



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 7th December 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 Tree Warden, an overview of their role within the Parish.
- 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. No report available for circulation ahead of the meeting.
- 3.5 District Councillor Stephen Bateman. No report available for circulation ahead of the meeting.

4. MINUTES OF MEETING

To **APPROVE** the minutes of the Parish Council meeting held Tuesday 5th October 2021 already circulated.

5. PLANNING

District Council Decisions- already APPROVED.

21/01996/HP

Montana, Stanklyn Lane, Summerfield. Single storey rear extension. (15th October).

21/02073/HP & Associated Reference 21/02074/LB

2, Pansington Farm Barns, Worcester Road, Tilton. Demolition of internal partition walls, installation of an air source heat pump and underfloor heating. (20th October).

21/01743/FUL

Sandal Cottage, Worcester Road, Torton. Demolition of existing dwelling. Construction of a 4 bedroom detached house with garage. Creation of new access. (20th October)

District Council Decisions-already REFUSED/WITHDRAWN/APPEAL.

20/000042/CM (20/1024/WCR)

Winning and working of sand and restoration to agriculture (pasture for horses) (Part Retrospective) at former motocross site adjacent to Widen Lane, Widen, Stourport-on-Severn. Permission refused 29th September.

20/00675/OUT APPEAL DECISION

The yard, Bishops Wood Lane, Crossway Green. Appeal refused by notice 24th September 2021. Decision date 3rd November 2021 full details can be found on the Parish Councils website.

Planning decisions –Retrospective.

21/02483/AGR.

Notification for prior approval for 2no. agricultural irrigation pools. Millridge Farm, Parsons Lane. **The Parish Council felt the information supplied insufficient to make an informed decision, planning officer informed. Site visit by the Planning Officer Fri 12th November. This application has since been approved.**

21/01670/FUL

Change of use of land and construction of 2no. Holiday lets. Lakeside Barn, Charlton Lane, Torton. **No objection as such, but reminded the Officer that the site falls within a conservation area and other previous planning stipulations must be observed. Safety concerns raised with the possible increase in traffic along a very narrow lane.**

21/02433/HP

3 Upper Goldness Barns, Worcester Road, Torton. Erection of a detached garage.

No objection.

21/02592/CU

3 Norchard Barns, Norchard Lane, Crossway Green. Change of use of land to domestic garden and installation of log cabin for home office use and raised decking for Jacuzzi (part retrospective). **Objection made:- Design and Visual Impact – in the greenbelt and not in keeping. Ecology and Landscape – in the greenbelt with no special need.**

21/02447/HP

1 Norchard Barns, Norchard Lane, Crossway Green. Erection of a garden shed. **No objection.**

Planning Applications for Parish Council Comments, already circulated

21/02739/HP

Mole End, Stourport Road, Charlton. Single storey extension.

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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 2nd November already circulated.

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

Cheque 102200 £ 40.00 WDC Lottery licence Christmas Fayre (S145)

Cheque 102205. £250.00 Gardening Club Grant

Cheque 102206 £495.00 Top Cut grounds maintenance invoice 9741

Cheque 102207 £480.00 Leapgate Builders plot clearance

Cheque 102208 £ 40.00 ICO renewal

Cheque 102210 £495.00 Top Cut grounds maintenance invoice 9872

Cheque 102211 £ 21.00 WDC alcohol licence Christmas Fayre (S145)

Direct Debit £13.73 Electricity on the village green

- 6.3 To review Budget v Actual end September 2021 and 1st Nov 2021 as circulated
- 6.4 To review bank reconciliation end September 2021 and 1st November 2021 as circulated.
- 6.5 To **RESOLVE** to agree changes to the budget 2021-22
a) To reduce "Training" by £400 as not required and to move to "Other Tree/Lights" to satisfy the shortfall.
- 6.6 To **RESOLVE** to agree the following payments:-
Cheque 102212 £120.70 Clerks expenses September & October 2021
Cheque 102213 £ 275.00 Reimburse the Clerk, Christmas Fayre Event Insurance (S145)
Cheque 102214 £2101.94 Clerks salary September & October 2021
Cheque 102215 £ 125.93 Clerks expenses November 2021
- 6.7 To **RESOLVE** to agree the recommendations from the Finance Committee:-
- a) **PURCHASE OF SCHOOL EQUIPMENT**
To the value £270.82 which would be covered by the Chairman's allowance not taken and £20 already donated. (S B 13.7)
- b) **LENGTHSMAN**
To attract interest to this role, to increase the Lengthsman rate per hour from £12.50 to £15.00 in order to match the rates of pay being offered by other Parish councils and advertise for one month.
- c) **REMOVAL OF BENCH**
The urgent removal of the wooden bench on the village green because of health and safety concerns £200.00 value to be removed from the Asset Register.
- d) **ASSET REGISTER WORKING PARTY**
To set up a new working party (short term) to formulate a sensible approach for a much needed robust repair and maintenance programme. Members names required.
- e) **NEW HOMES BONUS**
To review the current position and to receive an update from Cllr Pratt.
- f) **CIL LEVY/SUSTAINABILITY**
CIL to be used for 100% recycled plastic benches.
- g) **COUNCILLOR TRAINING**
Standards and the Code of Conduct for all Parish Councillors and the Clerk £150 for a 2 hour session, £75 per additional hour if required time Monday 10th January on line at 7.00pm.

7. PARKING ON QUARRY BANK

- 7.1 Parking concerns and agreed action as circulated by Cllr Meredith

8. PARKING CONCENRS OLD WORCESTER ROAD/TOP INN LANE.

- 8.1 This matter has been an ongoing concern, raised February 2019 by previous Council but not taken forward. A solution required as identified by the Parish Plan

2016. A way forward for consideration a one way system down Inn Lane from the junction Worcester Road. The layby opposite the post office and hairdressers to be considered as a 30 minute wait zone.

9. THE QUEENS GREEN CANOPY

9.1 To apply for funding for a tree as outlined by Cllr Meredith.

10. CHRISTMAS FAYRE

10.1 Update by the Clerk

11. BUDGET 2022-2023/PARISH PRECEPT AND COUNCIL TAX

11.1 To **RESOLVE** to agree the recommendations by the Finance Committee to approve the budget and parish precept for 2022-2023 as circulated 15th November.

12. WREATH FOR ARMISTICE DAY

12.1 To reimburse Cllr S Tranter for the wreath, cost £20.00 chq 102209.

13. INTERNAL CONTROLS POLICY

13.1 To **RESOLVE** to agree the Internal controls Policy

14. COMMUNITY LEGACY GRANT SCHEME

14.1 To consider putting forward an application as circulated.

14.2 To set up a new advisory group to take this forward, member's names required

15. CORRESPONDENCE

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

16. CLERKS REPORT

16.1 Report as circulated, comments to be received especially with regards the train adoption.

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 Tuesday 1st February 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. COMMUNITY PROJECT /VILLAGE HALL/LITIGATION

No further update until test results (undertaken 2nd December) received.

21. CHADWICK BANK.

Update following emails sent early October.

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.