



Hartlebury Parish Council

Clerk to the Council – Clare Shinner. Email hartleburyclerk@gmail.com

To Members of Hartlebury Parish Council

Notice is hereby given that the next meeting of Hartlebury Parish Council will be held on **Tuesday 5th September 2023 commencing at 7.00pm at the Hartlebury Parish Hall, Waresley Court Road, Hartlebury, DY11 7TQ.**

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 and approve apologies for absence

2. DECLARATIONS OF INTERESTS

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

- 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.

4. COUNTY COUNCILLOR

- 4.1 To receive report of County Councillor Tony Miller

5. DISTRICT COUNCILLOR

- 5.1 To receive report of District Councillor Tony Hartley

6. MINUTES OF MEETING

- 6.1 To **APPROVE** the minutes of the meeting 1st August 2023.

7. PLANNING MATTERS

7.1 District Council Decisions- APPROVED.

None to date of the agenda

7.2 District Council Decisions-already REFUSED/WITHDRAWN/APPEAL.

Appeal Ref: APP/H1840/W/22/3306688

The Old Kitchen, Quarry Bank, Hartlebury, DY11 7TE

The appeal is allowed, and permission is granted.

7.3 Planning Applications for Parish Council Comment.

W/23/01643/LB (by 19/9/23)

Location: Aurora Wilden View School, Worcester Road, Torton, Kidderminster, DY11 7RR

Description of Proposal: Installation of internal fall protection for all existing Windows.

W/23/01576/FUL (by 13/9/23)

Location: Grove Farm Bungalow, Lincomb Bank, Lincomb, Crossway Green, Stourport On Severn, DY13 9RB

Description of Proposal: Application to allow third party use of manège and stables, the extension and re-configuration of a stable block, siting of storage buildings and the erection of manège training mirrors.

W/23/01530/FUL (By 13/9/23)

Location: Roberts Paddock, Whitleng Lane, Hartlebury, Kidderminster, DY10 4HD
Description of Proposal: Siting of an additional mobile home and touring van at Roberts Paddock, Whitleng Lane. Hartlebury.

W/23/01483/FUL (by 1/8/23 – extn applied for)

Location: Norchard Farm, Norchard Lane, Crossway Green, Stourport On Severn, DY13 9SN

Description of Proposal: Development of a ground mounted solar farm with ancillary infrastructure, security fence, access, landscaping and continued agriculture, to generate power to feed into the local distribution network.

W/23/01272/OUT (by 30/8/23 – extn applied for)

Location: Land At (Os 8403 6906), Crossway Green

Description of Proposal: Outline planning permission for the creation of one live/work unit with all matters reserved.

W/23/01449/OUT (by 22/8/23 extn applied for)

Location: Land at (OS 8401 6864), Church Lane, Crossway Green,

Description of Proposal: Outline planning permission for a habitat focused development of 7 residential dwellings (including 2 affordable units) with all matters reserved except for Layout.

W/23/01417/FUL Associated Ref:W/23/01418/LB (by 20/8/23 extn applied for)

Location: Nos One and Two , Walton Farm Cottage, Walton Lane, Hartlebury

Description of Proposal: Renovation works including internal alterations to consolidate the cottages back into one single dwelling, demolition of an existing extension and erection of a new single storey rear extension.

W/23/01422/LB Associated Ref:W/23/01421/FUL (by 18/8/23 extn applied for)

Location: Barns at , Walton Farm Cottages, Walton Lane, Hartlebury

Description of Proposal: Conversion and alterations of redundant agricultural buildings to form 1no. new residential dwellinghouse.

8. FINANCE COMMITTEE MEETING / FINANCE

8.1 To **note** the following direct debits/debit card payments taken:-

8.2 PAYMENTS

To **RESOLVE** to agree the following payments:-

Wychavon DC – Election costs for 2023	£3,263.31
Grant Marshall – Maintenance invoice 0019	£626.04
Top Cut mowing services July 2023	£819
Interim Clerk July 2023	£600
Expenses for Clerk – computer/Microsoft 365/phone	£553.75

8.3 Banking arrangements update.

9. REPORTS

To receive reports from Parish Councillors & advisory groups/working parties.

9.1 W & SMAG – a “mock up” of the proposed Parish Council website from parishcouncil.co.uk has been circulated and the Parish Council are to approve the design and proceed with its” going live” as Hartlebury Parish Council official website if they are happy with the result to date.

9.2 R & AAG

9.2.1 Chairmans report to Council (attached).

9.2.2 The Council is to consider a proposal from the advisory group for the replacement of two damaged bollards at the car park. Approximate cost in the region of £700.

9.2.3 It is also noted that Cllr Atkinson and Cllr Hipkins will be the Lengthsman point of contact.

9.2.4 Church Clock maintenance.

There has been confusion on the legal position of the Parish Councils ability to do this. This is an opportunity to clear up this confusion.

