



# **Hartlebury Parish Council**

**Clerk to the Council – Clare Shinner. Email [hartleburyclerk@gmail.com](mailto:hartleburyclerk@gmail.com)**

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## **To Members of Hartlebury Parish Council**

Notice is hereby given that the next meeting of Hartlebury Parish Council will be held on **Tuesday 7<sup>th</sup> November 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 3<sup>rd</sup> October 2023.

## **7 PLANNING MATTERS**

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

W/23/02047/DEM

Proposal: Demolition of existing buildings that are well past their useful life and beyond economic repair.

Location: Roxel (UK Rocket Motors) Ltd, Summerfield Lane, Summerfield, Hartlebury, Kidderminster, DY11 7RZ

W/23/01576/FUL

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

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

W/23/01809/HP

Proposal: Proposed rebuilding of existing outbuilding and small infill side extension.

Location: 6 Inn Lane, Hartlebury, Kidderminster, DY11 7TA

## 7.2 District Council Decisions- REFUSED

Nothing to the date of the agenda.

## 7.3 Planning Applications for Parish Council Comment.

W/23/01530/FUL

Location: Roberts Paddock, Whitlenge Lane, Hartlebury, Kidderminster, DY10 4HD.

Proposal: Siting of an additional mobile home and touring van at Roberts Paddock, Whitlenge Lane. Hartlebury.

W/23/02137/FUL

Location: 50 Waresley Park, Hartlebury, Kidderminster, DY11 7XE

Description of Proposal: Change of use of highway land to private garden

W/23/02199/HP

Location: New Residential House At, De Beers Garden Centre, Worcester Road, Torton,

Proposal: Proposed New Access and gates. Retention of existing brick pillars and fencing.

W/23/02098/FUL

Location: Rose Lawn, 67 Summerfield Lane, Summerfield, Hartlebury, Kidderminster, DY11 7SA

Proposal: Demolition of existing Dwelling and construction of New Detached Dwelling with associated external works including driveway and new access onto Summerfield Lane

W/23/01894/FUL

Location: Land At (Os 8426 6690), Crossway Green, Ombersley.

Proposal: Temporary development of a solar farm with ancillary infrastructure, security fence, access, landscaping and designed to allow continued agriculture, to generate power to feed into the local distribution network.

## 8. FINANCE COMMITTEE MEETING / FINANCE

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

YU Energy	£13.73
HSBC Charges	£8

### 8.2 PAYMENTS

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

Grant Marshall – Maintenance invoice	TBC
Top Cut mowing services September 2023	£819
Clerk September	£1600
Hartlebury Parish Hall rent for meetings	£250
Hartlebury Parish Hall (agreed Sept 23)	£685
Expenses for Clerk September	£21.60
Clerk October	£1700
DKE Audit services. Interim visit Nov 23	£39.80
Expenses for Clerk September	£84.25

Information Commissioners office £40

(This annual fee is reduced to £35 if paid by dd. Do the Council agree with this action for future years?)

8.3 Minutes from the Finance Advisory group.

8.4 Revised Financial Regulations for the Council to consider.

The Finance Advisory group are confident that their regulations (with the recommended changes) align with the CALC regulations and meet all the Parish Councils legal obligations.

Proposed amendments to current financial regulations–

- 4.4 New limit £500.00
- 6.18 New limit £500.00 (In line with NALC's model finance regs)
- 11.1 h Value below £25K – 3 quotes, between £1K and £3K the clerk/RFO will strive to obtain 3 estimates. Otherwise, Regulation 10.3 will apply. (In line with NALC's model finance regs)

8.5 The Council need to appoint their internal auditor for the period 2023-24. The Clerk recommends using DKE Audit Services as Duncan Edwards as he has audited the Parish Council accounts over the last few years. The cost will be £270.

## 9 REPORTS

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

### 9.1 DC & DPAG

Report on activities

9.1.1 The Parish Hall is to go ahead with security cameras (6 in total) and in the quote there is an option for the Parish Council to purchase one for the MUGA area. Would the Parish Council like to purchase this camera? See attached quote. For a fixed camera the cost would be £650 plus VAT. For a pan tilt and zoom camera the cost would be £1550 plus VAT. There would also be an annual maintenance cost of £110 plus VAT. (Presumably the Parish Council would also need contribute to this cost)

### 9.2 R & AAG

Chairmans report.

9.2.1 Tennis Court hedges. Height and maintenance.

After careful consideration by the Advisory Group the following is recommended to the Council.

1) Remaining hedge on South-East corner and South sides of courts, lower to 3/4 height trim to a conical shape to afford a view through to courts.

2) Future years East and North side, to shape individual trees into a conical shape.

3) Improved larger user expected behaviour signage.

9.2.2 Proposal by the Advisory group.

1) For the clerk to request from the Maintenance person a quote on costing for materials to preserve, 8 benches and 2 picnic tables.

