



Clerk to the Council – C Shinner
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Minutes of the meeting of Hartlebury Parish Council held on Tuesday 5th March 7pm at the Parish Hall in Hartlebury

DRAFT UNTIL SIGNED AT A SUBSEQUENT MEETING

Present

Cllr Arnott (KA), Cllr Atkinson (CA), Cllr J Cosham (JC) Cllr Evans (AE), Cllr Harris (MH) , Cllr Hancocks (EH), Cllr Hellens (JHL), Cllr Hipkins (JHP), Cllr Kirby (RK), Cllr Neale(CN) Cllr Tarleton-Hodgson (LTH) Cllr K Pratt (KP) Cllr Scheps (AS)

Also present.

C Shinner (Locum Clerk) and 16 members of the public. Cty Cllr AM (Tony Miller) and Dst Cllr AH (Antony Hartley)

518. APOLOGIES

There were no apologies for absence received.

519. DECLARATIONS OF INTERESTS

Cllr Hipkins declared a pecuniary interest (DPI) in items regarding The Parish Hall (as her spouse is a trustee of the Parish Hall) and a dispensation request for herself regarding this DPI.

DPI also declared in planning applications W/24/00325 and W/23/02373/LB.

DOI declared regarding Church items.

Cllr Kirby declared a pecuniary interest (DPI) in items regarding The Parish Hall as he is Vice Chairman of the Parish Hall.

Cllr Arnott declared a pecuniary interest (DPI) in items regarding The Parish Hall as his spouse is a trustee of the Parish Hall. DPI in planning application W/24/00166/ADV.

Cllr C Neale declared an “other” interest (DOI) in items regarding the Parish Hall (as she is a volunteer at the Café) and also a dispensation request for herself regarding this DOI.

DOI also declared regarding W/24/00325/FUL and DPI regarding claim for expenses incurred for the Community Conversation 2.

DOI also declared regarding allotments.

Cllr A Scheps declared an interest in planning application W/24/00325/FUL.

Cllr C Atkinson declared an interest in the item regarding use of the football pitch by an 11 a side team.

Cllr L Tarleton-Hodgson declared DOI interest in allotments.

It was noted that failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

520. CONSIDERATION OF DISPENSATION REQUESTS

The Council approved the dispensation request for Cllr J Hipkins re the DPI on items relating to the Parish Hall.

The Council approved the dispensation request for Cllr C Neale re the DOI on items relating to the Parish Hall.

521 ADJOURNMENT OF THE MEETING

It was **RESOLVED** to adjourn the meeting for public questions.

It was **RESOLVED** to reconvene the meeting.

522. COUNTY COUNCILLOR REPORT

Cllr Tony Miller (TM)

Gave a report and answered questions as follows.

- TM noted that speeding is an ongoing issue in many parishes and that the following speed survey reports were recorded in 2020.
On Station Road
30MPH (West) and 31 MPH (East)
On A4025 Stourport Road to Crown Lane
36MPH (South) and 39 MPH (North)
- TM noted that the A4025 needs to be surveyed for a VAS and he noted he may be able to fund 50% of the cost of purchasing a VAS.
- TM noted the Council had asked for the following speed checks
A4025 Stourport Road from the Mitre Oak roundabout into the Hartlebury Common area Mainly around Chadwick Bank.
Old Worcester Road from the Station Road junction going down towards Kidderminster.
Waresley Road going towards Quarry Bank is being used as a short cut to avoid the 50 MPH speed zone on A449.
- TM noted that there were various road works scheduled in and around Hartlebury.
- TM noted that a 4.9% increase for 2024-5 from WCC has been agreed. 70% of this funding goes to school transport and care of children and adults. Reserve funds are expected to be used for 2024-25 and redundancies will be necessary.

523. DISTRICT COUNCILLOR REPORT

Cllr Tony Hartley (TH) circulated the policy for planning neighbour notification. The Planning Advisory Group noted that neighbours are not being informed of proposed planning applications.

TH noted that Council tax would increase at one of the lowest rates in the County – at around £5 per household.

Wychavon DC had produces 29 promises on their website to include welfare hubs in villages, extending their grants scheme, housing for young people.

