



# Hartlebury Parish Council

**Clerk to the Council – Clare Shinner. Email [clerk@hartlebury-pc.gov.uk](mailto:clerk@hartlebury-pc.gov.uk)**

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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 9<sup>th</sup> January 2024 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. The Parish Council meeting will be reopened at the end of public question time.

## **4 COUNTY COUNCILLOR**

- 4.1 To receive report of County Councillor Tony Miller (TM)

## **5 DISTRICT COUNCILLOR**

- 5.1 To receive report of District Councillor Tony Hartley (TH)

## **6 MINUTES OF MEETING**

- 6.1 To **APPROVE** the minutes of the meeting of the Parish Council that was held on Tuesday 5<sup>th</sup> December 2023.

## **7 PLANNING MATTERS**

- 7.1 District Council Decisions- APPROVED.

*W/23/01417/FUL Associated Ref: W/23/01418/LB*

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

*W/23/01874/FUL*

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

*W/23/01860/FUL*

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

7.2 District Council Decisions- REFUSED

*W/23/02206/OUT*

Proposal: Construction of Dwelling for Rural Worker

Location: Land At (Os 8362 7018) Parsons Lane, Hartlebury.

7.3 Planning Applications for Parish Council Comment.

The planning advisory group will submit their comments to the Parish Council for their consideration in determining these applications.

*W/23/02552/HP*

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

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

*W/23/02536/HP*

Location: The Homestead, Waresley Court Road, Hartlebury, DY11 7TH

Description of Proposal: Erection of single-storey rear extension.

*W/23/01837/CLE*

Location: Annexe At Bishops Wood Cottage, Bishops Wood Lane, Crossway Green. Stourport On Severn DY13 9SE.

Updated location plan for Annexe.

*W/23/02456/HP*

Location: Unwicks Farm, Station Road, Hartlebury, Kidderminster, DY11 7YJ

Description of Proposal: Single-storey rear extensions.

**8. FINANCE**

**8.1 Automatic payments**

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

|              |               |        |
|--------------|---------------|--------|
| YU Energy    | November 2023 | £23.19 |
| HSBC Charges | November 2023 | £8.00  |

**8.2 PAYMENTS**

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

|   |               |
|---|---------------|
| <u>GM Services</u> . Maintenance invoice including Lengthsman work for Dec 23 | £443.53       |
| <u>Top Cut mowing services</u> December 2023                                  | £819          |
| <u>Clerk</u> December 2023  | £1162.50      |
| <u>Clerk</u> December Expenses 2023   | £66           |
| <u>Confidential*</u>  | Confidential* |

\*Due to a legal agreement this amount cannot be disclosed per s42 of the Freedom of Information Act exemptions.

**8.3 Report from the Finance Advisory Group.**

**9. REPORTS**

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

9.1 DC & DPAG

## 9.2 RE &AAG

- Community conversation 2 – topic ideas to be discussed and agreed and report to be received.
- Wychavon Parish Games report on progress.
- GM services note that the maintenance on the benches will cost around £300 in materials.

## 9.3 CST & RSAG

- Response to the Policing contract – Parish Council to agree on the top 3 crime problems in the Parish.
- Application to the safer roads fund – Council to discuss potential application as deadline is 2/2/24.
- Speeding issue on the A4025 at Crossway Green.
- Fly tipping in Woodbury Close.

## 9.4 AAG

## 9.6 John Cosham to report as the community representative on the CLG

## 10 **ADDITIONAL REPORTS**

- Councils' representative on the HPHMC.
- Clerk.
- Handyman/Maintenance person report to Council.

## 11 **CORRESPONDENCE**

- Parishioner complaint re planning application/23/01576/FUL to Wychavon DC for info only.
- Parishioner complaint re planning The Old Kitchen, Quarry Bank, Hartlebury. Ref: - W/22/00172/FUL and APP/H1840/22/3306688 to Wychavon DC for information only.
- Speeding issue on the A4025 at Crossway Green
- Calc update 23-12
- FOI request
- WI - Christmas tree thankyou
- Community Ownership Funds

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

Report from the advisory group.

## 14 **To discuss Annual Parish Meeting/ time of meeting and venue decision.**

**DATE OF NEXT MEETING Tuesday February 6<sup>th</sup>, 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 Scheeps, 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.                                 |

**Future dates for parish council meetings**

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