



Clerk to the Council – C Shinner
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Minutes of the meeting of Hartlebury Parish Council held on Tuesday 14th November 7pm at the Parish Hall in Hartlebury

DRAFT UNTIL SIGNED AT A SUBSEQUENT MEETING

Present

Cllr Arnott (KA), Cllr Atkinson (CA), Cllr Evans (AE), Cllr Harris (MH) , Cllr Hancocks (EH), Cllr Hellens (JHL), Cllr Hipkins (JHP), Cllr Kirby (RK), Cllr Neale(CN) and Cllr Tarleton-Hodgson (LTH)

Also present.

C Shinner (Locum Clerk) and members of the public.

396. APOLOGIES

Apologies received from Cllr K Pratt (KP). Cllr J Cosham (JC) and Cllr A Scheps (AS).

397. DECLARATIONS OF INTERESTS

Cllr Hipkins declared an interest in Planning item W/23/021374 and items regarding The Parish Hall

Cllr Kirby declared an interest in items regarding The Parish Hall

Cllr Tarleton-Hodgson declared an interest in item 415, item 421 and 414.

Cllr Mark Harris declared an interest in Chadwick Bank Allotment.

Cllr Arnott declared an interest in items regarding the Parish Hall and 421.

Cllr C Neale declared an interest in items regarding the Parish Hall and allotments.

Cllr C Atkinson declared an interest in item 406 payment for Christmas items.

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

398. ADJOURNMENT OF THE MEETING

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

399. RESUMPTION OF MEETING

Following several comments from members of the public present it was **RESOLVED** to reconvene the meeting.

400. COUNTY COUNCILLOR REPORT

Cllr Tony Miller (TM) gave a report to the meeting.

- The County Council finances are tight, and the vast majority of the budget (73%) was spent on care of children and the elderly.

- It was noted that there was a shortage of foster carers.
- It was noted that speed surveys were now performed by West Mercia Police
- The VAS on Station Road is still to be installed and installation brackets are awaited.
- TM noted that he would investigate the progress of the change into the B4025 from Sandy Lane to Cooks Garden Centre. (Change to eliminate the changes in speed along the stretch of this road.
- TM noted that he would investigate maintenance of the Birch trees between the path and the wall on the Worcester Road (from Groves Road to Elmsfield)

401. DISTRICT COUNCILLOR REPORT

Cllr Tony Hartley (TH) reported the following items.

- Tourism brings over 3000 jobs to the area and there has been an increase in tourism of 25% since the pandemic.
- 18th December – closure of Rylands Lane.
- Cllr TH noted the various committees and groups he had been working with at Wychavon to include the Wychavon Democracy Day 15/11/23. Event for Ukraine on 19/12/23, defibrillators, volunteer, and funding opportunities.
- The Planning Communities event to be held on 16 November 2023 and will include community officers/funding/Section 106/CIL.

402. MINUTES OF THE MEETING.

The minutes of the meeting held on 3rd October were **approved** as correct.

403. PLANNING MATTERS.

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

W/23/01530/FUL

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

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

404. Planning Applications for Parish Council Comment.

The Planning Advisory Group consider these applications prior to the meeting and submit their comments to the Parish Council. The full Parish Council considers and comments on the applications at the Council meeting.

W/23/02137/FUL

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

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

The Parish Council **objected** to this application for the following reasons.

"The Parish Council are unsure if the applicant owns the land in question and assume it is Highways land.

The plans show an existing fence line which continues along the rear six houses and then on around the corner past another 9 houses. Presumably this was a deliberate part of the original planning application to maintain the country lane and provide a wildlife corridor.

The applicant appears to be trying to establish vehicular access from the Road. It looks like the land is owned by W.C.C. (County Hall). We understand the fence has already been moved and the kerb dropped without planning permission.

There is no assessment of the ecological effect of the proposal to the wildlife corridor.