(AM left the meeting)

524 TO DISCUSS ONGOING MATTERS RELATING TO THE PARISH HALL PATIO WALL AND THE CAR PARK.

Report from the advisory group.

Three quotes for the work had been in place since November 2023 for the repair/rebuild of the wall at the parish hall.

It was noted that the Advisory Group had been delayed in their work on the repair/rebuild of the patio wall as they had been waiting for the original builder to provide a quote for the work, which would have been substantially cheaper than the other three quotes, as only an uplift in costs would be charged.

A quote had been received by the Council on the day of the February meeting and could not be considered by the Council at that time.

Since the receipt of the quote, it was noted that the original company was progressing to liquidation. The advisory group noted that this was very unfortunate and disappointing and had meant that the way forward needed adjustment.

It was agreed that due to the passage of time since the three other quotes were received that updated quotes needed to be obtained as a matter of urgency.

The Council noted that the quotes to date were based on visual inspection and to provide more detailed quotes, then loose bricks etc be removed to enable further inspection.

When three quotes have been received then the Advisory Group would have completed their brief (which was to deal with the court cases related to the wall and patio doors) and the work would be taken over by a new working party to monitor the repair/rebuild of the wall.

Proposal approved by the Parish Council.

Council to form a working party to oversee the actual wall repairs. This party will monitor the work. The group will include members of the hall management committee and possibly an outside consultant. The membership of this group to be determined at the next parish council meeting.

Proposal approved by the Parish Council.

Letter to be sent to Insolvency practitioner and Midland CSB's Insurance Company to claim a sum of money to be used to pay another contractor to repair/rebuild the wall/patio. (Or request that the Insurance Company instructs another contractor to do the work on behalf of Midland CSB as also discussed by the finance advisory group. The original wall/patio is still under agreement until later in 2024) Cllr LTH agreed to liaise with the Clerk re a letter to this effect.

525. MINUTES OF MEETING

The Parish Council **APPROVED** the minutes of the meeting of the Parish Council that was held on Tuesday 6th February 2024.

526. PLANNING MATTERS District Council Decisions- APPROVED.

Planning Ref: W/23/02556/LB

Proposal: Repairs and redecoration of timber sash/casement windows/ external doors and timber cupola.

Location: Worcestershire County Museum, Hartlebury Castle, Stourport Road, Charlton, Hartlebury, Kidderminster, DY11 7XZ

Planning Ref: W/23/02552/HP

Proposal: Replacement of existing timber windows and door with new UPVC windows and door.

Location: White Cottage, Stourport Road, Charlton, Hartlebury, Kidderminster, DY11 7YE

527. PLANNING MATTERS District Council Decisions- REFUSED

Nothing to date of agenda.

528. PLANNING MATTERS Planning Applications for Parish Council Comment.

W/24/00325/FUL

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 (Variation of conditions 2 and 4, and removal of condition 3 Ref. W/23/01576/FUL)

The Parish Council **objected** to this application.

This application is a response to the conditions imposed by the planning officers on the original application which clearly prevents the site being used commercially. Furthermore the original application contained inaccuracies and is subject to complaint. Added to this the immediate neighbours did not know of the original application so were not able to object. The Council ask if this is a change of use to a commercial application as the manege is to be used as a business and the Council believe that insufficient consideration has been given to the implication of this to neighbours and the listed buildings."

W/24/00144/HP

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

Description of Proposal: Two storey side extension

No objection from the Parish Council to this application.

W/24/00287/HP

Location: Cherry Cottage, Stourport Road, Chadwick Bank, Stourport On Severn, DY13 9SA

Description of Proposal: Erection of detached garage carport unit and relocation of existing drop kerb and access

The Parish Council notes **no objection** to this application but there was concern regarding the access as there are no details regarding the new access design.

W/24/00121/HP

Location: Woodmeadow, Bishops Wood Lane, Crossway Green, Stourport On Severn, DY13 9SE

Description of Proposal: Rear extension to include alterations to external materials and replacement of flat roof with pitched roof.

No objection from the Parish Council to this application

W/24/00220/CU

Location: Perry Farm, Perry Lane, Torton, Hartlebury, Kidderminster, DY104HY

Description of Proposal: Change of use of agricultural land to dog walking amenity land.

