



# Hartlebury Parish Council

**Clerk to the Council – Clare Shinner. Email [hartleburyclerk@gmail.com](mailto: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 3<sup>rd</sup> October 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 5<sup>th</sup> September 2023.

### **7 PLANNING MATTERS**

#### **7.1 District Council Decisions- APPROVED.**

W/23/01263/HP

Location: Berkley Farm, Summerway Lane, Torton, Hartlebury, DY11 7SE  
First floor single and two storey extensions and render of existing façade.

W/23/00834/HP Location: Holmdale, Stanklyn Lane, Summerfield, Hartlebury, Kidderminster, DY10 4HS  
First floor extension.

#### **7.2 District Council Decisions- REFUSED**

W/23/01017

Proposal: Erection of garage block with games room over.  
Location: The Field House, Worcester Road, Shenstone, Kidderminster, DY10 4ER

#### **7.3 Planning Applications for Parish Council Comment.**

Application Number : W/23/01854/S106

Location: Land West Of,, Old Worcester Road, Hartlebury  
Description of Proposal: Application under section 106a of The Town & Country Planning Act 1990 to modify the requirements relating to legal agreement dated 28 April 2014 associated with planning permission W/12/02358/OU.

Application Number : W/23/01860/FUL

Location: Court Farm, Lincomb Lane, Hartlebury, Stourport On Severn, DY13 9RB  
Description of Proposal: Erection of stable block in paddock.

Application Number : W/23/01164/LB

Location: Worcestershire County Museum, Hartlebury Castle, DY11 7XZ.  
Description of Proposal: Replace the clay tile elevation on the north wing roof entirely. Replace timber dormer window. Replace a timber roof light in the lower barn section, below the north wing roof. Repoint the north wing wall under the roof.

Application Number : W/23/01809/HP

Location: 6 Inn Lane, Hartlebury, Kidderminster, DY11 7TA  
Description of Proposal: Proposed rebuilding of existing outbuilding and small infill side extension.

Application Number : W/23/01785/FUL

Location: Moorlands Farm Coarse Fisheries, Manor Lane, Hartlebury, DY11 7XN.  
Description of Proposal: Construction of four timber holiday chalets

Application Number : W/23/01837/CLE

Location: Annexe At, Bishops Wood Cottage, Crossway Green, Stourport On Severn,  
DY13 9SE Description of Proposal: Certificate of Lawfulness for the existing use of building as a residential dwelling

Application Number : W/23/01874/FUL

Location: Bells Farm Shop, Stourport Road, Chadwick Bank, Stourport On Severn, DY13 9SA  
Description of Proposal: Expansion of existing farm shop, including cafe, education event space and car parking (Variation of condition 6 Ref. 20/02371/FUL)

Application Number : W/22/02554/FUL

Location: Hartlebury Riding School, Manor Lane, Waresley, Hartlebury, Kidderminster, DY11 7XN  
Description of Proposal: Conversion of barns to form three residential dwellings with associated outbuildings, parking and landscaping. Retention of existing dwelling

Application Number : W/23/01567/LB

Location: West Gables, Quarry Bank, Hartlebury, Kidderminster, DY11 7TE  
Description of Proposal: Installation of a log burner into an existing open fireplace plus installation of a chimney liner & cowl to protect the existing chimney (partly retrospective)

W/23/00779/FUL

Description of Proposal: Proposed car parking for use in conjunction with Christmas Tree business Location: Land Off, Rectory Lane, Hartlebury

Application Number :

W/23/01540/FUL

Location: Lincomb Farm, Lincomb Lane, Lincomb, Hartlebury, Stourport On Severn, DY13 9RB

Description of Proposal: Construction and operation of a battery energy storage system with ancillary infrastructure.

## **8. FINANCE COMMITTEE MEETING / FINANCE**

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

<b>YU Energy</b>	£13.42
<b>HSBC Bank charges</b>	£11

### **8.2 PAYMENTS**

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

Grant Marshall – Maintenance invoice 0020	£564.30
Top Cut mowing services August 2023	£819
Clerk August 2023 (5 week month)	£1931.25
Expenses for Clerk August	£29.20
National Allotment Society membership 1 year	£66
PKF LittleJohn – External Audit services	£378
Claire Atkinson – replacement padlock allotment gate	£8.98

### **8.3 PKF Littlejohn – report from the external auditor.**

Hartlebury Parish Council financial audit for April 1st 2022 to March 31st 2023 has been completed and is as follows

“Hartlebury Parish Council authority did not follow and record all the requirements of section 49A in relation to the budget and precept process.

The smaller authority was not compliant with its Financial Regulations as the clerk authorised payments which exceeded the authority limits.

The smaller authority should consider revising its Financial Regulations to reflect the practice of routinely ratifying payments after the event if it intends to continue to do so.

