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## **Minutes of the meeting of Hartlebury Parish Council held on Tuesday 6<sup>th</sup> February 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)

### Also present.

C Shinner (Locum Clerk) and 8 members of the public.

### **494. APOLOGIES**

Apologies received from Dst Councillor TH who has another meeting. Cllr K Pratt is away with work commitments and Cllr A Scheps is in the USA after a Grammy nomination.

### **495. 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.

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.

Cllr C Neale declared an “other” interest (DOI) in items regarding the Parish Hall as she is a volunteer at the Café.

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

### **496 ADJOURNMENT OF THE MEETING**

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

### **497. RESUMPTION OF MEETING**

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

### **498. COUNTY COUNCILLOR REPORT**

Cllr Tony Miller (TM)

- TM noted that speeding is an ongoing issue in many parishes and that the A449 near Stanklyn Lane had been noted as having a speeding issue.

- TM noted that the previously requested speed survey on the A4025 was yet to be actioned but it was to be done soon.
- It was noted that the Council were under the impression that the 50-mph speed limit on the A4025 between Cooks Garden Centre and Sandy Lane Industrial Estate was to be reduced to 40mph. TM to check this.
- TM agreed to provide 3 additional speed checks in Hartlebury Parish, and the Parish Council will agree to these locations.
- The VAS process was noted as follows. Highways and Police assess position for VAS. Location is then submitted to TM and TM pays for the VAS pole. Parish Council to provide VAS (or find alternative funding for VAS)
- A 4.9% increase for 2024-5 from WCC has been agreed. This will provide £440million. 70% of this funding goes to school transport and care of children and adults. Reserve funds are expected to be used for 2024-25.
- County Hall is partially closed due to RAAC and the associated risks.

#### **499. DISTRICT COUNCILLOR REPORT**

Cllr Tony Hartley (TH) sent his apologies and will provide a report at the March meeting of HPC.

#### **500. MINUTES OF MEETING**

The Parish Council **APPROVED** the minutes of the meeting of the Parish Council that was held on Tuesday 9<sup>th</sup> January 2024.

#### **501. PLANNING MATTERS District Council Decisions- APPROVED.**

Planning Ref: W/23/02266/HP

Proposal: Single storey side extension

Location: 3 Norchard Barns, Norchard Lane, Crossway Green, Stourport On Severn, DY13 9SN

Planning Ref: W/23/02536/HP

Proposal: Erection of single-storey rear extension

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

Planning Ref: W/23/02456/HP

Proposal: Single-storey rear extensions

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

#### **502. PLANNING MATTERS District Council Decisions- REFUSED**

Planning Ref: W/23/02199/HP

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

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

#### **503. PLANNING MATTERS Planning Applications for Parish Council Comment.**

Planning Ref: W/24/00072/LB

Location: Red House, Quarry Bank, Hartlebury, Kidderminster, DY11 7TE. Description of

Proposal: Formation of ensuite bathroom with new window to rear elevation.

There were **NO OBJECTIONS** from the Parish Council.

Planning Ref: W/23/02556/LB

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

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

There were **NO OBJECTIONS** by the Parish Council.

Planning ref: W/23/00046/SCR

Location: Land at Valley Farm, Valley Lane, Elmley Lovett.

Description of proposal. EIA Screening opinion in relation to proposed development of battery energy storage.

It was noted that this application appears to be a first stage screening to get approval in principle for a proposed lithium battery storage unit.

This was **OBJECTED** to by the Parish Council with the following comment.

“The Parish Council object to this application due to the problems in the event of a thermal runaway shutting down the railway line during an incident and causing contamination and pollution of the environment.

There is a risk of rural Hartlebury becoming industrial wasteland with more agricultural land disappearing and proposed sites linking to form a larger conglomerate.

The geography of the site with the railway embankment is likely to deflect sound toward the Waresley Park Estate. Consistent low-level hum or air borne vibration is a known problem.

The Parish Council ask that an environmental impact assessment be performed on this application”.

Planning ref: W/23/02619/CLPU

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

Proposal : Certificate of lawfulness for the proposed erection of garage / carport block and extension of rear vehicle access gravel hardstanding.

It was noted that this had already been approved by Wychavon DC.

#### **504. PLANNING MATTERS Planning applications withdrawn.**

Planning Ref: W/23/02593/HP

Proposal: Conversion of domestic garage into granny annex (Variation of condition 3 Ref. 21/00123/HP)

Location: Winnall Springs, Lincomb Lane, Lincomb, Hartlebury, Stourport On Severn, DY13 9RD

#### **505. PLANNING MATTERS Appeals started**

Planning Ref: W/23/01017/HP

Notification of planning appeal planning inspectorate ref:- APP/H1840/D/23/3333350

Appeal Start Date 23 January 2024

Proposal: Erection of garage block with games room over.

Site at: The Field House Worcester Road Shenstone Kidderminster DY10 4ER.

