regards minutes of the Finance Committee meeting Tuesday 6<sup>th</sup> July 2021, minutes already circulated.
- 6.2 To **RATIFY** the decision to approve the following payments made at the meeting:-  
Payment £14.00 hire of the Village Hall (raining so meeting outside as planned not able to take place) for the inspection of the Councils accounts by members of the public cheque 102183.  
Payment to Top Cut invoice 9354 £495.00 June grass cutting contract cheque 102182.
- 6.3 To review Budget V Actual end May 2021 and end June 2021 as circulated
- 6.4 To review bank reconciliation end May 2021 and end June 2021 as circulated.
- 6.5 To **RATIFY** the decision to approve the following payments made after the meeting. –  
Chq 102175 D K Edwards £190.00 reissued as original 102172 incorrectly made out to DKE Audit Services  
Chq no 102176 Top Cut Mowing May Cut £495.00 Invoice 9232  
Chq no 102177 S Tranter £19.98 as original chq 102050 Feb not presented  
Chq no 102178 L Cleaver clerk expenses £149.31 original chq 102053 Feb not presented  
Chq no 102179 R Mullett locum clerk £350.00, original chq 102052 Feb not Presented  
Chq no 102180 Lexis Nexis £119.99 12<sup>th</sup> Edition of the book Local Council Administration  
Chq no 102181 J & A Tree Service £360.00 new bus service running, over hanging trees fouling route. Cut back to statutory height 5.2metres as required by the transport act 1980 section 154  
Damage to Silver Birch Tree £25.00 Top Cut to remove and take away
- 6.6 To **RESOLVE** to agree changes to the budget 2021-22

- a) The allotment surplus end of April 2021 £351.22 be recorded on this year's budget under "Allotment Expenses".
- b) Chair Cllr Tim Ingham does not wish to take this year's Chairman's allowance but instead donate the £250 to the local primary school.
- c) The balance from last year's Community Project £2845.62 cost to be recorded on this year's budget.
- d) A letter be sent to the HPHMC referencing £4,000 and £6,000 N Trust funding which the FC believe should be held on the PC's budget/accounts and not the HPHMC accounts.

6.7 To **RESOLVE** to agree the decision to allow the Clerk to make the necessary payment of invoices as required due to bi-monthly meetings.

6.8 To **RESOLVE** to agree the following payments:-  
Clerks expenses £61.80 plus £14.80 = Total £76.60

6.9 To **RESOLVE** to agree the recommendations from the Finance Committee:-

- a) To instruct the Children's Play Advisory Service to carry out the Annual Playground Inspection £100 plus vat.
- b) To increase the websites speed, cost £71.88 plus vat
- c) To engage with the Lengthsman to move to VAS to Woodbury Close until end September and then to Station Road.
- d) To allow the Maintenance person, painting two picnic benches between the two play areas £70 each to help extend their life.
- e) To amend the Finance Committees Terms of Reference (2. Members) to reflect committee members appointed at 5<sup>th</sup> May meeting , with no further recommendations for the Council to consider.
- f) A member from Business Liaisons to contact the PCC about a joint Christmas Event
- g) To agree the recommendation and use the New Elizabethan School where possible for all Council meetings at no charge and a donation for the schools pupils of £200 at the end of the year.
- h) To agree to ask for charitable donations were possible for the use of the playing fields to help support this year's Christmas Project, a Christmas tree and Lights.

## 7. HOUSING NEEDS SURVEY

7.1 Blank template survey circulated 21<sup>st</sup> June. Do changes for example additional questions need to be added before WDC send to all those registered on the electoral roll.

## 8. GRANT AWARDS.

- 8.1 .To consider payment £250.00 to the WI to publish and print a book celebrating the centenary of Hartlebury WI. Please also refer to Clerks Report for additional information.
- 8.2 To consider payment to the PCC for the Churchyard Maintenance at St James and St Marys. Please also refer to Clerks Report for additional information.

## **9. STAFFING COMMITTEE.**

- 9.1 To review the staffing committees minutes Tuesday 20<sup>th</sup> July 2021 and to receive any comments.
- 9.2 To **RESOLVE** to agree the recommendations by the Staffing Committee that the committees Terms Of Reference be amended (1.Members) to reflect those member now on this committee as appointed annually at the Council Meeting 5<sup>th</sup> May 2021 and with no other recommendations for the Council to consider.

## **10. VILLAGE HALL WORKING PARTY UPDATE.**

- 10.1 The Village Hall Working Party was set up to address the ongoing issues. Meetings have taken place during the last two months. Three options outlined which could be presented to the HPHMC as early as next week.

## **11. STRUCTURAL INSPECTION REPORT PUBLICATION (Ref ACB/KA/12066 2/3/2021)**

- 11.1 To **RAFITY** the decision to publish said report on the Council's website, Facebook page and a copy also submitted to the Parish Hall Management Committee so concerns identified in the report could be seriously considered.

## **12. WORKS TO BE CARRIED OUT TO THE PATIO/TERRACE AREA VILLAGE HALL.**

- 12.1 To **RATIFY** the urgent decision to allow a letter dated 12<sup>th</sup> June sent to the Solicitors acting on behalf of the Contractor for the Community Project, points taken from the structural inspection report (ref ACB/KA/12066 2/3/2021) so urgent rectification works could take place.

## **13. NEW HOMES BONUS PROJECT**

- 13.1 To review the update with regards the projects financial position
- 13.2 .To **RESOLVE** to agree the electricity provider as recommended by CALC working with Clear Utility Solutions YU Energy 100% Green Tariff three year fixed to include free installation the meter Standing Charge 42.21p per day. Unit Rate 19.29p.
- 13.3 To review associated costs for works to be carried out regarding further electricity installation works.

## **14. ALLOTMENTS**

- 14.1 To consider work and associated costs on allotment 12 recently vacated and over gown details as circulated.

## **15. COUNCILLOR MEMBERSHIP ON PARISH COUNCIL GROUPS**

- 15.1 To consider the proposal as circulated to merge two membership groups into one.

## **16. CODE OF CONDUCT COMPLAINT**

- 16.1 Lack of respect shown to fellow councillors and the then Clerk by Cllr S Tranter. In two respects. Complaint not accepted by Cllr S Tranter. Hearing took place 17<sup>th</sup> May 2021. The Parish Council to decide what if any action to take in respect of the MCC recommendations as outlined below. Letter circulated. Comments from our Chair Cllr T Ingham.
- 16.2 Cllr S Tranter should make a formal verbal and written apology to the former Clerk and also his fellow councillors who resigned from those duties 1<sup>st</sup> October 2019

16.3 Cllr S Tranter to undertake training in respect of the Code of Conduct and training in respect of an elected members responsibility and duties of a Parish Councillor.

**17. CORRESPONDENCE**

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

**18. CLERKS REPORT**

18.1 Report as circulated, comments to be received.

**19. TO RECEIVE REPORT OF PARISH COUNCILLORS**

19.1 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.

**20. ANY URGENT DECISIONS**

**21. DATE OF NEXT MEETING Tuesday 5<sup>th</sup> October 2021**

**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.**

**22. To RESOLVE to agree the Clerks New Contract of Employment**

**23. Allotment Land Purchase.**  
Update.

**24. Community Project/Village Hall/ Litigation.**  
Update.