



Hartlebury Parish Council

Clerk to the Council – L Cleaver
Email: hartlebury.clerk@gmail.com
Website: Hartlebury.org.uk
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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 7th February 2023 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 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 Parish Council meeting held Tuesday 1st November 2022 already circulated.

5. PLANNING

District Council Decisions- already APPROVED.

W/22/01233/FUL

Erection Of 3 Dwellings as approved under planning reference 20/017749/FUL- variation of condition 2. Bank House, Crossway Green, Stourport On Severn (11/11)

W/22/01957/HP

Single Storey Rear Extension. Ashfield House, Droitwich Road, Torton. (11/11)

W/22/01523/LB

Installation of ten solar panels within concealed roof area. Clareland, Lincomb Lane, Lincomb (17/11)

W/22/01136/FUL

Wychavon District Council planning meeting 10th November 2022- approval subject to conditions. New build bungalow to replace existing barn approved for residential conversion. Green Gables, Lincomb Lane, Lincomb. (10/11)

W/22/01798/FUL

Erection of an Equestrian Stable Block for 6 stables and a tack room along with a hardcore stone track and hardstanding from the existing access on Walton Road and a

change of use from agricultural to equestrian land. Walton Bungalow, Walton Lane (23/11)

W/22/00582/HP

Proposed alterations and erection of side extension. Perry Farm, Perry Lane, Torton (23/12)

W/22/02052/HP

Extension to existing dwelling. Cherry Cottage, Stourport Road, Chadwick Bank(24/1)

District Council Decisions-already REFUSED/WITHDRAWN/APPEAL.

20/00561/CU Appeal

The use of land as two pitch caravan site, consisting of 2 mobile homes 2 touring caravans, 2 utility blocks, car park, septic tank and associated works. Retention of stable building permitted under ref 19/02104/FUL. Site at Hangman's Cross, Lincomb Lane, Lincomb. Hearing 7th December 2022 at 10.00am

W/22/01843/HP

Single Storey Oak Framed Orangery extension to side. Upper Poolands Farm, Stourport Road, Charlton. **Withdrawn by Applicant 2nd Dec 2022**

W/22/00175/FUL Appeal

Change of use of land for siting of a mobile home (including access steps and storage building) for temporary use during periods of flooding (retrospective). Orchards End, Lincomb Lane, Lincomb. No further comments submitted by 17th January 2023.

W/21/01670/FUL Appeal

Change of use of land and construction of 2no. Holiday lets. Lakeside Barn, Charlton Lane, Torton. No further comments submitted by 7th February 2023

Planning decisions –RETROSPECTIVE .

W/22/01664/FUL

Demolition of existing Dwelling and construction of New Detached Dwelling with associated works including driveway and new access onto Summerfield Lane. Rose Lawn, 67 Summerfield Lane, Summerfield. **Objection, the build completely out of character for the road, it would dominate the properties either side as it is so big. Loss of privacy to the properties either side of this proposal. Overdevelopment of the site. No properties on that road of that scale.**

W/22/02756/HP

Internal alterations to form an additional bedroom and internal glazing alterations. 3 Norchard Barns, Norchard Lane, Crossway Green. **NO OBJECTION**

W/22/02747/RM

Proposed casting and inhibition buildings. Roxel (uk Rocket Motors) Ltd, Summerfield Lane, Summerfield. **NO OBJECTION**

Worcestershire County Council – Green Infrastructure Strategy Consultation
The Parish Council asked to make comment under the Town and Country Planning (Local Planning) (England) Regulations to the above consultation. **No comments made** .

W/22/02727/FUL

Construction of 2no detached dwellings. Land at (OS 8410 6851) Stourport Road, Crossway Green. **COMMENT The Parish Council has access concerns on a really nasty turn.**

To consider any planning matter since publication of agenda

6. FINANCE COMMITTEE MEETING / FINANCE

To receive any comments with regards minutes of the Finance Committee 6th December 2022

7. To RATIFY the decision to approve the following payments made:-

Cheque 102312	£ 819.00	Top Cut October contract.
Cheque 102313	£ 66.00	NSALG Membership replacement cheque
Cheque 102314	£1309.68	Clerks Salary October 2022
Cheque 102315	£ 77.00	Clerk, October Nest pension paid from own acc
Cheque 102316	£ 25.00	S Tranter for the memorial wreath PO78
Cheque 102317	£ 144.00	Clerk for Wyevale Oak Sapling for the NE School PO79
Cheque 102518	£ 21.98	L Meredith reimbursement for Christmas Baubles PO76
Cheque 102319	£ 300.00	GJH Electrical, Christmas tree lights installation PO72
Cheque 102320	£1140.99	J & A Tree Services , high/medium works required around the village green PO68
Cheque 102321	£ 819.00	Top Cut November grass cutting contract
Cheque 102322	£1424.80	Clerks Salary November 2022
Cheque 102323	£ 312.00	Top Cut Lengthsman duties November
Cheque 102324	£ 819.00	Top Cut December contract

8. To note the following direct debits taken

£ 22.00	HSBC Bank charges Sept 2022
£ 64.66	Websolutions Direct – hosting
£ 13.73	YU Energy – October 2022
£ 30.00	HSBC Bank charges Oct 2022
£ 32.00	HSBC Bank charges Nov 2022
£ 20.99	YU Energy – November 2022
£ 24.74	YU Energy - December 2022
£ 790.30	HMRC Cumbernauld – PAYE
£ 16.00	HSBC Bank charges Dec 2022

9. CAR PARK POTHOLES REPAIR

To **RATIFY** the urgent decision, works to be carried out as soon as possible weather permitting (health & safety concerns) to the potholes in the Councils lower car parking

area. Repairs required so the lower car park area would not have to be considered for closure £1540.00 plus vat.