HPC Planning Advisory Group Object to this application on the following grounds-

1. Amenity buffer space is being encroached ruining the appearance of the lane and its environment.

2. The wildlife corridor and secluded nesting sites would be compromised

3. this is contrary to the Hartlebury Village Plan- Strategic Aims 4&5, improving the image of the village and retaining village character.

4. This application would set a precedent for all the other houses in the lane to follow, destroying a valuable wildlife refuge.

We would also ask that the boundary is reinstated to its original position and condition.

W/23/02199/HP

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

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

The Parish Council **approved** this application and made the following comments.

Hartlebury Parish Council do not object to these proposals but deplore the start of the work prior to getting permission.

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.

The Parish Council **objected** to this application for the following reasons.

1. The current building is in a neglected state but is perfectly serviceable and is relatively watertight. It has some historic value due to age and relationship to the neighbouring Roxel site. It is in the 'blast area' and has previous plans rejected due to the area of glass facing the Roxel site amongst other issues. the building has been used as a cannabis factory in the past with the owners not accepting responsibility for the security and use of the site by criminals.

2. *The existing building has been subject to planned dilapidation to justify its demolition. Prior to the ecology report the ground was cleared of all established trees by the owners including those that would have protected local residents from being overlooked by the proposed development. (They were in the way of the plans and would have reduced the area available and therefore the size of the proposed building). This is a cynical attempt to eliminate the ecological value of the site and is tantamount to starting work without the correct planning consent in place. This took place during the nesting season!*
3. *Although this is a big site in area the proposed development is out of scale with the surrounding housing stock which is predominately small family homes of 2/3 bedrooms. The Parish Design Statement contains advice and guidance that new development should be appropriate to its setting. This application does not meet sections 2.8, 2.9 & 2.10 of Hartlebury Parish Plan.*
4. *The mansion style exterior of the proposed development is out of proportion, out of character and would dominate the neighbourhood.*
5. *The plans show a balcony that would be overlooking a neighbouring property due to previous tree removal.*
6. *The size and nature of the proposed development which includes plans for a large swimming pool complex (see plan submitted W/23/01868/CLPU) suggests alternative use other than just residential which would add noise to an otherwise quiet area.*
7. *There appears to be no reference anywhere in the plans of sustainable use of energy such as heat pumps or solar panels.*

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.

The Parish Council **objected** to this application for the following reasons.

1. *This industrial development is far from "Temporary' in the normal use of the word with impact lasting more than 40 years.*
2. *The proposals affect 100 properties directly with glint and glare, direct and subliminal noise, ugly and intrusive infrastructure and invasion of our green space. This is contrary to Hartlebury Parish Plan section 2.5 Any development that needs landscaping to disguise or hide it, is not worthy of being built in Hartlebury.*
3. *The application is full of thresholds of what the developers claim is acceptable. There is no justification in the documents that we can see that indicate where these levels have originated. The documents backing the application are all from those paid to provide 'evidence' to support the proposal and are therefore biased.*
4. *A lot of the mitigation dealing with views of the site depend on native hedgerow style planting. This will take 3 or 4 years to establish and reach full height and, in the winter, the deciduous nature of the hedge will drastically reduce the effectiveness of the already inadequate mitigation.*
5. *Replacing Farmland with a vast Industrial site is not appropriate for this site.*
6. *The combined effect of all of the applications create an alien landscape in rural Worcestershire.*
7. *Missing from the application is all of the work required to link the sites together to make a coherent whole. Linking the sites to the battery storage etc..*

This will probably be undertaken by the National Grid. It should therefore be included as part of the plan and to leave it out is misleading. National Grid would be using Statutory Instruments.

