



Hartlebury Parish Council

Clerk to the Council – L Cleaver
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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 6th September 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 Meeting Tuesday 5th July 2022 already circulated.

5. PLANNING

District Council Decisions- already APPROVED.

W/22/01062/FUL

Removal of steel clad storage building & re-building of a new dual pitched garage on same footprint, 2 new garages to the rear. Waresley Grange, Worcester Road, Waresley. (4/8)

W/22/01351/HP

Erect a new garage. April Cottage, Wilson Road. (5/8)

W/22/01231/FUL

Demolition of an extension and garages, the new creation of a new access to the Old Coach House and the erection of two dwellings. Ashfield House, Droitwich Road, Torton. (11/8)

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, Lincomb. (15/8)

District Council Decisions-already REFUSED/WITHDRAWN/APPEAL.

None

Planning Decisions - RETROSPECTIVE.

W/22/01351/HP

Erect new garage. April Cottage, Wilson Road. **No objection (13/7)**

W/22/01465/LB

Proposed works of stone paved finished to West Terrace and brick paving within the adjacent cellar area accessed from the Terrace. To remove all traces of oil contamination in the surface materials and ground material beneath, prior to reinstatement to match existing arrangements. Hartlebury Castle, Bishops House, Stourport Road, Charlton. **No objection (8/8)**

W/22/00582/HP

Proposed alterations and erection of side extension. Perry Farm, Perry Lane, Torton. **No objection (8/8)**

W/22/01385/HP

Two storey rear extension, demolition of existing conservatory and rear extension. Pitched roof over existing garage and first floor extension (in part) canopy entrance porch following demolition of UPVC porch, dormer window to the front roof slop and proposed detached carport located on the existing drive. Sandstones, Old Worcester Road. **No objection (9/8)**

Planning Applications for Parish Council Comments, already circulated

W/22/00743

Land at Grid Ref 381701, 268258. Lincomb Lane, Lincomb. Change of Use of Land and Conversion of the Existing Buildings on-site for the provision of 6 Holiday Accommodation Units.

21/000036/CM

Winning and working of sand and restoration to agriculture (pasture for horses) (Part Retrospective) new amended application, Former Motorcross Site, Adjacent to Wilden Lane, Stourport on Severn.

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 3rd August 2022

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

Cheque	102278	£146.78	Hartlebury Gardening Club, grant
Cheque	102279	£272.81	S Manninge Charity, events donation
Cheque	102280	£819.00	Top Cut Mowing Svs, grass cut contract(10547)
Cheque	102281	£433.20	Hag-Smp Ltd, play ground repairs
Cheque	102282	£819.00	Top Cut Mowing Svs, grass cut contract(10677)

Cheque	102283	£186.00	Top Cut Mowing Svs, L/m duties
Cheque	102284	£ 30.00	Worcestershire CALC –Clerks Toolkit Training
Direct debit		£ 13.29	YU Energy, electricity on the village green
Direct debit		£ 15.81	HSBC Bank Charges June 2022
Direct debit		£ 13.73	YU Energy, electricity on the village green
Direct debit		£ 31.00	HSBC Bank Charges July 2022
Direct debit		£337.50	Savills allotment rent to 28 th Sept 2022

6.3 **BUDGET V ACTUAL 1ST AUGUST 2022**

To review as circulated, to receive any comments.

6.4 **BUDGET 2022/23**

To approve the recommendation of the Finance Committee to move £165.00 from Training to PCC Church to cover the agreed clock maintenance cost and to move £500 from the P3 Scheme to Grass Cutting to cover the increase to the Grass Cutting Contract agreed after the budget set.

6.5 **GRANT APPLICATION HARTLEBURY GARDENING CLUB**

To approve the recommendation of the Finance Committee to award £90 to the Gardening Club for new Wood barrels. The Gardening Club felt timber their preferred choice of material.

6.6 **BANK RECONCILIATION 1ST AUGUST 2022**

To review the bank reconciliation as circulated 1st August 2022 and to receive any comments.

6.7 To **RESOLVE** to agree the following payments

Cheque 102285	£ 82.09	Clerks Expenses May & June as circulated
Cheque 102286	£ 52.23	Clerks Expenses July & August as circulated
Cheque 102287	£1108.20	Clerks Salary July 2022

To reimburse the Clerk for the following four items

Cheque 102288	£130.96	pension paid from own account (May & June)
Cheque 102289	£17.00	hire of the village hall 18 th July, accounts inspection
Cheque 102290	£21.99	(po57) for the allotment security light
Cheque 102291	£36.39	for the urgent lock for the allotment gate.

6.8 **INTERNAL AUDIT 2022-2023**

To approve the recommendation of the Finance Committee to continue with the services of D K E Audit Services, an increase of £10 (5.25%) from £190.00 to £200.00 for 2022 -2023 internal audit plus any associated mileage costs.

6.9 **PUBLICATION SCHEME**

To approve the Publication Scheme as recommended by the Finance Committee

6.10 COUNCIL DEBIT CARD

To agree the recommendation of the Finance Committee 3rd August 2022 to allow the Clerk use of the Councils debit card, only for council approved expenditure and emergency situations in line with the Councils financial regulations.

6.11 FINANCE COMMITTEE TERMS OF REFERENCE

To agree the recommendation of the Finance Committee 3rd August 2022 to approve the Committees amended terms of reference as circulated.

7. QUESTIONNAIRE - ANNUAL PARISH MEETING 5th APRIL 2022

a. Questions collated so far for parish council comment.

8. INSTALLATION OF KISSING GATES

a. To consider the request for the installation of four Kissing Gates details as circulated and associated budget consideration.

9. QUEENS PLATINUM JUBILEE CELEBRATION.

a. To **RATIFY** the urgent decision to apply for funding of £390 from Wychavon District Council for the above historic event.

b. To agree splitting said funds as outlined in the application proving financial support to help fund local Jubilee events within the Parish.

10. RISK ASSESSMENTS

a. To review the Councils Risk Assessment Schedule and to consider any changes. Details as circulated.

b. To review the Councils Events Risk Assessment Schedule and to consider any changes for possible future events. Details as circulated.

11. REPLACEMENT MEMORIAL BENCH.

a. The Finance Committee deferred this item for full council consideration as they wished further consideration of the Councils sustainability approach and an option of a recycled bench not just timber.

12. COUNCILLOR MEMBERSHIPS/EXTERNAL GROUPS

a. To review the Councils Representatives on the external group the Samuel Manninge Charity as Cllr Newman will have to step down and a replacement needed.

13. TREE SURVEY REPORTS.

a. To consider the quotations for approval following the Tree Survey Reports around the village hall and village green.

14. REPORT FROM THE HPHMC COUNCILS REPRESENTATIVE

a. Report as circulated, comments to be received.

15. CORRESPONDENCE

a. List circulated comments to be received.

16. CLERKS REPORT

a. Report as circulated, comments to be received.

17. TO RECEIVE REPORT OF PARISH COUNCILLORS

a. 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 Tuesday 1st November 2022 at 7.30pm

Agenda items to be submitted to the Clerk no later than Monday 17th October 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.

20. COMMUNITY PROJECT /LITIGATION

21. VILLAGE HALL DOCUMENTATION

22. ALLEDGED 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.**