The approval of payments made during closed sessions should comply with the Council’s Financial Regulations, and the minutes include adequate information regarding the resolutions made.

We note following elections May 2023 a new Parish Council has been formed and the actions necessary to resolve have commenced.

Other matters not affecting our opinion which we draw to the attention of the authority: The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 3, 5, 7, 8, but it has provided the

appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified”.

- 8.4 Report from the Finance Advisory group to include a banking arrangement update.
- 8.5 Revised Financial Regulations as per the NALC suggested Model standing orders. Council to approve these regulations.

## **9 REPORTS**

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

### **9.1 DC & DPAG**

- Report on activities
- Council to agree one of the below domain names for the Council.  
hartleburyparishcouncil.gov.uk  
hartleburyparish.gov.uk  
hartlebury-pc.gov.uk

### **9.2 R & AAG**

- Chairmans report.
- Repairs to car park– it is recommended that for this round of minor repairs Grant Marshall can supply labour and minor materials, (a resident who has some Breedon Gravel (of the correct specification) would be delighted to donate it to support HPC)
- Grant Marshall to replace the bollards in front of the Parish Hall - £650.
- Information regarding the hedges at the tennis courts.

### **9.3CST & RSAG**

- Minutes of the September meeting. Next meeting is to be 25 October 2023.

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

### **9.5BL & EAG**

- Report to be received on activities since the last Parish Council meeting.
- The Bench Policy has now been updated. It is now proposed that the Council revisit this proposal to replace this bench for Mrs Richarson’s family and if approved for the BL &EAG to go ahead and purchase a bench.  
3 quotes have been obtained to replace this bench.  
The Council to discuss and agree how much to spend on a bench, whether a wooden or plastic one is acceptable, and the size of the bench.

9.6SAG to report on activities.

## **10 REMEMBRANCE DAY SERVICE**

It is customary for the chairperson or a representative from HPC to attend the remembrance service held at the church and for HPC to lay a wreath.

The Chairman is unable to attend this year and another Councillor will be needed to lay the wreath this year.

## **11 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.

Mr T Ingham is also a trustee on behalf of the the Parish Council and his term expires on 5/4/24

- 12 **ICO complaint against the Parish Council covering the period to April 2023.**  
After reviewing the documentation regarding a complaint received by Sandra Hickman against the Parish Council for a data breach, the Council acknowledge that during the years 2022-2023 data breaches did occur.  
Some of the Councillors on the Council at that time were given unrestricted access to emails sent to the Clerk over many years and this should not have happened. The content of these emails were subsequently used by Councillors in various public forums and this should not have been allowed to occur.  
Despite a complaint being upheld by the Information Commissioners Office in November 2022 a further data breach occurred in April 2023.  
In compliance with our legal duties Hartlebury Parish Council will report this to the Information Commissioner's Office.  
The present Councillors on the Council (elected in May 2023) have undergone training by CALC to avoid this happening in the future.  
The policies and procedures of the Council are being updated and revised to reflect the new obligations under the GPDR/DPA18.  
Hartlebury Parish Council apologises to Sandra Hickman for the inconvenience and distress this has caused.

- 13 **MINUTES FOR THE PARISH MAGAZINE**  
At the current time the entire minutes from the Parish Council meetings are published in the magazine. This has cost implications due to their length.  
Would the Parish Council allow the Clerk to amend the minutes for the magazine to include the important decisions with a note that copies are available on the website if anyone wishes to see the un-abridged version.

#### **14 REPORTS**

- 14.1 Councils representative on the HPHMC.
- 14.2 Clerks
- 14.2 Handyman/Maintenance person report to Council.

#### **15 CORRESPONDENCE**

- Road closure order: to close that part of C2141 Lincomb Lane from its junction with U40015 Lincomb Bank for 400 metres in a southerly direction.  
Reason: Safe working for pole testing by Openreach  
Maximum duration: 18 months. Anticipated duration: 1 day.  
Commencing: 29 September 2023

#### **16 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.

**17 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.**

**18 TO DISCUSS ONGOING MATTERS RELATING TO THE COMMUNITY PROJECT AND THE PARISH HALL**

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

**20 DATE OF NEXT MEETING Tuesday November 7<sup>th</sup> 2023**

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 –**

DC & DPAG	Data communication and data protection 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
SAG	Staffing advisory group

**Future dates for parish council meetings**

December 5th.

2024 Tuesday January 9<sup>th</sup>, February 6<sup>th</sup>, March 5<sup>th</sup>, April 9<sup>th</sup>, May 7<sup>th</sup>, June 4<sup>th</sup>, July 2<sup>nd</sup>, August 6<sup>th</sup>, September 3<sup>rd</sup>, October 1<sup>st</sup>, November 5<sup>th</sup>, December 3<sup>rd</sup>