

HARTLEBURY PARISH COUNCIL

Clerk to the Council – L Cleaver
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Website: My parish Hartlebury
Please visit our NEW Facebook page.

To Members of Hartlebury Parish Council

Notice is hereby given that the next ‘virtual’ meeting of the Parish Council will be held on Tuesday 6th April 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. **Members of the public, who would like access to this meeting, please contact Councillor S Tranter no later than midday on the Tuesday of the meeting, details of which can be found on our website. Virtual Meeting Policy to be adhered to.**

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 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 Peter Tomlinson's report requested for circulation 26th March, so questions taken. No report circulated.
- 3.4 District Councillor Stephen Bateman's report, requested for circulation 26th March, questions taken. No report circulated.

4. MINUTES OF THE EXTRAORDINARY MEETING

To **APPROVE** the minutes of the extraordinary meeting held Thursday 11th March, already circulated.

5. PLANNING

District Council Decisions- already APPROVED.

20/02770/HP, Commonfields, Commonfield, Tilton. Demolition of conservatory and erection of two storey rear extension. Alteration to front entrance and replacement of front porch.

20/02796/HP Lower Poollands Farm, Lower Poollands Lane. Proposed single storey rear and secondary storey extension.

20/02768/FUL. Unit 60 & 61 Hartlebury Trading Estate. Schrodgers, proposed development of a B1(c), B2 and B8 building. (Variation of Condition 11- 14/02481/PN

District Council Decisions-already REFUSED/WITHDRAWN.

20/02850/LB & Associated Ref 20/02849/FUL. Pye Hill Farm, Walton Lane. Application withdrawn by the Applicant..

Planning decisions –Retrospective.

21/00185/LB Yew Tree Cottage, Torton Lane, Torton. Replace existing retaining garden walls with the walls identical height and length. **No objection**

21/00123/HP Winnall Springs, Lincomb Lane, Lincomb. Conversion of domestic garage into granny annex. **No objection**

21/00282/HP Clareland, Lincomb Lane. Lincomb. Erection of a glasshouse. **No objection.**

20/000034/CM. Proposed development of an Energy and Resource Park. Power generation (Midlands)Ltd- **No further information submitted.**

20/000042/CM. Winning and working of sand and restoration to agriculture (pasture for horses) A C Buck and Son Ltd. **No objection.**

20/02768/FUL. Proposed development of a B1(c), B2 and B68 building (Variation of Condition 11- 14/02481/PN) Unit 60 and Unit 61 Hartlebury Trading Estate.

21/00112/HP. Honeysuckle Cottage, I Whitlence Lane. Single and two storey side extension to rear. **No objection.**

Other Matters

A449/A450 Junction –Black Bridge – Proposed prohibition of Right Turn Experimental Order. Comments submitted. Whilst the PC understand the need to undertake the Experimental Traffic Regulation Order, there would seem to be varying opinions on just how frequently vehicles turn right and concerns being that users of that road may take alternative routes down perhaps smaller country roads that may only shift the concern from one area to another. Concerns being if this were to happen the alternative routes taken may not be a safer option, there is doubt as to whether this the best solution.

Planning Applications for Parish Council Comments, already circulated
None.

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 Monday 15th February 2020, minutes already circulated.

6.2 To **RATIFY** the decision to approve the following payments made at the meeting

To agree payment for Clerk duties to R Mullet £350.00 chq 102052

To agree Clerks expenses L Cleaver, £149.31 chq 105053

To agree payment Top Cut Inv 8950 grounds maintenance £498.00 chq 102054

6.3 To review Budget V Actual end December 2020 as circulated

6.4 To review bank reconciliation end December 2020 as circulated.

6.5 To **RATIFY** the decision to approve the following payments made after the meeting. -

Chq no 102055 (po8 & 9) £528.00 Top Cut. Tree Canopy & new fence

Chq no 102056 £498.00 Top Cut, grounds maintenance Inv 8996

Chq no 102057 £720.00 Kidwells Solicitors Legal Advice, funds on account

Chq no 102058 £522.00 Kidwells Solicitors on account/Inv 12442 advice given.

Chq no 102059 £600.00 J Turner & Associate Ltd Structural Report

Chq no 102060 £412.50 R Mullett Locum Clerk.

6.6 To **Resolve** to agree

Training new Co-opted Parish Councillors £150.00- The Whistle Stop Tour from CALC.

Training Chairmanship £150.00 for Chair, Vice Chair of the Parish Council, Chairs of Finance and Staffing and the Clerk.

Signage of up to £75.00 for the defib sign and clips once artwork approved by the Finance Committee.

£150.00 for the Local Council Administration by Charles Arnold Baker 12th Edition for the Clerk.

£500 to be set aside (including vat) to help generate interest in the village with Advertising/promotions for events with the Business Liaison Advisory group.

Clerks Training – 8 Training Toolkit Modules for new Clerks £400.00

7. WEBSITE AND SOCIAL MEDIA

7.1 To receive an update with regards the website go live date.

7.2 To review the name of this working party to include communication to a wider audience details as circulated

8. NEW HOMES BONUS SCHEME CLOSURE.

8.1 .To review the update from the NHB working party as circulated with any questions.

9. CHARGES – FOOTBALL PITCHES, NOTICE BOARDS & STREET FOOD VENDING.

9.1 To **RESOLVE** to agree charges, details as circulated, please also refer to the Clerks notes before making a decision.

9.2 To **RESOLVE** to agree fitness classes on the village green, full details on Clerks notes.

10. CHURCH CLOCK MAINTENANCE

10.1 To **RESOLVE** to agree, payment to The Cumbria Clock Company £198.00 for the servicing of the Church Clock 10th February 2021 details as circulated.

11. PARISH LENGTHSMAN

11.1 To **RESOLVE** to agree using a temporary Lengthsman (Topcut) until our Lengthsman has undergone the necessary training by Worcestershire County Council.

12. BUSINESS LIAISON ADVISORY GROUP.

12.1 Notes to be circulated following meetings 9th March & 30th March 2021, questions taken.

13. CO-OPTION OF NEW PARISH COUNCILLORS.

13.1 To consider deferment of the co-option process, details as circulated.

13.2 Co-option Procedure.

13.3 Sign the Declaration of Acceptance of Office

13.4 Councillor membership on any group.

14. CORRESPONDENCE

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

15. CLERKS REPORT

15.1 Report as circulated, comments to be received.

16. COUNCIL POLICY

- 16.1 To **RESOLVE** to agree new Fraud & Corruption Policy as circulated.
- 16.2 To review Equal Opportunity Policy as circulated.

17. TO RECEIVE REPORT OF PARISH COUNCILLORS

- 17.1 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.

18. ANY URGENT DECISIONS

19. DATE OF NEXT MEETING Wednesday 5th May 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.

20. Allotment Land Purchase.

21. Community Project/Village Hall Litigation.

**Hartlebury Parish Council –
Parish Council Membership, T Ingham (Chair), A Buck (Vice Chair) C Atkinson, Allun Evans,
K Humphreys, L Meredith, K Pratt, S Tranter.**