- A Parish Council may not spend tax-payer money on maintaining a Church clock.
- The Parish Council did give £198 in April 2021 towards the Church clock maintenance. The Council must ensure that this is not repeated.
- The money paid towards the maintenance of the clock in the past year has not been from the Parish Council. Cllr J Hipkins can report on this matter.

9.3 CST & RSAG – report to be received on activities since the last Parish Council meeting.

9.4 AWG – report to be received on activities since the last Parish Council meeting.

9.5 BL & EAG - report to be received on activities since the last Parish Council meeting.

10. MEMORIAL BENCH

10.1 Memorial bench policy. Council to consider the memorial bench policy and update following items.

- item 3.3 to include replace “will” with “may”.
- To add additional sentence to 3.9 as follows –
“The Parish Council can choose to replace a bench/plaque at their cost if they deem it an appropriate action. This must be agreed at a Parish Council meeting”.
- To remove item 4 and 4.1.

11. NEW AMENITIES AND HISTORICAL SITE ADVISORY GROUP

Cllr Evans and Cllr Atkinson ask for the following proposal to be considered.

- To set up an Advisory Group to investigate buying land in the parish, for new amenities & investigate buying sites of any historical value for future projects.
- To possibly look at buying the Allotment field or look at other sites, proposed sites which could be used for a flood lit full-sized football pitch

with five aside facilities, running track, a bicycle track and erection of changing rooms, shower facilities and an indoor gym.

- To investigate applying for grants & sponsors.

12 APPOINTMENT OF REPRESENTATIVE OF THE PARISH COUNCIL FOR THE QUEEN ELIZABETH FOUNDATION. See attached emails.

The Parish Council is entitled to appoint 2 trustees of this foundation. This four-year term comes to an end for one of the trustees – Mrs Caroline Boughton-Thomas on 3/12/23. Mrs Boughton-Thomas has indicated that she would very much like to be reappointed if the Parish Council deem that acceptable. The representative does not have to be a member of the Council.

13 TO INVESTIGATE OPTIONS FOR SECURITY CAMERAS AT PH AND MUGA Proposed by the CST & RSAG. See attached documents.

- Speak to the Parish Hall about the project.
- Research cameras that would be appropriate.
- Spec wiring/mounting for the cameras to enable gathering of quotes.
- Speak to local law enforcement for recommendations about the protocol for reporting alarms from the cameras.
- Research possible funding to cover the costs of purchase and installation.

14 TO MERGE W&SMAG AND IT&DPAG GROUPS

- Merge the W&SM and IT&DP groups.
- If approved, decide whether the new group should be a Working Party or an Advisory Group
- Name the new group (Digital Comms & Data Protection, Digital Comms and Security or similar)
- Confirm with current members of both groups that they would like to be members of the combined group.

15 REPORTS

17.1 Councils representative on the HPHMC.

17.2 Clerks

17.3 Handyman/Maintenance person report to Council.

18 CORRESPONDENCE

- Hereford and Worcester Fire service -Community risk management plan
- Calc update.
- Article from J Campion re policing matters.
- Information re new street trader
- Objection from parishioner to 23/01449/OUT
- Planning applicant letter re 23/01843/FUL

18 TO RECEIVE REPORT OF PARISH COUNCILLORS

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.

20 Council to consider that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the following part of the meeting during the consideration of the following business as it would be prejudicial to the public interest because of the confidential nature of the items.

21 TO DISCUSS ONGOING MATTERS RELATING TO THE COMMUNITY PROJECT AND THE PARISH HALL

22 MATTERS RELATING TO THE PREVIOUS CLERK – report to the Council.

23 DATE OF NEXT MEETING Tuesday 3rd October 2023

24 To AGREE FUTURE DATES FOR THE PARISH COUNCIL MEETING

November 7th, December 5th. Wednesday 20th September, Community Conversation (consultation event)

2024

Tuesday January 9th (second Tuesday of month)

February 6th, March 5th,

April 9th (2nd Tuesday of month)

May 7th, June 4th, July 2nd, August 6th, September 3rd, October 1st, November 5th,

December 3rd

C Shinner.....
Clerk to the Parish Council.

Hartlebury Parish Council – Parish Council Membership, K Arnott, C Atkinson, J Cosham, A Evans, Ed Hancocks, M Harris, J Hellens, J Hipkins, R Kirby, C Neale, K Pratt, A Scheps, L Tarleton-Hodgson.

Abbreviations -

W & SMAG	Website and social media advisory group
R & AAG	Recreation and amenities advisory group
CST & RSAG	Crime, speeding, traffic and road safety advisory group
AWG	Allotments working group
BL & EAG	Business liaison and events advisory group