



# 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 5<sup>th</sup> October 2021 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 Extraordinary Meeting of the Parish Council held Thursday 23<sup>rd</sup> September 2021 already circulated.

### **5. PLANNING**

**District Council Decisions- already APPROVED.**

21/01068/LB

Red House Quarry Bank. Re-roofing of rear slope and installation of new internal gas boiler, approved 4<sup>th</sup> August 2021

21/01061/HP

Roberts Paddock, Whitleng Lane, Hartlebury. Replacement of single storey Dayroom building at the Paddocks, approved 10<sup>th</sup> August 2021

21/00896/FUL

Hartlebury Castle, Stourport Road, Charlton. Adventure playground in existing woodland walk, approved 9<sup>th</sup> September.

21/01591/HP

Willow House, Titton Farm Lane, Titton. Erection of proposed single storey side extension, approved 10<sup>th</sup> September.

21/01187/HP

2, Waresley Court Road. Single storey rear/side extension (retrospective). Approved 13<sup>th</sup> September

21/01577/FUL & Associated Ref 21/01578/LB

Pye Hill Farm, Walton Lane. Conversion of a former agricultural barn to holiday let including extension of driveway and parking Approved 13<sup>th</sup> September 2021

21/01599/OUT

Roxel (UK Rocket Motors)ltd, Summerfield Lane, Summerfield. Erection of 2 no. industrial facilities. This planning application was decided by WDC Planning Committee on 16<sup>th</sup> September 2021 with a recommendation to approve subject to no new material

considerations being raised prior to the consultation expiry date 17<sup>th</sup> September 2021.  
Said application APPROVED 22<sup>nd</sup> September.

### **District Council Decisions-already REFUSED/WITHDRAWN/APPEAL.**

21/01691/HP

Sunnydale Bungalow, Lincomb Lane, Lincomb. Erection of a four bay garage with an office/storage room above for the use of the occupants. **Notice 10<sup>th</sup> Sept. Withdrawn by the applicant.**

### **Proposed development of an Energy and Resource Park**

This to be considered 28<sup>th</sup> September 2021 at County Hall.

The Planning Inspectorate Appeal Decisions

Appeal A & B APP/H1840/C/20/3256744 & APP/H1840/W/20/3256477 Land on the north side of Charlton Lane, Torton. Summary of decision: **The appeal is allowed, the enforcement notice is quashed, and a temporary personal planning permission is granted in terms set out in the Formal Decision.**

### **Planning decisions –Retrospective.**

21/01743/FUL

Sandall Cottage, Worcester Road, Torton. Demolition of existing dwelling. Construction of 4 bedroom detached house with garage. Creation of new access. **The parish council had no objection to the build but raised concerns over the entrance and for planning to consider previous refusals for development and site access 76/00843 & 76/00996 and that nothing had changed.**

21/01996/HP

Montana, Stanklyn Lane, Summerfield. Single storey rear extension.- **No objection**

21/0273/HP

2 Pansington Farm Barns, Worcester Road, Titton, Stourport On Severn. Demolition of internal partition walls, installation of an air source heat pump and underfloor heating. **No objection.**

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

WDC – Draft Supplement Planning Document for Local Listed Buildings. (16<sup>th</sup> Sept)

Views required for the consultation.

21/02150/CU

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

## To consider any planning matter since publication of agenda

### 6. FINANCE COMMITTEE MEETING / FINANCE

- 6.1 To receive any comments with regards the minutes of the Finance Committee meeting Tuesday 7<sup>th</sup> September 2021, minutes already circulated.
- 6.2 To **RATIFY** the decision to approve the following payments made  
Cheque 102186 Hartlebury WI £250.00 Grant award approved.  
Cheque 102187 D Stokes £970.00 the redecoration of two bus shelters.  
Cheque 102188 Top Cut invoice July 9478 £495.00 grounds contract  
Cheque 102189 DGH Electrical £3,775.75 electrical works pillar feeder  
Cheque 102190 Worcestershire CALC £120.00 Training Whistle Stop Tour  
Direct Debit payment to Savills £337.50. Allotments March to end Sept 21
- 6.3 To review Budget V Actual end July 2021 and end August 2021 as circulated
- 6.4 To review bank reconciliation end July 2021 and end August 2021 as circulated.
- 6.5 To **RESOLVE** to agree the decision to make an adjustment to funds of £335.58 in this years accounts which could not be identified 2019/20 when taking over the accounts and had still not come to light 2021/22
- 6.6 To **RESOLVE** to agree changes to the budget 2021-22
- a) Staff Cost "Locum Clerk" £2237.50 is moved to Salary (net) as no locum clerk.
  - b) £500 from Maintenance "Minor works "is moved to "Bus Shelters".
  - c) £300 from Maintenance "RoSPA" is moved to Bus Shelters. Both b & c to cover urgent roof work to the bus shelter along the A449
  - d) £1000 "Grants" is moved to "External Audit" to cover the possible extra associated charge for addition works due to a complaint raised by two members of the public.
- 6.7 **GARDENING CLUB GRANT APPLICATION**  
To **RESOLVE** to agree the Gardening Club grant application £250 details as circulated.
- 6.8 To **RESOLVE** to agree the following payments:-
- a) Cheque 102193 £58.51 Clerks expenses.
  - b) Cheque 102194 £17.50 Clerk to be reimbursed for payment to Hobbycraft Lockdown Event on the village green 28<sup>th</sup> August.
  - d) Cheque 102196 £30.00 Worcestershire CALC .Training Clerks Toolkit
  - e) Cheque 102197 £495.00 Top Cut invoice 9606 maintenance contract
  - f) Cheque 102198 £66.00 Top Cut invoice 9729 tree damage/car park visibility
  - g) Cheque 102199 £282.00 Top Cut invoice 9730/1 Lengthsman duties
- 6.9 To **RESOLVE** to agree the recommendations from the Finance Committee:-
- a) To issue an appropriate letter to allotment holders (plots 2 & 16) tenants who have not signed this year's allotment agreements.