#### **506. FINANCE. Automatic payments**

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

YU Energy. December 2024

£23.53

HSBC Charges. December 2023

£8.00

### 507. FINANCE. Payments

The Council **AGREED** to the following payments:

<u>Top Cut mowing services</u> December and January @£819 per month.	£1638
<u>Top Cut mowing services</u> October and November @£819 per month	£1638
<u>Top Cut mowing services</u> Drain check	£240
<u>Clerk</u> January 2024	£1000
<u>Clerk</u> January Expenses 2023	£13.30
<u>TDP Ltd</u> Bench and fittings	£541.37
<u>Mono Solar</u> For work re Christmas tree lights and storage	£525
<u>GM Services</u> Parish Maintenance	£250
<u>GM Services</u> Lengthsman hours	£264.90

All invoices, reconciliations and bank statements are available for the Council to examine at each meeting. It was noted that the transfer to Unity bank as approved by the Parish Council means that all payments are now electronic and operate on a two-party identification basis.

### 508. FINANCE. Expenditure paid since April 2023.

During the handover from one Council to another Council, and during the period of 4 different Clerks, various items were paid but not minuted. These are as follows.

<u>Worcestershire CALC</u> - Subscription and affiliation 2023-24	£1212.88
<u>YU Energy</u> Energy Charges (by DD.)	July £13.73, Aug £13.73 September £13.29, October £13.73 November £23.19
<u>HSBC</u> Bank Charges (by DD.)	July £8, August £8, Sept £8 October £8 and November £8
<u>Savills</u> Allotment rent (by DD)	£337.50
<u>Lee Jackman</u> - Interim Clerk July 23	£128.60
<u>Top Cut Mowing</u> - contract, June, and August @£819	£1638.00

### 509. REPORTS

To receive reports from Parish Councillors & advisory groups/working parties.  
DC & DPAG – Nothing to report.

**510. RE & AAG** – The minutes from 25 January are available online. Cllrs JC and JHL have left the group which now consists of 6 people.

Proposal – Community Conversation Event 2. Council **APPROVED** a budget of £50 to include the reimbursement of catering and consumable costs, upon production of receipts for the CC2 event. The CC2 flier was **APPROVED** for distribution with minor changes.

Proposal – Scarecrow Event. The Council **AGREED** to hold a scarecrow event on Saturday 3rd & Sunday 4th August and agree to the use of the hall on the Sunday 4th from 4:30pm until 6:30pm for refreshments and announcing the winner.

Proposal – To block book the Community Room. The Council **APPROVED** the block booking the HPH Committee Room for one day per month for the use of Advisory Groups. The third Thursday of each month from 630-930 dependent on HPH availability was agreed.

Proposal - For Council to appoint a Working Party to actively seek alternative venues and obtain details / quotes on hiring for future events. It was noted by the Council that individual Councillors could investigate venues but that no working party was necessary.

Proposal – Hartlebury Hero - Subject to appropriate rules and operating guidelines being drawn up & approved, Hartlebury Parish Council **APPROVED** the launch of this Award Scheme at the Community Conversation 2 event. This monthly award would promote the unsung heroes in the Parish.

The submitted artwork and associated QR code was approved. Sponsorship to be sought for the award prize.

Proposal – Christmas tree lighting ceremony and party 2024. The Parish Council **AGREED** the date for Christmas Tree Light switch on as 23 November 330-630.

#### **511. CST & RSAG**

- The group noted that the Community Speed Policing initiative would be publicised at the upcoming Community Conversation 2 event.
- The group asked for a page on the Parish Council website to promote actions regarding flytipping 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 are to submit suggested areas for speed surveys at the March meeting of the Parish Council to consider. Any suggested areas for survey to be submitted can be submitted to the Clerk of the Parish Council.

#### **512. AAG**

The advisory group have met and are looking into quotes for a track to be installed at the allotments. Further details will be available at the next Parish Council meeting.

#### **513. ADDITIONAL REPORTS**

Hartlebury Parish Hall - The Councils' representative on the HPHMC was not available to submit a report to the Parish Council.

Clerk. The Clerk noted that a finance advisory group and an internal finance audit check was necessary as the end of the financial year was approaching. Cllrs JHP and CN are to meet with the Clerk to update the asset register as appropriate after meeting with GM Services for information.

Handyman/Maintenance person report had been presented to the Parish Council.

#### **514. CORRESPONDENCE**

Correspondence list was sent out via email to Councillors.

Cllr CN noted that she had attended a LNRS meeting which highlighted the duty to protect and conserve biodiversity by law. Consultation on this matter was available to everyone via the online interactive map.

Cllr CN also asked if the neighbourhood matters bulletins could be placed on the website.

#### **515. TO RECEIVE REPORT OF PARISH COUNCILLORS**

- Issue of wedge of grass on New Inn Lane for maintenance by the Parish Council to be considered by the RE and AAG and a proposal to be submitted at the March meeting of the Parish Council.

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

The advisory group noted that a quote had also been received for the work on

the patio wall on Tuesday 6 February and all 4 quotes would be available to the Parish Council for a decision at their next meeting.

**517. BLOCKS ON THE CAR PARK.** Please note that this is minuted in order of agenda item, although it was discussed prior to minute 501. The Council noted that 3 concrete blocks were placed in the car park in 2020. It was noted that there was no minute of this action within the Council minutes. In June 2022 1 block was removed by the owner and from then until the current time 2 blocks remain stored on the car park. Whilst the Council had asked the owner to remove the blocks, this action had not been forthcoming, and the Council agreed to investigate the most cost-effective removal of these items.

#### **DATE OF NEXT MEETING Tuesday 5th March 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.

#### **Future dates for parish council meetings**

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>