



Hartlebury Parish Council

Clerk to the Council – Clare Shinner. Email clerk@hartlebury-pc.gov.uk

To Members of Hartlebury Parish Council

Notice is hereby given that the next meeting of Hartlebury Parish Council will be held on **Tuesday 9th April 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 consider dispensation requests (from DPI or DOI)
- 2.3 To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- 2.4 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 5th March 2024.

7 PLANNING MATTERS

- 7.1 District Council Decisions- APPROVED.

Planning Ref: W/24/00354/FUL

Proposal: Extension to existing car parking for use in conjunction with Christmas Tree and Pumpkin business Location: Land Off, Rectory Lane, Hartlebury

Planning Ref: W/24/00166/ADV

Proposal: Replacement Hanging Sign, Freestanding Sign and Signwriting (illuminated)

Location: White Hart, Stourport Road, Charlton, Hartlebury, Kidderminster, DY11 7TD

County Council decision -APPROVED

Application Ref: 21/000036/CM

Grid Ref: (E) 382646, (N) 272908

Proposal: Winning and working of sand and restoration to agriculture (pasture for horses) (Part Retrospective)

Location: Former Motocross Site, Adjacent to Wilden Lane, Wilden, Stourport on Severn, Worcestershire, DY13 9JT.

7.2 District Council Decisions- REFUSED or disposed of

Planning Ref: W/22/00510/HP

Proposal: Proposed 2-storey extension and internal alterations, including installation of solar panels

Location: Whitlence House Cottage, Whitlence Lane, Hartlebury, Kidderminster, DY10 4HD

7.3 Planning Applications for Parish Council Comment.

W/24/00542/HP Associated Ref:W/24/00543/LB

Location: 4 Pansington Farm Barns, Worcester Road, Totton, DY13 9QX

Description of Proposal: Internal alterations, enlargement of an existing window to create a door, creation of an additional parking space, and erection of a garden room (part retrospective)

W/24/00512/FUL

Location: Moorlands Farm, Manor Lane, Waresley, Hartlebury, Worcestershire, DY11 7XN

Description of Proposal: Agricultural Dwelling as approved under planning permission reference W.288/76 - removal of condition 2.

W/23/01358/FUL

Location: Formerly The Royal British Legion, Millridge Way, Hartlebury.

Proposal: Demolition of existing buildings and the erection of 12 dwellings with access, open space, parking, landscaping and associated works. Change of use from Sui Generis to C3 - Residential.

Additional information/amendment(s) have been received for this planning application. Amended plans and revised material.

W/24/00491/FUL

Location: Shop At, Moorlands Farm Fishery, Manor Lane, Waresley, Hartlebury, Kidderminster, DY11 7XN

Description of Proposal: Erection of agricultural dwelling as approved under planning permission reference W.1242/75/O - removal of condition 2.

W/24/00393/PIP

Location: Totton Farm, Totton Farm Lane, Totton, Hartlebury, DY13 9QR.

Description of Proposal: Permission in principle for up to 2 residential dwellings

W/24/00403/FUL

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

Description of Proposal: Proposed bat house and alterations to existing defence post to provide bat mitigation pursuant to grant of prior approval for demolition

W/24/00187/HP

Location: Parkstones, Wilson Road, Hartlebury, Kidderminster, DY11 7XU

Description of Proposal: Proposed single storey rear extension.

8 FINANCE

8.1 Automatic payments

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

YU Energy £22.27 (February 24) and £24.61 (January 24)

HSBC Charges £8 (February 24) and £8.50 (January 24)

Savills allotment charge £337.50

8.2 Payments

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

<u>Top Cut mowing services</u> March 2024	£819
<u>Clerk</u> March Clerk work	£1025
<u>Clerk</u> March expenses	£10.80
<u>GM Services</u> Maintenance Day plus expenses March 24	£316
<u>GM services</u> Lengthsman work – February 2024	£287.50
<u>GM Services</u> Work on the patio wall to enable builders' sight of original work to provide detailed quote	£250

Please note that all invoices and bank statements are available for the Council to examine at each meeting. All payments are now electronic and operate on a two-party identification basis.

8.3 Audit.

- Internal auditor DKE asks for final audit items at the end of the financial year.
- PKF LittleJohn write to the Council regarding the 2023-24 external audit and note that Hartlebury has been selected for intermediate review for the 2023/24 reporting year as part of the required 5% sample of those who would otherwise be subject to a basic review.