8. *The view of the panels from the road and the glint and glare will be a distraction to drivers.*

9. *A compensation package should be agreed by the WDC prior to planning approval (as a condition). A subsequent 'community benefit package leaves the WDC and the Parish Councils in a weak negotiating position and subject to patronage rather than partnership.*

405 FINANCE COMMITTEE MEETING / FINANCE

The following direct debits/debit card payments were taken: -

YU Energy	£13.73
HSBC Charges	£8

406 PAYMENTS

The Parish Council **RESOLVED** to agree to the following payments: -

GM Services – Maintenance invoice	£817
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. The Council agreed with this action for future years)	
Clare Atkinson - Items for the Christmas event	£80.44

407 MINUTES FROM THE FINANCE ADVISORY GROUP.

The minutes were noted by the council. A budget setting meeting will be arranged prior to the December meeting. Budget requests for all the groups to be received by the Clerk by 21st November 2023.

408 REVISED FINANCIAL REGULATIONS.

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 were **approved** by the Parish Council as follows:

- 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)

409 **INTERNAL AUDITOR APPOINTMENT**

The Council **agreed** to appoint their internal auditor for the period 2023-24. The Clerk recommended 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.

410 **REPORTS**

Reports were received from Parish Councillors & advisory groups/working parties.

411 **DC & DPAG**

Report on activities received and noted.

- It was noted that investigations into streaming Parish Council meetings were ongoing.
- It was noted that the Parish Hall is to go ahead with security cameras (6 in total) and in the quote there was an option for the Parish Council to purchase one for the MUGA area.
The Parish Council agreed that they needed further information and advice. The Parish Council suggested that a group was set up to work with the Parish Hall on this subject.
- It was noted that an agenda item would be received regarding links for the new website.

412 **R & AAG**

The Chairmans report was received.

Tennis Court hedges. Height and maintenance. Thanks were given to the residents and the PCSO who attended the onsite meeting re the hedges.

After careful consideration by the Advisory Group the following was recommended and **accepted** by the Council.

- 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.
- Future years East and North side, to shape individual trees into a conical shape.
- Improved larger user expected behaviour signage to be completed after the possible installation of CCTV.

Proposals by the Advisory group. **All approved** by the Parish Council

- For the clerk to request from the Maintenance person a quote on costing for materials to preserve, 8 benches and 2 picnic tables. **Approved.**
- The clerk to instruct the maintenance person to complete the task when appropriate as part of the ongoing maintenance schedule. **Approved.**
- Proposal by the Advisory group. That Cllr Arnott, Cosham and Hipkins are delegated to update the HPC notice boards with information as directed by the Clerk. NB the notices do not need to be signed by the Clerk if they come from the clerks.gov.uk email. **Approved.**

413 **CST & RSAG**

Minutes of the September meeting were received.

- 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.
The Parish Council **agreed** to adopt this VAS and be responsible for its maintenance.

414 AAG

A report was received on activities since the last Parish Council meeting.

- It was **agreed** that there is to be no increase in rent for 2024/2025 and this will be reviewed again in November 2025.
- The Parish Council agreed to the small changes to the Allotment Agreement.
- The Parish Council asked for further details re a rolling agreement and also plans for direct debit payment for allotments.
- It was agreed that the advisory group get 3 quotes for track repairs, using planings or matting.
- It was agreed 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 5th August)
- Chadwick Bank Allotment. It was agreed that the rent of this land would remain at £100 per annum until the end of 5 years agreed term which would finish at the end of March 2028. This is a tenancy agreement.

415 BL & EAG

A report was received on activities since the last Parish Council meeting noting the success of the Community Conversation Evening. It was also noted that all Councillors were welcomed to the Christmas Tree Lighting Event at 4pm,