The Parish Council gave **no objection** to this application but ask that a condition be placed on any approval - that the land would revert to agricultural land if the dog amenity walking stopped.

W/23/02373/LB

Location: Waresley Manor, Manor Lane, Waresley, Hartlebury, Kidderminster, DY11 7XN

Description of Proposal: Alterations to external fenestration and rainwater goods; alterations to internal finishes.

No objection from the Parish Council to this application

W/24/00127/HP Location: Glebe Farmhouse, Parsons Lane, Hartlebury, Kidderminster, DY11 7YQ

Description of Proposal: Extensions and alterations to existing dwelling and single storey detached garage.

No objection from the Parish Council to this application

W/24/00166/ADV

Location: White Hart, Stourport Road, Charlton, Hartlebury, Kidderminster, DY11 7TD

Description of Proposal: Replacement Hanging Sign, Freestanding Sign and Signwriting (illuminated)

The Parish Council give **conditional approval** to this application for replacement of like for like signs and lights but not for any additional signs within this conservation area

W/24/00154/HP

Location: 12 Woodbury Close, Hartlebury, Kidderminster, DY11 7TL

Description of Proposal: Two-storey side extension.

The Parish Council **objects** to this application due to the proposed drive going over communal open space.

There are also safety considerations on this road corner with a bus route.

529. FINANCE. Automatic payments

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

YU Energy. January 2024	£24.61
HSBC Charges. January 2024	£8.50

530. FINANCE. Payments

<u>Top Cut mowing services</u> February 2024	£819
<u>Top Cut Mowing Services</u> Lengthsman work January 24	£282
<u>Clerk</u> February clerk work	£1262.5
<u>Clerk</u> February expenses	£14.25
<u>Chris Neale</u> expenses for the Community Conversation II event	£52.10
<u>Savills</u> Allotment rent October to March 24 incl. s/o	£337.50
<u>GM Services</u> Maintenance day plus expenses	£254.80
<u>GM services</u> Lengthsman work – February 2024	£291.50

Please note that all invoices, bank reconciliations and bank statements are available for the Council to examine at each meeting. All payments are now electronic and operate on a two party identification basis.

The Clerk notes that the address and signatures for Scottish Widows have been changed and statement received.

531 FINANCE Receipts

Parish Hall peppercorn rent	£1
Worcestershire City Council. Parish Lengthsman reimbursement	£1856.85

532 FINANCE Letter re financial support

Request from the Parochial Parish Council to maintain the churchyards at the parish church, St James, and at St Mary's, the burial ground for the Parish and to maintain the clock at the parish church. (Due to the very recent amendment to the Local Government Act 1894 the Parish Council can now use the Parish councils Act 1957 s2 to fund repair and maintenance of the church clock if it wishes to) under the Levelling up and regeneration bill.

The Council noted that there was no provision within the next year's budget for this, so the Finance Advisory Group would re-examine the budget and report back to the Council.

533 FINANCE Finance advisory group

Finance Advisory Group have met and a report on the meeting was received and attached to the agenda. The group had also received the asset register for 2023-24.

The internal Auditor had met with the Clerk and examined all the documents for the year 2023-24. The Clerk noted that during the period April- mid November 2023 full access to the accounts had not been possible but that since November the Council's financial affairs had been easier to manage.

It was noted that the asset register needed reviewing for insurance purposes and all groups are asked to consider the replacement costs of items within their remit.

534 FINANCE The audit review financial affairs

The audit review financial affairs group had spent 3 hours examining the accounts of the Parish Council for 2023-24 and had provided valuable information for the updating of the risk register, asset register and other financial information.

535. REPORTS - DC & DPAG

- The Parish Council resolved to allow the Digital Comms & Data Protection group to appoint a councillor to the role of Content Manager. They will create content and place on the social media for the Council.
- It was noted that more information regarding specific groups of the Council will be published.
- A local "neighbourhood matters" feed is being sought to add to the website.