8.4 Finance Advisory Group to meet to approve final accounts for 2023-24 for submission to auditors after submission to the full council in May 24.

9. REPORTS

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

9.1 DC & DP AG.

Update from the Advisory Group.

9.2 RE & AAG

Update from the Advisory Group.

Hartlebury Hero

- For Council to approve the Terms & Conditions for the Hartlebury Heroes Award after reviewing, discussing, and making any necessary amendments.
- For Council to delegate powers to the Recreation, Events & Amenities Advisory Group for the group to actively seek and secure sponsorship for the prize.
- For Council to delegate powers to the Recreation, Events & Amenities Advisory Group for the group to monitor the entries and administer the competition.
- For Council to delegate powers to the Recreation, Events & Amenities Advisory Group for the group to judge the entries within the administration of the competition.

- To inspect and approve attached certificate for Hartlebury Hero.

Scarecrow event.

After full council discussion, for full council to agree the following.

- To approve the information and application form.
- To approve 3 prizes and refreshments costs (£105.00) to be taken from the councils allocated event money.
- To delegate powers to the RE&AA group to run and monitor the entries and administer the competition.
- On completion of the scarecrow competition application form, the clerk to send this to the RE&AA group.
- A paper map/QR code to be set up and shared on website and social media.
- A workshop to be set up if needed.

9.3 CST & RSAG

Update from the Advisory Group

9.4 AAG

Update from the Advisory Group.

For full council to discuss and agree to the following regarding a new track in the allotment area.

- Buy 6 rolls of grass reinforcement mesh plus pins and grass seed.
- Quote 1 £1860.00, quote 2 £1108.80, quote 3 £1322.70.
- 20 ton of plainings needed at £384.00 includes VAT and delivery. 20 ton of recycled type 1, £168.00 includes VAT and delivery.
- 20kg grass seed priced from £80 to £100.00.
- Labour costs
 1. Can only do weekends at £25 per hour, council to organise machinery.
 2. For allotment holders and council members to get together and do the job for free.
 3. To agree for the allotment advisory group to go ahead and spend the councils allocated £2500.00 for the track repairs.

10. ADDITIONAL REPORTS

10.1 Councils' representative on the HPHMC.

10.2 Clerk.

- Retention of documents policy for Hartlebury Parish Council for consideration and approval.
- Public information scheme policy for Hartlebury Parish Council for consideration and approval. (please note that the Clerk is working towards these documents being available online within the next few months)
- Risk assessment register for Hartlebury Parish Council for consideration and approval. This has already been reviewed by the Finance Advisory Group and the Audit Review Group.
- Asset register for Hartlebury Parish Council for consideration and approval. This has already been reviewed by the Finance Advisory Group and the Audit Review Group.
- Clerk notes that the address and signatures for Scottish Widows have been changed and statement received.

- Annual Parish meeting is to be held on April 24th in the Parish Hall. The Council is to facilitate this meeting and refreshments could be provided if the Council agrees to this suggestion.

10.3 Handyman/Maintenance person report to Council.

11 CORRESPONDENCE

Correspondence list is sent out via email to Councillors, they may raise any matters regarding correspondence at this part of the meeting.

- Meraki events asks the Parish Council if they may advertise their events with posters/banners on railings and other street furniture that will be removed within one week of the meetings.
- It is noted that the use of the Committee room in the Parish Hall by the Parish Council will not incur any additional charge over the agreed £250 per annum.
- The Chairman of the Parish Hall asks if any Councillors are free to help at a gardening morning on 20th April. Refreshments will be provided.
- A group has offered to re-gravel the pétanque court at their cost and ask the Parish Council if a lorry can be allowed to access the area to perform this task.

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 on actions since the last meeting.
- To consider the quotes as submitted with the agenda for the rebuild of the patio wall.

14 BLOCKS ON THE CAR PARK. Update

A parishioner has offered to remove and store the blocks in Milridge Farm – in a field adjacent to the Parish Hall free of charge. If the Council approves this action, the Clerk will inform the owner of the blocks accordingly and they can collect them from this location.

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.

15 STAFFING ADVISORY GROUP

The Advisory Group to consider the employment of a Clerk for HPC.

DATE OF NEXT MEETING Tuesday May 7th 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 Comms 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.
HPC	Hartlebury Parish Council

Future dates for parish council meetings

May 7th, June 4th, July 2nd, August 6th, September 3rd, October 1st, November 5th, December 3rd