



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 the Parish Council will be held on **Tuesday 5th July 2022 commencing at 7.30pm 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 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 any 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. No report available ahead of the meeting.

3.4 District Councillor Stephen Bateman. No report available ahead of the meeting.

4. MINUTES OF MEETING

To **APPROVE** the minutes of the Annual Meeting of the Parish Council, Tuesday 3rd May 2022 already circulated.

5. PLANNING

District Council Decisions- already

APPROVED. W/22/00336/FUL & W/22/00315/FUL

Erection of an agricultural building. Land at (OS8362 7018) Parsons Lane. (3/5)

W/22/00755/ADV

3no. directional signs on posts around the site, 2no. fascia signs (illuminated) fixed directly to the building(one at the front and one to the rear) Site Of Former Unit 60 and 61 Hartlebury Trading Estate. (3/5)

W/22/00047/HP

Erection of a two bay garage and home gym with an office/storage room above for the use of the occupants of Sunnydale. Sunnydale Bungalow, Lincomb Lane. (4/5)

W/22/00484/FUL

Erection of agricultural building. Grove Farm Bungalow, Lincomb Bank, Lincomb, Crossway Green. (6/5)

W/22/00732/HP & W/22/00733/LB

Proposed internal alterations and change in external fenestration (Modern link building). Castle Barns, Stourport Road, Charlton. (20/5)

W/22/00898/HP

Proposed single storey rear bay window extension to include balcony and solar shading. Charlton Hythe, Stourport Road, Charlton. (24/6)

District Council Decisions-already REFUSED/WITHDRAWN/APPEAL.

18/02270/CU & APP/H1840/W/20/3245884

Shorthill Caravan Park, A449 Mitre Oak to Crown Lane, Crossway Green. For the use of land for the stationing of caravans for residential purposes for 10 no. gypsy pitches, 1no. site managers pitch together with the formation of additional hard standing and utility/dayroom ancillary to that use, and the siting of 24 no. touring caravans for transit pitches for use by gypsy and travellers. **The appeal dismissed and planning permission refused (4/5)**

Planning Decisions - RETROSPECTIVE.

W22/00995/HP

Single Storey side extension and front entrance porch. 3 Waresley Court Road, Hartlebury. **No objection**

W/22/00510/HP

Proposed 2-storey extension and internal alterations, including installation of solar panels. Whitlunge House Cottage, Whitlunge Lane, Hartlebury. **No objection as such but would like the use of similar bricks and same style windows.**

W/22/01062/FUL

Removal of steel clad storage building & re-building of new dual pitched garage on same footprint, 2 new garages to rear. Waresley Grange, Worcester Road, Waresley. **No objection.**

W/22/01070/FUL

Construction of equestrian manege, relocation of stables, sheds and field shelter for equestrian use, and part change of use garden land to equestrian paddock. Home Cottage, Lincomb Lane, Hartlebury. **No objection.**

W/22/01136/FUL

New build bungalow to replace existing barn. Green Gables, Lincomb Lane, Lincomb. **Objection, the build would be within the Greenbelt with no special need for development. The initial planning on agricultural grounds and then changed back to look like a finished house. Safety concerns as the entrance/exit onto the worst incline possible.**

Planning Applications for Parish Council Comments, already circulated

W/22/01233/FUL

Erection of 3 dwellings as approved under planning reference 20/01749/FUL variation of condition 2. Bank House, A449 Mitre Oak to Crown Lane, Crossway Green.

W/22/01231/FUL

Demolition of an extension and garages, the creation of a new access to The Old Coach House and the erection of two dwellings. Ashfield House, Droitwich Road, Torton.

W/22/00676/HP

Changes to fenestrations finish & onsite parking. Parkland View, The Avenue, Waresley

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 7th June 2022.

6.2 To **RATIFY** the decision to approve the following payments made
Cheque 102264 £198.00 Cumbrian Clock Company, maintenance
Cheque 102265 £819.00 Top Cut Mowing, grass cutting contract April
Cheque 102266 £1406.60 Zurich Insurance, renewal
Cheque 102267 £15.00 Stall holder refunds L Harper
Cheque 102268 £15.00 Stall holder refunds SWWFL
Cheque 102269 £40.00 CPRE Annual Membership
Cheque 102270 £504.00 CLS – Tree survey Cheque
102271 £1303.55 Clerks Salary May
Cheque 102272 £819.00 Top Cut Mowing grass cutting contract May

Direct debit	£12.40	YU Energy, electricity on the village green
Direct debit	£29.66	HSBC Bank Charges April
Direct debit	£13.82	YU Energy, electricity on the village green
Direct debit	£18.00	HSBC Bank Charges May

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

6.4 Budget -to approve the recommendation of the Finance Committee to move £600 from the Training section and £900 from the Summer Fayre section, both to be moved to cover the increase in the Grass Cutting contract for this year.

6.5 Budget – 2023/2024
The header for the Summer Fayre be amended to Easter Fayre

6.6 To review bank reconciliation end 1st June 2022 as circulated and to receive any comments.

6.7 To **RESOLVE** to agree the following payments
Cheque 102274 £114.31 Clerks Expenses Feb – 17th May as circulated
Cheque 102275 £1339.46 Clerks Salary April 2022
Cheque 102276 £286.14 to reimburse the Clerk , pension paid from their own account

7. QUESTIONNAIRE COLLATED FROM THE ANNUAL PARISH MEETING 5th APRIL 2022

7.1 Questions collated for parish council comment or directed to a Councillor or to a working party for further consideration.

8. LETTER TO THE CONTRACTOR TO RETURN TO MAKE GOOD REPAIRS.

8.1 To **RATIFY** the urgent decision to send a letter agreed by the Halls Committee and the Councils mediators, as circulated to all 9th June 2022, to make good the repairs to the halls patio terrace areas walls and piers.

9. COUNCILLOR MEMBERSHIPS

9.1 To consider one Parish Councillor Representative on the HPHMC instead of two with the nominated Cllr to be Cllr Pratt.

10. PLAY INSPECT AND REPAIR

SERVICE 10.1 Details as circulated

11. VOICE AMPLIFIER FOR MEETING

11.1 Details as circulated

12. GRANT APPLICATION – HARTLEBURY GARDENING CLUB

12.1 To consider the grant application for £146.78 details as circulated

13. FINANCE COMMITTEE TERMS OF REFERENCE.

13.1 To approve the Finance Committees recommendation to accept their Terms of Reference without change, details as circulated.

14. MODEL COUNCILLOR CODE OF CONDUCT 2022

14.1 To agree the recommendation of the Finance Committee to adopt the Local Government Association model Councillor Code of Conduct 2022, details as circulated.

15. FACEBOOK POLICY

15.1 To agree the recommendation of the Finance Committee to accept this policy without any further change.

16. EVENTS DONATION

16.1 To consider the amount £545.62 to be awarded to only one charity or a few to give help and support. Details as circulated.

17. DONATIONS/PLAYINGFIELDS & NOTICEBOARD

17.1 To approve the recommendation by the Finance Committee to the donations structure to benefit local charities and organisations within the Parish

18. CORRESPONDENCE

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

19. CLERKS REPORT

19.1 Report as circulated, comments to be received.

20. TO RECEIVE REPORT OF PARISH COUNCILLORS

20.1 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

21. ANY URGENT DECISIONS

22. DATE OF NEXT MEETING Tuesday 6th September 2022 at 7.30pm

Agenda items to be submitted to the Clerk no later than Monday 22nd August 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.

23. COMMUNITY PROJECT /VILLAGE HALL/LITIGATION

24. BREACH OF DATA PROTECTION

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.