10. To review the Budget v Actual 1st January 2023 as circulated and to receive any comments.
11. To consider the recommendation of the Finance Committee to move £500 from the budget "Christmas Fayre" and to move to budget heading "Grass Cutting" to cover this year's spend.
12. To review bank reconciliation 1st January 2023 and receive any comments.
13. To **RESOLVE** to agree the following payments, two signatures required:-
 - Cheque 102326 £ 107.94 Clerks expenses for Nov, Dec & Jan 23
 - Cheque 102327 £ 93.60 Reimburse the Clerk Moneysoft Payroll programme
 - Cheque 102328 £ 82.67 Reimburse the Clerk Nov Nest payment paid from own ac
 - Cheque 102329 £1110.22 Clerks salary December 2022
 - Cheque 102330 £ 48.28 Reimburse the Clerk Dec Nest payment paid from own ac
 - Cheque 102331 £ 12.30 Reimburse Cllr Atkinson for two allotment site padlocks
 - Cheque 102334 £ 250.00 T Ingham Chairman's Allowance

14. Questionnaire Collated - Annual Parish Meeting 5th April 2022

- 14.1 Final version, comments to be received from the Staffing Committee Chair.

15. DEMAND INVOICE FROM HPHMC £8487.40

- 15.1 To **RATIFY** the urgent decision to send reply letters dated 25th November 2022 and 16th December 2022 to the HPHMC regarding none payment of the above demand.
- 15.2 To **RESOLVE** to agree the notification made to HMRC Claims, based on the letters sent to the HPHMC 25th November & 16th December 2022.

16. TAX BASE 2023 -2024

- 16.1 Confirmation -tax base figure for 2023 -24 is £1348.42. Therefore Band D levy for 2023-24 will be £33.00, an increase on last year of £5.67, 20.7%.

17. WEST MERCIA POLICE

- 17.1 To receive an update from the Safer Neighbourhood Team with regards speeding & Anti- Social Behaviour
- 17.2 To review the current Charter and consider any changes to Policing Priorities for the area.

18. MEMORIAL WALL

- 18.1 Awaiting planning permission. To resolve to agree planning application fee to Wychavon District Council cheque number 102333 £150.00.
- 18.2 Any comments to be received for Cllr Buck.

19. CAR PARKING SIGNS

- 19.1 To consider the purchase and delivery of two aluminium car park signs total £26.00 to replace old laminated signs

19.2 To consider installation by the Councils Parish Handyman/Maintenance Person.

20. MEMORIAL BENCH REQUEST

20.1 To review the memorial bench application form for a recycled plastic armless memorial bench.

21. CLERKS TRAINING

21.1 To **RESOLVE** to agree payment of £25.00 to Worcestershire CALC for the Clerks Zoom Election Process training programme taking place 15th February 2023

22. PARISH HANDYMAN/MAINTENANCE PERSON

22.1 To review the first report and to receive any comments.

22.2 To **RESOLVE** to agree January invoice payment of £263.00 (December works) cheque 102332

22.3 To consider this person as the Councils Lengthsman 1st April (current Contract ends March) in order to have a local person more familiar with the Parish and readily on hand to carry out simple tasks for example batteries/VAS.

22.4 To consider works to the children's play area to reduce the amount of mud around the footfall areas as highlighted in routine check lists by current Cllrs Atkinson & Humphres. £1975 which would include new mats and pegs.

22.5 To consider replacement of two damaged metal posts by the entrance of the hall. Estimated cost of works £375.00 plus equipment and materials to be confirmed when sourced. .

23. HARTLEBURY PARISH HOUSING SURVEY

23.1 To **RATIFY** the urgent decision taken 13th January 2023 to make two amendments to the draft report (deadline 18th January 2023) before its publication.

24. ROSPA ANNUAL PLAY INSPECTIONS

24.1 To **RESOLVE** to agree this year's annual ROSPA inspection to be carried out in March at the reduced rate of £307.00 plus vat. (Normal rate £582.00 plus vat) An increase from last year of £5 per area.

25. REPORT FROM THE COUNCILS REPRESENTATIVE ON THE HPHMC

25.1 To consider the report, comments to be received.

26. CORRESPONDENCE

26.1 List as circulated, comments to be received.

27. CLERKS REPORT

27.1 Report as circulated, comments to be received.

28. TO RECEIVE REPORT OF PARISH COUNCILLORS

28.1 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.

29. ANY URGENT DECISIONS

30. DATE OF NEXT MEETING Tuesday 16th May 2023, all agenda items to be presented to the Clerk no later than Tuesday 2nd May 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.

31. DATA PROTECTION

To **RATIFY** the urgent decision to send a letter to the Complainant dated 15th December 2022 with a copy to the ICO.

32. CLERKS SALARY/CHANGE TO CONTRACT.

To consider the Staffing Committees recommendations.

33. CHARITY v INFORMATION COMMISSIONER.

To **RATIFY** the urgent decision, not to join in the appeal as the Second Respondent, but to ensure that the grounds of the appeal from the Charity ie the evidence must be provided to support said claims.

34. HPHMC DOCUMENTATION.

No further information received, to be reviewed after the year end.

35. COMMUNITY PROJECT LITIGATION.

To review the final report and agree a way forward.

36. BREACH OF LEASE CLAIM

To review the claim by the Charity and **RATIFY** the decision.

37. CHADWICK BANK

To review last year's fee and agree this year's due 1st April 2023.