2)The clerk to instruct the maintenance person to complete the task when appropriate as part of the ongoing maintenance schedule.

9.2.3 Proposal by the Advisory group.

To agree that Cllr Arnott, Cosham and Hipkins are delegated to update the HPC notice boards with information as directed by the Clerk.

### 9.3 CST & RSAG

Minutes of the September meeting.

- 9.3.1 Biffa have sponsored a VAS which will be a permanent installation on Station Road. Tony Miller has created an order to get the VAS installed. Do the PC wish to adopt this VAS and be responsible for its maintenance?

### 9.4 AWG

Report to be received on activities since the last Parish Council meeting.

There is to be no increase in rent for 2024/2025.

- 9.4.1 AWG ask the Parish Council to agree to the small changes made to the Allotment Agreement.
- 9.4.2 AWG ask the Parish Council for their opinion on having a rolling agreement.
- 9.4.3 For advisory group to get 3 quotes for track repairs, using planings or matting.
- 9.4.4 To ask the Clerk to send 2 letters of termination of tenancy (due to no response from tenants after an informal letter/email was sent to both tenants on 5<sup>th</sup> August)
- 9.4.5 Chadwick Bank Allotment. Update to the Parish Council.

### 9.5 BL & EAG

Report to be received on activities since the last Parish Council meeting.

- 9.5.1 Do the Parish Council wish to participate in the Christmas Tree Festival?
- 9.5.2 As agreed previously, a replacement bench for Marjorie Richardson is to be ordered. The BL&E Group feel that it would be fitting for a rededication ceremony to be held after the bench has been fixed in place.  
Do the Council agree with this proposal?
- 9.5.3 Do the Council agree to the proposal for a suitable festive message for the Parish Magazine? If so, wording to be agreed at the meeting.
- 9.5.4 The BL&E Group suggest Thursday, 15<sup>th</sup> February 2024 for council's consideration for the next Community Conversation. If full council agree the Clerk is to book the Hartlebury Parish Hall from 4pm until 7:30pm.
- 9.5.5 Proposal to merge the Business Liaison & Events Advisory Group with the Recreation & Amenities Advisory Group. To name the newly formed group the RECREATION, EVENTS & AMENITIES Advisory Group.
- 9.5.6 Proposal to nominate and appoint a Liaison Councillor to attend HPHMC meetings going forward on a temporary basis, substituting for Cllr Pratt when necessary.

## 10 REPORTS

- 10.1 Councils representative on the HPHMC.
- 10.2 Clerk. Clerk met with D Edwards Internal auditor.
  - 10.2.1 The Clerk has been asked by the Parish Hall Clerk that she understands that PC Advisory Groups would like to make more use of the Committee Room at the Hall for their meetings because it is a central location and there is plenty of parking and as a result would like a renegotiation of their current hiring arrangements. Council is to agree the new arrangements for consideration.

10.3 Handyman/Maintenance person report to Council.

## **11 CORRESPONDENCE**

- Presentation of Wychavon Parish Games 22 November.
- Draft order of the road regulation act for the County of Hereford and Worcester. (B4193 Stourport to Hartlebury Road and Wilden Lane, Stourport-on-Severn and Hartlebury) Prohibition of commercial vehicles over 7.5 tonnes.
- Calc update 30/10 and training information.
- Subject access request from Parishioner.
- Local Flood Risk Management Strategy Update the Flood Risk Management Team – Any interested parties can send their responses by 24 November 2023 to the Parish Clerk please.
- Diversion of footpaths hr-526 and hr-525 (part), and extinguishment of footpath hr-524 (part), (formerly footpath number 13) in the parish of Hartlebury. Public path diversions, extinguishment and definitive map and statement modification order 2023 from Worcestershire County Council.
- Consultation Questionnaire - Bus Back Better.
- Information from the ICO regarding previous cases.
- HPC Car park closure information.
- Parish Precept request from Wychavon.
- Platform Housing inform the PC of the intended closure of “The Birches”
- Tree warden scheme. (Does Hartlebury PC have a tree warden?)
- Planning Communities Together event for Parish and Town Councils - 23 November 2023 – 6.30pm Planning Communities Together event for Parish and Town Councils.

## **12 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.

## **13 EXCLUSION OF THE PRESS AND PUBLIC.**

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.

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

## **15 CONFIDENTIAL MATTERS RELATING TO THE PREVIOUS CLERK**

## **16 STAFFING ADVISORY GROUP**

Information relating to the employment of a new Clerk.

**DATE OF NEXT MEETING Tuesday December 5<sup>th</sup> Budget setting 2023.**

All advisory groups must submit their budget submission by 21<sup>st</sup> November 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
PAG	Planning advisory group

**Future dates for parish council meetings**

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>