- Do the Parish Council wish to participate in the Christmas Tree Festival? The Parish Council **agreed** to participate in this event and Cllr LTH agreed to make the tree on behalf of the Parish Council. Parish council also **agreed** to pay the £5.00 entrance fee which is donated to charity.
- As agreed at previous meetings a replacement bench for Marjorie Richardson is to be ordered. The Council **agreed** that Cllrs KP and CA could represent the Parish Council at the rededication ceremony to be held after the bench has been fixed in place.
- The Parish Council agreed to the insertion of the following message in the Magazine – “Wishing all the Parishioners of Hartlebury a very merry Christmas and a Happy New Year from the Hartlebury Parish Council”.
- The Parish Council **agreed** to merge the Business Liaison and Events Advisory Group (BL & EAG) with the Recreations and Amenities Advisory Group (R & AAG). It was **agreed** to name the new group the Recreation, Events and Amenities Advisory Group RE & AAG.
- The Parish Council **agreed** to appoint Liaison Councillors to attend HPHMC substituting for Cllr Pratt when he was unable to attend Parish Hall or Parish Council meetings. LTH and EH was duly appointed. It was noted that they would not have voting rights.
- Thursday, 15th February 2024 was **approved** as the date for the next Community Conversation. Hartlebury Parish will be booked from 4pm until 7:30pm. It was noted that all Advisory groups should present replies to previous comments and decisions from the September event.

416 REPORTS

- It was noted that there was no report from the council's rep on HPHMC.
- It was suggested that the Clerk contact HPHMC to ask for the financial implications if the advisory groups wish to use the Committee Room regularly.

- The Clerk has met with D Edwards – the internal auditor to ascertain the areas that the previous audits had failed upon. It was noted that the current Parish Council had been elected in May and that the previous Council had not assisted the new Council with financial matters. From November 2023 the current Council had control of Parish finances and all the related information, and it was expected that the final 4 months of the Council financial year would be more straight forward to manage.
- Handyman/Maintenance person report to Council.
The Clerk has asked GM to resubmit any PL finance requests asap. July/Sept and Oct received and submitted for this current financial year.

417 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. Repairs to go ahead on 23 November 2023.
- Parish Precept request from Wychavon.
- Platform Housing inform the PC of the intended closure of “The Birches”
- Tree warden scheme.
- Planning Communities Together event for Parish and Town Councils - 23 November 2023 – 6.30pm Planning Communities Together event for Parish and Town Councils.

418 TO RECEIVE REPORTS OF PARISH COUNCILLORS

- Cllr JHP noted that the Biffa rural partnership was supplying apple trees to local schools.
- The Wienerberger Biodiversity officer will write a biodiversity piece for the Parish Magazine.
- KA noted that there had been concerns raised by Parishioners regarding the ivy around the Mitre Oak. The report on the oak noted that the ivy was holding the tree up and would not be removed.
- KA attended the Remembrance Service on behalf of the Parish Council.
- EH and JC suggested a new advisory group for a joint Parish Plan/Neighbourhood Plan consideration.
- JHL note that the summarised Parish Council minutes had been placed in to the parish magazine.

- JHP noted that a silver SUV had been seen driving over the recreation area and the CPSO had been contacted.

419 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. This was **approved** and the meeting was closed to the public.

420 TO DISCUSS ONGOING MATTERS RELATING TO THE COMMUNITY PROJECT AND THE PARISH HALL.

The Parish Council were pleased to accept the end of the second Court Case Brought by the Parish Hall and the Council will work with the Parish Hall to replace or repair, as necessary, the walls around the patio.

421 CONFIDENTIAL MATTERS RELATING TO THE PREVIOUS CLERK

The Parish Council received a report from the Clerk and were pleased to accept this recommendation. It is anticipated that this matter is now resolved.

422 STAFFING ADVISORY GROUP

Information relating to the employment of a new Clerk.
The staffing advisory group asked the interim Clerk to contact the shortlisted candidate for an interview.

DATE OF NEXT MEETING Tuesday December 5th Budget setting 2023.

All advisory groups must submit their budget submission by 21st 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 -

W & SMAG	Website and social media advisory group
IT & DPAG	IT and data protection advisory group
These two above advisory groups are now merged and are now -	
DC & DPAG	Digital Comms and Data protection advisory group.
R & AAG	Recreation and amenities advisory group
CST & RSAG	Crime, speeding, traffic, and road safety advisory group
AAG	Allotments Advisory group
BL & EAG	Business liaison and events advisory group
PAG	Planning Advisory Group
HPHMC	Hartlebury Parish Hall Management Committee

Future dates for Parish Council meetings

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