- b) For plots not attended to issue a Notice of Improvement letter to allotment holders (13,36 & 44)
  - c) The Smartwater letter displayed at the Lockdown Event be amended with the additional words "Security Marking" for publication on the website and FB page to see if that generated any interest.
  - d) The safeguarding risk at the tennis court low risk, however to add to the grounds maintenance contract, the maintenance to the courts hedges and the collection of the leaves in the autumn.
  - e) For a new advertisement for a Lengthsman, be posted on the website and FB page for one month to generate interest. Until such time to stay with the temporary Lengthsman arrangements.
  - f) Meeting dates for 2022 be approved.
  - g) To appoint the internal audit services of DK Edwards 2021/22 terms remain the same as this year £190.00 plus any travelling at 45p per mile
- h) NEW HOMES BONUS**
- a) To review the update with regards the current financial position
  - b) The appointment of Sunshine Gym for 10 gym items as recommended to the Finance Committee by Cllr Pratt. References supplied, start date when order placed, no payment upfront.
- i) RISKS**
- a) To adopt the day to day risk consideration proposal
  - b) To adopt the Risk Assessment Schedule
- j) HALL HIRE 2022**  
To consider using the New Elizabethan School for Council meeting 2022 at no charge to the Council. No other free school option available. (p37 7.2 Place of Local Council Meetings).

## **7. DISCONTINUATION OF THE CHAIRMAN'S DIAMOND JUBLIEE RECOGNITION AWARDS.**

- 7.1 To consider the return of the funds £50, or to move the figure to a new community recognition awards scheme. Details as circulated.

## **8. THE NATIONAL ALLOTMENT SOCIETY.**

- 8.1 To **RESOLVE** to agree the recommendation of the Allotment Advisory Group payment of £66.00 to the National Allotment Society – for the renewal of membership cheque 102195

## **9. ZOOM**

- 9.1 To consider Zoom for council working party meetings £11.99 per month, host up to 100 participants so access by all by Cllr Atkinson.

## **10. ALLOTMENT RENT REVIEW/ACCESS/REPAIRS**

- 10.1 To review the allotment rent for 2022/23 by Cllr Atkinson

- 10.2 To allow a letter to be sent to all houses that back onto the allotment ground, there is no right of way thought their gates onto the allotment ground.
- 10.3 To consider the proposal for the allotment track repairs, details as circulated by Cllr Atkinson.

**11. ELECTRICITY PROVIDER NOW LIVE**

- 11.1 To **RATIFY** the amended charges by the electricity provider as recommended by CALC Clear Utility Solutions YU Energy 100% Green Tariff three year fixed to include free installation the meter Standing Charge 42.21p to 42.187p per day. Unit Rate 19.29p to 19.845p.

**12. COUNCILLOR MEMBERSHIP ON PARISH COUNCIL GROUPS**

- 12.1 To consider the request by Cllr Pratt to join the Allotment Advisory Group, details as circulated.

**13. 27<sup>TH</sup> NOVEMBER CHRISTMAS EVENT**

- 13.1 To review the hall hire times & other options to keep stall holders dry .

**14. CORRESPONDENCE**

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

**15. CLERKS REPORT**

- 15.1 Report as circulated, comments to be received.

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

- 16.1 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.

**17. ANY URGENT DECISIONS**

**18. DATE OF NEXT MEETING Tuesday 7<sup>th</sup> December 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.**

**19. COMMUNITY PROJECT /VILLAGE HALL/LITIGATION**

- Update following the extraordinary meeting 23<sup>RD</sup> September 2021  
Review of the letter 4<sup>th</sup> August to HPHMC.

**20. STAFFING COMMITTEE CLERKS SALARY**

- Update and recommendation following a meeting of the Staffing Committee 5<sup>th</sup> October

**21. CHARDWICK BANK.**

Update by Chair Tim Ingham.

**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.**