536. REPORTS - RE & AAG

- The Clerk notes that the annual play inspection is done in March, monthly inspections are done by GM Services and weekly inspections are done by individual councillors. It was noted that it would be helpful if the weekly inspections could be sent to the Clerk to keep in Council records as evidence in the event of a claim.
- The risk assessment for Community Conversation 2 has been received and filed. Community Conversation 2 went ahead, and a piece is to go into the parish magazine regarding the event, Concerns were mainly regarding speeding, more VASs and flytipping.
- Strip of Land on Inn Lane. There was a proposal to authorise the maintenance man to carry out the necessary work of reinstating the posts and making good the area. For Council to decide if reflectors are required and to sanction purchase/fitting of same by the maintenance team. It was agreed to contact Highways regarding ownership of this land.
- Clerk has received an email from a parishioner re use of the pitch by an 11-a side team looking into costings and availability for Sunday mornings. The Council noted that the pitch is available for all to use, and they are welcome to use the pitch on a casual basis. Cllr AE noted that he would investigate the cost of marking up the pitch.

537. REPORTS - CST & RSAG

- The group noted that the Community Speed Policing initiative was publicised at the Community Conversation 2 event and there are 8 volunteers. The Group is in contact with the local policing team and training will start soon.
- The group asked for a page on the Parish Council website to promote actions regarding fly tipping and the Community speed policing.

- Cty Cllr TM has agreed to provide 4 speed surveys for HPC (to include the B4025 Stourport Road) and the Advisory Group has submitted the areas noted in minute 522.
- It was noted that the Parish Hall are investigating CCTV for the hall and surrounding areas, and it was anticipated that the Parish Council will be asked if they wish to join with this project at their April meeting.

538. REPORTS AAG

- Proposal That Cllr Atkinson sends out the tenancy documents for allotment tenancy 2024-5 and collects the money accordingly. This was **agreed** by the Parish Council.
- Proposal To encourage allotment holders to join the Hartlebury Allotment Group which provides insurance and useful information. This was **agreed** by the Parish Council, but it was noted that this was not compulsory and this was not an endorsement from the Parish Council.
- Proposal For the council to agree for the allotment advisory group to advertise vacant plots as and when needed, now and in the future. This was **agreed** by the Parish Council

539. ADDITIONAL REPORTS.

Councils' representative on the HPHMC.

Cllr KP noted the following;

- the hall were pleased that HPC were engaging in the CCTV process.
- Frustration regarding the lack of progress with the wall was noted.
- The Parish Hall was celebrating its 70th anniversary and asked HPC for a volunteer to help with celebrations. Cllrs JHP and CN agreed to this role.

Clerk.

- Retention of documents policy for Hartlebury Parish Council was presented for consideration and approval. Cllr CA has collected Parish council items from a lock up garage. It was noted that there was a noticeboard collected which needed legs at a cost of around £30 to be placed on the A449 – Northbound bus shelter. This was agreed. The Clerk is to contact Wychavon for the noticeboard to be erected on the land next to the bus stop on the A449 opposite the Mare and Colt Pub.
- The paperwork collected by CA was agreed to be distributed between Councillors and decisions on retention to be made in line with the new public information scheme policy for Hartlebury Parish Council.

The Parish Council Chairman closed the meeting since the meeting had taken 3 hours.

NB

There were approximately 45 mins of questions from the floor and then a disturbance by a public member caused the Chairman to halt the proceedings for a couple of minutes until things settled down. Then the Chairman reopened the public session for it to carry on, and in consequence it was nearly 8pm before the agenda resumed.

The following are remaining items that will be discussed at the next meeting.

- Risk assessment register for Hartlebury Parish Council for consideration and approval. This has already been reviewed by the Finance Advisory Group and the Audit Review Group.
- Asset register for Hartlebury Parish Council for consideration and approval. This has already been reviewed by the Finance Advisory Group and the Audit Review Group.
- Handyman/Maintenance person report to Council.
- Blocks on the car park. Update
- Staffing committee

DATE OF NEXT MEETING Tuesday 9th April 2024

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
RE &AAG.	Recreation, Events and Amenities Advisory Group
CST & RSAG	Crime, speeding, traffic, and road safety advisory group
AAG	Allotments advisory group.
SAG	Staffing advisory group.
PAG	Planning advisory group.
HPC	Hartlebury Parish Council

Future dates for parish council meetings

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