



Clerk to the Council – C Shinner
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Minutes of the meeting of Hartlebury Parish Council held on Tuesday 9th January 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 A Scheps (AS), Cllr Tarleton-Hodgson (LTH) and Cllr K Pratt (KP)

Also present.

C Shinner (Locum Clerk) and 4 members of the public.

476. APOLOGIES

Apologies received from County Councillor TM.

477. DECLARATIONS OF INTERESTS

Cllr Hipkins declared an interest in items regarding The Parish Hall.
Cllr Kirby declared an interest in items regarding The Parish Hall
Cllr Tarleton-Hodgson declared an interest in items regarding the Parish Hall.
Cllr Arnott declared an interest in items regarding The Parish Hall.
Cllr C Neale declared an interest in items regarding the Parish Hall.

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

478 ADJOURNMENT OF THE MEETING

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

479. RESUMPTION OF MEETING

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

480. COUNTY COUNCILLOR REPORT

Cllr Tony Miller (TM) had sent his apologies to the Council in advance of the meeting.

481. DISTRICT COUNCILLOR REPORT

Cllr Tony Hartley (TH) reported the following items.

- Emergency night shelters are being opened during the cold nights – contact 0300 500 0914 for details.
- Residents were urged to take part in the consultation on design codes at Wychavon DC.

- Expressions of interest can be received for the Wychavon Community Legacy Fund.
- TH was asked to obtain clarification from the planning staff regarding when neighbours are notified about planning applications as there appears to be confusion on the matter.

482. MINUTES OF MEETING

The Parish Council **APPROVED** the minutes of the meeting of the Parish Council that was held on Tuesday 5th December 2023 with the correction that the title of minute number 465 should be "Finance".

483 PLANNING MATTERS

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

484 Planning applications for Parish Council Comment.

The planning advisory group submitted 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.

No objection.

W/23/02536/HP

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

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

No objection.

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.

No objection.

W/23/02456/HP

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

Description of Proposal: Single-storey rear extensions.

No objection.

485 FINANCE

Automatic payments

The following direct debits payments taken:

YU Energy	£23.19
HSBC Charges	£8.00
Unity Charges	Sept-Dec 2023 £17.41

486 PAYMENTS

It was **RESOLVED** that the following payments be made: -

GM Services. Maintenance invoice including Lengthsman work for Dec 23 £443.53

Clerk December 2023 £1162.50

Clerk December Expenses 2023 £66

Confidential* Confidential*

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

John Cosham new lock for allotment £9.00

The following payment is to be checked against the agreed contract to ensure payments are to be made monthly.

Top Cut mowing services December 2023 £819

487 Report from the Finance Advisory Group.

It was noted that the Finance Advisory Group had not met.

488 REPORTS

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

DC & DPAG It was noted that meetings would be streamed live as soon as was possible.

RE & AAG

- The second Community Conversation is to now go ahead on February 28th. With the following tables, although more may also be provided. Planning. Crime, Speeding, Traffic & Road Safety. Events & Amenities. Diital Communications. LTH to provide refreshments. It was noted that all Councillors were available.
- The Clerk is to write to various people to invite them to present or provide information at the event including a representative from Wychavon Parish Games, Ombersley Parish Council, the local PCSO and a North Wychavon Community Officer.
- It was agreed that an advert for the event would be sent to the Parish magazine.
- It was agreed that JH and MH would meet with a community officer from Wychavon to discuss what help and advice can be offered to the Parish Council.
- It was agreed that the Clerk would contact the headteacher of the local schools to see if there was interest in a youth council.
- Annual Parish Meeting. It was agreed to book the Parish Hall on Wednesday 24th April 5.30pm for 6pm meeting until 7.30pm.
- The Wychavon Parish games were still being investigated by the group. It was noted that this would not cost the Parish Council more than £80 in entrance fees. There were 15 events over 6 months, but the group anticipate participation would be in 2025.

CST & RSAG

- It was noted that funds under the West Mercia Police Crime Commissioners road safety scheme were available, and Clerk will write to AM to ask for the information that the group needed to make the application for a VAS on the A4025 which would alleviate the issues on the A4025.
- CN and EH went to a fly-tipping seminar and will send a report for the next council meeting.

AAG It was noted that the group had met and that quotes were being obtained for improvements.

Enviro Recovery CLG In order to facilitate annual shutdown, which requires additional space for essential equipment and contractors, this space was previously found on vacant units. Planning application is now required to facilitate this on present site.

489 ADDITIONAL REPORTS

Councils' representative on the HPHMC. Nothing to report and KP will update the Parish Council in February.

AS noted that HPC was waiting to see what the Parish Hall was going to do regarding CCTV. It was noted that HPC would need to be involved with this and this would be placed on the next agenda.

The Handyman/Maintenance person report to Council was circulated with the agenda. The Council agreed to the maintenance of the benches proceeding with the cost for materials to be £300.

490 CORRESPONDENCE noted by the Parish Council.

- 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. It was agreed to register with the LNRS for information. It was also noted that the community ownership fund advertised could possibly be used to purchase the allotments.
- FOI request
- WI - Christmas tree thankyou
- Community Ownership Funds

491 TO RECEIVE REPORT OF PARISH COUNCILLORS

- CA asked that a letter be sent to D and L Simmonds for donating the tree free of charge.
- Also, thanks to be sent to the electrician and J&A tree services for shredding the tree.
- CN noted that WCC were launching a campaign for enterprise in Worcestershire and backing new entrepreneurs with masterclasses to help them. CN asked that local businesses be approached for sponsorship.

492 TO DISCUSS ONGOING MATTERS RELATING TO THE VILLAGE HALL PATIO WALL AND THE CAR PARK.

Report from the advisory group.

It was noted that three quotes from builders for the repair of the patio wall had been received but the advisory group are still waiting for a quote from the original contractor.

This quote will be based on the uplift in costs between the time of their original offer to repair the wall and now.

To make sure this is calculated properly the advisory group note that they need the services of a quantity surveyor and somebody familiar with the project. The previous project coordinator has offered, for no charge, pending council approval, to liaise with the original contractor to oversee the calculations being made to make up the quote.

The Council **agreed** to allow the previous project coordinator to undertake this work. (Cllr CA abstained and Cllr AE voted against)
(JH/LTH/CN/RK did not vote due to DOI and left the meeting)

493 Annual Parish Meeting.

It was agreed that the Annual Parish Meeting would be held in Hartlebury Parish Hall on Wednesday 24th April at 6pm.

DATE OF NEXT MEETING Tuesday February 6th, 2024

Agenda items to be received by 29th January 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	Digital 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 9th, May 7th, June 4th, July 2nd, August 6th, September 3rd, October 1st, November 5th.